

Meeting minutes  
StoneBrooke HOA Board  
August 27, 2019 Meeting

Location: Stonebrooke Pool Clubhouse

Time: 6:00 PM – 10:00 PM

**Call to Order:** Meeting was called to order at 6:06 PM by President, Harry Gordon. Board members in attendance were: Harry Gordon, Wayne Allen, Debbie Mocnik, Nicole Greer, Michael Fellwock, Wade Richardson, and Scott Hastings. Jan Farrimond of The HOA Group was also in attendance.

**Review of the Meeting Agenda:** The meeting agenda was reviewed and one of the guests in attendance stated she was there to discuss a Stonebrooke “Little Free Library”. Harry placed that topic on the agenda as item 5 and we would discuss it early in the meeting so she could choose to stay or leave after it was discussed. The meeting agenda was accepted without modification.

**Approval of Minutes:** The meeting minutes for the June 26<sup>th</sup> meeting were reviewed and accepted. The only modification made to the meeting minutes was to add the secretary’s name to the end of the meeting minutes. This will be done and the published meeting minutes will be updated.

**Welcome of Guests:** Two guests were present: Bruce Gardner and Anna Turner. Bruce was present with no particular points for discussion and Anna was there to discuss the Little Free Library. Harry welcomed both guests.

**Special discussion of the “Little Free Library”**

Item 5 on the agenda was the Little Free Library, and Anna Turner was there to seek permission and approval to place a “Little Free Library” in the Stonebrooke neighborhood. For a small fee of \$40, the location can be registered on the website for Little Free Library, we can use their logo, and the location will be placed on the map. Additional support is also available from the organization. Anna Turner wanted to know if the HOA Board would have any issues with putting up a Little Free Library in the Stonebrooke neighborhood. One of the Board members stated that this was previously presented to the board years ago, but it was not approved at the time. The perception was that this was a service applicable mostly to people from outside the neighborhood, targeting the disadvantaged, and there was concern for who would be drawn to it. Anna said her suggestion of putting one in Stonebrook was favorably received on Facebook. She expected the material costs would be minimal, and anticipated much of it could be donated for little or no cost, perhaps only some paint. Wade expressed some reluctance to publicize the location except within the Stonebrook social media. Several other “Little Libraries” are located in midtown and East of the Arkansas River, but there are none in Jenks or nearby. After some discussion of the potential locations in Stonebrook to locate the “Little Library”, types of boxes (library), and the need to maintain a “Little Library” with enough an appropriate books, we decided that 1) the Board generally supports the idea of installing a Little Library and 2) the “Little Library” would need a champion to design, organize, and maintain it in order for the Board to support it. A motion was made, seconded, and passed that expressed general support for the concept and requested asked Anna to make a formal plan and proposal to the Board.

### **President's Report:**

Some time ago the president formed a committee with Nichole Greer and Wade Richardson to address erosion concerns within Stonebrook. The president reported on the activities of this committee. Harry Gordon met with Paul Zachary (Director of Engineering, City of Tulsa) and Terry Ball (Director of Storm water Management) at a Public meeting to discuss City of Tulsa projects in West Tulsa. The meeting was uneventful and it mainly addressed street projects in Carbondale, Town West, and Red Fork. After the meeting, Harry contacted Paul Zachary's office to set up a one-on-one follow-up meeting to discuss erosion. Previous walk-throughs with private erosion control specialists were not fruitful and did not give recommendations or quotes for ways to address erosion. Bruce Gardner (guest) recommended that someone write a document with photos regarding erosion and runoff water problems and share it with the City of Tulsa. Bruce volunteered to help anyone who wants to write such document. Harry encouraged everyone to communicate in a positive way with Jeanie Cue, as she is one of the most active members of the city council.

**Vice President and Grounds Manager's Report:** Wayne discussed that we still have a tree down by pond #4, and the City of Tulsa has not removed it yet. The fountain on pond #3 went down and was fixed. Pond #1 fountain is now down. Pond #4 fountain is running low, but has always been low.

Wayne asked for \$6,500 to be set aside in the 2020 budget to put up handrails around the culverts where there is a drop. There was discussion about putting up fencing. The fact that some homeowners have expressed concern does not mean that we have an obligation to spend money on items. We also have a responsibility to prioritize and spend money wisely.

Carla and Carl the coyotes are back on goose patrol after a modest leave of absence.

\$2,000 is currently budgeted for tree removal. Bruce will work to clean up the creek near the pool and remove the thick vegetation that is impeding the water flow. He will clear out the creek near the pool and then clean out downstream of the footbridge between Phase 2 and Phase 3. He will use "Gary's Tree Service" to help get this work done.

### **Treasurer's Report:**

Social events spending is about \$1,095, not the \$1,295 shown in the report. The \$1,295 includes an overpayment of \$200 for the pool party that she expects to be refunded. The "Pictures with Santa" event usually costs about \$500. This will leave about \$800 in the overall budget for other events.

Jan handed out the financial reports.

