



**Board of Directors Meeting
Minutes
October 12, 2020
Approved by Board
Ratified on 11/8/20**

President: David Heindel
VP Social: Meera Desai
VP Pool: Kevin Ryan
Secretary: Tracy Rodriguez
Communications: Steve Ferree
Treasurer: (Karen Rockwell – Absent)

The Board Meeting was held via Zoom due to Covid 19 restrictions

Called to Order: 7:01 PM by President

There were 17 people in attendance including the board
Board Quorum was called at 7:03 PM by Secretary

Agenda

- A. PRESIDENT – David Heindel
 - 1. Confirmed that all meetings are limited to our 318 HOA household members
 - 2. Next Board election at the Fall 2021 meeting
 - 3. Search for new Treasurer for 2021 continues
 - 4. Volunteer opportunities for clearly defined short term tasks
 - a. To be discussed further at the Annual Fall HOA meeting

- B. POOL - Kevin Ryan
 - 1. Completed repairs
 - a. For pool usage without lifeguards
 - i. New signage for pool
 - ii. New pole for life saving hook
 - iii. New Coast Guard Approved life ring
 - b. General pool
 - i. New pole for pool vacuum
 - ii. Rollers on pool cover (in process)
 - iii. Repaired broken concrete by shallow end
 - iv. Replaced flood light
 - c. Landscape
 - i. Hole in lawn from removed pole
 - ii. Removed diseased tree in parking lot
 - d. Bathrooms
 - i. Repaired non-working doors and install locks

- e. Fixed office door & storeroom door
- f. Kitchen light switches
- g. Gates repaired and brought up to code
- h. Chemical storage room has been made up to code
- 2. Deferred maintenance Items
 - a. Temp repairs to the plaster
 - i. Needs to be repaired in December
 - ii. Received a bid of \$1000 for plaster repair of both the main and baby pools
 - 1. See new business section for the vote
 - b. Maintenance on the filters – to be done in December
 - c. Painting/ repairing the kitchen –(Can be arranged after budget is completed)
- 3. Capital improvement projects: (Will be discussed after the budget is completed)
 - a. Replastering the pool,
 - b. Replacement of the fences
 - c. Repair of the grass area
- 4. Report of Pool Operations
 - a. Usage mornings & evenings via Sign-Up-Genius for members & associates
 - i. Morning adult swim 55 off 66 slots used
 - ii. Evening swim is 55.76% of slots used. Usage is actually larger as this includes the seldom used baby pool and shallow end.
 - iii. Saturday and Sundays not as busy
 - b. Pool closed for month of December
 - c. Ideas for additional usage will be presented at November meeting
- 5. Associate Memberships – Annual vs. Seasonal?
 - a. Was not covered

C. SOCIAL – Meera Desai

- 1. Social Committee Meeting Update
 - i. Meeting held on 9/24 with 7 attendees. There are now 10 people on the Social Committee. They would like at least one more volunteer to assist with our major events that are now led by Meera and Joni Landine
- 2. Food Truck Night – October 14
 - i. David to spread the word to the Dolphins to increase our base spent with each truck
- 3. Halloween Recommendation
 - i. A table placed at the end of the driveway with pre portioned goodies for Trick -Or-Treaters
- 4. Lighting up Shadow Brook
 - i. Celebrating our neighborhood diversity from Diwali through Lunar New Year
- 5. Welcome Committee update
 - a. Sneha Sowda has agreed to be the Committee Chair
 - i. Will hold a Zoom meeting (or at the Pool if can be done) to welcome the 10 new neighbors from 2019 and 6ish from 2020.
 - ii. Will be bringing back the gift baskets and hold welcome meetings each quarter

D. COMMUNICATIONS - Steve Ferree

(See Communications presentation of these items)

1. Management Software Program discussion - Look over some of the items that we want to see incorporated in the future Management Software Program and finalize our answers to the questions submitted.
2. Summary of development of the members email list and summary of updates to the website and Splasher
3. Communications Committee update
4. Splasher schedule & Constant Contact email distribution
5. Website upgrade Progress Report
6. Database of Members, Associates and Wait List is under development

E. TREASURER (Report given by David in Karen's absence)

1. Bank changes
2. Full financial report for 2020 actual & full year Budget plus 2021 Budget will be presented at the November meeting

F. New Business

1. **Motion** made by Kevin to receive approval for a \$1000 expenditure to repair the plaster in the pools. Second was provide and vote was unanimous. **Motion passed.**
2. **Motion** made by Steve to receive approval for a \$25 per month expenditure for a Constant Contact email service upgrade. Second was provided and vote was unanimous. **Motion passed.**
3. **There were two emergency meetings held in September. Davis-Stirling provides that a summary of notes from emergency meetings be published in the next available meeting notes.**
 - A. 9/3/20:
 - i. **Motion** Made by President to approve new Riptides pool hours and authorize David to confirm with Kyle on 9/4. Second was provided and vote was unanimous. **Motion passed.**
 - ii. **Motion** Made by VP Pool to secure needed signage and pool safety rings up to \$300 expenditure. Second was provided and vote was unanimous. **Motion passed.**
 - iii. **Motion** Made by VP Social to sign up for MTM through October or December and to be reimbursed \$48. Second was provided and vote was unanimous. **Motion passed.**
 - B. 9/13/20:
 - i. **Motion** Made by President to approve new Riptides agreement and authorize signing. Second was provided and vote was unanimous. **Motion passed.**
 - ii. **Motion** Made by VP Pool to approve the relocation of Shadow Brook's bank account from Bank of America to Wells Fargo and approve the President and Financial Secretary as authorized signatories on the new account. Second was provided and vote was unanimous. **Motion passed.**

- iii. **Motion** Made by President to Authorize VP-Pool to engage in a particular personnel matter. Second was provided and vote was unanimous. **Motion passed.**

F. Next Meeting

1. Annual Fall HOA meeting, Sunday, November 8, 4 PM.
2. The board pre-scheduled all of their monthly meetings to be held on the second Monday of each month excluding December.
 - a. There is another meeting that falls on that night that several people need to attend, so our new schedule will be the second Tuesday of each month.

G. Meeting Adjourned by the President at 8:18 PM