

**Shadow Trails**  
Board of Directors  
Minutes of Regular Meeting  
5/25/21

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 5/25/21.

**1. CALL TO ORDER**

Nicole Barnhouse, Board President , called the meeting to order at 6:01 pm.

**2. ROLL CALL**

Board members present:

Nicole Barnhouse  
Kyle Ingram  
Jennifer Jones  
Ryan Woods

Committee members present:

Jacqueline York  
Crystal Wheeler - Zoom  
John Thisler

Others present:

Kristi and Mike Polsgrove

Absent:

N/A

**3. APPROVAL OF PRIOR MEETING MINUTES**

Motion to approve the minutes of the previous meetings:

Ryan make motion Nicole second

- 5/11 Regular Meeting

Nicole Barnhouse	Kyle Ingram	Ryan Woods	Jennifer Jones
Approve	Late	Approve	Approve

Result:

Approve

**4. FINANCIAL REPORT**

- \$71,300 in Checking today (not including event accounts)
- Incoming
  - \$1,248.76 in TOTAL May deposits
  - \$600 in key FOB deposits (Pool Account)
- Outgoing Posted to Account
  - \$ 115 for THD Pool Inspection
  - \$712 Hopp in pools
  - \$14,000 for Maintenance Reserve (money market account)
  - \$460 for dog waste station
  - \$269 for turnpro aquatic
  - \$1800 mowing and landscape (old and new vendors)
  - Insurance \$1297 for upcoming quarter
  - \$303 for pool electric
  - ~\$200 for fountain electric

## 5. UNFINISHED & NEW BUSINESS (Agenda)

### Pool Committee

- Furniture in June 5th
- Concrete will take a week for first section only
- Revisit later in the season (maybe after the pool closes)
- Fence Moving:
  - Quote 1 - \$1700
  - Quote 2 - \$2100
  - Pool contractor would like to add a gate
  - Potential to have residents do work to help with costs but may be labor intensive
  - May have contractor set posts and we can attach panels
  - Pool contractor requested moving gate so easier to access pool equipment
- Key fobs - New fobs work perfectly
- Old fobs - Partial refund on Deposits (\$15 each fob)
  - New "Price" is \$10 each
  - No records from last year so each homeowner will have to provide a copy of their cleared check to get a credit to their 2022 dues.

Motion to start selling key fobs at \$10/fob

Ryan makes motion

Nicole seconds motion

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Nicole Barnhouse	Kyle Ingram	Ryan Woods	Jennifer Jones
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Approve	Late	Approve	Approve
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Result:  
Approve

Motion to start refunding deposit via credit on dues per fob on 2022 dues

Ryan makes motion

Nicole seconds motion

○

Nicole Barnhouse	Kyle Ingram	Ryan Woods	Jennifer Jones
Approve	Approve	Approve	Approve

Result:  
Approve

- Pool signs
  - Ordering in progress
    - Pool rules
    - Pool hours
    - Estimate cost around \$100 via signs.com
- New Router has been installed and the Windstream router has been shipped back.
  - Network is Shadow\_Trails\_Pool
  - Password is 2021summerfun
  - Should see savings from return of router to Windstream
  - Wifi turns off at 10pm and is password secured

#### Pond Committee

- Cattails at Pond - Quote from TurnPro
  - 10K for all of them (4 sections/\$2500 section)
  - First section - cut and then spray and then remove them
  - First section will cover North-west end of pond
  - HOW foundation quoted \$85/hour and is cost effective but booked until late August
  - Proposal is to wait and contact other vendors for additional quotes
  - Kyle to reach out to turnpro to let them know to hold off
- Gophers
  - Quote on treatment
  - AAC Wildlife giving quote, Dennis with TrueTech also providing quote

- Dog waste stations
  - Need to pinpoint location & install
    - South reserve A/ west side
    - Pond location TBD
- Trash can - will arrive mid June.
- Picnic table - still needs to be ordered.
  - Does anyone want to pick a shape?
  - Table base & bench bases - Next step after table is ordered
  - Want concrete pad under tables - try to coordinate with Brumble homes under construction

#### Events Committee

- Upcoming events
  - Luau Pool party June 13th
- Any help needed?
  - May need help with blocking off culdesac to allow for food truck vendors to be able to set-up

#### Other items

- New few meetings - Agenda prep - June 22nd for next meeting
  - Phase II Pond discussion w/ Dodson - July meeting
    - Allow for Q&A on new pond construction
  - 2022 Budget discussion - September meeting
  - Submitted new seeclickfix ticket for storm drain "covers/logs"
  - Next Annual Meeting tentative date - April 5th 2022
    - Does anyone want to be on the nomination committee?
    - Questions for talking points:
      - What is your name?
      - Where in the neighborhood do you live?
      - What are you most interested in focusing on in the neighborhood?
- Paper newsletter
  - Current draft will be available for review
  - Can post to neighborhood website and can hand deliver
  - Can add section for important covenants/bylaws as reminders
    - Example architecture committee review
- Welcome letter & packet
  - Current draft will be available for review
- Neighborhood access to view BOK Statements
  - What should be visible?
    - Can see checks going out but can delete sensitive information/checks coming in
    - Examples on HOA share drive for board review

- Covenant Violations
  - Are we ready to start reviewing covenants/bylaws?
    - Once draft is created a vote must be presented to entire neighborhood with majority vote to pass (see covenants for % to pass)
  - Who wants to own this?
  - Need to give everyone a chance to participate
  
- Playground Committee
  - What are the first steps?
    - Spoke with insurance company have liability insurance to cover playground but would need to insure equipment, estimate 30k playground would increase insurance costs ~\$300/yr
    - City planning willing to work with the neighborhood to discuss plan development or can review preliminary plans if we have them. City will have to approve
    - Reserve area north of pool is only reserve approved for playground
      - Will need to understand if can build on top of utility easements in reserve
  - Who is going to own this?
    - Jennifer reached out to Janelle, Chelsea, Samantha for interest in helping with playground development/plans. Welcome any others who have an interest.
  
- Ground weed control
  - Is being taken care of by new contractor
  
- HOA Audit Committee - John Thisler
  - Contacted HOA management firms and CPAs
    - \$1500-2000 average quote received
    - Audit look at cycle year
    - Some vendors want audit software, example quickbooks
    - Review looks at monies issued vs. receipts, audit look at fiscal year item by item
  - Residents have also volunteered to help with audit - Beth Frasier and Shauna Ingram
  - 2021 Accounting up to date if review is needed
  - 2020 still gathering documentation for internal audit/update
  - May want to review HOA management companies in October for update on offerings and costs
  
- Sprinkler Systems - Common Areas
  - Kyle performing audits of various areas
  - With surplus rain over recent weeks, sprinklers off until watering needs increase
  - Looking into rain sensor heads for system to aide in additional water usage monitoring
  
- Landscape Committee Update

- Will remove pampas grass from pool landscape, did not survive freeze
- Have additional plants to revisit during fall for front entrance beds
- Provide a plan for reserve area in front of west entrance
- Revisit pool flower beds in the fall

**6. NEXT MEETING DATE**

The next monthly Board meeting is scheduled for Tuesday 6/22/21 at 6pm

The board meeting adjourned at 7:14PM

These minutes were approved by the Board of Directors.

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Jennifer Jones, Secretary

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Date