

Minutes of HOA Board Meeting, April 9, 2019
Meeting held at Clubhouse

Call to Order:

Meeting was called to order at 7:00pm by President, Harry Gordon. Board members in attendance were: Harry Gordon, Wayne Allen, Debbie Mocnik, Nicole Greer, Wade Richardson, Michael Fellwock, Scott Hastings. Also in attendance: Jan Farrimond of The HOA Group.

Meeting Agenda:

Agenda approved as presented.

Approval of Minutes:

Minutes of March 11, 2019 Board meeting, and April 2, 2019 Annual meeting, had previously been approved via email.

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

- Harry welcomed new board members Michael Fellwock and Scott Hastings;
- Harry noted a document he had previously forwarded to board members titled "HOA Leadership Roles and Duties" from the HOAleader.com website.
- Also mentioned was that he had not yet received a response from his recent email to councilor Jeannie Cue regarding storm water runoff.

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

Security: (1) Motion made, 2nd and unanimously approved for Wayne to purchase a new monitor for the 78th & Elwood guard shack, at a cost of up to \$175. (2) As noted in previous meeting minutes, Jan will contact the security company to reduce patrol from 24 to 12 hours (6:00pm - 6:00am), for a savings of \$500/month.

Grounds: (1) This year's neighborhood clean-up day will focus on picking up trash. Date TBD. (2) The cost for cutting up the fallen dead tree north of the covered bridge was \$2,000. The stump was not removed. (3) The fountain at pond #4 may shortly be in need of repair.

Handyman: The footbridge by the 81st entrance has been repaired. Wayne is doing some touching up of the paint.

(Previous) Treasurer's Report (Jeff Stava);

As Jeff was unable to make the meeting, Jan Farrimond presented the report.

- Jan noted that she needs the board to provide her with a 2019 budget. It was noted that the new treasurer will work with the board to develop this.
- As approved at the March 11 meeting, Jan will begin, on our behalf, the process of recovering non-paid dues, which could result in the filing of a lien and ultimately a law suit, against any homeowner that is more than one year in arrears of homeowner dues. Jan will work on this along with Nicole and the new treasurer. As of April 16, total unpaid dues equal \$18,635.65 (cumulative).
- Jan had previously submitted the 2018 tax returns to Harry for signature. Harry noted that he had passed these on to Jeff.
- Total YTD expenses through March 31, 2019 equal \$40,538.01.

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

No activity to report since the March 11 meeting.

(Previous) Social Committee Report (Debbie Mocnik):

Easter Egg hunt is scheduled for April 14 and will include a petting zoo and egg hunt.

(Previous) Common Area Facilities Manager Report (Wade Richardson):

- Pool refinish project is in progress and presently \$1500 under budget. Wade noted that the decision was made to not replace the top row of tile at this time, and that he and pool contractor will monitor it for possible future replacement.
- New pool umbrella has been installed, and additional pool furniture due to arrive mid-to-late April.
- Wade met with both an exterminator (clubhouse) and plumber (restroom) for necessary repairs.
- Motion was made and 2nd, and unanimously approved to terminate the services of the current cleaning service and to hire an individual to clean the clubhouse and restrooms. It is believed that this will save up to \$800/year. Jan will make the necessary contacts for this to occur prior to the pool opening Memorial weekend.
- Motion was made and 2nd, and unanimously approved, to hire an exterminator to spray the clubhouse area on a quarterly basis. Cost = \$300. Jan will coordinate this.

(Previous) Architectural Committee Chairman (Nicole Greer): Nicole briefed the board on the following:

- *Each Phase has received the required number of homeowner signatures for their respective Amendments to the Covenants, for basketball goals. (Phase 1 = 76.2%; Phase 2 = 75.3%, Phase 3 = 79%). Nicole will work with Jan to ensure that the necessary paperwork including signatures is filed with Tulsa County.
- She has had conversations with various City departments regarding the wording in our Covenants relating to the filing of Amendments with the City. In essence, various City departments have told her they do not get involved with Covenant filings. Per Jan, the wording in our covenants is needed to ensure that any action as it applies to city owned property, is properly recorded.
- Since the annual meeting, Nicole has received calls from a few neighbors wishing to speak with her regarding the covenants. She plans to meet with these individuals in the next week or so.
- Once the ByLaw amendment, which was passed at the April 2, 2019, Annual Meeting, is properly filed, Nicole will also provide a copy to the website manager for posting to the website.

Issues from The HOA Group (Jan Farrimond):

Jan reported that she will provide copies of their drive-thru reports showing non-compliance to Covenants, at all future meetings.

Old Business:

None discussed at this time.

New Business:

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: Debbie Mocnik
Secretary: Scott Hastings

2019 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 the ByLaws;
- interface with City departments regarding issues 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.

2019 Vice-President Duties (Wayne Allen):

The vice-president shall act in the place 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 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.

2019 Treasurer Duties (Debbie Mocnik):

The Treasurer shall work in conjunction with the management group and oversee all financial transactions of StoneBrooke. This will include:

- receipt and deposit in appropriate bank accounts all monies of the Association and disbursement of all funds as directed by resolution of the Board of Directors;
- ensure appropriate signing of all checks and promissory notes of the Association;
- oversee the proper bookkeeping of all 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;
- 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;
 - 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

2019 Secretary Duties (Scott Hastings):

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.

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;
- manage the clubhouse scheduler's performance;
- 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.

ByLaws and Covenants Manager, and Architectural Committee Liaison (Nicole Greer):

- work in conjunction with management company to oversee adherence to StoneBrooke By-Laws and Covenants, and make recommendations for Resolutions as appropriate;
- oversee the implementation of a "fine" schedule to assure adherence to covenants as outlined in the Amendment to the ByLaws as approved at the April 2, 2019 Annual meeting;
- oversee the review of HOA member requests to construct structures, fences, etc., for proper adherence to ByLaws and covenants;
- manage the follow-up proceedings for any homeowners that may be non-compliant with covenants.

Website Manager (Scott Hastings):

- 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.)

Security Oversight (Wayne Allen and Michael Fellwock):

- oversee and manage neighborhood security matters and equipment;
- manage security contractor and contract;
- coordinate Alert Neighbor's program.

Social Committee: (Debbie Mocnik and Nicole Greer):

- manage social activities within budget (\$2500);
- assure that activities are in harmony with the interest of neighborhood HOA;
- provide direction to event leaders within the intent of the board.

Next Board Meeting:

Tuesday, May 21. 6:00pm at clubhouse.

Meeting adjourned at 9:25pm.

Respectfully submitted:

Debbie Mocnik
Secretary
StoneBrooke HOA

Approved:

Harry Gordon
President

Date

***ADDENDUM:** Please note minutes of special meeting of May 14, 2019, for clarification of this issue.