



Welcome

Shadow Brook Board Meeting

February 12, 2020
Bret Harte Middle School

Board Meeting Rules/Process

- Complete Agenda Items
- Open Discussion, Facilitated by president
- One speaker at a time as called upon
- Board Members will remain post-adjournment

Agenda

- Open & Welcome
- Finance Update
- Accessory Dwelling Units [ADU's/JADU's] Policy/Rule
- Shadow Brook HOA & Swim Club – Call for Election, Rules and Timeline
- Open Forum
- Close Meeting

Shadow Brook Profile

- **We are registered as a Planned Community Development/CID with CA**
 - **Governed by CCR's, By-Laws, Policies, and Davis-Stirling Act**
- **Corporation, Non Profit 501 c**
 - Taxes – Federal Return and State Return prepared by CPA firm**
 - Registered with the Sec of State of California as an HOA**
- **318 Homeowners and 125 Assoc Members**
- **Annual Operating Budget of over \$256k**
- **Annual Income/Revenue averages \$279k+**
- **Annual average of \$4834 into Workman's Compensation Plan for State of California**
- **We interview, hire, manage and pay 38+ seasonal employees a year**
- **Among the annual filings – State Corporations, Taxes etc.**
- **Insurance Coverage – Liability/Property and Directors & Officers**
- **No Property Manager, Business Manager or Agent**



FINANCE UPDATE

**Shadow Brook Swim Club
Balance Sheet**

Feb 7, 2020

Note: Cash Balance
in Dec 2019 was
less than \$2k

ASSETS		
Current Assets		
Checking/Savings		
SB Swim Club Checking	200,043.94	
Total Checking/Savings	<u>200,043.94</u>	
Accounts Receivable		
Accounts Receivable	108,416.50	
Total Accounts Receivable	<u>108,416.50</u>	
Other Current Assets		
Other Receivables	0.00	
Total Other Current Assets	<u>0.00</u>	
Total Current Assets	<u>308,460.44</u>	
Fixed Assets		
Land	30,000.00	
Building & Structures		
Building & Structures-Cost	161,104.73	
A/D-Buildings & Structures	<u>(127,720.38)</u>	
Total Building & Structures	<u>33,384.35</u>	
Furniture & Fixtures		
Furniture & Fixtures-Cost	21,748.00	
A/D-Furniture & Fixtures	<u>(4,692.00)</u>	
Total Furniture & Fixtures	<u>17,056.00</u>	
1570 · Leasehold Improvements	318,452.28	
1572 · A/D-Leasehold Improvements	<u>(22,306.00)</u>	
Expensed Assets		
Expensed Equipment - Cost	6,404.52	
Expensed Improvements - Cost	26,930.00	
Expensed Equipment - Expense	(6,404.52)	
Expensed Improvements - Expen	<u>(26,930.00)</u>	
Total Expensed Assets	<u>0.00</u>	
Total Fixed Assets	<u>376,586.63</u>	
TOTAL ASSETS	<u>685,047.07</u>	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	0.00	
Total Accounts Payable	<u>0.00</u>	
Total Current Liabilities	<u>0.00</u>	
Total Liabilities	<u>0.00</u>	
Equity		
Retained Earnings	407,737.63	
Net Income	<u>277,309.44</u>	
Total Equity	<u>685,047.07</u>	
TOTAL LIABILITIES & EQUITY	<u>685,047.07</u>	



Includes:
-Assoc Member Fees to date
-Homeowner Dues to date
-Partial Restitution for pool incident [\$40k]



