



General Membership Meeting

Tuesday, April 18th -- 7:00 pm

Fisher Event Center – Almaden Country School



Welcome - Agenda

- A. PRESIDENT – Meera Desai**
 - 1. Welcome
 - 2. Confirm that meeting is limited to our 318 HOA member households
 - 3. Introductions of Board Members and ACC members in attendance, Sharks Reps & Pool Manager

- B. SECRETARY – Tracy Rodriguez**
 - 1. Board to ratify notes from previous Board Meeting
 - 2. Secretary to confirm Board quorum

- C. CC&R Update – David Heindel**

- D. ACC Update – Annette Coffey**

- E. POOL – Joni Landine**
 - 1. Maintenance
 - 2. Lifeguards / Swim Lessons – Valerie Waagen
 - 3. Sharks – Katie Ciciarelli & Valerie Waagen

- F. SOCIAL – Meera Desai (Interim)**
 - 1. Past Social Events
 - 2. Upcoming Social Events

- G. COMMUNICATIONS – Koorosh Vakhshoori**
 - 1. Member and Associate Engagement
 - 2. Other business

- H. TREASURER – Mehul Patel**
 - 1. Finance Overview

- I. New Business**

- J. Q&A – Homeowners**

- K. Board Actions then Adjourn, note time**



Overview of SBSC

- * Shadow Brook Swim Club – articles filed Feb. 1, 1968
- * Volunteer 6-member Board of Directors, elected in the Fall
- * CC&R's May 13, 1968
 - 1st amended October 9 , 1986
 - 2nd amended January 7, 2013
- * Bylaws, Policies & Rules
- * CA Davis-Stirling Common Interest Development Act. - 2014
- * IRC section 501 (c) 7 – non-profit, social / recreational membership club



Who We Are - What We Do

- * 318 Homes; plus up to 125 Associate Members
- * Manage Pool facility
- * Social events at Pool and in Neighborhood
- * Communications: Splasher, Website, Condo Control
- * Architectural Control Committee
- * Sharks Swim Team – 120-160 swimmers, ages 4 to 18
- * Monthly Board meetings – open to members
- * Spring and Fall General Membership meetings



What is a CA HOA

- * HOA'S **operate like a government entity**; CC&R's are HOA's constitution and **legally binding** on homeowners
- * Indeed, the homeowners associations function **almost as a second municipal government**, regulating many aspects of [the homeowners'] daily lives.'
- * In short, homeowners associations, **via their enforcement** of the CC&R's, provide many beneficial and desirable services that permit a common interest development to flourish.
- * As with government agencies, **courts generally defer** to the broad discretion HOAs enjoy in discharging their duties.
- * The HOA is also allowed to **charge regular fees** to homeowners within the development (comparable to taxes).
- * The HOA **can levy fines or sue** homeowners for damages and/or injunctive relief to enforce the HOA's rules and CC&Rs.

General Summary only – Source: Wikipedia



Volunteers

- * Architectural Control Committee: Sheryl, Annette, Don
- * Swim Team Parent Reps: Valerie & Katie
- * Summer Pool Staff Manager: Valerie
- * Social VP: Open Position (team of helpers)
- * Welcome Committee: Open position
- * Brivo Access: Scott
- * 2022 Election: Steve Ferree, and vote counters: Charlotte Ferree, Isabel Flanagan, Padma Heid, Andy Qin
- * **Volunteers Needed!!!**



Governing Document Update Articles, CC&R's, Bylaws

- * **What:** all new Gov. Docs; CC&R's last updated in 1986 (37 years)
- * **Why:** all "new" Davis-Stirling in 2014; current Gov. Docs are outdated, incomplete, or inaccurate and the Board as well as SBSC Members cannot rely on them to accurately reflect current law
- * **How:** hire a professional law firm; RFP's to 15 law firms; July, interviewed 4 firms; Sept. 8, Berding & Weil (B&W) Doug Bickham signed; ~\$14,000
- * **Process To-Date:** Jan. 10, B&W 142 Questionnaire completed; April 11, 1st draft Docs received
- * **Next Steps:** Board to review and provide comments to 1st draft; B&W to update and then hold an All Member meeting to answer questions from Members; final step is SBSC Member election to approve new docs.
- * **Questions or Comments:** send to sbpresident2020@gmail.com



