

SHARC Meeting Notes

Date	January 21, 1994
Scribe	Lynn Massey
Members in Attendance	Kathy Alhady Deb Burns Lynn Massey Tom Schultz Russ Williams
Homeowners in Attendance	None
Notes from Discussion	<ul style="list-style-type: none"> ❑ Open items reviewed by Lynn – committee agrees these and more can be agenda items to tackle at future meetings. Some of the open items include <ul style="list-style-type: none"> ○ Final buy-off on Tom's Site Inspection/Audit memo ○ Creation/Agreement/mail date/time frame for adherence and determine consequences - for owner letters based on infractions listed in above memo ○ Determine our immediate next steps ○ Discussion on next level of detail for guidelines, etc.) ○ Decision of team on what/where/when to meet with board to review with them what we've been up to- our activities to date and our immediate next steps ○ Any new requests from neighbors ❑ Committee agrees to focus on Audit report for this meeting ❑ Tom's Audit report reviewed by committee ❑ The committee agrees that our first communication to the homeowners will be to send out the above report to the homeowners versus individual letters – with a target date for mailbox distribution to be Monday, January 26. ❑ The committee agrees to continue meeting weekly on Wednesdays at 6pm
Action Items/Owners	<ol style="list-style-type: none"> 1. Tom – Make agreed upon edits to audit and Excel spreadsheet and send this onto Deb via email for incorporation into homeowner memo by end of day on Thursday (1/22) 2. Deb – Create “First Pass” version of the audit and letter and send to members for comments/edits by the end of day Friday (1/23). Note: Include SHARC request form. 3. All – Read memo and send comments/edits to Deb by the end of the weekend (1/25) 4. Deb - Send completed memo to Lynn by Monday morning (1/26) 5. Lynn – Make copies and give to Kathy by end of day Monday (1/26) 6. Kathy – Distribute memo to mailboxes by end of day Tuesday (1/27) 7. Lynn – Ask Dean Zimmermann to post the current CC&Rs to the Shadowhawk website 8. Lynn – Contact John Iander and request time on the Shadowhawk board member's agenda for their meeting this Wednesday to review with them current SHARC activities

