



General Membership Meeting

Monday, November 13, 2023 -- 7:00 pm

Almaden Country Day School - Gym



* Welcome - Introductions

- * Welcome – Secretary to note time of meeting start
- * Confirm meeting is limited to our 318 Homeowners of record
- * Introductions of 2023 Board members: President
- * Confirm Board Quorum: Secretary
- * Introductions of ACC & Other Volunteers: President



Overview

Reports for Year 2023

- President:
 - HOA Overview & Volunteer Appreciation
 - Governing Doc. Update
- Arch. Control Committee
- Pool including lifeguards
- Social including Swim Team
- Finance
- Communications
- Board Actions, if any
- Questions from Members



* 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 & Recreational events at Pool and in Neighborhood
- * Communications: Splasher, Website, Condo Control, Constant Contact email
- * Architectural Control Committee
- * Sharks Swim Team – 120-160 swimmers, ages 4 thru 18
- * Monthly Board meetings – open to members
- * Spring and Fall General Membership meetings

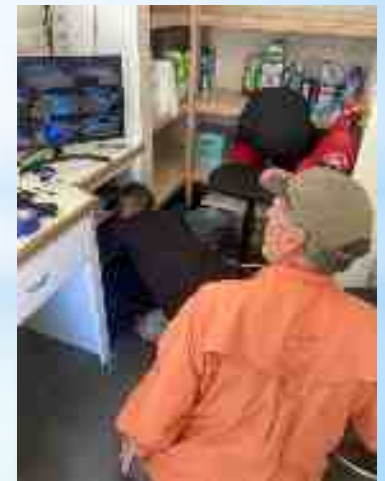


* Volunteers

- * Architectural Control Committee: Sheryl, Annette, Don N.
- * Swim Team Parent Managers: 2023 Valerie & Katie, thank you: 2024 Katie and Valerie (Hosting Champs)
- * Summer Pool Staff Manager: Valerie
- * Social: Meera (Interim) + Sujatha + too many to name!
- * Welcome Committee: Sneha & Patricia
- * 2024 Election: Don – Inspector, David, Lydia, Carol & her team - production
- * Volunteers Needed: Open Financial Secretary position



* Volunteers



Shadow Brook HOA & Swim Club



* 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



* Governing Document Update

- * CC&R's (recorded), May 1968; amended several times in 1980's
- * Bylaws, May 1988; amended 2014
- * Articles of Association, Feb. 1968; amended 1986

WHY: many changes in law; need up-to-date docs so that Members & Board **can rely on them**

WHO: Berding Weil (Lisa Black), Walnut Creek

HOW: full rewrite to comply with current law;

TIMING (tentative): awaiting 2nd draft of governing documents from attorney – hope to have final version for homeowner review in Q1 2024.



* Architectural Control Committee — ACC 1

The Annual ACC Spring Home review went very well. 56 homeowners received courtesy emails for infractions on their properties. Most infractions have been resolved.

Great job Shadow Brook Homeowners!

ACC Home Review Results Spring 2023	
Courtesy emails sent in March 2023	56
Landscape issues	37
Structural Issues	26
General comments	44
Some homeowners had multiple infractions	107
Warning letters sent	2
Board Referrals	1
Courtesy emails sent in October 2023	11
Total ACC Homeowner Notifications 11/10/22 - 11/7/23	70

- * We continue to focus on establishing and maintaining positive relationships with homeowners and responding to all ACC related requests promptly.
- * We are working with the Shadow Brook board to update the ACC processes in the CCR's.



* Architectural Control Committee — ACC 2

* **Thank you** to homeowners for submitting ACC Request Forms at least two weeks ahead of project commencement.



Alterations to front porch, paint, new roof, installation of artificial turf and hardscape

Drought landscaping



ACC Homeowner Requests 11/20/22 - 11/7/23	
48 Homeowners submitted requests for the following projects	
Artificial Turf	7
Drought Landscape	3
Front yard renovation	11
Hardscape	8
New doors - garage or front	2
Paint	11
Remodel	2
Roof	14
Solar Panels	9
Solar Roof	2
Total Projects	69

Each improvement to an individual property is a benefit to ALL of Shadow Brook!



