

**SHADOWBROOK AT TOWN CENTER COMMUNITY ASSOCIATION, INC.
MEETING OF THE BOARD MINUTES
NOVEMBER 12, 2007**

- APPROVED NOVEMBER 21, 2007-

I. PURPOSE

Pursuant to Article III, Section 3.8 of the By-Laws of Shadowbrook at Town Center Community Association, Inc., a Regular Meeting of the Board of Directors was held on November 12, 2007 at the residence of President Betsy Buechner.

II. DIRECTORS PRESENT

Betsy Buechner, President; Rob Rohloff, Secretary; Eleanor Love, Treasurer; Warner Coffman, Member-at-Large

III. DIRECTORS ABSENT

Shane Turner, Vice President

IV. MEMBERS PRESENT

N/A

V. OTHERS PRESENT

N/A

VI. CALL TO ORDER

With a quorum established, Mrs. Buechner called the meeting to order at 6:05pm.

VII. HOMEOWNER FORUM

N/A

VIII. SECRETARY'S REPORT (MINUTES APPROVAL)

N/A

IX. PRESIDENT'S REPORT

N/A

X. TREASURER'S REPORT

N/A

XI. COMMITTEE REPORTS

a. ACC, Landscaping, and Maintenance Committee

N/A

b. Communications Committee

N/A

c. Social Committee

N/A

UNFINISHED BUSINESS

2008 Budget

The primary topic of discussion during this meeting was the budget. Rob will send out a final version of the budget to all members by Wednesday.

NEW BUSINESS

HOA Docs and Initiation Fee for New Residents

A neighbor of Eleanor's did not get any HOA docs when she moved-in, and did not know how much the monthly fees were. She did pay a \$250 initiation fee, however. It appears we are not collecting this amount consistently, and we do not have a very smooth process for making sure people get their docs. Need to look into this.

Budget Revisions and Due Date

Warner talked to Jessica, and she confirmed that we can revise the budget at any time, and we can deliver it after January 1. If it is after January 1, then last year's budget is still in effect until the new budget is adopted.

Gray Water

Eleanor made a suggestion to add to the newsletter: to remind homeowners to capture your gray water for watering of plants. You can capture so-called gray water, for instance, when you are taking a shower—take a bucket in with you and the water that collects there is “legal” to use.

Deck Maintenance

It is not clear in the documents whether or not decks are the responsibility of the HOA or the homeowner. Since everything else on the exterior is the responsibility of the HOA, and it is important to have a consistent look and feel in the community, we voted on making it the HOA responsibility.

➤ *Motion to have townhome decks be the responsibility of the HOA was made at 6:45pm. (Rob / Eleanor, unanimous)*

XII. ANNOUNCEMENT OF NEXT MEETING

Next meeting will be Wednesday, November 14 at Betsy's House. We decided to skip the meeting we had scheduled for Tuesday, November 13 as the budget is mostly complete.

XIII. ADJOURNMENT OF OPEN SESSION

➤ *Motion to adjourn was made at 8:05pm. (Rob / Betsy, unanimous)*

XIV. EXECUTIVE SESSION

N/A

XV. ADJOURNMENT OF EXECUTIVE SESSION

N/A

Respectfully Submitted,

Rob Rohloff,
Recording Secretary
Shadowbrook at Town Center Community Association, Inc.