



# General Membership Meeting

April 13, 2021



# \* Welcome - Introductions

- \* Welcome – Secretary to note time of meeting start
- \* Confirm meeting is limited to our 318 Homeowners
- \* Board Introductions
- \* Confirm Board Quorum



# Overview

- \* President
- \* ACC
- \* Pool
- \* Social
- \* Finance
- \* Communications
- \* Board Actions
- \* Questions from Members
- \* Adjournment - next meeting



- \* Architectural Control Committee volunteers
- \* Swim Team volunteer managers
- \* Summer Pool Staff Manager volunteer
- \* Volunteers (1) two additional members for ACC (2) help with pool cleanup (3) help with website upgrade (4) other minor
- \* Fall Election



# \* Overview of SBSC

- \* Shadow Brook Swim Club – articles filed Feb. 1, 1968
- \* Volunteer 6-member Board of Directors, elected in Fall
- \* Volunteer 5-member ACC - architectural control committee
- \* Volunteer 2-member Swim Team committee
- \* CC&R's May 13, 1968
  - 1<sup>st</sup> amended October 9 , 1986
  - 2<sup>nd</sup> amended January 7, 2013
- \* Bylaws, Policies & Rules
- \* CA Davis-Stirling Common Interest Development Act. - 2014
- \* IRC section 501 (c) 7 – non-profit, social / recreational membership club





# \* What is a CA HOA

- \* HOA'S **operate like a government entity**; CC&R's are HOA's constitution and legally binding on homeowners
- \* Indeed, the homeowners associations function **almost as a second municipal government**, regulating many aspects of [the homeowners'] daily lives.'
- \* In short, homeowners associations, **via their enforcement** of the CC&R's, provide many beneficial and desirable services that permit a common interest development to flourish.
- \* As with government agencies, **courts generally defer** to the broad discretion HOAs enjoy in discharging their duties.
- \* The HOA is also allowed to **charge regular fees** to homeowners within the development (comparable to taxes).
- \* The HOA **can levy fines or sue** homeowners for damages and/or injunctive relief to enforce the HOA's rules and CC&Rs.

General Summary only – Source: Wikipedia



# \* Who We Are - What We Do

- \* 318 Homes; plus up to 125 Associate Members
- \* Manage Pool facility
- \* Social events at Pool and in Neighborhood
- \* Splasher and Website Communications
- \* Architectural Control Committee
- \* Sharks Swim Team – part of 6 team summer cabana league
- \* Monthly Board meetings – open to members
- \* Spring and Fall General Membership meetings



## \* Arch. Control Comm. ACC

- \* Revised Request Form and re-organized Policies & Rules and ensured all were current & available on website
- \* Added website links to City of San Jose and other resources
- \* Developed "Roles – Responsibilities – Process" strategies for ACC committee, including dividing neighborhood into 3 sectors for identifying new potential violations
- \* New Volunteers; workload set as approx. 30-60 hours/year
- \* Cleared 87 of 90 homes with moderate infractions
- \* Approved 9 solar; 7 roofs; 4 landscape and 5 painting projects
- \* Resolved 11 of 18 outstanding Issues - referred 10 issues





# \* Pool - Overview

- \* STAFFING: Summer lifeguards; Fall, Winter, Spring COVID monitors

- \* INCOME SOURCES

Members (\$650) Associates; (\$600); Wait List (\$20); Fines;  
Sharks Swim Team, Swim Lessons: group & private; Almaden  
Riptide tenant

- \* EXPENSES (not just pool, but all expenses)

staff, splasher, social, legal & accounting, maintenance &  
utilities, capital expenses, insurance (only for pool & HOA),  
property taxes, other Gov. fees, supplies & subscriptions

