

Minutes of HOA Board Meeting, November 28, 2017
Meeting held at StoneBrooke Clubhouse

Call to Order:

Meeting was called to order at 6:43pm by President, Harry Gordon. Board members in attendance: Harry Gordon, Wayne Allen, Chris Chenoweth, Todd Harrell, Jeff Stava, Debbie Mocnik. Absent: Aamon Ross

Stonebrooke resident in attendance: Michael Fellwock

Meeting Agenda:

Approved as presented.

Approval of Minutes:

Motion made and unanimously approved to accept minutes as had previously been accepted via email and posted to website.

President's Report (Harry):

Reported about meeting between he, Debbie and a neighbor regarding Facebook and neighborhood posts.

Vice President's Report (Wayne):

(1) The monitor located in the Elwood guard shack is having some issues. Wayne will look into the possibility of fixing it vs. buying a new one. (2) No action taken on additional security measures as of this date.

Treasurer's Report (Todd):

(1) A builder that has sold his lot in The Reserve is in arrears on dues and not wanting to pay the full amount. Todd and Jeff will handle with builder and turn over to attorney if necessary. (2) No financial report at this time, but Todd will complete and email same to the board.

Secretary's Report (Debbie):

No activity to report since October 30 meeting.

Social Committee and Website Manager's Report (Debbie):

Social: Social committee is on budget with \$1,517.55 spent YTD. Final expense of the fiscal year will be Pics with Santa, approximately \$450. Annual budget amount is \$2,500.

Website: (1) It was reported that the website is not completely compatible with smart phones and tablets. Presumably this will take a technical person to reprogram the website. (2) As reported at last meeting, there are occasions when the minutes cannot be opened beyond the first page. As she is able, Debbie will attempt to correct this issue.

Grounds Manager Report (Jeff):

(1) Jeff has had a safety inspector look at the playground. A report will be forthcoming. (2) Christmas lights on timers are now working.

Pool and Clubhouse Manager's Report (Chris):

Nothing to report at this time.

Architectural Committee Chairman (Aamon):

No report at this time.

New Business:

(1) Michael Fellwock updated the board regarding the crossing guard situation on Elwood. Since the school has not been able to fill the crossing guard position, various people from the neighborhood volunteer. The vest and sign are left on the Fellwock's front porch. Times that neighbors are generally needed to help with this are 8:00 - 8:30am, and 3:00 - 3:30pm.

(2) Brief conversation regarding neighborhood safety issues and the forming of a safety committee.

(3) At the request of the board, two property management companies provided information to the board regarding the services they could provide. Each left handouts for the board with specific information regarding their services; and said they would email the board references following the meeting. In general, the companies work closely with the HOA Board, and services provided include:

- Attend board meetings;
- Mail welcome letters to new homeowners including copies of covenants/bylaws;
- Maintain resident address, phone and email information;
- Receive, review and respond to resident complaints and questions;
- Perform monthly drive thru's of the neighborhood to spot covenant violations;
- Work with Board to implement covenant resolutions (policy & fines) to allow for enforcement of covenants;
- Send letters of covenant enforcement to residents not in compliance and follows thru to resolution;
- Provide maintenance personnel as needed;
- Provide necessary information for Annual meeting (notices/proxies/sign-in's/etc.);
- Prepare specs and obtain competitive bids as needed for contract services;
- Maintain financial records including homeowner dues notices, collections and delinquent accounts; process accounts payables and receivables; process 1099's; provide information for tax return preparation;
- Develop annual operating budget from board provided information and maintain and provide detailed monthly financial reports to the Board.

Cost is based on the number of board meetings they are requested to attend (monthly or quarterly).

Companies presenting proposals were Collins & Associates (Yolanda Osbourne), and PMI Green Country (Shawn Klahr and Cheryl Geiger).

Due to the time, it was decided that discussion would be tabled until the next board meeting.

Other Business:

Harry asked that everyone email him a list of their proposed 2018 projects, which will then be discussed at the next board meeting.

Next Meeting:

The next board meeting is scheduled for Tuesday, January 16, 2018, beginning at 6:30pm.

Meeting adjourned at 10:05pm.

Respectfully submitted:

Debbie Mocnik
Secretary