

## SHADOW ROCK HOA BOARD MEETING

Minutes for March 13, 2025

### **Presiding Board:**

Stuart Yearout, President  
James Hurley, Vice President  
Leigh Rayl, Treasurer  
Jofrey Ruiz, Secretary  
Dennis Mangold, Member-at-Large

### **HOA Management:**

Allison Buckley, Property Manager

### **Meeting Location:** Andover United Methodist

Called to order at 7:02 PM by Stuart Yearout.

### **PRELIMINARIES**

1. Review & Approve February Meeting Minutes
  - a. (2) corrections identified
  - b. Motion to approve: Stuart, Second: Leigh, Motion carried (Minutes approved with corrections)
2. Review & Approve February Financials
  - a. Motion to approve: Jim, Second: Stuart. Motion carried

### **HOMEOWNER'S FORUM**

1. The date chosen for the Annual BBQ (June 7) poses a conflict for several residents. Proposal to reschedule the BBQ to June 21.
  - a. Motion to approve: Leigh, Second: Stuart, Motion carried

### **COMMUNITY MANAGER'S REPORT**

1. An inspection was performed by HMS the week of March 9, 2025 with no issues to report to the Board.

### **OLD BUSINESS**

1. Proposal to fund and purchase a unit from KONA Labs or equivalent (\$900).
  - a. Jim is scheduled to purchase the Auto Pool Leveler next week.
2. Community Contact Information and Document Access updates.
  - a. The email contact information for five residents needs to be updated. Jim has volunteered to collect the necessary details so that they can be included in our portal.
3. Compare heating & AC vs. AC-only options.
  - a. A comparison is unnecessary, as all units include heating and this does not significantly impact the pricing.

- b. Work is scheduled to be performed on March 31st and is expected to be completed by April 2nd.

## **NEW BUSINESS**

1. Vote on Tree Top Bag Worm bid (\$470.89)
  - a. Motion to approve: Stuart, Second: Jim, Motion carried
2. Vote on A & B Bids.
  - a. Motion to approve: Jim, Second: Jofrey, Motion carried
3. Common Areas - Determine next steps for maintenance and improvements.
  - a. Additional discussion is necessary, incorporating feedback from residents interested in participating in the improvement efforts.
  - b. Board members will commence identifying and marking sections of the pond for work to begin, contingent upon favorable weather conditions.
4. HOA Software Selection - Vote on which software to adopt.
  - a. The board has concurred that PayHOA software offers the optimal combination of value and features.
  - b. Motion to approve: Stuart, Second: Jim, Motion carried
5. Third-party physical mail representation (a registered agent) for the HOA.
  - a. The board has decided that employing a third-party agent as the authorized entity to receive certified mail for the HOA is the most effective approach.
  - b. Motion to approve: Jim, Second: Leigh, Motion carried
6. Insurance Payment – Annual, Semi, or Monthly payments
  - a. The board has determined that annual payments will be implemented for the HOA.

## **COMMITTEE UPDATES**

1. Determine if a bookkeeper is needed
  - a. The board has decided to begin without a bookkeeper and utilize the features included in PayHOA. This decision may be revisited in a future meeting if necessary.
2. Review if QuickBooks is needed and vote.
  - a. The board has decided to start without QuickBooks and use PayHOA's features. If needed, we will reconsider this in a future meeting.
3. Select a date for Pond and Monument Workday
  - a. The tentative date of March 29 has been selected for the event. This information will be included and broadcasted in the HOA Newsletter.
4. DRC Committee Guidelines
  - a. To be determined by the Committee (Trinh, Dennis, Leigh, & Shari)
5. Assign Administrative Duties
  - a. To be determined as duties and responsibilities are identified in the PayHOA software.
  - b. Jim to perform vendor and contract management.

- c. Jofrey to manage timely review and processing of forms in PayHOA.
  - d. Stuart to provide monthly meeting agendas.
- 6. Assign Committee Leaders
  - a. To be determined, awaiting feedback and response from HOA Newsletter.

Meeting Adjourned: 9:00 PM, Motion: Stuart, Second: Dennis. Motion carried.

Next Meeting Date is April 10th

**Respectfully submitted:** Jofrey Ruiz, Secretary, Shadow Rock LLC HOA