

# **Shadow Run at Canyon Lakes HOA**

## **Board of Directors Meeting Agenda**

**Thursday, March 19<sup>th</sup>, 2026 – 6:30pm – Via Zoom**

### **1. Call to Order – Heidi calls meeting to order at 6:33**

**1.1 Establishment of Quorum – Heidi, Chuck, Andy, Josephine, Dean in attendance.**

### **2. Homeowners Forum**

**2.1 - Brenda Schumaker and Marie Swita and Dirk in attendance**

**2.2 Marie asked for disclosure of oldest debts with attorneys – Dirk, answered that there are discussions on the topic. Summary will be posted. Anonymous was asked to identify themselves to attend the meeting. They did not. They were moved to the lobby. Marie made the argument that the RCW's do not require identification to attend virtual meetings. Upon further review, RCW64.34, RCW 64.90 allows Boards to require identification of attendance on virtual meetings.**

### **3. Minutes & Financial Statements**

**3.1 - Approval of February Meeting Minutes – Chuck motioned and Josephine seconded approval of minutes. Everyone voted in favor of approval of minutes for February.**

**3.2 - Approval of Financials – Chay reviewed financials. Josephine confirmed location in portal. Chuck made motion to approve financials. Heidi seconded. Financials approved.**

### **4. UNFINISHED BUSINESS**

**4.1 Reserve Study- Update - already had completed at end of 2025.**

**4.2 Tree Trimming – Josephine reviewed the activity of some tree trimming projects. Reviewed bids that were approved in between meetings. Will be moving to only board meeting voting of bids for non-emergency work. Heidi brought up two more quotes for work that will be voted on. One is raising the skirt of the Blue Spruce at the north corner of 33<sup>rd</sup> entrance. Also brought up the quote for the south corner to raise the skirt as well as removing a good amount of overhang into the homeowners yard. Heidi then discussed a single tree at the north park to be removed due to unhealthy indications and an elevated risk of breakage including full falling of the tree. Heidi made a motion to approve bid to remove dying tree at north park, Chuck seconded the motion. Josephine asked about pursuing additional bids for pending bids. Further general discussion on collecting additional bids for future work. Unanimous vote in favor of the single tree removal at the north park. Chuck motioned for approval for the \$499 raised skirt on the blue Spruce on north corner of 33<sup>rd</sup> entrance. Josephine seconded. Additional discussion on scope of work. Unanimous vote in favor of moving forward with that work. Heidi brought up the south corner of 33<sup>rd</sup> entrance to raise skirt and cut back all branches hanging over the homeowners fence. Scope of work was detailed. Chuck motioned to approve bid. Andy seconded. Open discussion. Josephine questioned the amount of money for the scope of work. Further discussion to postpone approving this bid. Chuck**

**motioned to postpone vote and deferred for further review. Motion was made to hold for potential approval between meetings after getting an additional bids. Dirk made motion to set a pre-approved amount to make repairs to irrigation or any other urgent needs. Chuck made motion for a pre-approved \$1,500 for making time sensitive repairs. Josephine questioned occurrence limitations. Vote was unanimous to approve pre-authorization of \$1,500 for emergency repairs.**

**4.3 Audit - Chay shared her activity to collect bids for service. Motion to move discussion to next meeting made by Andy made first motion and Josephine seconded.**

**4.4 Enforcement Resolution - Josephine opened discussion on enforcement revision. Chay sent out a suggested amendment to the enforcement action and fees. Heidi shared her activity of patrolling the neighborhood. Josephine did as well. Josephine mentioned the two drive throughs that have been conducted. Chay spoke on the topic and her recommendations. Board will review and suggested possibly voting on it next meeting. Chay suggested a motion to note a between meeting vote on the letter to be sent out to homeowners. Chuck brought to mind avoiding any names being on the letters going out and keep things non-personal. Heidi made a motion to approve the letter be sent, Andy seconded the motion. Chuck opened discussion with concern that not all board members have seen it. Andy made motion to hold for mid-month voting to approve the letter to be sent. Unanimous vote in favor.**

