

## 2022 Shadow Trails Annual Meeting Minutes – April 12, 2022

Poll presented by Kyle Ingram on proceeding on annual meeting

- Email/hand deliver if had no email on file.
- Additionally posted to Facebook, neighborhood website, posted sign
- Proxy vote started (51 of 57 vote)
  - o 50 agree
  - o 1 disagree
- Question on proxy forms asked by Debbie Gresh to ensure submitted prior to start of meeting

### 1.) Meeting Called to Order

4/12/22 Meeting Started at 6:06PM. Call to order from Nicole Barnhouse, President

Quorum met with 68 attendants/households on zoom call plus Rick Dodson, Developer

### 2.) Proof of Meeting and Validation of Quorum

Waiver of Meeting Notice

Determination of Quorum previously determined (see above)

68 households on call including Rick Dodson, developer

### 3.) Reading of Previous Minutes – 2021 Annual Meeting

Read Previous Meeting Minutes (4/13/21 Annual Meeting) – Presented by Jennifer Jones

Neighborhood Reminders presented

Kyle Ingram presented friendly reminders on trashcan removal and storage, architectural committee submission, etc

### 4.) Report of Officers

Nicole Barnhouse – President

Financials

- 2022 Dues
  - o All but 177 lots have paid 22 dues
  - o 7 homeowners, 10 builders not paid
  - o Stopped late utility late fees in April saving \$600/yr
  - o Closed unused water account at \$120/yr savings
- Accounts and Reserves
  - o 5 new checking accounts (6 total)

- Main account, 4 committee accounts, 1 long term reserve account, may need general maintenance
- Committee Accounts – see above
- Fence Maintenance
  - Asked Dodson to help and saved neighborhood \$16k
    - Repaired pickets and re-stained
  - Work was not budgeted for the year, so this was a welcomed bonus item completed
- Streamlined HOA meetings and business
  - Shadowtrialshoa.com website established with pertinent information posted
  - Board does not post official items on Facebook as this is a resident social site
  - Residents have access to accounts, budget, relevant files
  - Meetings are advertised, have agenda and minutes
  - Some trial and error with deposits and expenses, called bank to receive reimbursement on any charges
  - Real time updates on dues payments, closing invoices, etc. through wild apricot software

#### 2022 Budget

- Administrative/other \$9.5k
- Mowing \$28.3k
- General Maintenance \$18.5k (playground and 4k cameras)
- Pond \$12.3k (includes cattails and maintenance)
- Pool \$16.9k (running pool all year and chemical purchase)
- Utilities \$16.2k (monitor increase with impact of inflation)
- Contingency across areas \$5k
  
- Effort to review and plan funds with routine meetings
- Put ~\$14k in long term reserve from 2021 budget
  - Future planning on potential costs to maintain neighborhood and amenities

Kyle Ingram – Vice President

#### Mowing

- Robinson Landscape
  - Awarded contract after receiving bids in 2021
  - 2022 Budgeted \$19.5k for services
  - 2021 saved \$5.3K over 2020 cost (\$14K for year - charged per visit rather than contract for season)
  - Could see additional expenses in upcoming year due to inflation and supply issues but must be approved by board before charged
    - Chemical costs with inflation
    - 2021 vs 2022 budget \$25.6k before switching companies, \$19.5k for 2022

- Still seeing budget improvement from what had been planned in 2021

#### Sprinkler Repair

- No need for sprinkler maintenance company
- \$280 savings over 2021 with routine oversight of system
- ~\$300 saved over hiring company to perform winterizing

#### Pond/Pool Trees

- 12 trees transplanted at no cost to HOA
- New irrigation zones installed for SE and SW trees
- 4 trees transplanted at pool at no cost to HOA
- Looking at other options for watering trees at north end of pond

#### Jennifer Jones – Secretary

##### HOA Insurance

- Budgeted at \$5,200/yr with \$2500 deductible
- Covers Pool, Cabana/Bathrooms, Signs, Fence Walls, etc.
- Business Liability at \$1MM
  - Policy does cover board of directors but may need to examine language around committee members
- Policy would cover liability at playground but may increase annual cost with insurance of new item (playground)

##### HOA Legal Matters

- Reserve A
  - o Managed by corps of engineers
  - o Need approval from city for water meter
- Pool
  - o Water must be maintained per city
  - o Emergency phone to remain in good working condition
- Rule of thumb, HOA can be held responsible for negligence regarding state of common areas or amenities if found in disrepair

#### Ryan Woods –

##### Closing Letters

- 100% response to requests
  - o Processed 43 closing letters for \$2.6k in additional HOA funds
  - o Currently at \$75/closing letter
  - o Holding builders accountable for damages to common areas

##### Security Cameras

- o Flock security – proposed cameras for entrance of neighborhood
- o Detailed in special assessment voting below

## 5.) Reports of current committees

### Jaqueline York – Landscape

- Plant annuals as soon as available at nursery
- Will stay with Robinson for bed maintenance
- Budgeted \$500 for any tree replacement
- Reserve A on hold for now
- Pool flowerbeds – will continue to take donations
- Reserve A question- Status of Trees– plans on hold until have water source established (meter installed)

