

Minutes

Shadow Run Townhome Association
Board of Directors Meeting
Wednesday, October 9, 2024, 6:00 PM
In-person at Lynn Defenderfer's Home and Remotely via ZOOM

Members present: Lynn Defenderfer (President), Ray Szallar (Treasurer), Joy Rich (Secretary), Judi Folga, and John Schmidt

The meeting was called to order by Lynn Defenderfer at 6:00 PM.

1) Annexation-

Lynn presented a handout that described the annexation issues related to lot 7 – 8 which are currently under construction and are the subject of a construction agreement between the HOA Board and the owner. She indicated that once the owner of lots 7 – 8 completed construction and requested annexation it would have to be voted upon by the members. She asked the group what the Board should be looking for to determine that construction is complete to the HOA's satisfaction. It was discussed that, at a minimum, they would have to have a C of O and drainage, and landscape improvements completed that are in general conformance with the plans submitted as part of their current agreement with the HOA. The Architectural Review Committee (ARC) will ultimately be responsible for making the decision regarding this. It was moved by Judi and seconded by Joy to have John Schmidt reach out to Kurt Reno to coordinate regarding ensuring the limited common area/pergolas, landscape and drainage on lots 7 – 8 are constructed in accordance with the approved plans and HOA expectations. The motion passed unanimously. It was further discussed that the HOA needed a well-defined process regarding future annexation. It was determined that Mark from HOA Services should be contacted regarding any information or knowledge he may have regarding how other Associations have handled the annexation issue which could possibly be used by Shadow Run.

Lynn went on to review the annexation issues handout as it relates to lots 1-6. She explained that Caleb, from God's County Homes, has contacted her about what needs to be done to begin construction on lots 1-6. It was determined that a discussion regarding the future construction on lots 1-6 would be tabled at this time. Joy brought up that the listing for lots 1-6 currently contained misinformation that appeared to convey that, once construction is complete, the lots automatically become part of the Shadow Run HOA. The Board directed Joy to send a letter to the listing agent along with the property owner to let them know of the error in the listing language.

2) Budget-

Ray will be working on drafting a 2025 budget with assistance from HOA Services. He will use the 2023 budget as a starting point and work in the priority capital projects that need to be done. He intends to accomplish this by utilizing both cash flow and reserve funds. Accurate planning for capital projects and critical maintenance issues will be an important part of budget development. It was determined that roofs and decks were the priority to examine. John suggested that he contact HOA services to have them coordinate a survey of these issues for a reasonable cost. The Board concurred. It was also discussed that the next group of maintenance priorities should be paint and stucco.

John told the Board that he had met with a handyman named, "Nate the Great" who he thought appeared competent and had references for his work. He charges \$75/hour and his minimum charge for his services is \$75. John suggested that we hire him to be engaged to check on the leaking glass block issue at 349 and to replace the few deck hangers that need attention to test him out. The Board concurred.

The maintenance requests regarding caulking around windows at 343 and 345 was discussed by the Board along with the patio painting request at 345. It was determined that caulking around windows is the responsibility of the individual homeowners and not the HOA, as well as the patio painting request made by 345. Ray moved to approve this determination; Judi seconded; the motion was unanimously approved.

3) Annual Meeting-

The timing and location of the annual meeting was discussed. It was suggested that we should plan for 30 – 40 attendees. The Mesa County Library- Main Branch was determined to be the preferred location. The date of the meeting was discussed. It was determined that between December 1 and 15 should be targeted for scheduling the meeting. Joy was directed to contact the library and find out when the large room will be available and to make a reservation.

The Board addressed what should be on the agenda that would be of the most interest to the homeowners. The Board discussed including the planning for capital projects over the next 3 – 5 years, presentation of the annual budget, the new construction, the welcome letter, and election of new Board members.

4) Maintenance Report-

Judi brought up some confusion regarding the maintenance request process. She would like to know what part Mark is handling and what part is her responsibility. Of particular

concern is the question regarding who (Mark or Judi) will communicate with the homeowner submitting the request and who will orchestrate the investigation and repair. It was determined that, when Judi receives a request from Mark, she will indicate whether the Board can handle it without assistance from HOA Services. Judi will communicate back to Mark that an invoice for an expense under \$1000 has been approved by two members of the maintenance committee for it to be paid. Lynn raised the question about the portal that was to be created by HOA Services for maintenance request. It is currently handled via email of a PDF form which is on the website for printing and then must be scanned and submitted. A fillable form (at the least) would be a much better solution.

The meeting was adjourned at 8:48 PM