* Pool – 1 Overview

- * STAFFING: Summer with lifeguards; Year Round Family Swim with no lifeguards
- * 2024 Summer Lifeguard hiring: Valerie & Joni - starts in March
- * INCOME SOURCES: 2023 rates - Members (\$700) Associates; (\$725); Guest Fee (\$3 per); Sharks Swim Team (\$300), Swim Lesson (Private & Group), Almaden Riptide year-round team (except during Summer Cabana league & August)
- * EXPENSES: Lifeguards; Swim Team; maintenance & utilities, capital expenses, insurance (only for pool & HOA), property taxes, other Gov. fees, supplies & subscriptions (Comcast phone / internet); Brivo secure access; JRS security cameras



* Pool – 2 Work Completed

- * Facility repairs in 2023; pool cover reel, cracked concrete, electronic gate, office door lock, security camera DVR, auto chlorinator, pool light, and other minor repairs as needed.
- * Sharks record board was refurbished and the trophy case demolished
- * Arborist report – trees are all in good shape, no need for immediate attention (Jan'23).
- * Updated onboarding process for Brivo gate access
- * New equipment purchased; lifeguard apparel, walkie talkies, kickboards, iPads for office, Sharks championship banners, pool cover, electronic gate strike plate, office safe, PurpleAir monitor



* Pool - 3 Summer





* Pool – 4 Summer Lifeguard Staff





* Pool – 5 Swim Lessons





* Pool – 6 Riptide Tenant





* Pool 7 – Fence

- * Storm damage and temporary repair



- * New Fence to be installed
- * Style is metal, curved top
- * Location along Orangebrick TBD
- * Cost of fence and moving of electrical conduit, est \$60K





* Pool – 8 Future Work

*** Future *** (not budgeted)

- * Kitchen Cabinet replacements & Kitchen floor replacement
- * Replace 50-year old Main Building (office, two bathrooms, pump room, showers) with new
- * Replace kiddie pool with hot tub
- * Bocce ball courts



* Social - 1

- * Since our Spring Homeowners Meeting the Social Team has been very busy
 - * Second Annual Easter Egg Hunt at the Cabana





* Social - 2

* Summer Events

* Annual Memorial Day Commemoration – Lydia McClure, Meera Desai



* Annual Memorial Day Commemoration – Lydia McClure, Meera Desai
Sharon Pope, Valerie Waagen, the Monahans



Shadow Brook HOA & Swim Club



* Social - 3

* Summer Events

- * Wednesday Night Socials – Pizza, Pasta, Indian, Greek, Mexican, Sausage Fest



TRIVIA
NIGHT



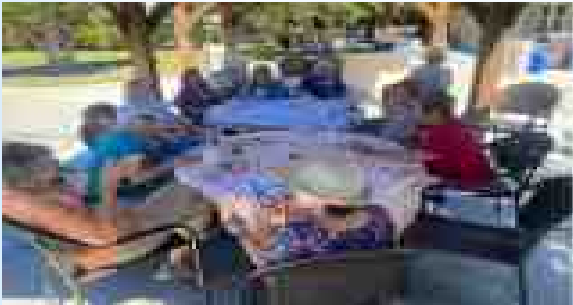


* Social - 4

* Community Activities

* Community Coffee – Sharon & Bill Pope

* Wednesday 10:30- 11:30



* Welcome Committee – Sneha Sowda, Patricia Ohanian



* Aqua Fitness

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





* Social - 5

* Fall Events

* Labor Day BBQ & Pot Luck

* Diwali Open House – Patricia Ohanian, Sneha Sowda, Meera Desai, Nilomi Patel and Deepika Ahluwalia Chhibber





* Social - 6

* Holiday Events - Upcoming

- * Lighting up Shadow Brook / Red Bow Brigade
- * Charlie Brown Tree Distribution
- * Holiday Lights Contest
- * 2024 Lunar New Year celebration





* Shadow Brook Sharks Summer Cabana League

* 2023 Season Recap

- * 138 Swimmers Participated
- * Coaches: Kyle, Kelly, Luke, & Julianna
- * 31% of swimmers were new to Sharks
- * Won 2023 Dual Meet
Improved Time Trophy
- * Won 2023 Champs Meet
Improved Time Trophy
- * Won Champs 2nd Place
Overall Points
- * Searching for Members
to serve as Parent Reps





