

Shadow Run



Shadow Run Homeowners' Association, Inc.

Board of Directors Meeting Minutes

IN PERSON: Riverview Public Library,
Meeting Room 137, 9951 Balm Riverview Rd., Riverview, FL

APPROVED

January 21, 2026 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 7:02 p.m. on January 21, 2026.

II. ROLL CALL – NOTICE OF MEETING

Directors Present:

Ashley Falvey

David Parker

Lisa Tackus

Alexander

Etienne Nortje

Michelle Pearson

Directors Absent:

David Tsang

Staff Present:

Dawn Archambault, CAM

Guests:

Allison Parker

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 Michelle Pearson to approve the November 19, 2025 Board Meeting Minutes as presented. The **motion** was **seconded** by Lisa Tackus. **Motion passed**, unanimous, all in favor.

IV. ARCHITECTURAL REQUESTS

1 12618 Lake Hills Drive – **Storage Container**

Motion made by Ashley Falvey to deny the application request for the storage container as presented.

Motion 2nd by Lisa Tackus. **Motion passed**, unanimous in favor.

2 12704 Shadow Run Blvd. – **Windows**

Motion made by Etienne Nortje to approve the application request for the windows as presented. **Motion**

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

3 12104 Timberlake Drive – **Windows/Doors**

Motion made by Etienne Nortje to approve the application request for the windows/doors as presented.

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

Shadow Run



- 4 12203 Timberlake Drive – **Fence**
Motion made by Etienne Nortje to approve the application request for the fence as presented. **Motion 2nd** by David Parker. **Motion passed**, unanimous in favor.
- 5 11301 Tralee Drive – **Roof**
Motion made by Etienne Nortje to approve the application request for the roof as presented. **Motion 2nd** by David Parker. **Motion passed**, unanimous in favor.

V. MONTHLY UPDATES/REPORTS

- Finance/Treasurer – Ashley Falvey presented the December 31, 2025 balance sheet.
- Common Grounds – No report.
- Welcome – Lisa Tackus and Michelle Pearson presented the report. The new owners will be contacted and swag dropped off quarterly.
- Social – Lee Alexander presented the report. The holiday annual holiday decorating contest took place as historically done annually and the winners were contacted.
- Cameras – Etienne Nortje presented the report. The FLOCK camera contract is coming up for renewal in May/June. There are permitting issues in trying to get the camera moved to the other side of the road.
- Dam – No report.

VI. MANAGEMENT COMPANY

Dawn Archambault briefed the Board on the Management Report.

- Violations (In Board Packet):
- **Motion made** by Ashley Falvey to approve the first three violations listed on the management report to be escalated to the attorney. **Motion 2nd** by Etienne Nortje. **Motion passed**, unanimous in favor.
- Legal (Provided in Board Packet):
- **Motion made** by Michelle Pearson to escalate the accounts listed on the attorney status report as per the attorney’s recommendation and adhering to the collection policy in place. **Motion 2nd** by Ashley Falvey. **Motion passed**, unanimous in favor.

VII. UNFINISHED BUSINESS

- None

Shadow Run



VIII. NEW BUSINESS

- CPA Change in Vendors Due to Significant Delays – **Motion made** by Ashley Falvey to approve the \$300 Affinity CPA Engagement Letter for the service of completing the 2025-2026 year-end financials and the \$250 Affinity CPA Engagement Letter for the service of completing the 2025-2026 tax return. **Motion 2nd** by Etienne Nortje. **Motion passed**, unanimous in favor.
- Account 5569 Payment Plan Request – **Motion made** by Etienne Nortje to approve a payment plan of \$700 down and \$200 monthly until paid in full. **Motion 2nd** by Lisa Tackus. **Motion passed**, unanimous in favor.
- Adoption of 2026-2027 Proposed Budget – **Motion made** by Ashley Falvey to approve the budget with the annual dues increasing to \$300 per month with line item 3101, Exempt Properties, being changed to \$900 and the balance of the budgetary increase being allocated to line item 4077, Legal – Corporate. **Motion 2nd** by David Parker. **Motion passed**, unanimous in favor.

IX. NEXT MEETING DATE

- March 11, 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 7:38 p.m.

Respectfully submitted for the Secretary,
These minutes were approved on 11/03/2026.

Signed  Etienne Nortje
Etienne Nortje (Mar 17, 2026 16:08:20 EDT)

Printed Etienne Nortje
