

Minutes of HOA Board Meeting, April 9, 2018
Meeting held at 664 W 79th St

Call to Order:

Meeting was called to order at 6:08pm by President, Harry Gordon. Board members in attendance were: Harry Gordon, Wayne Allen, Jeff Stava, Wade Richardson, Nicole Greer, Lanny Gridley. Board members in attendance from previous year: Todd Harrell.

Meeting Agenda:

Agenda approved as presented.

Approval of Minutes:

Minutes of March 14, 2018 Board meeting, and of April 3, 2018 Annual meeting, had previously been approved via email. Note re Annual Meeting Minutes: it had been stated that the potential cost of dredging our pools could be upwards of "\$40,000 - \$100,000/pond." The estimated cost is for all four ponds, not each pond.

(Previous) President's Report (Harry Gordon):

Harry welcomed new board members and thanked previous years' members. He then discussed what he sees as 2018 priorities:

- transition to management service company
- revision to ByLaws to allow enforcement of covenants
- creek erosion
- planting of trees east of the covered bridge

(Previous) Vice President's Report (Wayne Allen):

Security: Wayne noted that we entered into contract with our security company on May 1, 2015, and that the agreement was to provide approximately six neighborhood drive-thru's in each 24 hour period. He then spoke about conflicting statements from neighbors on the effectiveness of a security company. It was determined that we would discuss security company effectiveness in more detail during a future board meeting.

Handyman: (1) Minor work is needed on some of the footbridges. Wayne will get with Bruce. (2) Some low-voltage lights previously installed at entrances are no longer working. Jeff will handle. (3) Wayne will be coordinate with Bruce to have clubhouse bathroom hot water tanks installed this month.

(Previous) Treasurer's Report (Todd Harrell):

Dues collected to date are \$171,175. See 4/3/2018 SBHOA Expenses Breakdown and Comparison.

(Previous) Secretary's Report (Debbie Mocnik):

No activity reported since March 14, 2018 board meeting.

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

Social: (1) this year's Easter Egg Hunt was rescheduled due to rain and therefore was not able to include Petting Zoo. (2) Garage sale and neighborhood evening entertainment is scheduled for June 9. (3) The budget of \$2,500 should be sufficient for 2018.

Website: (1) Website could be modified to make it more “mobile” device friendly. Would look to someone in neighborhood to help, rather than pay an outside company. (2) Website has two purposes: used for potential home buyers to find out more about neighborhood, and provides information to residents. Sally Mulready had volunteered to help update website with professional pictures. (3) Discussion that website could be slightly redesigned to focus differently on the two separate purposes.

(Previous) Ground’s Manager Report (Jeff Stava):

- (1) Fountain #3’s motor has been replaced. Cost \$4200. The only remaining pump not replaced is #4.
- (2) Will be getting with landscape architect to develop plan for refreshing common area planting beds. Realistically, due to time of year, actual re-do with new plantings will not occur until Fall, or 2019. It was noted that the landscaping around the north Elwood entrance needs to be redone sooner rather than later. Jeff will get with Lawnovations to see what the cost would be to do some temporary upgrading of this area.
- (3) Moving forward with redo of playground area. Play By Design will measure the area and then provide more accurate information necessary to bring area up to safety standards.
- (4) Tree roots are buckling a portion of the common area sidewalk east of the covered bridge. It was noted that the particular roots could be cut away without damage to the tree, and then the sidewalk repaired.
- (5) Jeff was notified of a large hole (3-4’ deep) north of the north Elwood entrance. He will walk this area.
- (6) There are ruts on the grass area between our subdivision and Elwood due to some construction. It was noted that the ruts could be filled in with sand.
- (7) Jeff anticipates that 2018 priorities for Grounds would include: completion of common area landscape design and resultant implementation of planting proposals; and completion of playground area bringing it up to code.

(Previous) Pool & Clubhouse Manager’s Report (Chris Chenoweth):

Chris was not able to attend the meeting, however, he had previously stated he would get with the new manager to bring him up to speed. (Note: done on 4/10)

Wayne mentioned (1) that the pool contractor found a leak in the pump room. It appears the leak is ok now, but will require some repair in the future. (2) We should consider an explicit sign at the pool stating “Pool for Residents Only” prior to the pool opening.

(Previous) Architectural Committee Chairman (Aamon):

No report as Aamon was not able to attend the meeting.

2018 Priority Issues for New Members:

Harry asked each of the new board members to describe what their 2018 priorities might be:

Lanny Gridley: Would like to see transition to the new board and new duties, and to make sure that pending matters do not stagnate.

Nicole Greer: Wants to take time to see how the board operates and how the neighborhood runs.

Wade Richardson: Wants to meet neighbors and see how various processes work. Would like for the neighborhood to build on having safe, healthy activities for residents of all ages. Would like to see a neighborhood email newsletter at least on a semi-annual basis.

