

**Shadow Trails**  
Board of Directors  
Minutes of Handoff Meeting  
4/19/21

Minutes of the Board of Directors meeting of the Shadow Trails HOA, Broken Arrow, OK, held at the pool in Broken Arrow, OK, at 6pm on 4/21/21.

**1. CALL TO ORDER**

n/a

**2. Board members present:**

Aaron Allen  
Nicole Barnhouse  
Jennifer Jones  
Kyle Ingram

Others present:

Steve Whittaker  
John Thisler

Absent:

Brian Bennett

**3. QUORUM ESTABLISHED**

n/a

**4. APPROVAL OF PRIOR MEETING MINUTES**

n/a. Annual Meeting minutes approval deferred to meeting on 4/26/21

**5. FINANCIAL REPORT**

Steve Whittaker gave the Treasurer's report as follows at 6pm:

- A. Total assets as of 4/19/21
- B. Cash in Account \$92,160
- C. Incoming Checks \$13,200 on 7/1/21
- D. Outgoing Checks - in folder
- E. Delinquencies - two lots

**6. MANAGERS REPORT**

John Thisler/Steve Whitaker gave the report as follows at 6pm:

- A. Keys handover
  - a. Pool, UPS Store, Sprinkler Controls
- B. Lionheart & HOA physical paperwork
- C. Lionheart files on USB
- D. 2 homeowners are delinquent in dues
- E. Check for builder's dues to be cashed 7/1/21
- F. Unused envelopes
- G. Sprinkler zones and details including watering schedules, etc.

## 7. UNFINISHED BUSINESS

- A. HOA Resident Contact List. Still need a contact list of all the current residents with email, phone, etc.
- B. Checking Account Handover - Need to meet at the bank to remove outgoing board members and add incoming ones. New board must do the legwork and the old board will show up when needed.
- C. Key fob system - No access yet; Brian Bennett knows what the app is but didn't tell John Thisler to relay to the board. Call Holder for info.
- D. Email John Thisler any other questions going forward.
- E. HOA Management Software vs Hire (Added per Aaron Allen)
- F. Officer Assignment (i.e. Secretary, Vice President, Treasurer) (Added per Aaron Allen)

## 8. NEW BUSINESS

- A. Responsibilities breakdown
  - a. Nicole - Incoming dues, builder contact, secretary (until filled)
    - i. sort through files & distribute
  - b. Kyle - Pond, sprinklers, general maintenance
    - i. work with committees on quotes
    - ii. cannot be added to any HOA accounts because of employer
  - c. Aaron - Phase II retention pond; split outgoing Finances w/ Jennifer
    - i. plan for what neighbors can expect from board and when
  - d. Jennifer - Insurance, split outgoing Finances w/Aaron
    - i. roles descriptions started in shared google drive file:
      - 1. Shadow Trails HOA Annual Meeting Agenda (Roles).docx
- B. Meeting Ground Rules
  - a. Meetings are public for anyone in the neighborhood
  - b. held at the pool unless weather is bad
  - c. every other Monday at 6pm until we stabilize bills/funds/work
    - i. (starting 4/26/21)
  - d. zoom will be available (breaks at 40 min)
  - e. no decisions to spend will be made outside meetings
- C. Checking Account. Nicole Barnhouse will call BOK to get info on the checking account to complete the handover. John Thisler/Steve Whittaker will provide the physical checks once the account is handed over.
  - a. Checking accounts for committees - Create one for each of these committees:
    - i. Events - Janelle Williams
    - ii. Landscaping - Jaqueline York
    - iii. Pool - Nathan Williams
- D. Key Fob System & Security Cameras - 2 systems; camera app is called. Nicole Barnhouse will call Holder Security to get system info.
- E. Utilities & Other Bills- All utilities are on auto pay including internet (no camera bill)
  - a. Pool and mowing are not