Architectural Control Committee

Sheryl Stroh, Annette Coffey, Don Nickel

2023 Spring Home Review

- 318 Shadow Brook Homes
- Each property is rated on High-Medium-Low scale
- High – well maintained, no issues
- Medium – issues such as excessive weeds in park strip or tree branches blocking sidewalk
- Low – major issues such as a visibly damaged roof

On-Going ACC Activity

The ACC Team always strives to respond to Homeowner requests promptly! In 2023, there have been several requests for:

- Solar Panel Installation
- Drought Landscaping
- House Painting
- Roof Replacement

Thank you to Homeowners for submitting ACC Request Forms at least two weeks ahead of project commencement!



Pool - Overview

- * STAFFING: Summer with lifeguards; Fall, Winter, Spring Lap & Family Swim with no lifeguards
- * INCOME SOURCES: 2023 rates
Members (\$700), Associates (summer \$725, year-round \$1350), Guest Fee (\$3 per), Wait List (\$25), Fines, Sharks Swim Team, Swim Lessons, Almaden Riptide tenant (except in Summer)
- * EXPENSES
staff, splasher, social, legal & accounting, maintenance & utilities, capital expenses, insurance (only for pool & HOA), property taxes, other Gov. fees, supplies & subscriptions
- * MAINTENANCE
- * CAPITAL IMPROVEMENTS



Pool – Maintenance and Work

- * Completed in 2023
Demolish Sharks Trophy Case, Roof repairs, Pool reel cover repair (\$350); Fence repair (\$700).

*** Pending Spring 2023 ***

- * Replace Fence and dig trench for electrical: \$TBD
- * Replace worn out signs, e.g. “swimming with no lifeguards”:\$TBD
- * Implement electronic payments at the pool for swim lessons, parties, guests: \$TBD
- * Paint gazebo and benches: \$TBD



Pool - Future Work

*** Future *** (not budgeted)

- * Lift Chair for accessibility
- * Kitchen Cabinet replacements & Kitchen floor replacement
- * Gas Line to BBQ grills (to replace propane tanks)
- * Replace 50-year old Main Building (office, two bathrooms, pump room, showers) with new
- * Replace kiddie pool with hot tub
- * Bocce Ball court



Pool – Lifeguards & Swim Lessons & Lap Swim

- * Hiring and interviews for lifeguards are in process. Applications have been received from a welcome mix of experienced and new guards.
- * Swim Lessons will be weekly from Jun 12th through Aug 4th
- * Swim lesson signup day will take place one day in May before the pool is opened for the season. The signup date is TBD and will be set after staffing is in place. After the pool is open for the season, signups are taken in person at the pool office.
- * Parties can be booked in person at the pool office after opening day and during regular pool hours.
- * Lap swim is scheduled to end on June 10th. Adding limited hours for summer lap swim during regular pool hours is under consideration. This is new and would go through a trial period to ensure it can be implemented without incident.



Pool- Sharks

- * Shadow Brook Sharks are back in the pool with 130 swimmers this season.
- * Online Registration for Sharks will close May 1, 2023. Please see <https://shadowbrooksharks.swimtopia.com/> for more details.
- * Fees for our 2023 season are as follows:

- * \$300 for one swimmer
- * \$535 for two swimmers
- * \$770 for three or more swimmers

- * **Schedule for the 2023 Season**

- May 20 - Time Trials at Shadow Brook Pool
- May 27 - HOME vs Almaden
- June 3 - AWAY at Creekside
- June 10 - AWAY at Pinehurst
- June 17 - HOME vs Santa Teresa
- June 24 - AWAY at Crossgates
- July 1 - BYE Week
- July 8 - CHAMPS (Hosted by Almaden)