- \* MAINTENANCE

- \* CAPITAL IMPROVEMENTS



# \* Pool - Work Completed

- \* All locks re-keyed – Sept. 2020
- \* Camera System: 14 total \$8,260 (installed Jan.2021)
- \* Comcast internet/phone: higher speeds less cost than AT&T
- \* Sand filter cleaning, change-out & valves replaced: \$4,115
- \* Re-piping in pump room: \$1,425
- \* Electrical – emergency repairs to circuits & switches : \$1,675
- \* Building Repairs: doors & gate closures
- \* Repairs: temp. surface epoxy patches, deck concrete patch
- \* Neighbor common fence repair
- \* Signage for No Lifeguard Swimming



# \* Pool - Future Work

- \* Entry System – FOB or other similar: est. ~\$10,000 (budgeted)
- \* Pool Replastering: est. ~\$130,000 (Dec. 2021 – not budgeted)
- \* Electrical "issues": est. \$TBD - not budgeted
  - \*\*\* Future \*\*\* (not budgeted)
- \* Lift Chair for accessibility
- \* Gas Line to BBQ grills (to replace propane tanks)
- \* Kitchen Cabinet replacements & Kitchen floor replacement
- \* Replace office / bathroom / pump room structure with new
- \* Replace kiddie pool with hot tub
- \* Bocce Ball court



# \* Social - 1

\* Social Team has been busy since our Last Homeowners Meeting:

- \* Lighting Up Shadow Brook / Red Bow Brigade - Lydia McClure, Colleen Kimmel, Cathy Sheehan
- \* Holiday Lights Contest
- \* Festive Cabana – Jessica Brookshire, Susan Monahan, Mary Morrison
  - \* Diwali, Thanksgiving, Christmas, Lunar New Year, St. Paddy's Day, Easter
- \* Food Truck Wednesdays – Charlotte Ferree
- \* Welcome Committee – Sneha Sowda
  - \* Welcomed 19 new families to the neighborhood moved between 2019-Q1 2021
  - \* New families remember to bring your Sharks for Life totes to the pool this summer so that other neighbors can introduce themselves to you







# \* Social - 2



- \* Sharks Swim Team: Katie Ciciarelli & Staci Tenczar
  - \* Sign up deadline was April 11<sup>th</sup>
  - \* Contact [shadowbrooksharks@gmail.com](mailto:shadowbrooksharks@gmail.com) for more information
- \* Currently no Swim Lessons have been planned for this summer (subject to change with lifting restrictions)
- \* Social Committee had first planning meeting April 6<sup>th</sup>
  - \* Recommendation to the Board was to wait for State Mandates using Tier System to be lifted prior to having any social gatherings at the pool. Current timeline is June 15<sup>th</sup> for full opening of CA. 4<sup>th</sup> of July gathering would likely be possible.
- \* Memorial Day Planning: Joni Landine & Meera Desai
  - \* Pool will be open using Sign Up Genius reservation system Hours: 12-8 Saturday, Sunday, Monday
  - \* Planning on a Bell Ringing ceremony at Noon on Memorial Day at the Cabana to acknowledge fallen soldiers and those loved ones we have lost due to COVID.
  - \* Volunteers will be decorating the neighborhood – Red, White, & Blue, if interested in helping reach out to: [social@shadowbrook.org](mailto:social@shadowbrook.org)
  - \* Revisit plans at Next Board Meeting to assess current COVID situation







# \* Social - 3

- \* Wednesday Night Socials – Lirong Shan & Charlotte Ferree
  - \* Social Committee will continue having Food Trucks for the duration of the Summer in place of Wednesday Night Socials.
  - \* Team felt that this arrangement would be more COVID compliant rather than having members serve food out of our Shadow Brook Kitchen.
  - \* 2<sup>nd</sup> Wednesday of every Month Food Trucks will continue for April & May
  - \* June 9<sup>th</sup> – August 11<sup>th</sup> we will have weekly Food Trucks on Wednesday night
- \* Next Social Committee Meeting:
  - \* May 4<sup>th</sup> @ 7 pm via ZOOM – all are welcome to join. Will post Zoom link on website and Facebook