- i. Pool starts 5/1/21 (\$7800/season + chlorine) (includes bathrooms 2x/week)
    - ii. Mowing already started (\$750/mow)
      - 1. paused mowing
      - 2. mower threw grass clippings into the pool
      - 3. did not mow reserve E
      - 4. did mow and edge reserve A
      - 5. sprayed something, but missed pre-emergent
    - b. sprinkler repairs -
      - i. Kyle will handle for now
      - ii. May need a company
      - iii. Bob Gresh worked with Steve before (reach out to him)
- F. Insurance - Jennifer Jones will confirm current policy expiration date and get additional quotes. Will get info on additional cost for playground coverage.
- G. Mowing - Provided Chase Lawn & Landscaping written notice on 4/16 to not mow until the board could meet. Jaqueline York is in the process of getting additional quotes. Kyle Ingram will get in touch with her to review contract details.
- H. Pond - Need to check trees/sprinkler times, etc.
  - a. Pump was just repaired under warranty by Steve Whittaker
  - b. Warranty expires in May 2021
  - c. Dodson may have a 2nd pump if needed
  - d. Should identify total replacement cost in the next 6 months to have available.
  - e. 25' deep at center (or maybe 15'??)
  - f. Vendor comes out every month
- I. Pool - concrete, fence, cover, 2nd gate, etc.
  - a. Concrete - Plan to pave pool area including expanding area behind fireplace (and moving fence out) and a few small pads at the pond for existing benches & two future tables - Review cost info next meeting. Nathan Williams/Pool Committee has started getting quotes. Kyle Ingram will get in touch with him for additional concrete contractor quote(s).
  - b. Cover - Wait until next year to consider a cover
    - i. Pool line freeze was due to unusually cold temps
    - ii. Cost also included maintenance items that needed to be done (not directly because of the freeze)
  - c. Fence - Expand the fence to enclose the expanded patio
  - d. Gate lock - \$600 open w/pin on both sides for the next few years, probably a better option right now.
    - i. Can get permanent install but quote from holder alone was \$1500 plus trenching & equipment.
  - e. Windstream - Blake Barnhouse will call and see if we can get the price down. Possibly look at better cameras in the future.
- J. Covenants & Covenant Violations
  - a. Dodson received covenant changes but they were not approved and should not have been sent.

- i. need to work on the list, but this is low priority.
  - b. Probably wont send covenant violations for Phase I residents until construction is complete for the entire Phase I.
    - i. Issue with trash cans is that ½ the neighborhood is finished and ½ is not.
    - ii. No where to put cans when construction is ongoing.
    - iii. basketball goals - idea is for permanent ones only; keep this on the list and review after construction is complete.
  
- K. Wild Apricot Software Management - Renew for 1 year at \$600/year - (unanimously agreed & approved. ) REMOVED PER VERBAL DISCUSSION WITH AARON ALLEN AND NICOLE BARNHOUSE ON 4/22/21 at 7:26 AM
  - a. Cheapest and best option right now
  - b. Meet later this year to review management companies and other software options
  - c. <https://www.wildapricot.com/pricing-na>
  - d. a. Discussion of multiple solutions. No affirmation for direction. (Added per Aaron Allen)
  
- L. Physical Keys & Mailbox- Aaron Allen will verify the keys; 2 appear to be sprinkler keys, can't tell which ones are UPS Store keys (not sure if one is missing).
  - a. Mailbox - UPS store is \$112/6 months
    - i. Locking mailbox at pool, need to verify price and get something that matches neighborhood and can keep mail for about a week.
    - ii. \$300 we can get one at the pool with a slot to drop letters and is secure
    - iii. no dues deliveries at houses & no driving anywhere to get to the mail
    - iv. review price at future meeting
  
- M. Facebook - No official board business will be posted on FB
  - a. comments will be made as individuals & not board members/officers
  - b. will not regulate facebook
  - c. informational postings will happen during transition to ST website
  
- N. Officer Positions - (unanimously agreed & approved. ) REMOVED PER VERBAL DISCUSSION WITH AARON ALLEN AND NICOLE BARNHOUSE ON 4/22/21 at 7:26 AM
  - a. Aaron Allen will be the HOA President
  - b. Amended to "approved" per Aaron Allen
  
- O. All other officer & director opening will be deferred to 4/26/21
  - a. Ryan Woods to fill the open director position, but also may have one other person interested. Must be confirmed by vote. (Added per Aaron Allen)
  
- P. Playground
  - a. If we have funds available; go back to Dodson to see if they will handle the installation.
  - b. Location - concerns about the location right behind the pool (too close to the yards of those backing up to the space)
    - i. Possible locations include:
      - 1. Reserve C on West Side

2. Reserve A by West Entrance
3. Further back towards property line in Reserve E (East side - near the space for a gas station closest to little links)

Q. Wish list items

- a. volleyball pit
- b. Add to running list in shared google drive file:
  - i. Shadow Trails HOA Issues Status.docx
- c. a. pet sanitation stations (Added per Aaron Allen)

ALL ITEMS REMOVED PER VERBAL DISCUSSION WITH AARON ALLEN AND NICOLE BARNHOUSE ON 4/22/21 at 7:26 AM will be added to the agenda on 4/26/21 for official board of directors vote.

**9. NEXT MEETING DATE**

The next monthly Board meeting is scheduled for 4/26/21 at 6pm at the pool.

Agenda will prioritize pool and mowing - Any discussion items not wrapped up by 7:30 pm will be added to the general list for review/priority at the next scheduled meeting until we can work through the list.

The board meeting adjourned at 8:12pm.  
These minutes were approved by the Board of Directors.

  
\_\_\_\_\_  
Nicole Barnhouse, (Interim) Secretary

\_\_\_\_\_  
Date