

# Shadow Run



4131 Gunn Highway, Tampa, FL 33618

[board@ourshadowrun.com](mailto:board@ourshadowrun.com)

**Board of Directors**  
**Organizational Meeting**  
**IN PERSON: Riverview Public Library,**  
**Community Room A, 9951 Balm Riverview Rd., Riverview, FL**

**APPROVED**

**April 30, 2025 at [Immediately following AMM]**

**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 Nortje called the Shadow Run Homeowners' Association, Inc. Organizational Meeting to order at 7:32 p.m. April 30, 2025

II. ROLL CALL – NOTICE OF MEETING

<u>Directors Present:</u>	<u>Directors Absent:</u>	<u>Staff Present:</u>	<u>Guests:</u>
David Parker	Lisa Tackus	Dawn Archambault, CAM	Sign In Sheet
David Tsang			
Etienne Nortje			
Ahsley Falvey			
Michelle Pearson			
Lee Alexander			

Quorum was established.

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

III. ELECTION OF OFFICERS

- **A motion was** made by Ashley Falvey to nominate Etienne Nortje for President. The **motion was seconded** by David Tsang. **Motion passed**, unanimous, all in favor.
- **A motion was** made by Etienne Nortje to nominate David Tsang for Vice President. The **motion was seconded** by Ashley Falvey. **Motion passed**, unanimous, all in favor.
- **A motion was** made by Etienne Nortje to nominate Lee Alexander for Secretary. The **motion was seconded** by Ashley Falvey. **Motion passed**, unanimous in favor.
- **A motion was** made by Etienne Nortje to nominate Ashley Falvey as Treasurer. The **motion was seconded** by Michelle Pearson. **Motion passed**, unanimous in favor.

IV. READING AND DISPOSAL OF ANY UNAPPROVED MINUTES

None

V. DESIGNATION OF SIGNATORIES ON ASSOCIATION BANK ACCOUNTS

- **A motion was** made by Etienne Nortje to keep the designation of signatories on the association bank accounts the same with the exception of removing Jody Sanders who

did not submit a notice of intent to serve on the 2025/2026 Board. The **motion was seconded** by Michelle Pearson. **Motion passed**, unanimous in favor.

VI. DESIGNATION OF LIAISON TO MANAGER AND ATTORNEY

- A **motion was** made by Etienne Nortje for Lee Alexander as liaison to the Community Association Manager (CAM) and for Etienne Nortje to be the liaison to the attorney. The **motion was seconded** by Michelle Pearson. **Motion passed**, unanimous in favor.

VII. PROCEDURES FOR BOARD RECEIPT OF BOARD MEETING INFORMATION

- A **motion was** made by Etienne Nortje to keep the liaison to the manager and the attorney the same. The **motion was seconded** by Michelle Pearson. **Motion passed**, unanimous in favor.

VIII. LIMITED AUTHORITIES GRANTED REGARDING EMERGENCY EXPENDITURES

- A **motion was** made by Etienne Nortje for the limited authorities granted regarding emergency expenditures to be \$1,000. The **motion was seconded** by Michelle Pearson. **Motion passed**, unanimous in favor.

IX. RESPONSIBILITY OF MEETING MINUTES

- Per the GPI Contract, the responsibility of the meeting minutes falls under the CAM.

X. POSTING OF MEETING MINUTES

- The CAM will post the minutes on Vantaca and Lee Alexander will coordinate with the webmaster to get the meeting minutes posted on the OurShadowRun website.

XI. NEXT MEETING DATE

- The annual meeting will be reconvened on May 29, 2025 at 7:00 p.m. at the Riverview Public Library, in regards to the Community Covenants and Restrictions.

XII. BOARD CERTIFICATION

- All board members are serving another term and have already completed the required board member certification training.

There being no further business to come before the Board, the meeting was adjourned at 7:39 p.m.

Respectfully submitted for the Secretary, these minutes were approved on Sept 17, 2025

Signed: *Etienne Nortje*  
Etienne Nortje (Sep 25, 2025 15:50:54 EDT)

Printed: Etienne Nortje

# 2025April30BOD\_Org\_MeetingAPPROVED - v2

Final Audit Report

2025-09-25

Created:	2025-09-25
By:	Dawn Archambault (darchambault@greenacre.com)
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