**5. NEW BUSINESS - Josephine opened discussion**

**5.1. New Laws - Chay summarized**

**5.2. Motions for Business Outside Meetings – Chay suggested we motion to allow Board as acting ACC be addressed outside of monthly meetings. Andy motioned to approve, Chuck seconded, Open discussion. Portal use for approvals. Unanimous vote in favor. Dirk reviewed the ivy removal was going to be completed without additional funds.**

**6. CONSENT AGENDA – Discussion for three other approved bids that were noted in the last meeting. Motion made to approve the consent agenda. Josephine motioned to vote to approve, Andy seconded. Unanimous in favor.**

**7. Marie brought up some missing documents for January. Will connect with Tiffany on getting things posted in a timely manner.**

**8. Marie brought up an issue regarding identifiable vehicle that is doing compliance drives. The vehicle has identifiable markings.**

**7. ESTABLISH THE DATE OF THE NEXT MEETING – April 23<sup>rd</sup> at 6:30pm. At Library unless unavailable, then virtual.**

**8. EXECUTIVE SESSION**

**8.1. Compliance – Reviewed information from P&M on actions to be taken on properties in lien. Josephine read the details. There are 9 lots to be reviewed and voted on.**

**8.2. Delinquencies – Josephine made a motion to vote on lot 3 and lot 5 to be acted upon by our attorneys now, maintain hold pattern on lot 1,9,18, and collect additional data on lot 4 and 14, send file to lot 10. Motion seconded by Chuck. The vote passes unanimously.**

**9. Adjourn – Heidi closed the meeting at 8:15pm.**

---

SHADOW RUN  
HOMEOWNERS'  
ASSOCIATION

---



SHADE@THEHOAMANAGEMENTGROUP.COM



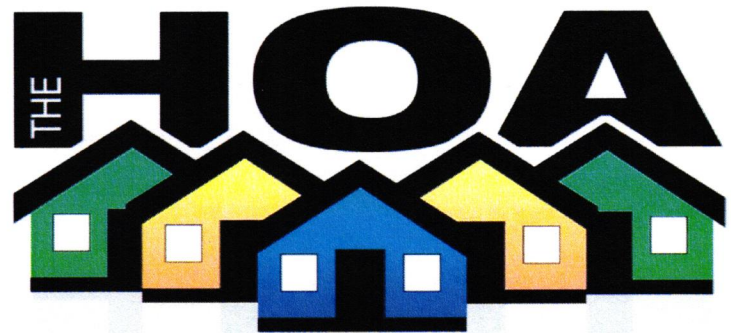
O (509) 579-4101  
F (509) 735-4283

THE HOA MANAGEMENT GROUP INC  
6725 W CLEARWATER AVE  
KENNEWICK, WA 99336

---

Monthly Report  
February 2026

Prepared By: Shade Orr  
March 18, 2026



Management Group, Inc.

---

**Reserve Fund:** *Reconciled 03/18/2026*

GL 1171: \$127,420.62

**Reserve Fund Expense:**

Deposits: \$2,774.41

Expenditures: \$0.00

**Operating Fund:**

The ending balance in the Operating Trust account was \$69,150.16; see the Balance Sheet. There was \$3,041.06 in prepaid funds on hand, see account 2300 on the General Ledger, leaving \$66,109.10 in available operating funds. The ending balance in the Operating Debit Card account was \$30.00.

**Homeowner Balance:**

Totaled \$29,715.84

Late Fees/Interest Applied: \$1,596.08

**Operating Expenses:**

Operating expenses totaled \$7,728.11; see Income Statement.

*Check Register Report included for detail breakout.*

**Aged Payables:**

Totaled: \$17.86 See Aged Payable Report for further detail.

---