

Shadow Run



Shadow Run Homeowners' Association, Inc.
Board of Directors Meeting Minutes
IN PERSON: Riverview Public Library,
Community Room B, 9951 Balm Riverview Rd., Riverview, FL
APPROVED
August 20, 2025 at 7:00 p.m.

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. Board of Directors meeting to order at 7:01 p.m. on August 20, 2025.

II. ROLL CALL – NOTICE OF MEETING

Directors Present:

Ashley Falvey
David Tsang
Etienne Nortje
Lisa Tackus
Michelle Pearson
Lee Alexander

Directors Absent:

David Parker

Staff Present:

Dawn Archambault, CAM

Guests:

LaJoyce Houston
Gary Whitehurst
Xavier Higgs

Quorum was present.

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

III. APPROVAL OF MEETING MINUTES

A motion was made by David Tsang to approve the July 9, 2025 Board Meeting Minutes as presented. **The motion was seconded** by Michelle Pearson. **Motion passed**, unanimous, all in favor.

IV. ARCHITECTURAL REQUESTS

1 11306 Hoot Owl Court – **Roof**

Motion made by Lisa Tackus to approve the application request for the roof as presented. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.

2 11203 Mist Moor Court – **Roof**

Motion made by Lisa Tackus to approve the application request for the roof as presented. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.

3 11307 Sandpine Road – **Roof**

Motion made by Lisa Tackus to approve the application request for the roof as presented. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.

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- 4 11912 Sugarberry Drive – **Paint**
Motion made by Lisa Tackus to approve the application request for the paint as presented. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.
- 5 11224 McMullen Road – **Paint**
Motion made by Lisa Tackus to approve the application request for the paint as presented. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.
- 6 11920 Sugarberry Drive – **Fence**
Motion made by Lisa Tackus to approve the application request for the fence as presented. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.
- 7 11308 Sandpine Road – **Fence**
Motion made by Lisa Tackus to approve the application request for the fence as presented. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.
- 8 11308 Sandpine Road – **Shed**
Motion made by Lisa Tackus to approve the application request for the shed as presented. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.
- 9 12510 Wecford Hills Road – **Shed**
Motion made by Lisa Tackus to approve the application request for the shed as presented. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.
- 10 12205 Timberlake Road – **Carport & Fence**
Motion made by Lisa Tackus to approve the application request for the carport & fence as presented. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.

V. MONTHLY UPDATES/REPORTS

- Finance/Treasurer – Ashley Falvey presented the July 31, 2025 balance sheet.
 - Discussion of Accounts **2698** and **2723** – Escalated to Attorney for Collections. **Motion made** by Ashley Falvey to escalate accounts **2698** and **2723** to the attorney for collections. **Motion 2nd** by Michelle Pearson. **Motion passed**, unanimous in favor.
- Common Grounds – Etienne Nortje presented the report.
 - Force Mow – **Motion made** by Ashley Falvey not to charge the \$65 fee to the owner due to the timing issue and also to have all communications as far as scheduling of force mows go directly between the CAM and Turner’s Edge to avoid this in the future. **Motion 2nd** by Michelle Pearson. **Motion passed**, unanimous if favor.
- Welcome – Lisa Tackus and Michelle Pearson presented the report. Items have been ordered to place in the welcome bags. CAM will email the owner transfer report from April through July 2025 to both of them.

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- Social – Lee Alexander presented the report. The next community function will be the Halloween event to be held on October 25, 2025, the Saturday before Halloween.
- Cameras – Etienne Nortje and David Tsang presented the report. Susan, homeowner, bought cameras for the dam and is paying for the cell phone service for one-year. For one year, the cost is approximately \$301.
- Dam – Etienne Nortje presented the report.

VI. MANAGEMENT COMPANY

Dawn Archambault briefed the Board on the Management Report.

- Violations (In Board Packet): **Motion made** by Etienne Nortje to escalate the violations for **account 5620 and 5853** as presented in the management report. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.
- Legal (Provided in Board Packet):

VII. UNFINISHED BUSINESS

- None

VIII. NEW BUSINESS

- Opportunity for Anonymous Author of Letter to Address the Board Regarding Their Observations – Etienne Nortje made an announcement inviting the owner to come forward to address the board with no response.
- 2025 CPA Engagement Letter – **Motion made** by Etienne Nortje to approve the 2025 CPA Engagement Letter. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.
- D&O Insurance Renewal – **Motion made** by Etienne Nortje to approve the D&O Insurance Renewal. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.
- HCSO Off Duty Deputy Rates – Discussion took place but it was decided that this was not needed at the present time with the Summer coming to an end.

IX. NET MEETING DATE

- September 17, 2025 – (Riverview Public Library), 7 p.m. and via Zoom.

X. PROPERTY OWNERS – Agenda Items (3 minutes)

- An owner suggested changing the meetings to a different day as many people have church on Wednesdays.

XI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:31 p.m.

Respectfully submitted for the Secretary,

Shadow Run



These minutes were approved on Sept 17, 2025

Signed [Etienne Nortje](#)
Etienne Nortje (Sep 25, 2025 15:52:25 EDT)

Printed

Etienne Nortje

2025August20BoardMeetingMinutesAPPROVE D

Final Audit Report

2025-09-25

Created:	2025-09-25
By:	Dawn Archambault (darchambault@greenacre.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqzUZdXs1IUHP80ZZ44GZ83UNJ8axj-u

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