SHADOW ROCK HOA 2026 MAY BOARD MEETING

Minutes for May 14, 2026

2026 Presiding Board in Attendance:

Stuart Yearout, President
James Hurley, Treasurer
Jofrey Ruiz, Secretary

HOA Residents in Attendance:

Sai Muntimadugu, Trinh Nguyen

Visitors in Attendance:

Robert Cox (Cedar Park)

I. Call Meeting to Order

1. The meeting was called to order at 7:01 p.m. by Stuart.

II. Approval of April Meeting Minutes

1. The April 2026 meeting minutes were reviewed. A discussion took place about the level of detail recorded, particularly regarding motions and seconds. It was clarified that motions and seconds are normally documented; however, they were missing from the draft presented at the meeting, so the minutes were amended to include them.
2. A motion was made by James, seconded by Stuart, and passed to approve.

III. Approval of March and April Financials

1. **March 2026 Financials**: The March financials had been tabled at the prior meeting due to missing CD account information. The CD data was subsequently updated and the March financials were presented for approval.
   a) A motion was made by Stuart, seconded by James, and passed to approve.

2. **April 2026 Financials:** The April financials were reviewed. Key discussion points included:
   a) Mowing expenses are running over budget year-to-date; however, costs are spread over 9–10 active months, and the full-year budget is not expected to be exceeded.
   b) An expense of $96.75 in the "Holiday and Picnic" category was identified and clarified: it reflects the cost of modifying existing event signs from "Holiday Picnic" to the more generic "Holiday Event," an expenditure previously approved by the board.
   c) A CD rollover occurred after April 30th and is therefore not reflected in the April financials.
   d) The conversion from an LLC to a non-profit was noted; the associated attorney fee appeared correctly in the financials.
   e) A question was raised about whether utility accounts (Evergy, City of Wichita water) held under the former LLC name need to be retitled to the new non-profit entity. It was agreed that doing so would require opening entirely new accounts. The board opted to consult with the HOA attorney and/or accountant before taking action.
   f) A motion was made by Stuart, seconded by Jofrey, and passed to approve the April financials.

IV. Member's Forum

1. Robert Cox, a resident of the adjacent Cedar Park neighborhood, attended to discuss a 1,500 sq. ft. common area (approximately 50 ft. x 30 ft.) owned by Shadow Rock HOA that lies adjacent to his property. Mr. Cox provided background and context:
   - **a)** The area is currently mowed under the HOA's landscape contract but receives no irrigation, resulting in poor turf conditions.
   - **b)** Mr. Cox has been paying for TruGreen weed control and fertilization treatments on this area at his own expense out of a desire to maintain appearances adjacent to his home.
   - **c)** He acknowledged that the most logical long-term solution would be for Cedar Park to assume ownership of the parcel, though he recognized that would likely require significant legal effort.
   - **d)** The board discussed landscaping options for the area, including a suggestion to convert part or all of it to limestone rock. A Shadow Rock resident shared that they had sourced nine tons of limestone rock from Butler Quarry for approximately $130, which covered a comparable area of their own property.
   - **e)** Board resolution:
     1. The HOA's current landscape maintenance company will take over weed/pest control for the common area.
     2. Mr. Cox will water the area and maintain the TruGreen contract through April 1, 2027.
     3. The board will further explore the limestone rock landscaping option, including cost and logistics.

V. Old Business

1. Shadow Rock Taxes Update

- **a)** No outstanding issues. The HOA's legal conversion from an LLC to a non-profit has been completed. The associated attorney fee was reflected in the April financials.

2. Tree Resolution Update

- **a)** Tree resolution enforcement is ongoing. The board is compiling a list of properties that do not have the required two trees, along with photographic documentation. Letters will be sent to affected homeowners explaining the resolution and outlining the process for requesting a DRC exception if they wish to dispute the findings.

3. Pool Opening

- **a)** The pool is ready to open on May 15, 2026. Updates:
  1. A filter valve leak was repaired (a replacement gasket was found in lieu of a full valve replacement).
  2. Sand filter media was changed — overdue maintenance that has been completed.
  3. Water chemistry was tested and confirmed to be within acceptable ranges.
  4. Lounge chairs, regular chairs, and pool furniture have been set out. Approximately four to five lounge chairs are in need of replacement due to sagging. Options being explored include purchasing replacements via an online auction through a local furniture outlet where identical chairs have previously been listed at low starting bids.

5. Pool cards for new residents will be prepared and distributed by May 15, 2026.
6. An email reminder will be sent to residents that pool parking spaces are not to be used for extended personal parking during pool hours.

b) Pool Storeroom Access — The Woodwards have volunteered to assist with pool maintenance duties not covered by Elite Pool Service. They currently have access to the pool storeroom, which also contains the security camera NVR, the key card access computer, and pool supplies. All electronic systems are password-protected. Discussion was held regarding the appropriateness of non-board-member access and the need for documentation and accountability.

1. A proposal was made to install a card-access lock on the storeroom door (estimated cost under $200) to create an audit log of entries. This would be managed through the existing key card system. The board agreed to add this to next month's agenda for a formal vote.

VI. New Business

1. PayHOA and E-Checks for vendors

a) The HOA is nearly out of physical checks (eight remaining). The board discussed enabling the e-check feature through the PayHOA system, which allows the HOA to pay vendors who cannot accept ACH. The cost is approximately $1.50–$1.96 per check, with estimated annual volume of fewer than 30 checks, placing the annual cost well under $100.

b) A motion was made by Stuart, seconded by James, and passed to approve the usage of PayHOA's E-Check system.