* Past Events

* Lunar New Year Celebration – Lirong Shan & Team



* Easter Egg Hunt held at the Cabana – Gruenhagens, Patricia Ohanian, Robin Kutzler, Kevin Ryan



* Senior Coffee – Sharon & Bill Pope, Lydia McClure (Every Wednesday 10:30 am)



* Summer Events

- * 3rd Annual Memorial Day Commemoration – May 29th
 - * Boy Scout Troop 290
 - * Joint Venture Church Bell Ringers
 - * BBQ & Pot Luck at the Pool
- * Annual Shadow Brook 4th of July – **Chairs Needed**
 - * Fun Run
 - * Pet Parade
 - * Bike Parade – led by SJPD
 - * BBQ & Pot Luck at the Pool
- * Wednesday Night Socials – **(Chair needed)**
- * Bingo, Trivia, Casino Night – Looking for event chairs





* Community Activities

* Welcome Committee – **Chair Needed**

- * New families remember to bring your Sharks for Life totes to the pool so that other neighbors can introduce themselves to you

* Aqua Fitness – Drop in's welcome

- * Tuesdays and Thursdays 9:45 – 10:45 am





- * Future Events – Volunteers needed to plan events
 - * Labor Day BBQ & Pot Luck
 - * Diwali Festival
 - * Lighting up Shadow Brook / Red Bow Brigade
 - * Charlie Brown Tree Distribution at the Cabana
 - * Holiday Lights Contest
 - * 2024 Lunar New Year celebration





* Communications - 1

Overview

- * Communication channels
 - * Shadowbrook.org website
 - * Neighborhood postings, seven locations
 - * Splasher Newsletter (Constant Contact Email, Website, door step)
 - * Splasher Updates (Constant Contact Email)
 - * Flyer holder (Cabana)
 - * Calendar event reminders (Condo Control Email)
- * Apps
 - * Condo Control
 - * Shadowbrook.org Website
 - * Constant Contact (Splasher Newsletter vs Updates)
 - * Dropbox



* Communications - 2

➤ Accomplishments

- Sign up drive for Condo Control, 238 out of 318 (75%) homes signed up so far for e-delivery
- Migrated to Shadowbrook Dropbox account
- Identify rental properties and updating their records,
- Support of associate membership drive
- Data cleansing, updates, support and answering questions

➤ Future plans

- Increase e-delivery
- Use Google apps to increase collaboration and stream line processes



Finance Overview

- * Financial Management: via QuickBooks with bookkeeper
- * FY2022 Income Tax Return - Filed
- * Insurance: General Liability / D&O / Swim Team / Lessons
- * Summer Payroll continues with Pay-N-Time
- * Online payment (via Condo Control)
 - optional for members – still can mail in a check
 - 100% for Associates
 - 100% for Swim Team
- * Reserve Study: Completed
- * 2023 HOA Dues Pending - 7 homeowners



Finance 2021 - 2022

Cash Basis	2021	2022	Diff.	2023 Q1
Total Income	320,577.98	438,566.24	117,988.26	335,095.41
Total Expenses	239,160.98	358,417.04	119,256.06	52,212.33
Net Operating Income	81,417.00	80,149.20	(1,267.80)	282,883.08
Net Income	81,417.00	80,149.20		

Wells Fargo Bank Account	2020	2021	2022	2023 Q1
Cash Balance (as of December 31)	155,539.34	227,230.34	170,286.89	448,880.05
*** less Burkett's replaster project (contract signed)		- 150,000.00		
Net 2021 Cash Flow		77,230.34		



