

June Shadow Rock Board Meeting Minutes

HOA Board Meeting

Date: 2026-06-11

Attendees: Jim Hurley, Stuart Yearout, Clint Ayesh, Shari Hurley, Trinh Nguyen, Tim Zerger

1. Executive Summary:

- The HOA board convened to discuss a wide range of neighborhood management topics, including financials, landscaping, facility maintenance, and governing documents. The May 2026 minutes and financials were approved. Significant discussion was dedicated to landscaping issues, including the performance of the mowing company, the state of the front entrance monuments, and maintenance of specific common areas. The board decided to postpone a major landscaping overhaul of the monuments until Spring 2027, allocating a larger budget to address the faulty irrigation system and new plantings comprehensively. A dead tree by the pool will be removed, with a replacement to be decided in July. Procedural matters included approving funds for a new card access lock for the pool storage room, amending the August 2025 minutes to formalize a pool key replacement fee, and reviewing the process for deactivating and reissuing pool cards. The committee for reviewing the CC&Rs and Bylaws received marked-up drafts, which will accelerate their work. A key future decision will be whether to increase the voting threshold for amendments to two-thirds of all homeowners instead of two-thirds of those present at a meeting where quorum is met. Finally, the board discussed pond maintenance, including the upcoming aerator installation and shoreline cleanup, and the Welcoming Committee's efforts to contact new residents for contact information and billing purposes. An executive session was held to address specific covenant violations related to landscaping and property maintenance.

2. Detailed Breakdown by Topic:

Topic 1: Meeting Administration & Financials

- **Summary of discussion points:**
 - The board determined that all members did not need to be present at a previous meeting to vote on its minutes, as long as they had read them.
 - During the May 2026 financials review, a \$10 accounts receivable charge was identified as an outstanding bill for a replacement pool key.
 - A ~\$280 charge for AWS was confirmed as a reimbursement payment for three years of service.
 - An \$18 charge was identified as a purchase for 50 new blank pool key cards.
 - Stuart noted that a CD rollover was missed and automatically renewed for another three-month term.
 - Stuart discovered a July 2025 email vote to charge a \$10 fee for replacement pool cards was never formally recorded in meeting minutes.
 - Stuart explained the automated AWS email system is tied to a manual mailing list exported from PageHOA and does not auto-sync with changes.

- The meeting agenda locks 10 days before a meeting and unlocks the day after the meeting. Notices are automatically sent 10 days and 1 day before the meeting with link to the agenda.
- **Decisions made:**
 - The May 2026 meeting minutes were approved.
 - The May 2026 financials were approved.
 - A motion was passed to amend the August 2025 meeting minutes to officially memorialize the email vote that established a \$10 fee for replacement pool keys.
- **Action items/commitments and assigned owners:**
 - **Amend August 2025 minutes:** Stuart will add an amendment to the August 2025 minutes to reflect the email vote on the pool key fee. (Owner: Stuart)

Topic 2: Landscaping & Grounds Maintenance

- **Summary of discussion points:**
 - **General Mowing:** A resident reported the common area strip on the west side, historically mowed by the HOA, is overgrown and has not been mowed in weeks. Jim confirmed the new mowing company is responsible for this area.
 - **Berm Maintenance:** Berms on the east side of the road are not being properly maintained. Homeowner Tom Calderera had reportedly not mowed his berm despite two emails. The new owners of 1611 (the “Eddins”) had also not mowed their berm.
 - **East Lake Entrance:** The common area next to Bob Cox’s property is being watered by him, and he has paid for a True Green treatment plan through April 2027. The area is not being mowed by the association’s crew. The group agreed that keeping the area green is favorable.
 - **Monument Landscaping:** The existing drip irrigation system is faulty, causing plants to die. The landscaping company would only guarantee new plants if the entire drip system was redone. It was agreed that planting new flowers now would be wasteful and unwise heading into summer. The board debated immediate small fixes versus a larger project. Stuart proposed delaying the project to the next fiscal year with a dedicated budget for a single, large-scale project in the spring.
- **Decisions made:**
 - The planting of new flowers for the front entrance is tabled for this year. The priority is to get a quote for the irrigation system.
 - The larger monument landscaping revitalization project will be tabled for this year and a significant budget item will be created for a comprehensive overhaul (mulch, irrigation, new plants) in Spring 2027.
 - For the Northeast entrance area, the board will “let it ride” for the summer and reassess the maintenance plan in the fall.
- **Action items/commitments and assigned owners:**
 - **Investigate Mowing:** Jim to follow up with the mowing company regarding the unmowed strip on the west side. (Owner: Jim)
 - **Ensure Mowing is Completed (East Lake):** Jim will continue to follow up with the landscaping crew to ensure the area is mowed. (Owner: Jim, Ongoing)

- **Get Irrigation Quote:** The board will obtain a quote to have the drip irrigation system assessed and likely relaid. (Owner: Jim)
- **Obtain Landscaping Project Quotes:** The board will gather bids from contractors for the full Spring 2027 monument project. (Owner: Board (Implied), Deadline: Not specified)
- **Budget for Landscaping Project:** The board will add a line item for the monument revitalization to the next annual budget. (Owner: Board (Implied), Deadline: Not specified)
- **Re-evaluate Landscaping Plan (Northeast entrance):** The board will revisit the maintenance plan for the Northeast entrance area. (Owner: Board, Due: Fall 2026)

Topic 3: Pool & Pond Facilities

- **Summary of discussion points:**

- **Pool Condition:** Jim reported the pool is operating well with stable chemistry, a functioning pump, and good bathroom conditions. No current liner issues were observed.
- **Dead/Stressed Trees:** A crabapple tree near the pool, which had fallen previously, has died. The cause was likely root damage and watering issues. A newly planted tree is stressed; it is being watered, but a root stimulator will also be applied.
- **Wind & Animals:** Windblown debris is an ongoing issue. Ducks are often seen at the pool. The board discussed non-invasive deterrents like rubber snakes or predator statues.
- **Pond Aerator & Landscaping:** Jim is waiting to install the aerator, suspecting the power company is waiting for the install before connecting the meter. He plans to install it soon. He also requested approval to continue clearing small “weed trees” and brush from the pond shoreline. One small tree needs to be removed to install a fishing sign. The group informally agreed to this minor clearing.