## \* Social 4 - Sharks

- \* Shadow Brook Sharks Swim Team - Summer Cabana League
- \* Two Volunteer SBSC members act as Managers
- \* Six Teams – 5 dual meets plus Champs
- \* Season: mid-April to mid-July
- \* Approx. 100-140 swimmers; Coaches; social events
- \* All swimmers / families are either Members or Associates
- \* Regular practice is for revenues and costs to balance
- \* 2021 Program Revised due to COVID: all revenue received and costs born by Almaden Riptides; except Cabana League mandated Champs insurance ~\$750



# \* Finance Overview

- \* Account shifted to Wells Fargo; BofA-Almaden is closed
- \* Account shifted to QuickBooks online
- \* General Liability Insurance: increased to \$10mm
- \* Crawford Pimentel engaged for 2020 tax filings \$750
- \* Payroll shifted to Pay-N-Time: local & lower cost than ADP
- \* ZZ recommended bookkeeper engaged for rest of 2021

## \*\* Future \*\*

- \* Attorney review of all insurance policies – in process
- \* Create online payment option for 2022 dues
- \* Reserve Study: update 2000 version



# \* Finance - Dues & Reserves

Shadow Brook Swim Club - Annual Dues

Due Date	Amount	Change YtY	Percent
5/15/99	275		
5/15/00	225	(50)	-18%
5/15/01	225	0	0%
5/15/02	250	25	11%
5/15/03	275	25	10%
5/15/04	300	25	9%
5/15/05	300	0	0%
5/15/06	300	0	0%
5/15/07	325	25	8%
5/15/08	325	0	0%
5/15/09	325	0	0%
5/15/10	340	15	5%
5/15/11	340	0	0%
5/15/12	340	0	0%
5/15/13	340	0	0%
5/15/14	340	0	0%
5/15/15	365	25	7%
5/15/16	340	(25)	-7%
5/15/17	400	60	18%
5/15/18	400	0	0%
5/15/19	500	100	25%
2/15/20	650	150	30%
2/15/21	650	0	0%

Shadow Brook Swim Club - Reserves

Reserve details available on request:  
[president@shadowbrook.org](mailto:president@shadowbrook.org)



# \* Finance 2021 Budget

Budget details available on  
request:  
[president@shadowbrook.org](mailto:president@shadowbrook.org)





# \* Finance P&L 2017-2021

2017-2019 Annual Total Revenue,  
Total Expense & Net are accurate  
per bank statements

Sub-categories may have been  
miscoded in Chart of Accounts

Finance P&L details available  
on request:

[president@shadowbrook.org](mailto:president@shadowbrook.org)



# \* Communications - 1

## Accomplishments so far

- \* Updated Website: tabs, content and forms
- \* Developed new Splasher with more information & frequency
- \* Constant Contact for direct email messages

## Goals for next year

### Splasher Changes

- \* Should it go all online?, or direct mail?

### Other forms of communication to our members & associates?



# \* Communications - 2

## Goals for this year

- \* Update the Website as follows:
  - Opt-in for Splasher delivery online
  - Login's for Members, Associates, Wait List, Swim Team, Staff, Coaches, Lessons, and more
  - Online payment option for memberships, lessons, and more
  - Make it easy for future board members to add to the website and open it up for other board members to make additions
  - Quick and easy updates



# \* Board Actions

- \* Swim Team – payment of Cabana League required insurance in an amount not to exceed \$750: Motion – Vote
- \* MOTION APPROVED 5 – 1.



# \* Adjourment

- \* Any Final Questions or Topics from Members?
  
- \* Fall 2021 Election for 2022 Board  
(there will be Board openings at Fall 2022 election for 2023)
- \* Next Board Meeting May 11 at 7 pm
- \* Fall Meeting – October or November TBD
  
- \* Thanks to everyone
- \* Secretary to confirm time of meeting end