

# **The Shadows at Manchac Property Owners Association, Inc.**

## **Board of Directors Meeting Minutes**

**Date:** December 9, 2025

**Time:** 6:30 p.m.

**Location:** Via Zoom

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### **1. Call to Order**

The meeting of the Board of Directors of The Shadows at Manchac Property Owners Association, Inc. was called to order at 6:30 p.m. via Zoom.

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### **2. Attendance**

Board members and management representatives were present. Magnolia Management Services, Inc. ("Magnolia") attended as managing agent.

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### **3. Meeting Procedure and Administration**

The Board confirmed that meeting minutes would be prepared using AI transcription, as previously approved by the Board. Magnolia provided guidance on proper meeting procedure, and it was agreed that Debra would take the lead in conducting meetings going forward, with support as needed.

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### **4. Architectural Control Committee (ACC) Matters**

#### **ACC Process Review**

The Board discussed current procedures for handling ACC requests. Magnolia confirmed that all ACC submissions are reviewed by management prior to being forwarded to the Board. The Board agreed to continue using email as the primary method for ACC review and approval, with all Board members copied for transparency.

#### **ACC Committee Discussion**

The possibility of forming a separate ACC committee, particularly including individuals with building or structural expertise, was discussed. Justin Smith was identified as a potential candidate to assist with ACC and financial matters. Magnolia was instructed to contact

Justin Smith (and possibly Steve Martino) to determine his interest and report back to the Board.

### **Interim ACC Communication**

Until further notice, Magnolia will send ACC requests to both the Shadows at Manchac and Grady email addresses.

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## **5. Financial Matters**

### **Invoice Approval Process**

Magnolia reviewed the current multi-step invoice approval process, which includes management review, Board approval, and final processing. The Board agreed that any individual handling financial approvals should be a Board member due to liability considerations.

If Justin Smith does not join the Board, Grady agreed to assume invoice approval responsibilities in the Strongroom system, with Magnolia setting up access as needed.

### **Debit Card**

The Board approved the use of a debit card for small purchases. Debra will coordinate the transfer of the debit card.

### **Reserve Funds**

Magnolia was authorized to transfer approximately \$25,000–\$30,000 from the operating checking account into a money market account to earn interest, subject to final Board confirmation.

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## **6. Vendor and Maintenance Updates**

### **Lawn and Landscaping**

Issues with the lawn vendor were discussed, including missed service dates. Magnolia will contact V&A to establish a consistent monthly maintenance schedule and ensure weeds are addressed.

### **Dry Pond Maintenance**

Magnolia reported that the parish approved cutting of the dry pond. Magnolia will continue monitoring parish follow-up and report progress to the Board.

### **Playground Equipment**

Playground removal options were discussed. Debra is coordinating contacts related to potential removal.

### **Light Posts**

Magnolia will contact Entergy to obtain confirmation regarding whether the HOA is permitted to paint the light posts and will report back to the Board.

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## **7. Community and Neighborhood Issues**

### **Waste System Concerns**

The Board discussed ongoing noise and odor concerns related to the neighborhood waste system. Magnolia will prepare a draft electronic petition (Google Form) for Board review prior to distribution. Debra will provide the name of the waste system company to Magnolia.

### **Neighborhood Survey**

Debra and Grady will meet to discuss neighborhood goals and potential projects. Once a list is developed, Magnolia will assist with conducting a neighborhood survey.

### **HOA Communications**

Magnolia will assist with preparing neighborhood communications and explore options including email distribution or QR code flyers, pending Board direction. Magnolia will also assist with transferring the HOA email account as needed.

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## **8. Community Event and Donations**

The Board discussed a community hot chocolate event to benefit the Lucas family following a house fire. Debra will coordinate donation collection and storage. The Board will coordinate directly with the Lucas family regarding immediate and longer-term needs.

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## **9. Additional Business**

The Board discussed enforcement improvements, landscaping committee ideas, and long-term neighborhood improvement concepts, including utilities in common areas and future structures. It was noted that these projects would require future planning and financial consideration.

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## **10. Action Items**

- Misty to contact Justin Smith (and possibly Steve Martino) regarding Board/ACC involvement.
- Magnolia to send ACC requests to designated emails until further notice.
- Magnolia to prepare draft electronic petition regarding waste system concerns.
- Debra to provide waste system company name to Magnolia.
- Magnolia to contact Entergy regarding light post painting.
- Magnolia to coordinate with V&A lawn service for consistent scheduling.
- Debra and Grady to meet regarding neighborhood goals and survey topics.
- Magnolia to transfer funds to money market account upon confirmation.
- Grady to assume invoice approval duties if needed.

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## **11. Adjournment**

There being no further business, the meeting was adjourned at 7:53pm by Debra.