

**Minutes**  
**Shadow Run Townhome Association**  
**Board of Directors Meeting**  
**August 21, 2024, 4:00 PM**

The meeting was called to order at 4:00 PM. In attendance were Lynn Defederfer, President; Ray Szallar, Treasurer; Joy Rich, Secretary; Judi Folga; and John Schmidt.

**Action Items**

1. Construction Agreement with Dielle Bishop

The revised construction agreement with Dielle Bishop was reviewed by the Board. Ray Szallar recommended that the language in the agreement be reviewed to make certain the agreement clearly states that all improvements required by the agreement must be completed at Ms. Bishop's expense. Joy Rich made a motion to approve the agreement subject to Ray's clarification. The motion was seconded by Judi Folga. The motion passed 4 – 0 with John Schmidt abstaining.

2. Approve Attorney Invoice

The Board reviewed an invoice from Andrew Teske in the amount of \$7,391.25. A motion was made by Joy Rich and seconded by Ray Szallar to approve payment of the invoice. The motion passed 4 – 0 with John Schmidt abstaining.

3. Approve Invoice for Deck Repair

The board reviewed an invoice for deck repair at 352 Cliff View Drive for \$3,225.00. Joy Rich moved to approve payment of the invoice and it was seconded by Ray Szallar. The motion passed 4 – 0 with John Schmidt abstaining.

4. 331/333 Maintenance Request

The Board is in receipt of a maintenance request from Jon Casson related to a downspout at the above units becoming detached. It was determined that Ray would approach Zach and ask him to secure the downspout since he is already in the neighborhood working on the deck at 352. The Board concurred with this approach. No formal Board action was taken on this request.

5. Process to Streamline Minor Repair and Maintenance Requests

The Board discussed the importance of providing more timely resolutions for minor maintenance and repair requests. It was determined that to facilitate improvement, Judi Folga, as the Board member responsible for both the Architectural Review Committee and coordinating repair and maintenance requests, she should be given the ability to expend up to a certain amount to address these issues without requiring prior Board authorization. A motion was made by Ray Szallar and seconded by Joy Rich that Judi be able to expend up to \$1,000 for minor maintenance and repair issues. The motion was approved unanimously.

The meeting was adjourned at 5:50 PM.