

## **Minutes for the Annual Business Meeting of the Shadow Run Home Owners Association**

October 25, 2012 6 p.m.

The Golf Club at Redlands Mesa  
2325 West Ridges Boulevard

**Board Members present:** Doug Gromann, Chris West, and Amy Zuendel

**Owners present:** 360-Amy Zuendel, 356- Ann McFarland, 350-Bruce Ricks, 347-Doug and Marge Gromann, 333-Shelley and Kip Tremain, 337-Chris West. Proxy votes from 352-Lee Krauth and 360-Martha Cracroft were assigned to the Board President.

**Others present:** Debbie Caldwell: employee HPM, Lesly Adams: employee HPM

### **Call to Order**

The fourth Annual Meeting of the Shadow Run Home Owners Association was called to order at 6:00 p.m. and owners present were asked to sign in.

### **Introductions**

President, Doug Gromann introduced the officers and the attending representatives from the association's property management firm, Heritage Property Management. The owners were instructed to use the website which can be found at [www.hpmgj.com](http://www.hpmgj.com) to stay current with the activities concerning Shadow Run HOA as well as to find financial documents and our CCR's .

### **Welcome and Introductory Remarks**

Secretary, Amy Zuendel welcomed all in attendance and gave a brief summary of the situation: The spring and summer of 2012 saw the completion of six projects. Three of these were major improvements, the repair and certification of the roofs, the staining of the concrete retaining walls, and the stucco and concrete repairs. Other projects were rockscaping, and installation of new no- parking signs.

### **Establishment of a Quorum**

Five owners and two officers are required to establish a quorum and these requirements were recognized and noted. With six owner units , including three officers, plus two proxy voters the quorum of 20% of eligible owners was met.

It is also noted that in order to reject next year's budget as submitted by the Board tonight requires > 50% of the 24 eligible units to vote to reject it at tonight's meeting .

### **Reading of the Minutes**

The minutes of the last annual business meeting on November 10<sup>th</sup>, 2011 were read and approved as read. These have been filed and posted on our website for all owners to review.

### **Reports of Committees and Officers**

**Finance** - The Shadow Run HOA September Cash Flow and Balance Sheet, and the Proposed 2013 Operating Budget were handed to all present and reviewed by vice president Chris West. The HOA has \$46,366 in operating cash and \$15,038 in the money market reserve fund, bringing the Total Cash total to \$61,374. Earlier this month \$25,000 was transferred from operating cash to the reserve fund that will be used to cover future expenses.

### **Old Business**

Eagle Landscaping – The HOA has contracted another year with Eagle Landscaping. Several projects were completed this summer including repair of broken sprinkler valves and replacement of foundation plants and trees. The irrigation system has not been winterized yet. Our contract includes snow removal for the upcoming winter.

The Hole on CMR undeveloped property 366-368 – Amy Zuendel will contact the new owner (Steve Robbins – Cliff View LLC) of the property to the north near the mailboxes and inquire about the possibility of future building on the site and investigate the level of awareness he has about the dangerous hole on the property.

Architectural and Grounds Control Committee – Nicolette Bozeman passed away on January 6, 2012. Bob McFarland, and Eleni Sica had volunteered to serve and Amy Zuendel would work as the contact between the committee and the Board members. She will now also work to find a replacement for Nicolette.

### **New Business**

Grounds Maintenance and Improvements – An additional line item was added to the budget this year totaling \$1,942. The purpose of this budget is to hire a professional landscape designer to review our landscaping blueprints and complete a consultation with the A&G Committee. The officers realize that there were many lost foundation plants that were not replaced this summer and that the area around the mailboxes is shabby. The age of the development now requires that we maintain the landscaping to the highest standard to protect our property values. Therefore, it has been decided that it is unfair to expect Huberto (Eagle Landscaping) who is hired for maintenance to also make proper decisions about design. Angelina Barrett from Meadow Lark Gardens has been selected and will meet with us on November 13<sup>th</sup> for the initial walk through. The consultation is \$60 which is refunded when we contract a project with her. Humberto has been purchasing the plants from Meadow Lark Gardens so we are building on that relationship as well. There has been a slight increase in the landscaping budget in order to allow for Huberto to complete any work over the current level of lawn care.

Dryer Vent Safety- Owners were reminded to clean vents as needed per individual use and the advice of a professional duct cleaner. The reminder is important as the construction of our vents includes a 90 degree angle to the roof and lint can build in that area and cause a fire danger. Kip Tremain also informed the owners that he discovered a large hornet nest in his dryer vent on the exterior of his home and recommended we all check for the same situation as this could possibly clog the vent.

### **Ratification of the 2013 Budget**

Since there was no motion to reject the budget submitted by the Board, the 2013 Budget as set by the Board was ratified. Our main concern as an HOA is to fund our reserve fund per the guidelines of the professional reserve study that was prepared for the property in 2009. The study reports that the HOA will need between \$700,000 and \$800,000 in the next 30 years to meet the maintenance and standard upkeep of the property requiring \$21,000 annually in funding, at \$1,800 a month. The HOA will raise the dues to \$168.50 per owner per month starting in January 2013, an increase of \$8.09. This adjustment covers the proper contribution to the reserve fund in 2013 which is budgeted at \$21,600.

### **Election of Officers**

Gromann called for nominations from the floor for new officers. Since no one present was willing to be nominated, Gromann volunteered to serve again. He was elected by voice vote to the 3-year term ending in 2015 under the condition that he take off at least one year as President so that this position can begin to rotate among Board members. West will continue to serve the term ending in 2014 and Zuendel the term ending in 2013. The 2014 election will require one new board member. Officers will continue to serve in their current positions until they discuss this at their next Board Meeting.

### **Miscellaneous**

1. The Insurance policy has been reviewed by the board and was available for owners to review.
2. The batteries in the fire detectors are the homeowner's responsibility to maintain and replace. Five year batteries are available but it is recommended that the system be looked at annually.
3. Garage Doors were installed with a spring that has a life of 10,000 pulls so many of our garage doors will need this service this year as well. This is also a homeowner responsibility.
4. Tremaine's asked about installing an awning to the west over their deck. President Gromann encouraged them to go to the website to fill out and submit the request form to be reviewed and approved by the Architectural Control Committee.

### **Closing Remarks**

Bruce Ricks moved that the meeting be closed. There was a unanimous second.

**Adjournment** -The meeting was adjourned at 7:10 p.m.