Shadowrock Townhomes Association Board Of Directors' Meeting

Tuesday, September 22, 2026 at 4:00 PM MT
Microsoft Teams Conference Call or in person
at The Romero Group Offices
350 Market Street Basalt CO, 81621

Join Online
Meeting ID: 278 702 590 670 390 Passcode: Wt32Rd6y

Dial in by phone
+1 213-279-1007 Phone conference ID: 835 277 70#

Board of Directors
Gena Buhler – President (2026) Rachael Wymer – Vice-President (2027) Robert Freidman – Treasurer (2027)
Victoria Holcomb – Secretary (2028) Susan George – Director (2028)

Agenda

1. Call to Order – Establish Quorum
2. Approval of Board Meeting Minutes of August 18, 2026
3. Owner Comments on Non-Agenda Items (limit 3 minutes)
4. Manager Report
5. Old Business
   a. Governance Committee Document Review Updates
   b. Staining & Painting Proposal
   c. Budget Process 2027
   d. Planters and Landscape Damage by Owners
6. New Business
   a. Landscaping Policy Conversation
   b. General Contractor Procedure for HOA Plan Approvals
   c. Fall Community Potluck
7. Next Meeting Date
8. Executive Session (if needed)
9. Adjournment

Shadowrock Townhomes Association

Board Of Directors' Meeting

Tuesday, August 18, 2026 at 4:00 PM MT

Board Members Present

Gena Buhler – President (2026) Rachael Wymer – Vice-President (2027) Robert Freidman – Treasurer (2027) Victoria Holcomb – Secretary (2028) Susan George – Director (2028)

Homeowners Present

Joanne Applebaum, Tom Banner, Brad Barber, Ona and Ernst Mashall, Bill Mallathan

Others Present -Romero Group

Scott Owens Jerome Simecek Kit Morgan Denny Meredith-Orr

1. **Call to Order**
   The meeting was called to order after a quorum was confirmed. Board members and homeowners attended both in person and virtually.

2. Approval of Previous Meeting Minutes

The minutes from the July 14, 2026 meeting were reviewed.

Motion: Approve prior meeting minutes. **Second:** Received. **Vote:** Approved unanimously.

3. **Owner Comments on Non-Agenda Items (limit 3 minutes)**
   Dog Safety and Leash Compliance

A homeowner reported an incident involving two unattended leashed dogs that approached and attacked another dog.

The Board agreed to:

- Send a reminder regarding leash requirements.
- Reinforce responsible pet ownership and control expectations within the community.

Flagstone and Landscape Improvements

An owner requested information regarding extending flagstone landscaping improvements to their unit.

Board guidance:

- Requests should be submitted through AppFolio.
- Proposed modifications will be reviewed for consistency with community standards.
- Owner-requested enhancements are typically completed at the owner's expense.

Landscaping and Plant Replacements

Questions were raised regarding replacement of plants and landscape materials.

The Board clarified:

- Homeowners may replace landscaping within approved guidelines.
- New plantings should remain consistent with community aesthetics.
- Owners should coordinate with management to ensure irrigation systems are properly protected and adjusted.

4. Management Report

Painting and Staining Project

- The Overlook Ridge painting project is nearing completion.
- Final invoice has been submitted by the contractor.

- Payment will be withheld until all punch-list items are completed.
- Remaining work includes:
    - Board replacement at Building 230.
    - Gap repairs and touch-up work at Building 240.
- The project is currently projected to come in under budget.
- Board member Bobby will participate in the final inspection prior to release of final payment.

Fire System Testing

- Annual fire sprinkler and alarm testing is scheduled for the week of **September 21**.
- Access will be required to all units.
- Management will send multiple notices and reminders to owners.
- Owners unable to attend may coordinate access through management.
- Board emphasized the importance of achieving access to all units during the inspection period.

Insurance Claim Update

- Management has submitted all documentation related to recent tree damage claims.
- The Association is awaiting approval from the insurance carrier before proceeding with repairs.

Fire Mitigation and Forestry Assessment

- Board members participated in an informational walkthrough with Treeline Forestry.
- No mitigation work was approved at this time.
- Discussion included:
    - Removal of ladder fuels near structures.
    - Potential impact on homeowner privacy caused by vegetation removal.
    - Future insurance requirements related to wildfire mitigation.
- Denny reported that:
    - Eagle County may offer up to a $5,000 matching grant for HOA mitigation projects.
    - Additional matching funds may be available through the Roaring Fork Wildfire Group.
- The Board agreed to revisit mitigation planning next year and pursue available grant opportunities.

New Development Area Concerns

- Concerns were raised regarding future landscape maintenance and access behind newly constructed homes.
- Management will continue discussions with the developer and monitor the situation.

Playground Area Maintenance

- Bear activity has resulted in waste accumulation near the playground.
- Management will coordinate cleanup through maintenance staff.

5. Financial Report

Financial Status

The Association currently has approximately:

- **$340,000 total cash assets**
- **$93,000 in operating funds**

Budget Savings and Surplus (Listed under New Business on the Agenda but discussed here)

Management reported significant budget savings in several categories:

Category	Estimated Savings
Fire & Safety	Approximately $23,000
Snow Removal	Approximately $5,000-$7,500
Painting/Staining Project	Approximately $20,000

Total available for possible reallocation is estimated between **$40,000 to $55,000**.

Board Direction

The Board agreed that available surplus funds should be directed toward:

- Deck repairs
- Siding repairs
- Other exterior maintenance needs identified through inspection

Management will continue obtaining contractor proposals and recommendations.

6. Old Business

Governing Document Review Committee

The Governance Committee has begun reviewing governing documents.

Objectives include:

- Improving clarity and readability.
- Updating language to reflect current community operations.
- Avoiding extensive legal revisions that would significantly increase costs.

The committee is expected to provide recommendations to the Board in the coming months.

7. New Business

Decks, Planters, and Maintenance Responsibility

The Board discussed damage caused by deck planters and overwatering.

The Board reaffirmed previous policy:

- Homeowners are responsible for damage resulting from planter use or other owner-created conditions.
- HOA maintenance responsibilities do not extend to owner-caused damage.

Management was directed to:

- Increase owner education about deck maintenance.
- Document planters and potential damage during inspections.
- Develop a process for notifying owners when conditions may lead to future damage.

The Board also discussed establishing periodic deck inspections to identify concerns before significant deterioration occurs.

Landscaping Improvement Request – 115 Juniper Trail

A request was considered to:

- Replace river rock with flagstone in the front area.
- Expand the rear patio area.

Motion: Approve proposed landscaping modifications at 115 Juniper Trail, subject to standard HOA requirements and owner responsibility for associated costs.

Second: Received.

Vote: Approved unanimously.

Additional conditions:

- Irrigation adjustments must be coordinated through management.
- Patio expansion must remain consistent with neighboring properties and community standards.
- Owner assumes responsibility for future maintenance.

Community-Wide Flagstone Program

The Board discussed creating a streamlined approval process for homeowners interested in replacing river rock areas with flagstone.

Management will explore:

- Standardized design requirements.
- Potential group pricing opportunities.
- Community-wide implementation options.

2027 Budget Planning

Budget preparation will begin this fall.

Key milestones:

- Initial draft distribution anticipated in October.
- Board review anticipated in November.
- Final budget and annual meeting process to follow thereafter.

Treasurer Bobby will assist management throughout the budget development process.

8. Next Meeting

Next Board Meeting: Tuesday, September 22, 2026 $:00PM MT

9. Adjournment

There being no further business, a motion was made and seconded to adjourn. Meeting was adjourned.