- **Decisions made:**

- The dead crabapple tree by the pool will be removed immediately. A vote on a replacement tree will occur at the July meeting for a fall planting.
- The board will consider a year-end budget allocation for a wind/privacy tree line (e.g., junipers/arborvitae) on the south end of the pool area.
- It was informally agreed that Jim could proceed with clearing brush and removing one small tree at the pond for the sign installation.

- **Action items/commitments and assigned owners:**

- **Remove the dead tree:** Jim will facilitate the removal of the dead tree by the pool. (Owner: Jim)
- **Research replacement tree options:** The board will consult with a tree service for recommendations. (Owner: Jim)
- **Add tree replacement to July agenda:** The item will be placed on the agenda for a vote. (Owner: Jim)
- **Install Pond Aerator:** Jim will install the aerator in the next few days. Tim will coordinate with him via email to potentially assist. (Owner: Jim, Tim)
- **Clear Pond Shoreline:** Jim will continue clearing undergrowth and small trees around the pond. (Owner: Jim)

- **Install Pond Sign:** Jim will remove one small tree to install the fishing sign on the south end of the pond. (Owner: Jim)
- **Pool tree care:** Apply treetop/root stimulator to the stressed tree and continue watering. (Owner: Jim)
- **Budget planning for wind/privacy trees:** Prepare a year-end budget line for south-end trees. (Owner: Jim)

Topic 4: Access Control & Security

- **Summary of discussion points:**

- **Pool Card Procedure:** The board reviewed the card replacement process. Lost cards incur a \$10 fee, and the old card is deactivated to ensure only one active card per lot. New residents can have a previous owner's card reactivated for free.
- **Storage Room Access:** Stuart researched a card access lock for the pool storage room. The hardware (reader, lock, motion sensor) will cost 100 –150, well under the \$200 budget.
- **Pool Gate Upgrade:** Stuart outlined a plan to upgrade the pool storage room to card access with a fail-closed magnetic lock, while retaining the key deadbolt as a backup for the off-season. The old cipher lock hardware will be removed.

- **Decisions made:**

- The current pool card replacement procedure, including the \$10 fee, will be maintained.
- The purchase of hardware for the pool storage room card access system was formally approved.
- The board approved the plan to implement card access on the pool storage room with a fail-closed lock and remove legacy cipher lock from pool gate hardware.

- **Action items/commitments and assigned owners:**

- **Manage pool cards:** Stuart will continue to manage the card system. (Owner: Stuart, Ongoing)
- **Order and install card access lock:** Stuart will order the hardware. Stuart and Jim will coordinate to install the system and additional cameras. (Owner: Stuart & Jim)

Topic 5: Governance, Compliance, and Old Business

- **Summary of discussion points:**

- **CC&R/Bylaws Review:** Stuart reported that he'd used an AI agent to review the governing documents and provided marked-up drafts, which will accelerate the committee's work. A critical recommendation is to change the amendment voting threshold from two-thirds of members at a meeting to two-thirds of *all homeowners* for better legal defensibility.
- **DRC Guidelines:** Trinh sent out the DRC guidelines for review and feedback.
- **Old Business:** Updates on the tree resolution enforcement and muskrat trapping are pending from Joffrey, who has been sick.
- **Executive Session:** The board reviewed and discussed specific potential violations. Maintenance requests were submitted for these issues.

- **Decisions made:**

- The CC&R/Bylaws committee will use the AI reviewed drafts as the basis for their review.
- Tree resolution and muskrat trapping topics are tabled until the next meeting.
- **Action items/commitments and assigned owners:**
 - **Follow-up with Joffrey:** Stuart will contact Joffrey for updates on the tree resolution letters and muskrat trapping. (Owner: Stuart)
 - **Review and Distribute Documents:** Stuart will perform a preliminary review of the marked-up CC&Rs and Bylaws and then distribute them to the committee. (Owner: Stuart)
 - **Schedule Committee Meeting:** A follow-up meeting will be scheduled after the committee reviews the documents. (Owner: Stuart)
 - **Track Violations:** Stuart will verify notification behavior of the maintenance request system and continue tracking violations. (Owner: Stuart)

Topic 6: New Residents & Welcoming Committee

- **Summary of discussion points:**
 - The Welcoming Committee needs to contact three new residents to obtain their email addresses before the July 1st billing cycle.
 - Stuart forgot to send a contact information request form to Security First but will create one for future sales.
- **Decisions made:**
 - The Welcoming Committee will manually attempt to contact the new homeowners.
- **Action items/commitments and assigned owners:**
 - **Contact New Residents:** The Welcoming Committee will attempt to make contact with the three new homeowners to get their email addresses. (Owner: Welcoming Committee)
 - **Complete email service migration:** Stuart will complete the migration in the coming months. (Owner: Stuart)