

# SHADOW ROCK HOA BOARD MEETING

Minutes for April 10, 2025

## **Presiding Board in Attendance:**

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

## **HOA Residents in Attendance:**

Shari Hurley, Tim Zerger, Trinh Nguyen

## **Community Police Liaison in Attendance:**

Cpl Blake Elsen, Andover PD

**Meeting Location:** Andover United Methodist Church

- I Call to Order:** 7:00 PM by Stuart Yearout.
- II Approval of March Meeting Minutes:** Motion to approve – Stuart. Seconded by – Leigh, Motion Carried
- III Approval of March Financials:** Motion to table to May Meeting – Stuart, Seconded by – Jim, Motion Carried
- IV Members Forum:**
  - a. James Hurley on behalf of Randy Rohr (1550 N Lakeside Dr) – Proposal to provide sprinkler water to Monument C.
    - i. Board proposes to request additional bids for comparison and/or review itemized options from Randy’s irrigation vender that can be discussed at the May meeting.
- V Old Business:**
  - a. Vote on A&B Bid
    - i. Board approval of \$435 bid for irrigation repairs. Motion to approve – Leigh, Seconded by – Stuart, Motion Carried
  - b. Common Areas (Next Steps)
    - i. Community Work Day to be scheduled for Saturday, April 19<sup>th</sup> @ 8:00AM. Information to be communicated to the community electronically.
  - c. HOA Software Selection (PayHOA)
    - i. The migration of all HOA accounts and data into PayHOA has been successfully completed. Critical HOA features have been implemented and thoroughly tested. Several processes and workflows are currently in progress and are expected to be finalized within the next couple of weeks.

- d. HOA Member Emails
  - i. Jim reports that all unit email contacts have been collected and added to PayHOA.
- e. Third-Party Mail Handling
  - i. Stuart has engaged a qualified agent to manage the service for Shadow Rock. However, a complication has arisen that requires clarification from HMS (HOA Management Services) and the State of Kansas, Office of the Secretary of State. Stuart is currently awaiting responses from both parties.

## **VI New Business**

- a. Discuss HMS final transition
  - i. Stuart has contacted HMS and Kayla Borden, providing all the requested information. He is now awaiting a response from HMS regarding our requested deliverables to finalize the transition.
- b. Revision of 2025 Budget
  - i. Following a review, the board has decided to continue operating under the approved 2025 budget while monitoring and documenting any unexpected changes in vendor billing and invoices. If necessary, a budget review and reconciliation will be scheduled.
  - ii. A motion to amend the 2025 Annual Member Meeting Minutes to explicitly state the approval of the 2025 Budget was presented by Stuart, Seconded by Jofrey, Motion Carried
- c. Common Area Development
  - i. After reviewing recent efforts of our members and assessing the remaining needs for the common areas within our community, the board has decided to take on the responsibilities of the Pond Committee. The board will develop a phased plan for the improvement and development of these areas.
  - ii. After discussing the matter briefly, the board decided not to add signs in common areas stating "No Joyriding Allowed". These rules are already outlined in our community Bylaws and CC&R's. Our Community Police Liaison, Cpl Elsen, indicated that trespassing citations can be issued to non-residents if there is photographic evidence identifying the person, and recommended contacting Andover PD in such situations.
- d. Committee Projects
  - i. Committee Budgets
    - 1. Each committee controls its budget. All invoices and receipts must be documented and submitted to the board for record-keeping.
  - ii. Flower bed maintenance
    - 1. Maintenance is currently underway. The Monument Committee will inform the board when additional discussions regarding maintenance are necessary.
  - iii. Add select cedar trees in "Pond Forest" to Bag Worm spraying.
    - 1. Following a brief discussion, it was concluded that we may need to consult with Top Tree regarding the feasibility of the additions. The bid from Tree Top was previously approved and is either currently in process or will be processed shortly. Leigh recalls communication with Tree Top indicating that they will not conduct spraying around

the pond. Further research will be undertaken on this matter and it will be addressed in future meetings.

- iv. Wood Chipper and other equipment rental for pond cleanup
  - 1. This item was included in the discussion on next steps and development plans for the community common areas. The board will review it after the April 19th "Community Work Day".
- e. Possible changes to the Shadow Rock Bylaws
  - i. Change of Domicile Address
    - 1. This item, discussed under "Third-Party Mail Handling", will need further review once information from HMS and the Office of the Kansas Secretary of State is available.
  - ii. Addition of restrictions on home rentals, leases, and short-term rental (e.g. VRBO, Airbnb, etc.).
    - 1. A motion to approve a special meeting and vote on April 22, 2025 was made by Leigh, Seconded by Jim, Motion Carried.
    - 2. Communication regarding the meeting and voting process will be disseminated to the community via email and posted on the website on April 13, 2025.
    - 3. The Board briefly discussed and decided to send a notice to the office of RJ Castle, informing them of their new status as landlords in our community. As such, they are required to pay community dues and fees. Stuart has initiated contact with RJ Castle and is awaiting a response from their office.
  - iii. Removal of non-applicable and archaic clauses
    - 1. An email will be sent out to inform and seek participation from the community on a committee to review, update, and maintain our CC&R's.
  - iv. Discuss Assessment (Dues) dates
    - 1. The board has determined that no changes are required to the current assessment dates, and we will proceed with the existing schedule.
  - v. Dues and violation enforcement
    - 1. Dues enforcement has been successfully implemented into PayHOA.
    - 2. Violation enforcement in PayHOA is in-progress and will begin within the next couple of weeks.

## **VII Committee Updates:**

- a. Welcoming Committee
  - i. Committee to submit for (3) Welcome Baskets for new residents.
- b. Monument Committee
  - i. Collecting expenses for flowers and maintenance requirements and will create a plan by the next board meeting.
- c. DRC
  - i. The committee will meet to finalize guidelines and procedures for presentation at the next meeting.

## **VIII Additions to the Agenda:**

- a. Pool House Security Signage

- i. Three signs will be placed at the pool house to inform people that security cameras are installed and actively monitoring the facility.
- b. Humble Lawn and Pool
  - i. Jim will reach out to Humble Pool to review our contract.
- c. Muskrat Trapping at the pond.
  - i. A quote was presented to the Board regarding the trapping of muskrats at the pond. After a brief discussion, it was decided that Stuart will look into the trapping requirements and investigate the possibility of acquiring traps for the community in a cost-saving effort.

**IX Adjournment**

- a. The meeting was adjourned at 9:20PM by Stuart. The next meeting will be held on Thursday, May 8, 2025, 7:00PM at Andover United Methodist Church

**X Minutes submitted by: Jofrey Ruiz, Secretary**