

Shadowbrook Homeowners Association (SHOA)
Annual Meeting Tuesday, November 19, 2024 @ 7 PM RECALL MEETING

The SHOA held their annual meeting on Tuesday, November 19, 2024. This meeting was held via Google Meets <https://meet.google.com/qar-wwga-jwe>.

1. **Call to Order (Matt)** – Matt P called the meeting to order at 7:05 pm. Matt P called out that we are recording the audio and note-taking; when asked, no one had objections to recording.
2. **Roll Call (Katie)** – Katie shared screen for roll call. The following Homeowners were present on the Google meet OR filled out a proxy. We met quorum with at least 28 homeowners.

#	Name(s)	Address	Attendance
1	Matt Perron	10775 Regent Ave.	Present
2	Katie Lunsford	4905 107th Ave. N	Present
3	Amal Yusuf	10700 Perry Dr.	Present
4	Brian Carlson	10709 Regent Ave. N	Present
5	Ashly Sawyer	5203 - 109th Ave.	Present
6	Jon Perkins	10719 Perry Dr.	Present
7	Matthew Lietzke	10718 Perry Dr.	Present
8	Michael Aderinkomi	10781 Regent Ave.	Present
9	Nick Nelson	10767 Perry Dr.	Present
10	Paul Degen	4916 - 107th Ave.	Present
11	Robert Schwanz	10713 Perry Dr.	Present
12	Elizabeth Komosa	10778 Perry Drive N	Present
13	Dasha Fotopoulos	10754 Regent Court	Present
14	Catherine Steinhagen	10748 Perry Dr.	Google Form
15	Chad & Michelle Thiesse	10777 Scott Ave.	Google Form
16	Cory & Becky McNattin	10753 Scott Ave.	Google Form
17	James & Jaclyn Harris	5106 - 108th Ave.	Google Form
18	James & Lynnette Hubert	10763 Regent Ave.	Google Form
19	Erin & Jason Clemens	4911 10th Ave N	Google Form
20	Jason & Tracy Hanson	10770 Scott Ave.	Google Form
21	Mason Schmitz & Karen Wienke	4713 - 107th Ave.	Google Form
22	Matthew & Stacey Rude	10779 Perry Dr.	Google Form
23	Peter & Tammi Josephs	10734 Regent Court	Google Form
24	Scott & Sarah Zins	10769 Regent Ave.	Google Form
25	Greg & Kelly Linder	10801 Regent Ave.	Emailed Proxy
26	Rick and Barb Huberty	10735 Scott Ave. N	Emailed Proxy

#	Name(s)	Address	Attendance
27	Crystal & Joel Perrozzi	10766 Perry Drive N	Emailed Proxy
28	Jennifer Janssen & Ryan Waldron	10730 Perry Drive N	Emailed Proxy
29	Shelley Tallman	10771 Scott Ave.	Emailed Proxy
30	Jason & Roxanne Hill	10759 Scott Ave.	Emailed Proxy
31	Stephen & Alison Lietzke	10671 Perry Drive N	Paper Proxy
32	Mark & Joan Johnson	4917 107th Ave. N	Paper Proxy
33	Robert Southam	4701 107th Ave. N	Paper Proxy

3. Review previous meeting minutes (Matt) -

📄 Shadowbrook Homeowners Association - Meeting Minutes 2023.pdf

Matt P shared the meeting minutes from November 14, 2023, indicating where the minutes are located.

Matt P made a motion to approve the 2023 meeting minutes; Matt L seconded the motion; all in favor.

Action Item for Katie: Update website to show that minutes are now approved). Update - this was completed on 11/29/2024.

4. Treasurer’s Report/Financial Review (Jason/Matt) -

Matt P presenting on behalf of Jason. Reminder on where the files are; ***** is the password (contact board member for password).

Matt P shared his screen and showed that our bank account is around \$62k with the majority being the reserve for the roundabout. The expenses through Sept 30 were presented the HOA income/revenue is about \$12k or \$13k. On top of that our expenses are at about \$4,700 with the majority of it going into landscaping, community wide events, office supplies and software (including the QuickBooks subscription). We are carrying over around \$8k to \$9k into 2025. Overall, healthy position for our association finances.

As of Sept 30, 2024:

Checking: \$10,281.57

Mailbox: \$5,008.00

Roundabout Reserve: \$47,288.61

Total: \$62,578.18

Matt P asked if there were questions, there were none.

5. Open Board Position – Treasurer

Jason's term as Treasurer ends this year. Matt P asked if there were volunteers/interested parties. HOA members indicated that Jason is doing a great job and should continue his term. Jason agreed to be Treasurer if there are no other interested parties.

Matt P motioned to nominate Jason; Katie seconded; all in favor.

6. Old Business - None

7. New Business/Discussion

- ❖ Matt P attended the HOA workshop in Brooklyn Park. He shared the Environment Health Cases map:
<https://brooklynpark.maps.arcgis.com/apps/webappviewer/index.html?id=4ec95526cb1849748879437d77afe78b>. This link is available to all residents. This link will be added to our website. Matt mentioned there is nothing really going on in our neighborhood. Other neighborhoods have some complaints.