Election of Officers:

It was noted that while various duties have been performed by the individuals in the four officer positions, the various duties do not necessarily need to remain within those same officer positions. Therefore, the elected officers (elected via proclamation), and resultant duties for all board members are listed below:

President: Harry Gordon
Vice President: Wayne Allen
Treasurer: Jeff Stava
Secretary: Debbie Mocnik

2018 President Duties (Harry Gordon):

The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out, shall sign all leases, mortgages, deeds and other written instruments; and shall co-sign promissory notes. In addition, the president shall:

- oversee Board activities and business while assuring coordination among members;
- assure that the Board operates in accordance with ByLaws;
- interface with City departments regarding issues affecting StoneBrooke;
- interface with Jenks' schools regarding issues directly affecting StoneBrooke;
- direct responses to HOA members regarding HOA positions on various issues;
- compose HOA email newsletters regarding HOA issues;
- interface with management company regarding interactions and processes.

2018 Vice-President Duties (Wayne Allen):

The vice-president shall act in the place and stead of the president in the event of the President's absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board. In addition the vice-president shall:

- act as Security Officer including overseeing and managing neighborhood security matters and equipment, and manage security contractor and contract;
- act as Grounds Manager including but not limited to: (a) manage the maintenance of common area grounds such as entrances, creeks, bridges and foot bridges, sidewalks, ponds, spillways, grass areas, trees, drainage ditches, etc.); (b) oversee any grounds related contracts; (c) oversee installation of Christmas lights, and (d) coordinate and manage annual HOA Work Day.
- act as Handyman Manager including identifying issues and overseeing repair of same.

2018 Treasurer Duties (Jeff Stava):

The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of accounts; cause an annual audit of the Association books to be made by a certified public accountant at the completion of each fiscal year if directed to do so by the Board of Directors, and, shall prepare the annual budget and a statement of income and expenditures to be presented to the

membership at its regular annual meeting, and deliver a copy of each to the Members. In addition, the treasurer shall:

- ensure the timely notification of annual dues to members and the collection thereof;
- manage the transition of financial records to new management company;
- oversee update of finances at each Board meeting;
- protect against over-commitment of HOA resources;
- guide HOA board in maintaining a proper and sufficient capital reserve fund

2018 Secretary Duties (Debbie Mocnik):

The Secretary shall record the votes and keep minutes of all meetings and proceedings of the Board and of the Members; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the Association together with their addresses; and, shall perform such other duties as required by the Board. In addition, the secretary shall:

- act as Social Committee Chairman including managing social events within budget; assuring that activities are in harmony with the interest of StoneBrooke HOA; and providing direction to event leaders within the intent of the board.

Other duties and responsible Board member:

Pool and Clubhouse Manager (Wade Richardson):

- manage the maintenance of pool and pool equipment;
- manage the inventory and distribution of pool key cards;
- manage the maintenance of clubhouse facilities;
- oversee the maintenance and inventory of pool and clubhouse furniture and equipment;
- manage the maintenance of basketball court;
- manage the maintenance of playground equipment;
- manage the maintenance of frisbee golf equipment.

Chairman of Architectural Committee (Nicole Greer):

- review ByLaws and Covenants and make recommendations for Resolutions as appropriate to allow for the enforcement of StoneBrooke covenants;
- oversee the review of HOA member requests to construct structures, fences, etc., for proper adherence to ByLaws and covenants;
- assure that covenants are being enforced;
- manage the follow-up for non-compliance with covenants

Assistant Treasurer (Lanny Gridley):

- assist the Treasurer in the completion of Treasurer duties as necessary.

Website Manager (Lanny Gridley):

- manage the StoneBrooke website to allow for external use (home/lot Sales), and internal use (board contact/clubhouse reservation contact/financial company contact/board meeting minutes/etc.)

New Business:

- Copies of proposal from The HOA Group were handed out to new board members. Lanny Gridley added to committee of Harry Gordon, Jeff Stava, Debbie Mocnik to begin negotiations with The HOA. Proposed date for initial meeting set for April 11.
- Discussion regarding revisions to StoneBrooke ByLaws to allow for covenant reinforcement. Determined that Nicole will work closely with the management company throughout this process.
- Wade Richardson discussed comments on the neighborhood FB page regarding the use of the new Frisbee Golf course by non-residents. Discussion included appropriate signage throughout the neighborhood specifying that the amenities are for resident use only. Without proper signage, security and police cannot enforce the nonresidential use. After discussion, a motion was made, 2nd, and unanimously approved for Wade to spend up to \$500 for temporary signage for the Frisbee Golf area. The board will discuss the possibility of new signage throughout the common areas at a future meeting.
- It was determined that a discussion regarding the effectiveness of a security company will be delayed to a future meeting.
- Wayne will establish a date for the annual neighborhood clean-up. He plans to include painting of the interior of the Clubhouse on this date.

Next Board Meeting:

Tuesday, May 8, 2018. 6:00pm at clubhouse.

Meeting adjourned at 9:17pm.

Respectfully submitted:

Debbie Mocnik
Secretary