# Shadow Run Homeowners' Association, Inc.
## Board of Directors Meeting

**Riverview Civic Center**
**11020 Park Drive**
**Riverview, FL 33569**

**January 28, 2019**

## DRAFT MINUTES

**Transcriptionist Note:** Please note that the minutes as transcribed contain only motions and items requiring action by the Board of Directors. They do not contain discussion unless specifically requested to be made a part of the record.

I. CALL TO ORDER

Etienne "ET" Nortje called the Shadow Run Homeowners' Association, Inc. Board meeting to order at 7:00 PM on January 28, 2019, at the Riverview Civic Center, 11020 Park Drive, Riverview, Florida 33569.

II. ROLL CALL – NOTICE OF MEETING

| Directors Present: | Directors Absent: | Staff Present: |
|---|---|---|
| Etienne "ET" Nortje | David Parker | Tanya Stewart, CAM |
| Helga Sanchez | David DeVelder | Janet MacNealy, CMCA & CAM |
| Lee Alexander | | |
| Seymie Wilkerson | | |
| Jim Petosky | | |

Quorum was present.

The notice of meeting was posted as required by the documents and Florida statutes.

III. APPROVAL OF MINUTES

A. December 17, 2018 minutes

a. **Motion made** by Helga Sanchez to approve the minutes as submitted.
2nd by Lee Alexander.
**Motion Passed** unanimous (5) in favor.

IV. ARC

REQUESTS

1. 11407 Donneymoor Dr –Painting
**Motion made** by Seymie Wilkerson to approve the application as presented.
2nd by Jim Petosky.
**Motion Passed** unanimous (5) in favor.

2. 11302 Hoot Owl Ct-Fence

**Motion made** by Lee Alexander to approve the application as presented.
2nd by Jim Petosky.
**Motion Passed** unanimous (5) in favor.

3. 11206 Kerry Hills-Fence
Application on hold until February 25, 2019 Board meeting giving time for the owner to submit additional documentation; board members to view the proposed fence location; and management will send neighboring homes a letter requesting feedback if they have any concerns on the proposed fence installation.

4. 12001 Shadow Run Blvd.-Fence
**Motion made** by Lee Alexander to approve the application as presented.
2nd by Seymie Wilkerson.
**Motion Passed** unanimous (5) in favor.

5. 12205 Shadow Run Blvd.-Fence & Painting
**Motion made** by Seymie Wilkerson to approve the application as presented contingent on the homeowner not using gloss paint and homeowner submitting a survey showing the current fence location and the fence being installed in the exact location of existing fence.
2nd by Lee Alexander. Discussion followed.
Jim Petosky voted against the motion. Seymie Wilkerson, Lee Alexander, Helga Sanchez, and ET Nortje voted in favor of the motion.
**Motion Passed** by a vote of 4 to 1.

6. 11306 Leprechaun Drive / Shed & Fence
**Motion made** by Jim Petosky to approve the fence as presented but putting the shed on hold until further information is gathered.
2nd by Lee Alexander.
**Motion Passed** unanimous (5) in favor.

V. COMMITTEE CHAIRPERSONS REPORTS

A. Finance / Treasurer – Helga Sanchez briefed the Board on her written report and a copy is available on the website.

B. Common Grounds / Newsletter / Welcome Committee / Social Committee – Crepe Myrtles will be installed Friday, February 1st to satisfy the tree grant awarded by Hillsborough County. Next newsletter will be posted mid-February. Articles need to be submitted to Seymie Wilkerson by January 29th. The Board opted to no longer renew the postage permit and instead will post the newsletter/community updates on the Facebook page and the website. The next community event is the Spring Easter egg hunt tentatively scheduled for Saturday, April 20, 2019. Seymie Wilkerson will post online asking for volunteers for the community events.

C. Miscellaneous outstanding items – None.

VI. MANAGEMENT REPORT

A. Violations – The CAM will send a separate email to the Board with supporting documentation for any violations that have received 3 letters and still not corrected. The Board will then review

the documentation prior to the next Board meeting where they will vote on whether to send the matter to the attorney for enforcement.

B. Legal

**Motion made** by Helga Sanchez to keep the liens in place on accounts #219301 and #219480 and renew the liens as needed.
2nd by Lee Alexander.
**Motion Passed** unanimous (5) in favor.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

A. Insurance / Workers Compensation

**Motion made** by Jim Petosky to approve the quote from Community Insurance Group for Workers Compensation in the amount of $751.
2nd by Helga Sanchez.
**Motion Passed** unanimous (5) in favor.

B. Electronic Voting – The Board approved electronic voting in March 2018. GPI will draft a postcard with minimal steps for owners to log onto the electronic voting site and the postcard will include a point of contact name and number for anyone with questions.

C. Meetings

a. Budget Adoption – Board to officially adopt the budget on February 25, 2019.
**Motion made** by Helga Sanchez to approve the draft budget as presented with the deletion of line item 4016 Newsletter and move the $900 to line item 4078 Legal Deed Restrictions.
2nd by Seymie Wilkerson.
**Motion Passed** unanimous (5) in favor.

b. Annual Meeting / Membership Budget Adoption – Tanya Stewart will confirm the meeting date of May 20, 2019 with the Riverview Civic Center.

D. Boat Ramp Permit – Board to reach out to David Parker for feedback.

IX. COMMUNITY TOPICS AND CONCERNS

X. NEXT MEETING - The next meeting is the Board of Directors Budget Adoption Meeting on February 25, 2019 at 7:00 P.M. at the Riverview Civic Center.

XI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:42 P.M.

Respectfully submitted for the Secretary,
These minutes were approved on 2/25/19

Signed _____ Printed Etienne Nantze