

Board of Directors Meeting Minutes

Association: Shadows at Manchac

Date: January 13, 2026

Time: 7pm

Location: Zoom

Call to Order

The meeting was called to order with a quorum present at 7pm.

Board Members Present:

- Debra
- Grady

Management Present:

- Magnolia Management Services (Karissa)

Approval of Previous Minutes

The informal meeting minutes for the Annual Meeting on

Financial Review & Delinquency Management

The Board reviewed the Association's delinquent accounts and discussed current collection practices.

Collection Threshold Decision

After discussion, the Board **approved a new collection threshold** as follows:

- **Pre-collection letters will be sent to all accounts that are:**
 - **90+ days past due**, and
 - **Over \$500 in outstanding balance**
- Homeowners will be given **30 days** to remit payment or establish a payment arrangement before accounts are moved to collections.

- The pre-collection letter will be updated to include language regarding **financial hardship and payment plan options**.

Collections Process Review

Magnolia reviewed the collections process, including lien filing timelines (typically 2–3 months after placement with the collections agency). The Board discussed future use of **certified mail** for chronic or high-balance delinquencies.

Financial Account Management

The Board discussed the Association's checking and money market accounts and agreed to transfer funds to maximize returns.

- **Approved Action:** Transfer **\$25,000** from the checking account to the money market account.
- A neighborhood survey will be used to gauge homeowner input on future financial priorities related to capital projects.

Neighborhood Improvement Survey

The Board reviewed a proposed electronic survey to gather homeowner feedback on potential neighborhood projects, including:

- Retention pond access control and fencing
- Sidewalk extensions around the pond
- Playground equipment replacement or relocation
- Utility installation improvements for the greenspace

It was emphasized that survey results reflect homeowner interest only and **do not guarantee project approval**, as all projects would require further cost analysis and Board approval.

Playground Removal Discussion

Debra reported that a lawn care company removed the playground, which had been approved by the prior Board. No invoice has been received.

- The Board agreed that **no payment will be issued without prior Board discussion and approval.**
- Any invoice received must be submitted through proper approval channels.
- A future survey will include questions regarding **potential playground relocation**, including a possible move to the front of the property.
- Debra will continue to monitor and maintain barriers at the former playground site until grass is re-established.

Private Property & Retention Pond Issues

Debra reported ongoing issues with **motorized vehicle trespassing** and damage near the retention pond.

- Temporary deterrents (stakes and construction mesh) have been installed.
- The parish has partially completed pond cutting; additional work remains.
- The Board discussed fencing or blocking access points to prevent vehicle entry.

Website & Communication Updates

The Board discussed transparency and communication improvements.

- Meeting minutes and financial reports will be posted to the HOA website.
- Monthly financial reports will be sent by Magnolia to Debra (or directly to Chris) following Board financial delivery.
- Grady will provide a headshot and optional profile for the website.
- Debra will review and update the Facebook group member list to remove non-residents.

Additional Project Updates

- Debra reported that Misty contacted Justin Smith regarding the ACC Board and will copy the Board on responses.

- A petition regarding the waste system company (now owned by National Water Infrastructure) is being considered.
- A resident with utility consulting experience has offered assistance if needed.
- Landscaping oversight will be handled by Misty and Debra, including quarterly yard assessments.

Action Items / Next Steps

Magnolia Management

- Contact energy company regarding light post painting
- Contact parish regarding completion of retention pond cutting
- Transfer \$25,000 to money market account
- Create and distribute electronic neighborhood survey to Board
- Send pre-collection letters per new threshold
- Update pre-collection letter template with hardship language
- Send monthly financial reports to Debra/Chris
- Send email reminders regarding neighborhood survey

Debra

- Send monthly financial reports to Chris for website updates
- Post survey reminder on Facebook
- Coordinate Facebook group cleanup with Mark
- Monitor former playground site barrier
- Contact police for increased patrol if trespassing continues

Grady

- Send headshot and optional profile to Debra

Adjournment

There being no further business, the meeting was adjourned at 8:09pm.