* Shadow Brook Sharks Summer Cabana League

* 2024 Season

- * Registration for Members & Associates Begins in March
- * Online Registration and More Details can be found at:
<https://shadowbrooksharks.swimtopia.com/>
- * Riptide will offer a Cabana Prep Session starting in January
- * Sharks are HOSTING CHAMPS this year
- * 2024 Meet Schedule will be Confirmed in January
- * Possible dates for Champs are:
6/29, 7/6, or 7/13





* Finance Overview

- * EXPENSES: splasher, social, legal & accounting, insurance (only for pool & HOA), utilities, property taxes, other Gov. fees, supplies & subscriptions
- * Financial Management: via QuickBooks with bookkeeper
- * Insurance (pool & HOA only): General Liability / D&O / Swim Team / Lessons / Umbrella --- no individual property insurance
- * Summer Payroll online via Pay-N-Time
- * Online payment (via Condo Control) – please sign up
PLEASE PAY ONLINE IF YOU CAN
 - **optional payment by check still available for members, if you must**
 - 2023 Associates & Swim Team: all paid via Condo Control
 - 2023 - Guest fees and Swim Lessons - paid via Credit Cards (Square)



* Finance - 1

2020-2023 P&L

<u>2020</u>	Total		<u>2021</u>	Total	
Total Income	267,893.92		Total Income	320,577.98	20%
Total Expenses	226,364.60		Total Expenses	239,677.99	6%
Legal Settlement	60,911.83		Net Operating Income	80,899.99	
Net Operating Income	102,441.15				
<u>2022</u>	Total		<u>2023</u> *	Total	
Total Income	446,241.24	39%	Total Income (incl. Insurance)	423,140.72	-5%
Total Expenses	357,417.04	49%	Total Expenses	307,180.05	-14%
Net Operating Income	88,824.20		Net Operating Income	117,233.00	

* - as of Oct. 31, 2023



* Finance -2

2023 Inc.-Exp. Details

Income	
4000 Dues Income	
4010 Homeowners Dues	219,525.00
4020 Associate Member Dues	83,625.00
Total 4000 Dues Income	303,150.00
Total 4200 Swim Lessons	38,221.50
Total 4800 Swim Team Income	44,071.47
Total 4500 Other Income	32,917.88
Total 4525 Finance Charges	0.00
Total 4600 Non-Operating Income	3,104.87
4999 Uncategorized Income	250.00
Total Income	423,140.72

Net Operating Income	\$115,960.67
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as of Oct. 31, 2023

Expenses	
Total 5000 Wages	65,235.96
Total 5100 Maintenance	42,806.41
Total 5200 Insurance	40,079.75
Total 5300 Utilities	64,517.46
Total 5400 Outside Services	19,287.65
Total 5620 Splasher Expense	1,657.94
Total 5650 Supplies	3,831.83
Total 5700 Subscriptions	5,670.50
5700. Other Expenses	1,934.45
Total 5750 Social Committee Expenses	6,853.75
Total 5800 Swim Team Expense	11,960.72
Total 6000 Taxes & Licenses	12,520.76
Total 6320 Depreciation Expense	30,278.30
6999 Miscellaneous Expenses	544.57
Total Expenses	307,180.05



* Finance – 3 Bank Balance

	E-O-Y	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	(142,500)	84,730
2022	186,550		170,287
2023 *	333,943	(40,000)	293,943
	* estimate based on Y-T-D through Oct. 31		



* Finance - 4 Dues

	Due Date	Amount	Change Y over Y	Percent			Due Date	Amount	Change Y over Y	Percent
1	5/15/99	275				14	5/15/12	340	0	0%
2	5/15/00	225	(50)	-18%		15	5/15/13	340	0	0%
3	5/15/01	225	0	0%		16	5/15/14	340	0	0%
4	5/15/02	250	25	11%		17	5/15/15	365	25	7%
5	5/15/03	275	25	10%		18	5/15/16	340	(25)	-7%
6	5/15/04	300	25	9%		19	5/15/17	400	60	18%
7	5/15/05	300	0	0%		20	5/15/18	400	0	0%
8	5/15/06	300	0	0%		21	5/15/19	500	100	25%
9	5/15/07	325	25	8%		22	2/15/20	650	150	30%
10	5/15/08	325	0	0%		23	2/15/21	650	0	0%
11	5/15/09	325	0	0%		24	2/15/22	675	25	4%
12	5/15/10	340	15	5%		25	2/15/23	700	25	4%
13	5/15/11	340	0	0%		26	2/15/24	710	10	1%



