

Eaglewood Association, Inc.  
BOARD OF DIRECTORS MEETING MINUTES  
November 10, 2025  
Eaglewood Office

**Meeting called to order:** by Steven Cook at 6:07 pm

**Roll call of officers - Present:** Board members: Steven Cook (telephonically), Wally Thomas, Laura Friesen, Deena Bradley, and Sue May

Operations Manager: Seth Spence and Paul Dalleska

**Also Attending:** Shannon Salvage of Shannon Savage Consulting

**Previous Meeting Minutes:** October informal notes from the Town Hall Meeting are posted on the Eaglewood website.

**Approval of Agenda:** The agenda was approved with additions.

**Reports of Officers:**

**President:** Steven Cook

- Thanked everyone for the work and effort being put into resolving issues discovered in HOA management systems.
- Good progress has been made, and although there is more work to do, a stronger and healthier HOA will be the result.

**Design Committee:** Laura Friesen

- Looking at how the Design Committee could be reorganized to serve the homeowners better.
- All the Outdoor Change Application Forms will be reviewed, updated, and reformatted.

**Motion:** That the function of the Design Committee is to review and approve applications submitted for outdoor change, and that imposing fines for violations is a function of the board of directors.

**Vote:** Passed unanimously

**Judicial Council:** Sue May

- Familiarizing herself with the role of the Judicial Council, she will reach out to former Council members for more information.

**Motion:** To maintain a record of appeals in a confidential file.

**Vote:** Passed unanimously

**Secretary/Communication Chair:** Deena Bradley

- Seasonal reminders need to be posted on Facebook:
  - Fire hydrants: It's in our own best interest to keep a 3-foot area cleared from around fire hydrants near our homes.
  - Mailbox Units: USPS personnel will not deliver mail to units that are blocked by a snow berm.
    - Clearing the snow should be a responsibility shared between neighbors.
  - Snow clearing vehicles and machinery: Snow clearing equipment can throw rocks and/or debris hidden in the snow. Please teach children to stay safely away from equipment.

**Treasurer:** Wally Thomas

- The board went into executive session.
- Proposed 2026 budget
  - Interest earned from investments will be included as income in future budgets
  - Funds are budgeted for an expanded project of crack sealing streets to extend their useful lifespan
  - Funds are budgeted for an expanded project to clear dying and dead trees from green belt areas to reduce wildfire risk.

**Motion:** To accept the 2026 budget as proposed

**Vote:** Passed unanimously

**Motion:** It is the policy and intent of the Board of Directors of the Eaglewood Homeowners' Association, Inc. To manage our Reserve Liquid Assets such that the Year End Balance equals or exceeds the Year the completed at the level of the Budgeted Operating Expenses for the Year. Therefore, we move that Reserves at 12/31/2026 shall meet or exceed \$693,590.

This cautious fiscal policy works to buffer our homeowners from significant or unexpected dues increases.

**Vote:** Passed unanimously

- Insurance policies
  - All relevant insurance policies have been renewed.
- LRPC
  - By the January meeting, a five-year rolling capital projects budget will be ready for the board to approve.

**Operations Manager:** Paul Delleska/Seth Spence

- Paul would like to post Operations relevant posts on the HOA Community Facebook page.
  - Social Media policy would need to be amended to allow for the Operations Manager to post.
- The changes to Operations Manager will be announced soon.
- Issues with the J String of lights persist and cannot be fixed until next work season.

**New Business:**

- 2026 Meeting Schedule

**Motion:** To approve the 2026 meeting schedule with edits

**Vote:** Passed unanimously

- IRS Form 8822
  - Will provide contact information allowing the IRS to communicate with the BOD president directly
- Judicial Council Members
  - Names of council members were provided to Sue May
- Dues payments for members affected by the Federal Government shutdown

**Motion:** Deferred Dues Payments

In verified cases of need during government shutdowns or other natural disasters, the deferment of dues payments be considered for HOA members. Repayments will be made over the following two dues cycles, with a 50% payment each due date.

**Vote:** Passed unanimously

- The board went into executive session.

Meeting adjourned at 8:30 pm.

Sten Cook 1/12/2026  
Approved Signature/Date

Deena Bradley 1/12/2025  
Secretary/Communication Chair  
Signature/Date

OFFICIAL ACTIONS:

**October 14, 2025**

**Motion:** To accept Seth Spence's letter of resignation from the position of Eaglewood HOA Operations Manager, effective December 1, 2025

Motion Passed Unanimously by email vote.

**October 20, 2025**

**Motion:**

1. The Treasurer will immediately retain legal counsel to facilitate the Self-Reporting of Workers' Compensation lapses to the State of Alaska Workers' Compensation Board. Retain Todd Timmermans or another Employment Law Specialist if needed. The Treasurer has researched firms and will contact them if necessary.
2. Once legal counsel has provided and Eaglewood has signed an Engagement Letter with legal counsel, the Treasurer will begin the Self-Report process.

Motion passed unanimously by email and text vote.

**October 27, 2025**

**Motion:** To appoint Sue May to the Eaglewood HOA Board of Directors to fill the seat of Chair of the Judicial Council. Her term will expire in May 2027.

Motion passed unanimously.

**October 28, 2025**

**Motion:** To accept Shannon Savage's Full-Service proposal for a cost of \$8,000 to \$10,000. The total Board appropriation is \$10,000. Services beyond \$10,000 will require additional Board approval.

Motion Passed Unanimously by email vote.

**November 13, 2025**

**Motion:** To grant Shannon Savage of Shannon Savage Consulting one time access to the homeowner database held by Roy Briley Association Managers, to facilitate the mailing of a letter to Association Members.

**Vote:** Passed unanimously by email vote