



## ***Board Meeting***

### **Minutes**

December 1, 2020

7:00 PM

***Ratified at the January Board Meeting 1-12-21***

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

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

#### **Called to Order: 7:01 PM by President**

There were 15 people in attendance including the Board

Board Quorum was called at 7:02 PM by Secretary

#### **A. PRESIDENT – David Heindel**

##### **1. 2021 Member Billing process**

- It was agreed that the membership fee will remain the same (\$650) as last year due to inheriting a lack of a reserve for upcoming large capital projects at the pool.
- Karen will take care of the printing and sending out the invoices this year
  - We will wait on Associate member dues until more is known about pool usage.
    - Steve will draft an email to them regarding the opportunity for a mini-membership from Jan-Mar for \$180.00 per family.
    - Decided at Executive Session prior to meeting.

##### **2. 2020 Year End Budget**

- David, Karen and Tracy are having a financial meeting on 12/3 to get ready for QuickBooks On Line, discuss the numbers for the balance of the year and the 2021 Budget.

##### **3. Master Calendar for 2021 - Steve will put up on the website**

4. ADP Services Replacement -Finance team is investigating less expensive quality services. Will have decision in January.

**B. SECRETARY – Tracy Rodriguez**

1. Board ratified minutes from the last HOA meeting on 11/8.

**C. POOL – Kevin Ryan**

1. Security camera discussion/vote
  - a. The bid is \$10,000
    - i. *Steve motioned for the vote to approve expenditure not to exceed \$10,000*
    - ii. *Meera provided the second*
    - iii. *Motion passed unanimously*
2. Key FOB discussion/vote
  - a. Kevin needs to do more research and we will discuss in January/February
3. Comcast phone & internet status
  - a. To be discussed at the January Meeting
4. Filter repairs
  - a. \$4,000 and will be done after December 14<sup>th</sup>.
5. Electrical problems and lights
  - a. Appears to be a pretty serious electrical problem. An electrical engineer is coming for a no charge consultation this month
6. Capital improvements reserve budget
  - a. David found one in the back of a Splasher from 2000. Will use that as the frame work for a new one that he and Kevin will work on.
7. Insurance
  - a. Kevin recommended increasing our umbrella coverage from \$2M to \$5M.
    - i. *Ryan motioned for the vote to increase the umbrella coverage*
    - ii. *Tracy provided the second*
    - iii. *Motion passed unanimously.*
  - b. We need a volunteer from the membership to do a complete insurance investigation.

**D. SOCIAL – Meera Desai**

1. Welcome committed provided the welcome package to 16 new homeowners since the HOA meeting
2. Holiday Lights Contest (Meera & Steve)
  - a. Details announced in the Splasher. Two awards judged by the Board and a People's Choice submitted the [splasher@shadowbrook.org](mailto:splasher@shadowbrook.org) by December 22 (awards on the 24<sup>th</sup>)
3. Holiday Tree pick ups Wednesday Dec 2 from 3-5
4. Red Bow brigade still need volunteers contact Lydia
5. Food Trucks
  - b. Every second Wednesday Dec-Feb

**E. COMMUNICATIONS – Steve Ferree**

1. Monthly email
  - a. Have emails for 85% of the members
2. Splasher
  - a. Going out this weekend. January's at the end of the month.

3. Website
  - a. Continuing to get positive feedback.

**F. TREASURER – Karen Rockwell**

1. Karen's last meeting as Treasure
  - a. The Board expressed our appreciation for all she has done, and she offered to continue to give us guidance as needed.
  - b. Zhiyun Zheng will become new Treasurer on January 1<sup>st</sup> and be confirmed at the 1/12 Board Meeting
2. Treasurer duties transition
  - b. Will be discussed at the meeting on 12/3

**G. New Business**

1. Kevin advised that the number one cause of injury at the pool is from bee stings on the clover on the grass. To get rid of the clover there needs to 4-5 sprayings over the next few months.
  - a. The estimate from our current gardener is \$660, Kevin is also getting other bids.
    - i. Tracy motioned to allow Kevin to spend up to \$670 for this service and begin the work as soon as possible*
    - ii. Steve provided the second*
    - iii. Motion passed unanimously*

**H. Adjourned the meeting at 7:57 PM**