

Shadow Brook Swim Club Homeowners Association

Board of Directors Meeting

September 1, 2020

Outgoing Board of Director Attendees:

President: Patrick Smith

VP Social: Staci Tenczar

Treasurer: Karen Rockwell

Secretary: Mike Beyersdoerfer

Incoming Board of Directors Attendees:

David Heindel

Meera Desai

Kevin Ryan

Karen Rockwell

Tracy Rodriguez

Steve Ferree

Call to Order: 7:05 PM

The Board Meeting was held via Zoom due to Covid-19 Shelter In Place Restrictions

Patrick called the meeting to order at 7:05 PM

There were 40 people in attendance including the outgoing and incoming boards

Outgoing Board Agenda

1. Open & Welcome
2. Summary of Transition Process & Timeline
3. New Board Handoff & Installation of new Board Members
4. Discussion with new Board

Agenda Item 2 – Summary of Transition Process & Timeline

- Guiding Principles
 - Collaborative effort with active participation
 - Smooth & Transparent transition
 - Success of Shadow Brook
- Cadence (July 19th thru August 31st)
 - Weekly Meetings between current Board & incoming Board
 - Deep Dive sessions [ACC, Business Operations, Pool/Facility,

Communications & Website etc.]

- Artifacts
- Transition Document – Overview of operations of Board, Roles, Processes etc.
- Documents - Samples of bank deposits, check & invoice processing, home sale transactions, ACC Log & related notifications, etc.
- Timeline details are available in the presentation slide
- Transition items have been completed with the exception of a few stragglers or cyclical items
 - The bank account sign-off is scheduled at 12:30 PM on 9/2.

Incoming Board Agenda (Outgoing Agenda Items 3-4)

1. Notice of acceptance of Election Results
2. Board position assignments and member introductions
3. Outgoing Board Appreciation
4. Introduction of Architectural Control Committee, ACC, members
5. Description of pool operations: Sept. 2 through Sept. 13
6. Board action authorizing President, David Heindel, and Financial Secretary, Tracy Rodriguez, to act as signatories on the Shadow Brook Swim Club Bank of America account
7. Advisory Notice of tentative dates for future meetings
8. Questions from our neighbors

Agenda Item 1 - Notice of acceptance of Election Results

- David Heindel spoke on behalf of the board that we willfully accepted our positions on the board in accordance with the By Laws

Agenda Item 2 - Board Position Assignments and member introductions

- Steve Ferree made a motion that David Heindel fill the role of President
 - Meera Desai, Tracy Rodriguez & Karen Rockwell simultaneously seconded
 - **The vote was unanimous**
- **Upon his appointment David announced the positions of the other members**
 - VP Social: Meera Desai
 - VP Pool: Kevin Ryan
 - Financial Secretary: Tracy Rodriguez
 - Treasurer: Karen Rockwell
 - Recording Secretary/Communications: Steve Ferree
 - Each member introduced themselves

Agenda Item 3 - Outgoing Board Appreciation – Meera Desai

- Meera expressed the gratitude of the incoming board and the homeowners to Patrick, Staci, Mike, Karen, Peter, Don, Kevin, and Desiree for their outstanding service to our community, and doing an exemplary job during the difficult circumstances of the pool incident and Covid-19 restrictions.
 - Thank-you gifts will be delivered to them in the next day or so

Agenda Item 4 – Introduction of Architectural Control Committee, ACC

- Don Hale, returning
- Sheryl Stroh
- Cathy Sheehan
- Kevin Kraus, helping with transition

Agenda Item 5 – Description of pool operations: Sept. 2 through the 13th – Kevin and Meera

- See presentation slides for details
 - Much discussion and many questions about pool usage for members, Sharks and Riptides.
 - It is our intention to make sure that all of our stake holders, Members, Associate Members, Sharks, and Riptides get pool time the best we can with the Covid-19 restrictions
 - The new board is asking for grace during this trial time period for us to get our feet wet and get a sense of what the schedule will be going forward. It will be figured out well in advance of September 13th.

Agenda Item 6 – Authorization for President David Heindel and Financial Secretary Tracy Rodriguez to be the signatories on the Association Bank Account

- Steve Ferree made the motion for approval
 - Meera Desai seconded it
 - **The vote was unanimous**

Agenda Item 7 – Tentative Dates for Future Meetings – David & Steve

- Future board meetings and agendas will be posted on our website (4 days prior to the meeting in accordance with Davis-Sterling
 - Currently planning the Fall Homeowners Meeting for Sunday November 8, 2020 at 4 PM at the pool, either in person if Covid cooperates or via Zoom
 - Will be confirmed in the Splasher and on the website (30 days prior in accordance with our Bylaws)
- Steve conveyed the Board’s important goal of transparent and frequent communication with our member neighbors

Agenda Item 8 - Questions

There were a variety of inquiries and discussion related to pool operations and HOA finances. The Board responded as best as they could given this was the Board’s first meeting. The President suggested that the Board will focus on a target date of the Fall General meeting in November to present a full 2020 financial analysis including a first draft 2021 budget.

Meeting Called at 8:30