Finance - Dues & Reserves

Shadow Brook Swim Club - Annual Dues				
*	Due Date	Amount	Change YOY	Percent
1	5/15/99	275		
2	5/15/00	225	(50)	-18.2%
3	5/15/01	225	0	0.0%
4	5/15/02	250	25	11.1%
5	5/15/03	275	25	10.0%
6	5/15/04	300	25	9.1%
7	5/15/05	300	0	0.0%
8	5/15/06	300	0	0.0%
9	5/15/07	325	25	8.3%
10	5/15/08	325	0	0.0%
11	5/15/09	325	0	0.0%
12	5/15/10	340	15	4.6%
13	5/15/11	340	0	0.0%
14	5/15/12	340	0	0.0%
15	5/15/13	340	0	0.0%
16	5/15/14	340	0	0.0%
17	5/15/15	365	25	7.4%
18	5/15/16	340	(25)	-6.8%
19	5/15/17	400	60	17.6%
20	5/15/18	400	0	0.0%
21	5/15/19	500	100	25.0%
22	2/15/20	650	150	30.0%
23	2/15/21	650	0	0.0%
23	2/15/22	675	25	3.8%
24	2/15/23	700	25	3.7%

Shadow Brook Swim Club - Reserves

	Bank Bal.		
	E-O-Y	Insur.Adj	E-O-Y
2016	271,580		271,580
2017	320,347		320,347
2018	26,318		26,318
2019	2,401	60,912	63,312
2020	135,255	(60,912)	74,343
2021	227,230	(150,000)	77,230
2022	170,286		170,286

* 2021 reflects \$150k replaster project in 2022

Outstanding dues for 2023: 7 / 318



2022 Income- Expense

Income	
4000 Dues Income	
4010 Homeowners Dues	221,108.40
4020 Assoc Member Dues	74,325.00
Total 4000 Dues Income	295,433.40
4200 Swim Income	97,549.00
Total 4500 Other Income	33,867.09
4525 Finance Charges 1	3041.50
Total 4600 Non-Operating Inc	781.84
Total Income	438,566.24

Net Income	80,149.20
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Shadow Brook HOA & Swim Club

Expenses		
Total 5000 Wages	76,0023.97	+52%
Total 5100 Maintenance	96,436.20	+48%
Total 5200 Insurance	25,040.38	+125%
Total 5300 Utilities	50,050.77	+14%
Total 5400 Outside Services	23,047.44	+48%
5500 Equip non-capitalized	406.72	+58%
Total 5620 Splasher Exp	4,309.00	-28%
Total 5650 Supplies	2,505.97	+36%
Total 5700 Subscriptions	6,423.43	+104%
Total 5730 Board	1,158.81	+80%
Total 5750 Social Committee	9,576.16	+251%
Total 5800 Swim Team	16,631.94	
Total 6000 Taxes & Licenses	14,673.75	-17%
Total 6320 Depreciation Exp	32,077.51	+72%
Total Expenses	358,417.04	



2022 Balance Sheet

ASSETS	
Total Bank Accounts	169,586.89
Total Accounts Receivable	0.00
Total Other Current Assets	14,497.97
Total Current Assets	184,084.86
Fixed Assets	
Total 1520 Building & Structures	175,130.96
Total 1530 Furniture & Fixtures	12,482.64
Total 1540 Machinery & Equipment	5,095.83
1570 Leasehold Improvements	318,452.28
1572 A/D-Leasehold Improvements	(52,195.00)
Total Fixed Assets	488,966.71
TOTAL ASSETS	673,051.57

LIABILITIES AND EQUITY	
Liabilities	
Total Accounts Payable	0.00
Total Credit Cards	1,048.60
Other Current Liabilities	0.00
Total Other Current Liabilities	0.00
Total Current Liabilities	1,048.60
Total Liabilities	1,048.60
Equity	
3900 Retained Earnings	591,853.77
Net Income	80,149.20
Total Equity	672,002.97
TOTAL LIABILITIES AND EQUITY	673,051.57



New Business / Board Actions

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Adjournment

- * Any Final Questions or Topics from Members?
- * Next Board Meeting May 9th at 7 pm (via Zoom)
(meetings are 2nd Tuesday of each month, excluding Dec. & July)
- * Fall 2023 Election for 2024 Board: process starts June 2023
(there will be opportunities to serve on the Board in 2024)
Position of President, Secretary, & Social will be open – need multiple volunteers to step forward
- * Thanks to everyone
- * Secretary to confirm time of meeting end