

Shadow Run



Shadow Run Homeowners' Association, Inc.

Board of Directors Meeting Minutes

IN PERSON: Riverview Public Library,
Meeting Room 136, 9951 Balm Riverview Rd., Riverview, FL

APPROVED

November 19, 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 7:00 p.m. on November 19, 2025.

II. ROLL CALL – NOTICE OF MEETING

Directors Present:

Ashley Falvey

David Parker

David Tsang

Lee Alexander

Etienne Nortje

Michelle Pearson

Directors Absent:

Lisa Tackus

Staff Present:

Dawn Archambault, CAM

Guests:

Allison Parker

Charlotte DeMolay

Tracy Duchinsky

Anthony Duchinsky

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 Ashley Falvey to approve the October 15, 2025 Board Meeting Minutes as presented. The **motion was seconded** by David Tsang . **Motion passed**, unanimous, all in favor.

IV. ARCHITECTURAL REQUESTS

1 11404 Donneymoor Drive – **Gutters and Paint**

Motion made by Ashley Falvey to approve the application request for the gutters and paint as presented.

Motion 2nd by David Parker. **Motion passed**, unanimous in favor.

2 11404 Donneymoor Drive – **Windows**

Motion made by Ashley Falvey to approve the application request for the windows as presented. **Motion**

2nd by David Parker. **Motion passed**, unanimous in favor.

3 12103 Shadow Run Blvd. – **Concrete Patio with Roof**

Motion made by Ashley Falvey to approve the application request for the concrete patio with roof as presented. **Motion 2nd** by David Parker. **Motion passed**, unanimous in favor.

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4 11325 and 11327 Tralee Drive – **Setback Application**

Motion made by Ashley Falvey to approve the application request for the setback application as presented.
Motion 2nd by David Parker. **Motion passed**, unanimous in favor.

V. MONTHLY UPDATES/REPORTS

- Finance/Treasurer – Ashley Falvey presented the October 31, 2025 balance sheet.
- **Motion made** by Etienne Nortje to approve renewing the storage unit contract for one year at the rate of \$2,295.12. **Motion 2nd** by David Tsang. **Motion passed**, unanimous in favor.
- Common Grounds – No report.
- Welcome – No report
- Social – Lee Alexander presented the report. The holiday annual holiday decorating contest is coming up.
- Cameras – David Tsang and Etienne Nortje presented the report. The one camera is positioned better on the other side of the road.
- Dam – Etienne Nortje presented the report. The inspection is scheduled for December and as a result, the dam will be drained a little.

VI. MANAGEMENT COMPANY

Dawn Archambault briefed the Board on the Management Report.

- Violations (In Board Packet):
- Account 5639 – Discolored Fence – There is a new owner and an attempt will be made to try to contact the owner instead of escalating this to legal.
- Legal (Provided in Board Packet):
- **Motion made** by Ashley Falvey that The Board of Directors of the Shadow Run Homeowners Association, Inc. hereby authorizes the Board President to act as the Association’s authorized representative at the mediation scheduled for January or February 2026 relating to the pre-suit mediation demand served by the residents.
- The Board President is hereby granted full authority to negotiate, make decisions and settle the matter at the January or February 2026 mediation without further consultation with the Board, provided that any settlement is consistent with the parameters voted on and approved by the Board prior to the mediation, if any.
- The Board President shall promptly report to the full Board the outcome of the mediation, including the terms of any settlement or resolution reached.
- This authorization shall apply solely to the mediation referenced herein and shall expire automatically upon the conclusion of the mediation unless extended by further action of the Board. **Motion 2nd** By David Tsang. **Motion passed**, unanimous in favor.

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VII. UNFINISHED BUSINESS

- None

VIII. NEW BUSINESS

- Review of Delinquent Accounts Ready for Attorney Action – **Motion made** by Ashley Falvey to approve sending the delinquent accounts to Aaron Silberman’s Office for legal action. **Motion 2nd** by David Tsang. **Motion passed**, unanimous in favor.
- Turner’s Edge Pine Bark Estimate – Tabled until March

IX. NEXT MEETING DATE

- January 21, 2026 – (Riverview Public Library), 7 p.m.

X. PROPERTY OWNERS – Agenda Items (3 minutes)

- None

XI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:35 p.m.

Respectfully submitted for the Secretary,

These minutes were approved on 18/05/2026.

Signed [Etienne Nortje](#)
Etienne Nortje (May 18, 2026 10:11:08 EDT)

Printed Etienne Nortje
