



# Welcome

## Shadow Brook Board Meeting

July 19, 2020

Shadow Brook Pool & Virtual Meeting

# Agenda

- Open & Welcome
- Finance Update
- Final Call for Ballots
- Close of Election
- Pool Update
- Recommendations & Next Steps
- Open Forum
- Election Results
- Close of Meeting



# FINANCE UPDATE

**Crawford Pimentel Corporation**  
**Certified Public Accountants**  
2150 Trade Zone Boulevard, Suite 299  
San Jose, California 95131

**Michelle Puma**  
Director

July 16, 2020

Patrick Smith, President  
Shadow Brook Swim Club & HOA  
PO Box 20271  
San Jose CA 95160

Dear Patrick:

This letter is outlining the tasks and projects are firm has been engaged to complete and the documents that we have on file. Following are the details by project:

- **Income Tax Returns** – we have copies of the tax returns from 2010 through 2019. The most recent tax return for the year ended December 31, 2019 was timely filed on May 28, 2020 and included the Forms 990, 990-T, California 199 and 109.
- **Business Property Statements** – we have copies of the business property statements (Forms 571-L) that are required to be filed with the County of Santa Clara from 2018 through 2020. The 2020 filing was timely filed on May 4, 2020.
- **Bi-Annual Secretary of State Filing** – we have copies of the 2018 and 2020 filings. The most recent filing was completed on November 7, 2019 for the 2020 bi-annual filing requirement.
- **Information Returns** – we have copies of the annual information returns (Forms 1099s) for 2018 and 2019. The most recent filing was timely filed on January 22, 2020.
- **Bookkeeping services** – the bookkeeping staff have completed bank reconciliations through May 31, 2020. There are a few additional accounts to be reconciled and then we will submit the May 2020 financial statements for approval of the treasurer, Karen Rockwell, prior to submission. From our review of documents provided for entry into QuickBooks, internal control procedures have been followed, including the requirement that two board members sign and authorize checks over \$1,000.

Please let us know if you have any questions.

Sincerely,



Michelle Puma  
Director

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# **FINAL CALL FOR BALLOTS & CLOSE OF ELECTION**



# POOL & FACILITY UPDATE

# Pool / Facility Update

- Phase 2 – Family & Lap Swimming [July]

- Staff trained, Family Zones designed
- Usage [June 22 to July 19]



Weekly Utilization Percent
30
26
40
42

- New SCC Covid Protocols – July 2

- New Protocols from July 2 Implemented – Training, signage, capacity limitations, etc.
  - Identifies the person responsible for ensuring compliance with the Protocol (this will usually be an owner or manager)
  - Confirms that the business is posting proper signage
  - Confirms that the business is properly training its workers
  - Confirms that the business is putting measures in place to protect its workers and the public, including mandatory face coverings
  - Confirms that the business has an adequate plan in place if a worker tests positive for COVID-19
  - Certifies under penalty of perjury that the information submitted is true and accurate – providing false information about completed steps is a crime.

- Facility

- Received County Health Permits
- Surprise Inspection Imminent
- Facility in excellent condition including equipment

- Feedback – Positive feedback from Homeowners & Associate Members



# **POST ELECTION – RECOMMENDATIONS & NEXT STEPS**



## Board Recommendations

- Maintain minimum of \$225k in savings/reserves
- Maintain current levels of all insurance coverage
- Maintain current financial controls (at minimum)
- Maintain current security and safety measures
- Continue to assess & follow through on fines for noncompliance with rules and regulations [Legal]

## Next Steps

- Begin Transition to new Board
- Schedule Transition Meeting between current and new Board
- Implement business transition:
  - CA Sec of State
  - Banking
  - Accounting/Finances
- PO Box/Mail Processing
- Objective: Successful Transition by mid-late August



# Q&A / OPEN FORUM



# ELECTION RESULTS



# CLOSE OF MEETING