Debbie went through the budget and explained how she prepared it. We do not have a reliable spending forecast or budget entered into Quickbooks at this time. She has put forward her working documents. Harry would like to see the spending on each line item "Year to date".

The Board went through a line by line review of the budget items captured by Debbie's working documents.

At the end of the report, Debbie listed the Capital Fund project expenditures that were paid out of the operating accounts. These costs included both 2018 and 2019 costs and were broken down into their respective years. There were also excess funds that should have been transferred into the Capital Fund

at the end of the year. Debbie transferred \$21,465 from the Capital Fund to the checking (operating) account to “zero out” the imbalance.

Debbie requested an approved budget for 2019 that can be put into QuickBooks for the year.

Debbie also requested a meeting to discuss the 5-year spending plan, the appropriate reserve (capital) fund size, and the size of any potential dues increase.

After some discussion of the costs, the expected usage, normal practices, the requests received, and actual demand for the pool usage, a motion was made to add \$1,000 to this year’s budget to keep the pool open an additional two weeks. The motion was made, seconded, and passed.

A motion was made, seconded, and passed to approve the budget, as amended.

Harry asked that the HOA Group provide a “Budget vs. Actual” report now that the budget was approved by the Board.

Debbie reiterated the need for a special meeting for project budgeting (versus operating budget) and for a five year project spending plan. This should be done in September.

Debbie will send the information already gathered and set the meeting date for the 5-year project planning meeting.

Wade and Harry expressed gratitude for, and all agreed, that Debbie has done a great job improving the financial reports and getting good information to the Board.

Uncollected Dues report: the Board discussed asking homeowners if they wanted a refund of any overpayments or if they wanted the amount of the overpayment credited against any future dues required of them. We agreed that the question should be asked any time there was an overpayment.

**Secretary’s Report:** The Secretary report included 4 items:

First, the retaining wall replacement in Phase 1 had been reviewed and approved by email.

Second, there were a few basketball goal installations that the board was asked to review and these had been reviewed and approved by the board through personal (individual) reviews and approvals with the Board’s consent.

Third, there were several water meters that were identified and marked with all board members being notified through email, and

Fourth, there were emailed clarification of a property owner’s desire to lease their house. The review of the covenants and Board approval (if needed) was handled by email.

There was nothing else to report but the approval and publication of last month’s meeting minutes.

**Pool and Clubhouse Manager’s Report:**

Pool utilization has been high, and a lot of people and families have been using the pool.

The pool closing, through the Board’s approval tonight, has been extended to 9 PM on September 15<sup>th</sup>.

Wade will post something on Facebook regarding the extended pool season.

**Architectural Committee Report:**

A retaining wall replacement request from Kurt & Lori Wood, 7702 S Guthrie Ave., was sent to the Architectural committee. This was reviewed and approved by the HOA Board members via email in Nichole's absence.

A permanent basketball goals installation request from Edward Obana, 679 W 78<sup>th</sup> Street, was sent to the Architectural committee, and was approved by Wade via email in Nichole's absence.

**Bylaws and Covenants Report:**

The covenant changes approved by the membership in April have been properly filed with the City of Tulsa. Phase 2 allows permanent basketball goals to be installed. Phase 1 and Phase 3 allow temporary basketball goals.

Nichole will update the covenant documents on the StoneBrooke website. The documents on the website will be the "as amended" covenants, not the legal documents as filed and the amendments as filed. This will be easier for "laymen" to understand and follow.

**The HOA Group Report:** A written Weekly Drive through inspection report was provided and is as follows:

- Week of Aug 1: 9 violations
- Aug 8: 11 violations
- Aug 15: 8 violations
- Aug 22: 8 violations

Most of the violations were trees and yard signs, and most of the tree violations were repetitive.

Additional discussions ensued regarding the HOA Board's need to determine the amounts of fines for various violations.

**New Business:**

We may not have a "work day" this year. As of now, no date for the work day has been set. Most of the work day activities have centered around tree and vegetation removal, which we are already taking care of.

Directors and Officers (D&O) insurance is not currently in place. Jan (with the HOA Group) will start the application process for D&O insurance.

Wade discussed the idea of providing Board members with "pre-authorization" levels for spending HOA money. Now that we have an approved budget in place this is not necessary as long as spending is within the budget.

Gold Star is doing drive through security assessments, but they are not contacting homeowners who leave their garage doors open. We are paying \$6,000 per year for them, and we need to evaluate the value we are getting for that money.

**Next Board Meeting:** The next meeting date will be October 15, 2019 at 6 PM at the Clubhouse.

**Meeting improvement ideas:** Wade recommended the moving the Treasurer's Report to end of the meeting in an effort to make the Board meetings more efficient. Harry responded that the meeting is over and we don't have time for that discussion. Wade followed up via email after the meeting with related comments for discussion at the next Board meeting. For comparison purposes, Wade's email also stated the amount of time taken during the August board meeting on each agenda item.

**Meeting Adjourned:** The meeting was adjourned at 10:15 PM.

Respectfully submitted,  
Scott Hastings  
Secretary, Stonebrooke HOA