ACCESSORY DWELLING UNITS



Review of Draft Policy

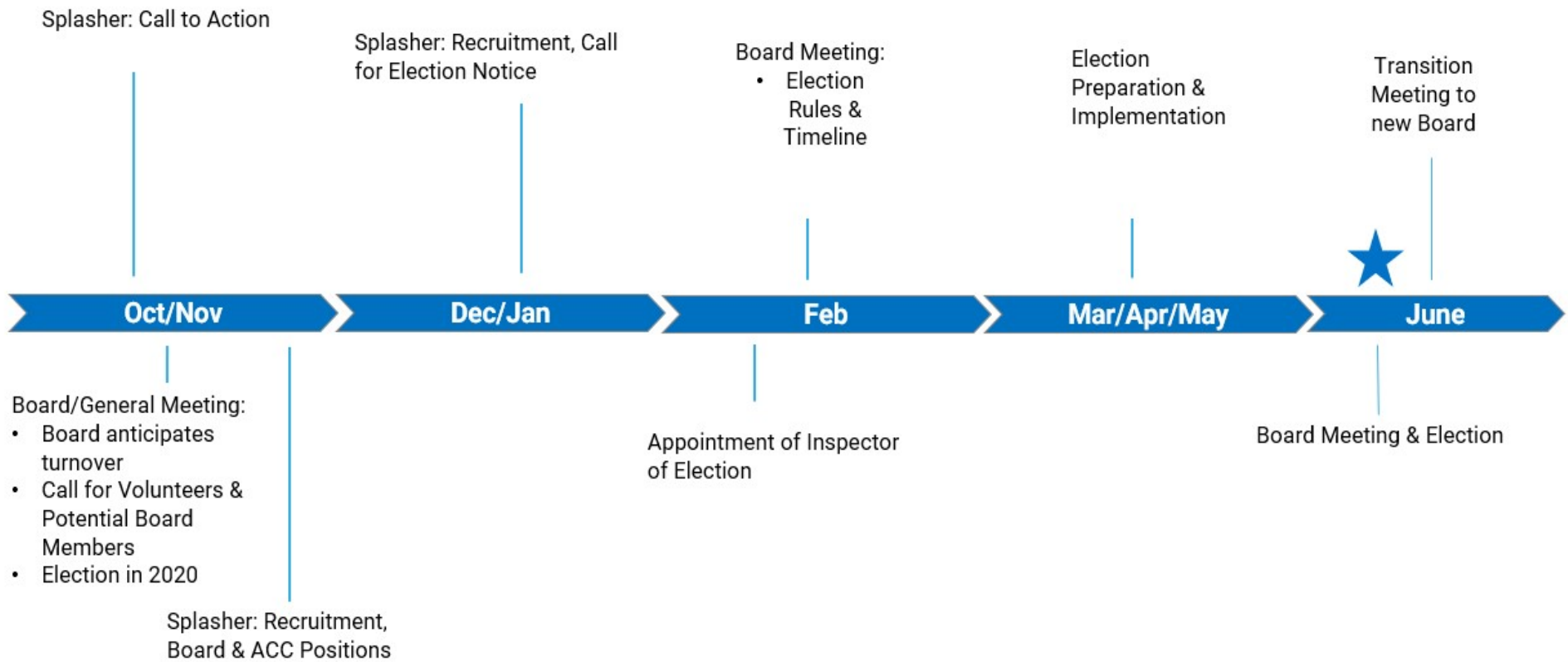
Motion

- Motion: Move to approve and adopt the Shadow Brook Accessory Dwelling Unit & Junior Accessory Dwelling Unit Policy



SHADOW BROOK 2020 ELECTION

Summary Timeline



Shadow Brook board has established the below time line for the 2020 board of directors election.

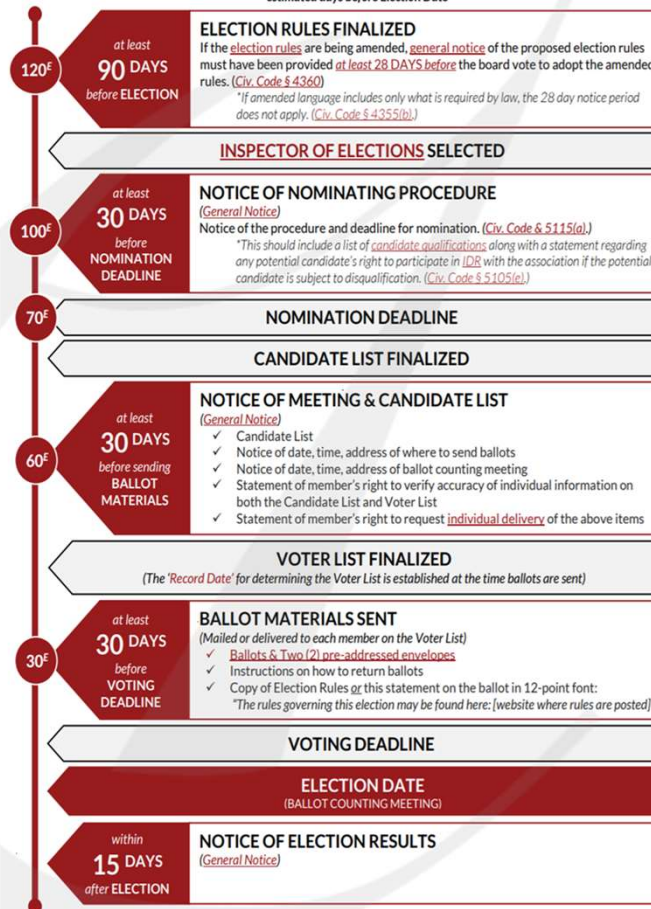
Time line adheres to California's Homeowners Association (HOA) Civil Code also known as the Davis-Stirling Act

		Number of Days
Notice of Proposed Election Rules	February 12, 2020	120
Election Rules Finalized	March 11, 2020	92
Notice of Nominating Procedure	February 24, 2020	108
Nomination Deadline / Candidate List Finalized	March 27, 2020	76
Notice of Meeting & Candidate List	April 8, 2020	64
Voter List Finalized / Ballot Materials Sent	May 10, 2020	32
Election Date	June 11, 2020	0
Notice of Election Results	June 12, 2020	