### Nathan Williams – Pool

- Goal is to keep the pool maintained and in good working condition
- Removed old loungers with new on the way (beginning of season)
- New fixtures installed in restrooms (TP holders)
- Season scheduled to start Memorial Day weekend and end Labor Day weekend
- Events committee to have summer kick-off at pool
- Pool hours remain unchanged
- If need a key fob for pool please reach out to Nathan Williams on Facebook

### Janelle Williams – Events

- Easter – April 16 traveling barnyard at 3pm
- Fishing May 14 – Cody Scott to help coordinate
- Summer Pool Party June 11
  - With BBQ Cookoff - TBD
- July 4<sup>th</sup> Parade at 10AM, Fire Truck after parade
  - o Firework collections can be taken for evening neighborhood event \*not events committee sponsored/resident directed activity\*
- End of summer party Sept 3
- Boo Parade October 30
- Lights on the neighborhood to kickoff Christmas – November 30
- Dec Lights Contest – Top 5 houses

### Jason Gates – Pond

- Cattail Removal
  - o Quotes received – Cody Scott and Bob Gresh removed cattails from north side of pond
    - Quotes were \$3.8-5k for removal
    - Robinson was included in the quotes
    - South side of pond still pending – Cody has volunteered to cut down otherwise estimate ~\$2k to remove
    - Need assistance with clean-up – Look at getting quotes
  - o Pond lighting adjusted to save costs – adjusted timing
  - o Discussed stocking pond – Could divert cattail cleanup funds to stock pond

- Trees installed but still working on watering needs
- Desire to add benches with concrete pad – 2022 discussion
- Irrigation slides – SE corner has significant signs of erosion and will need to develop plan ASAP

6.) Election of Directors

**Kyle Ingram** – Current VP of board would like to stay on board for upcoming year

**Cody Scott** – Expressed interest in joining the board

**Jeri Townsend** – Would like to join but not available until June 24<sup>th</sup>

**Jon Herring** - Debbie Gresh – Would like to nominate Jon Herring

- Debbie has proxy form and would like to accept on his behalf

Christian Killinger to nominate **Zack O'Brien**

- Zack accepts nomination

Kristi Polsgrove to nominate **Mike Polsgrove**

- Mike accepts nomination

**Vote Results**

**Proxy Votes**

Kyle 3

Jon 1

Mike 1

Cody 1

Zack 1

Jerry 0

**Poll Results**

**Kyle - 28%**

**Cody - 11%**

Jeri – 2%

**Jon – 25%**

**Zack – 26%**

**Mike 8%**

**New 2022 Board of Directors to include the following members:**

**Kyle Ingram, Cody Scott, Jon Herring, Zack O'brien, Mike Polsgrove**

7.) Other Business

**Special Assessment topics**

**Camera Systems**

Camera systems are the same as those being adopted by Tulsa police

Allows for better definition of license plates

No infrastructure needed

\$1.9k vs \$ 2.4k per year – difference is video storage/cloud

If “flagged” license plate enters neighborhood, immediately sends to BA police department

\$8k covers cameras for 2022 only

**Proxy votes**

Yes - 0

**No – 8**

**Poll Results**

Yes –32%

**No – 65%**

Abstain – 3%

Rick abstains

**Playground** – Should Shadow Trails HOA fully fund a playground (collect additional \$15k special assessment request plus \$10 already budgeted \$76.14/lot)

**Proxy Votes**

Yes - 2

**No – 6**

Rick votes no, but wants to meet with board to discuss donation to cause

**Poll Results**

Yes – 20%

**No – 72%**

Abstain – 9%

**Management company** – Should Shadow Trails HOA fully fund an HOA Management Company (Special Assessment would be up to \$85.30/lot)

**Proxy Votes**

Yes - 2

**No – 6**

**Poll Votes**

Yes – 5%

**No – 92%**

Abstain - 3%

**Rick Dodson (Developer) – Notes on meeting and discussion items**

- Rick was happy to help with fence work and save HOA \$16k previously quoted for repairs
  - 70 gallons of paint and 2 days of labor to complete
- Closing letters (\$2.7k collected for HOA funds) – Rick estimates would be an extra \$8.3k in letters to themselves but will discuss plan with HOA
- Dirt Daddy volunteered to help with cattail clean-up but currently busy with development work
  - Rick will arrange clean-up cattails if we remove from pond
- Oklahoma Fish and Wildlife may be able too donate fish to stock pond
  - Rick may be able to help donate money if Fish and Wildlife cannot
- Rick will make a small contribution to fireworks if have volunteer to shoot off
- Camera at entrance may be beneficial for neighborhood theft deterrent
  - Rick asked for help if residents notice concerns relating to activity around new development and construction (theft, etc.)
- Dodson will donate 4 more big trees to reserve area when dormant (Oct/November)

8.) Adjourn Meeting

Meeting adjourned at 8:02PM by Nicole Barnhouse