

Shadow Trails HOA Announcement

NOTICE OF ANNUAL MEETING

Meeting Held on April 12th, 2022 at 6:00PM via ZOOM

NOTICE

In accordance with Article IV of the Bylaws for Shadow Trails Homeowners Association: NOTICE IS HEREBY GIVEN that the Annual Meeting of the Shadow Trails Homeowners Association will be held at the following date, time, and location:

DATE: April 12th, 2022

TIME: 6:00PM

LOCATION: Via ZOOM

ZOOM Instructions and link available below or by emailing:

ShadowTrailsHOA@gmail.com

Zoom Meeting Info:

[https://us05web.zoom.us/j/2490385296?
pwd=NIF4MWtsMzVNRnR2SIFkSktEOG1XUT09](https://us05web.zoom.us/j/2490385296?pwd=NIF4MWtsMzVNRnR2SIFkSktEOG1XUT09)

Meeting ID: 249 038 5296

Passcode: HOA

Sign-in will begin at 5:45pm. **THE MEETING WILL BEGIN PROMPTLY AT 6:00 PM.** Members may vote live via zoom or by proxy (see form).

Annual meeting to be held for the following purposes:

Agenda per bylaws:

- 1) Call meeting to order
- 2) Proof of notice of meeting – Note and determination of a quorum
- 3) Reading of minutes of previous annual meeting – April 13th, 2021
- 4) Reports of officers (Includes account/budget review)
- 5) Reports of current committees
- 6) Election of HOA Board of Directors
- 7) Miscellaneous business
- 8) Adjourn

If there is a possibility that you will be unable to attend, we ask that you **complete, sign, date, and return** the included **PROXY FORM** to ensure we achieve quorum so that we may conduct important association business. You may revoke your

PROXY at any time by written notice to the board (email above), or by attending the annual meeting.

Anyone wishing to run for a board position is encouraged to review the attached position descriptions and submit their notice of interest to the HOA Nominating Committee via email at: ShadowTrailsHOA@gmail.com. Additionally, nominations may be made during the annual meeting and will be added to the slate of officers for consideration.

Shadow Trails HOA Annual Meeting Agenda

Call Meeting to Order (3 min) Nicole Barnhouse

- Zoom Call Participant List

Proof of Notice of Meeting (2 min) Jennifer Jones

Reading minutes of last previous annual meeting (10 min) Jennifer Jones

Reports of Officers – (40 min/10 min each)

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

Reports of Committees (40 min/10 min each speaker) current status, future plans, volunteers to join

- Landscape Committee – Jacqueline York
- Pool Committee – Nathan Williams
- Architectural Committee – Nicole Barnhouse
- Events Committee – Janelle Williams
- Dues Collection & Welcome Committee – Shauna Ingram
- Pond Maintenance Committee – Jason Gates
- Covenant Enforcement Committee – Kyle Ingram

- General Maintenance Committee – Any volunteers?
- Records Audit Committee - Any volunteers?
- Neighborhood Watch - Any volunteers?

Election of Directors (45 min)

- Proxy vote forms
- Zoom Call Board Candidates

- Open Positions (board member, officer, or both)
 - President
 - Secretary
 - Vice President
 - Assistant Secretary
 - Treasurer

Miscellaneous Business (30 min)

- Vote on Proposal: Fully fund security cameras at both front entrances.
 - Cost: \$4,000 per year; 2-year agreement (4 cameras total INC budget)
 - Current budget is \$4,000 (2 cameras)

- Vote on Proposal: Fully fund playground build
 - Cost: \$15,000 one time plus maintenance
 - Current budget is \$10,000

- Vote on Proposal: Fully fund professional management company
 - Cost: \$18,000
 - Current budget is \$1,200

- Q&A Session

Officer Descriptions

- President – Primary contact for builders. Files updated business documents with the Secretary of State and any changes to CCR with Tulsa County and/or City of Broken Arrow. Ensures nomination

committee is identified and voting rules are reviewed annually.

- Secretary – During all Board and Annual meetings, takes official notes and ensures meeting minutes are available to the neighborhood. Ensures any city/county notices are addressed and any regulatory compliance items are completed including reviewing insurance coverage annually.
- Vice President – Primary contact for filing liens on lots for unpaid dues and handling escalations on CC&R violations. Ensures lien & CC&R violation statistics reports* are available to the neighborhood.
- Assistant Secretary – Files annual taxes and ensures contracts or statement of work records are maintained for all vendors working with the HOA. Ensures statistics reports* for all HOA contracts are available to the neighborhood.
- Treasurer – Maintains all financial records and coordinates with Assistant Secretary on filing annual taxes. Ensures quarterly spending reports* are available to the neighborhood.

*No names/addresses will be published in any widely available or public community report.

Committee Descriptions

- Landscape Committee – Ensures all greenspace areas in the community are maintained. Coordinates with vendors completing the work. Oversees mowing, edging, weed control and fertilization of all grass and flowerbeds in any common areas including those inside or around the pool.
- Pool Committee – Ensures pool maintenance is completed and coordinates with vendors completing work at the pool or providing service to the pool. Determines pool season dates and times and issues pool key fob access. Coordinates with the landscape committee any concerns/requests for pool grass/flower beds.
- Architectural Committee – Maintains the architectural application process for homeowners and builders on all lots. Reviews annually any CCR updates for the neighborhood and makes application approval decisions to ensure uniformity in the neighborhood.
- Dues Collection & Welcome Committee – Creates closing letters for builders' title company and gathers new homeowner contact information. Creates homeowner profile and emails new homeowner welcome email. Reports to board regular status of all dues collections efforts.
- Pond Maintenance Committee – Ensures pond maintenance is completed and coordinates with vendors completing the work as well as the landscaping committee any mowing concerns. Maintains physical infrastructure as well as water, trees, and furniture at the pond. Coordinates with the landscape committee any concerns/requests for pond grass/trees.
- General Maintenance Committee – Ensures general neighborhood

- General Maintenance Committee – Ensures general neighborhood infrastructure is in good working condition. Coordinates with vendors completing the work as well as any local utility companies. Maintains community sprinkler system as well as sidewalks, streetlights, entrance lights/signs, Christmas lights, and reserve area maintenance.
- Covenant Enforcement Committee – Ensures homeowner and builder compliance with CC&R and reviews enforcement guidelines annually. Serves as the escalation point for homeowner disputes and coordinates with the architectural committee on resolution decisions for maintaining continuity in the neighborhood.
- Records Audit Committee – Audits Board & HOA records to ensure legal and moral compliance for tax purposes. Upholds fiduciary duty of the board to the residents.
- Neighborhood Watch – Keeps an eye out for neighborhood safety and security. Facilitates discussions on suspicious persons to look out for and tracks resolution of security/safety issues.

Shadow Trails HOMEOWNERS ASSOCIATION VOTING PROXY FORM

Home Owner Name(s): _____

Home Address: _____

I give _____ (Name of proxy) authorization to vote on my behalf on all issues put to a vote by the homeowners association during the _____ (month, day & year) meeting.

Home Owner(s) Signature:

Date: _____

This form must be received/presented in advance of the time of voting at the annual
HOA meeting