Action Item for Katie - update website with the above link. Update - this was completed on 11/19/2024.

- ❖ Budget

➤ **Annual Budget:**

Bottom line is that our annual dues could be increasing about **5%** (or \$650 and which equates to \$138.87 per lot or per property).

A large portion of this increase is due to rising insurance costs. It's nearly doubled from last year. This increase is not just happening to our association; costs are on the rise in the United States (Matt P shared some slides on MN Market insurance he obtained at the HOA workshop last weekend).

The recent bill was around \$1.8k. Matt P called 4 insurance companies for quotes with the same coverage as our current policy with American Family. The companies were Country Financial, USAA, State Farm, and Nesbitt Agency. All were higher than our current option. Those quotes came in at about \$2k to \$2.8k per year for similar coverage, which is D&O (Directors and Officers) coverage, which covers things like theft of funds and director liabilities. This is required by our Declaration. The current policy also includes a \$1m rider for the roundabout (in case of being sued for accident). This is also required by our Declaration. Matt P spoke with Jeffrey M, our current agent, and performed a line-by-line analysis. A coverage was removed (extra fence and sign coverage) saving us \$80 but we added mailbox insurance for \$50; net savings of \$30.

Note - American Family (and other carriers) are dropping out of the HOA insurance business. Jeffrey M will provide us with an option for HOAs next year when American Family drops all HOAs. So we'll have coverage up until November

1st of next year, and at that point we'll transition to another provider at that point.

No questions from the group.

Matt P mentioned that a group of mailboxes were damaged on 107th Ave. About \$1k was taken out of our checking account to pay for repair expenses. Jason C purchased the supplies and repaired the mailboxes and the post. This cost will be reimbursed by the insurance company of the individual who hit the mailboxes. Note - some of the supplies needed are no longer available so Jason C spent a lot of time shopping around for similar items. THANK YOU JASON!

➤ **Carryover of \$8k to \$9k**

We've almost met our \$50k obligation for the roundabout reserve estimate. In 2025, we will meet that obligation. And so in 2025, that total estimate will be satisfied. We'll need to determine what we do with \$2.5k we've been setting aside annually.

Depending on what we choose to do, costs can be between \$20k to \$200k to fix or replace the roundabout. Decisions affect the price increase or decrease so \$50k seemed a reasonable reserve until we see serious signs of the retaining wall or the monument or the trees themselves or pavers deteriorating. Matt P estimates that we might have another 10 years before we need to replace the roundabout with minimal and continual maintenance. There is no proposal at this time to use the reserved funds.

Mailboxes are also of concern, financially. When we installed all of them in 2017, the total cost for that replacement was about \$25k for labor and materials but more likely closer to \$30k now. The mailboxes and posts are deteriorating faster than expected. With the \$1.5k we've been setting aside annually, we have \$5k in the mailbox reserve. If we keep with the \$1.5k/yr, it'll take 17 years to reach our obligation unless we change the contribution. Adding in the \$2.5k we will no longer reserve for the roundabout, we can reach our obligation in 7 years.

Matt P shared that we switched banks (from Wells Fargo to USBank) to get more favorable interest rates.

There was a lot of good discussion from the attendees present related to the reserves, assessments, and keeping the annual dues stable. There was agreement that a focus should be on the irrigation project but we should do some due diligence in preparation for our next meeting. We need to be clear that we are holding \$X to get new mailboxes by 2027, \$Y to hold for legal fees, etc. Matt P shared that he understands what people are asking for but it's challenging to put that together as very little of what we want to do is fluid - lots of unknowns around insurance, rapid deterioration, etc. We are gaining more interest now with USBank but we'll have to start paying taxes on that interest (which is new for us) so there's comfort in having some cushion.

Rob suggested again that we have a plan/estimate and even if it's not totally accurate, it does show WHY we need to increase dues.

Action Item - board to create a financial view with projected, line item costs as described above. Matt L is willing to volunteer his time to help with the breakdown in time for the next annual meeting. The group feels as though residents will have a better sense on where their due money goes and why it (may) have to increase.

Matt P proposes that we move forward with the irrigation and solar project, without raising dues, without doing a special assessment. If we go over budget, we can pull from the roundabout reserve.

Brian C motioned to approve; Jon seconded; all in favor.

8. The meeting was adjourned at 8:02 pm. Matt P motioned to adjourn and Matt L seconded. All in favor.

fireflies AI Summary - FYI only; please use notes above as official minutes.

“The Shadowbrook Annual Homeowners Association Meeting was held on November 19, 2024, with 28 members in attendance, including proxies. The meeting commenced with a roll call and the use of the Fireflies note-taking app for documentation. The treasurer presented the financial report, highlighting a bank balance of approximately 62,000 and expenses predominantly tied to landscaping and community events. Due to an increase in insurance costs, a proposal for a 5.25% dues increase was discussed but ultimately, the decision was made to maintain the current dues while approving a budget that includes funding for a new irrigation project in the main roundabout, estimated to cost between 12,000-\$15,000. Action items from the meeting included creating detailed financial projections for the upcoming year and reporting on the irrigation project's progress at next year's meeting before adjournment at 8:02 PM.”