2. Muskrat Trapping

a) Multiple muskrats have been observed in the pond. Trapping is planned for the weekend of May 16–17, 2026.

3. Johnson's – Flower and Mulch Bid

a) A bid from Johnson's Nursery for flowers and mulch was reviewed. The bid includes:

1. Mulch: approximately $1,000 to mulch all beds at the front monuments, center island, pool flower beds, and pool monument.
2. Mulch: approximately $1,000 to mulch all beds at the front monuments, center island, pool flower beds, and pool monument.
3. Flowers: approximately $1,000 for annual plantings. A perennial option was quoted at approximately $2,000 (declined as out of budget).

b) Concerns raised by the board:

1. Annuals planted in mid-May represent reduced value due to a shortened growing season.
2. Johnson's does not currently offer a plant guarantee on these items.
3. Possible Tordon herbicide contamination in the soil at the main monument (related to the removal of a cottonwood tree) may pose a risk to newly planted materials.

4. Uncertainty about whether monument committee budget funds have already been committed to other purposes.

c) Decision: The item was tabled. The board will research the monument committee budget allocation, evaluate Tordon contamination risk at the main monument, and request a revised quote from Johnson's that includes a plant guarantee and excludes the main monument area.

4. Changing Email Service

a) AWS is discontinuing its business email hosting service effective next March. The board discussed migration options. The recommended solution is to migrate the admin HOA email address to Microsoft Outlook Exchange at the same current cost of $4/month, providing long-term stability.
b) The board agreed that a vote is not required, as there is no cost difference associated with the hosting change.

5. DRC Bylaws/Guidelines Documentation

a) The Design Review Committee presented finalized DRC Guidelines and Bylaws, prepared by the DRC with the following updates:
    1. Existing CC&R language has been pulled into a standalone, accessible document.
    2. All prior amendments have been incorporated directly into the guidelines text.
    3. A new section addressing solar panel installations has been added.
    4. New DRC Bylaws have been drafted to govern how the DRC operates.
b) The board reviewed the documents. No objections were raised. Any conflicts with the CC&Rs are superseded by the CC&Rs.

6. Replacement of Damaged Tree

a) A tree at the basketball court was damaged and required emergency replacement. An out-of-cycle unanimous board vote was conducted and approved by email to authorize the replacement. This item is included in the minutes for official documentation.

7. CD rollover

a) The HOA's existing certificate of deposit matured and rolled over automatically at a reduced rate of 2.37%. The board reviewed options and identified a 7-month CD at 3.48% as a favorable alternative.
    1. A motion to move funds from the recently rolled-over CD into a 7-month CD was made by Stuart, seconded by Jofrey, and carried unanimously.

VII. Committee Updates

1. DRC Committee

a) The DRC Guidelines and Bylaws have been finalized (see New Business above). Documents will be published to the HOA portal and website.

2. CC&R and Bylaws Committee

a) The committee kickoff has been delayed due to various conflicts. Prior working notes from an earlier review session have been located. An AI language tool (Copilot/Gemini) will be used to process those notes and generate a suggested draft to accelerate the revision process. A meeting will be scheduled in the coming weeks.

3. Welcome Committee

a) Budget: $1,000 annually. Year-to-date spending: $112.27. Approximately $50 per household visit.
b) Several new households need welcome visits. Key challenge: obtaining new residents' email addresses, which is critical for HOA communications and billing. Visits are planned for multiple new households; email collection is a primary objective of each visit.

4. Pond Update

a) Pond water level is dropping and algae is increasing due to a delay in Evergy installing the new power meter required for the pond aeration system. The meter installation is scheduled but no firm date has been provided.
b) The pond is otherwise healthy and active. Residents are regularly fishing.
c) "Catch and Release Only" signs will be posted.
d) A telephone pole that had been rolled into the pond was removed and secured.

5. Pool Update

a) See also "Pool Opening" under Old Business. The pool is fully prepared for the May 15, 2026 opening. All maintenance items have been addressed and water chemistry is confirmed acceptable.

VIII. Other Business

1. Tree Health Concerns

a) A tree adjacent to a member's property (left-side tree at the 13th Street entrance) is showing signs of decline, with browning creeping upward. Johnson's Nursery could not definitively identify the cause but ruled out lack of water.
b) Suspicion exists that Tordon herbicide — previously used to kill cottonwood tree roots near the same location — may be leaching into the surrounding soil and affecting nearby trees, including the golden cedar. Tordon is known to persist in soil for extended periods.
c) The board will monitor the tree. If it dies, the HOA will attempt to return it to Menards; if that is not possible, a replacement will need to be budgeted.

2. HOA Legal Entity Name Updates

a) Following the conversion from LLC to non-profit, several administrative items need to be addressed:
   1. Automated email display name still shows the LLC designation and will be corrected.

2. Utility accounts (Evergy, City of Wichita water) remain in the LLC name. Changing them would require opening new accounts. The board will consult the HOA attorney and accountant to determine whether any legal or tax implication necessitates a name change.

IX. Executive Session

1. Motion to adjourn and move into executive session was made and seconded at 8:51 PM. Motion carried.

X. Adjournment – A motion to adjourn was made by Stuart and unanimously approved, ending the meeting at 8:59 PM.

XI. Next Board Meeting

1. The next regular HOA Board Meeting is scheduled for June 11, 2026

Minutes submitted by: Jofrey Ruiz, Secretary