



Shadow Run
at Canyon Lakes HOA
Board of Directors Meeting Minutes
April 4, 2022

Board Members present: Josh Mears, Spencer Ward, Ben Swita, Catherine Reynolds, Brenda Schuhmacher, Marie Swita,

Call to order: The meeting was called to order by President Josh Mears at 6:55pm.

Absent: Howard Chung

Guests: none

Secretary's report:

- A motion was made by Josh and seconded by Spencer to approve the March meeting minutes with corrections. The motion passed. Brenda will make corrections and e-mail them out tomorrow.

Treasurers /Financial Reports:

- *Checking/Savings, Profit and Loss Budget vs Actual, Profit and Loss Operating, Check detail, and Delinquent Homeowners Summary* was presented by Marie.
- The board was updated on Liens and payments etc., by residents etc. There is a delinquent homeowner balance of \$7,534.51.
- Marie will include in the next billing on brightly colored paper, the ways for residents to handle their assessment payments.
- We will reorder 500 magnets with HOA contact information of email and address for residents. These will be sent out with July Assessment and with new Welcome Packets. Catherine made the motion for the purchase from Vista Print, Josh 2nd and motion carried.
- The Reserve Fund was discussed and explained to the new board members. As of this year the Fund is 57% funded. We discussed inflation and a new Reserve Study (last one was done on-site in 2020) to be budgeted for next year.

Landscaping and Community Enhancement Committee:

- There were four bids for trimming and cutting down trees in the Main Park. Josh made the motion to hire Boyd's Tree Trimming to do the job. Ben seconded and motion was approved.

Old Business:

- There will be no Easter Egg Hunt this year.
- Weather permitting, there will be a Yard Sale with each homeowner putting on their own sale. The HOA will pay for advertising through social media, Giant Nickel and Tri-City Herald online.

New Business:

- Josh is going to meet with OWT in order to make the PDF "Forms" portion of our Documents, fillable online. They then would go straight to the email for ease of completion. Other drawings, renderings of projects, or roof colors need to be emailed also along with paint color swatches will still need to be sent in for verification at this time. The owner can also include the color code so we can look it up as with SW, Benjamin Moore or any other commercial company. Custom colors will need to be mailed in as previously done.
- Brenda handed out and reviewed a Records Retention policy to stay compliant with WA State HOA laws. She hopes to be done at next meeting for another review, feedback and then vote.

Adjourn: The meeting adjourned at 8:20 pm.

Next meeting: The next meeting date will be decided later. It looks like there will not be a quorum the first Monday in May. Need to decide in the next couple of weeks a date for the web site.

Respectfully submitted:
Brenda Schuhmacher, Secretary.