* Finance - 5

2023 Balance Sheet

As of Oct. 31, 2023

ASSETS	
Current Assets	
Bank Accounts	
1005 WFB Business Checking	128,746.00
4640 - Transfer Fees	(1,175.00)
Total Bank Accounts	127,571.00
Total Accounts Receivable	750.00
Total Other Current Assets	201,279.24
Total Current Assets	328,850.24
Fixed Assets	
1510 Land	30,000.00
1520 Building & Structures	
1522 Building & Structures-Cost	327,404.73
1525 A/D-Buildings & Structures	(169,487.87)
Total 1520 Building & Structures	157,916.86
Total 1530 Furniture & Fixtures	9,098.24
Total 1540 Machinery & Equipment	3,718.53
1570 Leasehold Improvements	318,452.28
1572 A/D-Leasehold Improvements	(60,497.50)
Total Fixed Assets	460,420.16
TOTAL ASSETS	789,270.40

LIABILITIES AND EQUITY	
Liabilities	
Total Accounts Payable	0.00
Total Credit Cards	-8,265.57
Total Current Liabilities	-8,265.57
Total Liabilities	-8,265.57
Equity	
3900 Retained Earnings	672,002.97
Net Income	125,533.00
Total Equity	797,535.97
TOTAL LIABILITIES AND EQUITY	789,270.40



* Communications - 1

Overview

- ★ Splasher NewsLetters (Community paper, 10 time per year)
- ★ Splasher Updates (Ad hoc email blasts, on demand)
- ★ Neighborhood postings (Event and board meeting reminders)
- ★ Shadowbrook.org website
 - (Board & ACC docs, Shark Swim Team, Event/Pool calendar, Announcements, etc.)
- ★ Condo Control (Doc. Library and event calendar and reminders)
 - Private Shadow Brook files are accessible by Condo Control HOA Members only.
(i.e. Financial Statements)
- ★ Flyer holder at Cabana gate (Latest Splasher Newsletter)





* Communications - 2

Condo Control Updates

- ★ Processed 322 payments through CC (Online Payment system)
 - 126 – HOA Member Dues
 - 2 – Winter/Spring 2023 Associates Dues
 - 95 – Summer 2023 Associate Dues
 - 11 – Annual 2023 Associate Dues (2 Summer associates upgraded)
 - 88 – Swim Team Payments
- ★ Condo Control Membership changes from 2022 to 2023
 - 91% → 95% of HOA Homes Members Active
 - 64% → 75% of HOA Homes Members Consented to E-delivery
 - 100% of Associate Members
- ★ Stopped using CC Store, switched to Square payment
 - Pool Party Fees & Private Coach Lesson Fees Etc.





* Communications - 3

Additional Updates

☆ Constant Contact (Email Blast Tool)

- Usage: E-Delivery of Splasher Newsletter & Updates
- Status: Open rate about 73% and click rate 11%

☆ Splasher Newsletters & Updates

- Associates
 - E-Delivery via Constant Contact
- Homeowners
 - 75% receive via Constant Contact (If consented to E-Delivery)
 - 25% receive paper copy of the Newsletter at their doorsteps





* Board Actions

2024 Dues and Other Fees

- * SBSC Member \$710 (+1.4%)
- * Summer Associates \$740 (+2.0%)
- * 2024-2025 Full Year Associate \$1,375 (+1.9%) – season starts each Memorial Day Saturday
- * Sharks Summer Swim Team: TBD
- * Swim Lesson Fees, per week (9 weeks June-August):
Private: \$210 – Group: Member \$85 Non-Member \$95
(Unchanged)
- * Guest Summer Entrance Fee: \$3 per person (max 5)
(Unchanged)



Adjournment

- * Any Final Questions or Topics from Members?
- * Fall 2023 Election for 2024 Board: Election Day November 29
- * Dues postcard will be mailed in late December; Dues are due Jan. 1, later after Feb. 15
- * Thanks to everyone
- * Secretary to confirm time of meeting end