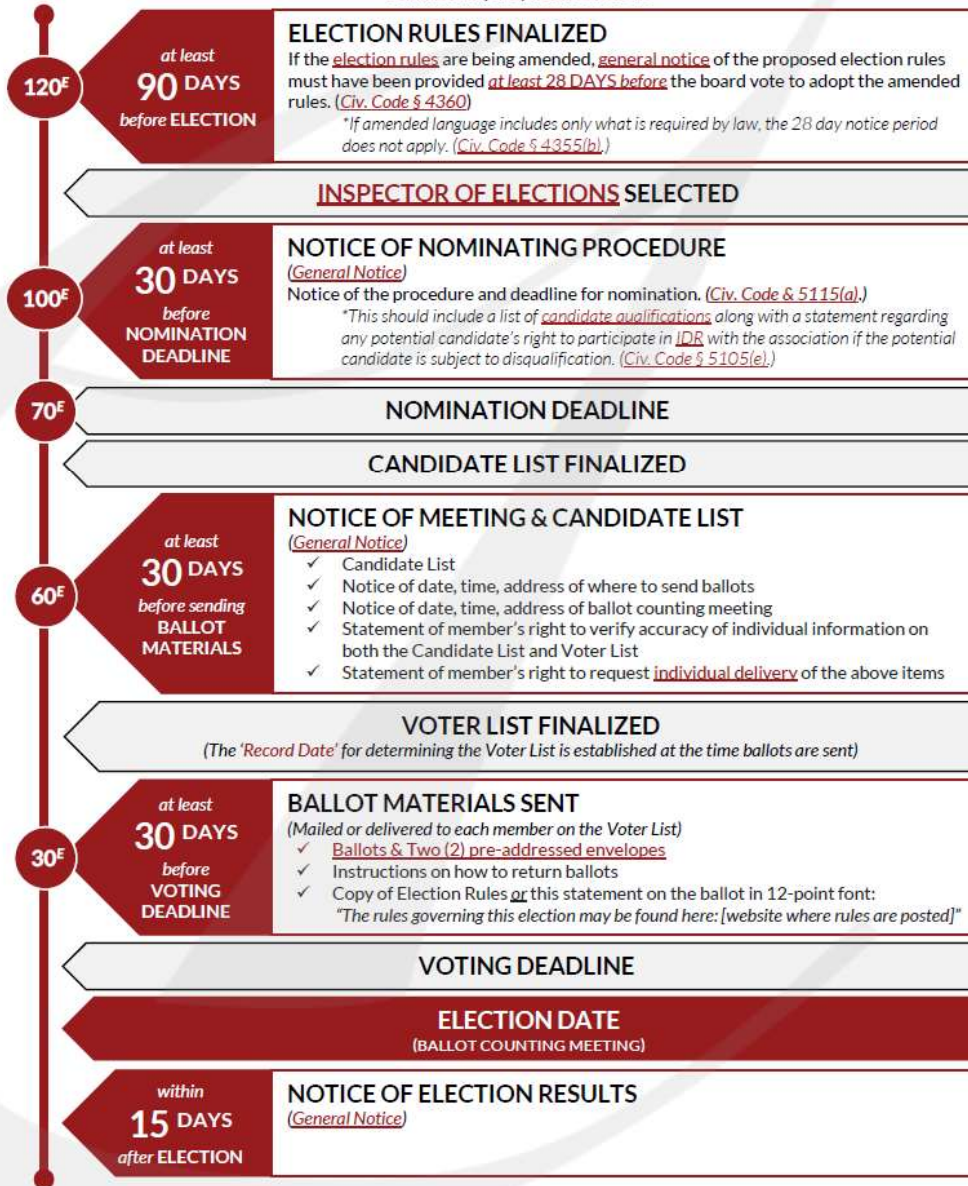
DIRECTOR ELECTION TIMELINE

Sample timeline for a director election as a result of the changes to the Civil Code's HOA election requirements (effective 1/1/2020).
^E = estimated days before Election Date



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Draft Election Rules for Shadow Brook HOA & Swim Club

- The State Legislature adopted the "Election Procedure" laws (SB-61) in 2006 (amended several times since); the laws have been recorded in the California Civil Code and include Sections 5100 thru 5145 of the Davis Stirling Act. As an HOA, Shadow Brook is required to adhere to the Rules and Procedures of Elections for the Board of Directors.

- Qualifications For Candidates:

(1) Must be a Homeowner as Recorded by the County of Santa Clara and as determined by Shadow Brook's system of record, QuickBooks, as of March 27, 2020

(2) Must be current with Annual Dues

(3) Must not be one of two candidates in same Household or Property of Record

(4) Only Official Shadow Brook Ballots will be accepted

(5) Homeowners can turn in Election Ballots at the Official Election Meeting



Q&A / DISCUSSION



CLOSE OF MEETING