

Meeting minutes  
StoneBrooke HOA Board  
June 26, 2019 Meeting

Location: Stonebrooke Pool Clubhouse

Time: 6:00 PM – 9:30 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 there was some lengthy discussion regarding project budgets and the need to discuss the budgeting process and the difference between the operating budget and the capital budget. There was a question regarding the timing of the budget development and whether the incoming Board, elected in April, should be creating a budget for the current year. The Board generally agreed that the fall would be the best time for developing the budget. Harry directed that the new business be addressed after the committee reports, as that would be a better time for an in-depth discussion.

**Approval of Minutes:** The meeting minutes for the May 21<sup>st</sup> meeting were reviewed. Harry asked if the meeting minutes had been posted to the StoneBrooke HOA website yet, and they had already been posted. The meeting minutes were approved without changes.

**Welcome of Guests:** One guest, Bruce Gardner, was present and signed in Harry welcomed him and asked what topics he would like discussed. Bruce stated that he has been involved in the development of many neighborhoods throughout his career and he is aware of several maintenance issues that Stonebrook HOA will have coming up in the near future that will be difficult and expensive to deal with. He wants to encourage the board to plan for these expenses and address them proactively. He has a list of projects that he has been working on with Wayne Allen, and has identified even more. He has also incurred several expenses for materials that he had Wayne have used for maintenance of the common areas and he asked if reimbursement was possible. He has willingly donated his time to these projects, and asked only for reimbursement of material costs. We asked that he submit the receipts and other information on costs to the board for approval and possible payment. Harry also invited Bruce to provide his list of upcoming projects and to speak up when we get to the maintenance issues and budget discussion under “New Business” in the course of the meeting.

**President’s Report:** The president skipped over the president’s report in order to allow time for the new business portion of the meeting.

**Vice President and Grounds Manager’s Report:** Wayne discussed enforcement against planting trees, shrubs, and other vegetation in the common areas. Several trees have been planted in common areas which could be an issue if planted in the drainage areas such that they interfere with water drainage and cause rainwater backups. We already have strong concerns about the amount of rainwater runoff handled in the green space, and need to maintain the common areas so not to interfere or add to any existing erosion concerns. After review of the known issues, it was determined that none of the plantings appear to be in the City of Tulsa designated waterways. Even so, there is a concern that needs

to be proactively addressed. Anything planted in the common areas (including shrubs, gardens, etc.) is the responsibility of the HOA to maintain and remove if issues arrive.

Wayne also reported that fallen trees have been removed from the common area north of the covered bridge. Typical tree removal costs are \$1,500 - \$2,000 per mature tree. In this case, volunteer labor and vehicles were used, and the tree was removed for very little cost. Another tree in the drainage area fell and was over the creek south of the covered bridge. The City of Tulsa has agreed to remove this tree.

Wayne asked for board approval to purchase a few "Decoy Coyotes" to discourage the geese that have been staying near the ponds from taking up residence here. These geese have been eating a lot of grass and leaving a mess that will become a nuisance for residents. He would like to try several types of decoy coyotes to prevent the issues that come up when numerous geese make these ponds their homes. The board approved up to \$200 for the purchase of decoy coyotes.

Wayne observed an individual in a Willow Tree Service truck pull up to the pool, use a key card to get into the pool, and jump in the pool without showering to cool off/clean off. He is certain this was not a StoneBrooke resident. He asked that we remind people NOT to loan out their pool access key cards to non-residents.

Wayne asked the board to reimburse Bruce Gardner for his expenses for maintenance and repairs done in StoneBrooke, as Bruce has been a tremendous help with many small to mid-size projects that he has taken on voluntarily. He expects that the reimbursement costs will be small, but the value provided from Bruce's efforts far exceed the costs for his materials.

Wayne mentioned that the tree cleanup north of the covered bridge was made much easier due to a nearby landowner who was willing to accept the debris for free. There were no disposal costs or dump fees to get rid of the wood that was removed.

Wayne and Bruce are looking at landscape boulders or similar methods that are attractive ways to keep motorized golf carts off the three wooden footbridges in the neighborhood. Each of these bridges have been damaged by golf carts and none of them were constructed for vehicle traffic. The support for these bridges is dependent on three 3/8" bolts, and the reconstruction of the footbridges is one project that the HOA will need to plan in the near future.

**Treasurer's Report:** Debbie distributed the financial reports. An approved budget is still needed. Currently we are reviewing expenses incurred to date against the proposed budget. Total expenses in May were \$21,748.71, which included \$12,600 for pool repair. Some of the information in the reports is provided by Jan and The HOA Group, which handles routine expenses, and some of the information is provided only by Debbie. Jan does not have access to the savings account (the reserve fund), and cannot include that information in her reports. In addition, some of the 2019 Homeowners Dues were paid and received in late 2018 and the HOA group has recognized them in 2018. Debbie is working to make sure the 2019 dues paid in 2018 are accounted for in the 2019 budget, and that difference is reconciled in her budget numbers. As such, the financial reports are still being modified to provide complete information in a more concise format. The reconciliation report shows \$117,000 in the checking account.

The "Dues Balance Summary" shows 4 homeowners owe a combined amount of \$14,599. Two other homes that are for sale should be brought current upon the closing of those sales. Demand letters have

been sent to the four delinquent homeowners. After 30 days notice, the Board may either file a lien, take the homeowners to court, or both to collect payment. There was a discussion of the benefits of filing a lien, which can only be enforced upon the sale of the home but is much simpler to collect, versus taking them to court, which can lead to immediate collection but takes more time and effort. A motion was made and approved to take the delinquent homeowners to court if they do not dispute or pay the delinquent dues.

**Secretary's Report:** The Secretary had nothing to report other than the approval and publication of last month's meeting minutes.

**Social Committee Report:** The pool party was a success! There are currently no other events scheduled.

**Pool and Clubhouse Manager's Report:**The pool resurfacing has been great. It was well done and held up well under the initial pool usage. The new pool furniture (one round table and 4 new chairs) is well received and there have been several positive comments made about the additional furniture. Only three issues have come up so far regarding pool usage. First, one member commented on the pool being "reserved" for swim lessons. The pool is never reserved, only the clubhouse, so the comment was not accurate and a Facebook post to remind members about the pool rules was well received. Second, there was a complaint about excessive alcohol use at the pool. Third, there have been several people using the pool after it is closed at 9 PM. These issues have been addressed individually where possible and simply illustrate the need to enforce the pool rules.

**Architectural Committee Report:** Nothing new to report.

**Bylaws and Covenants Report:** The new bylaws have been posted online. These have been updated with the changes approved by the membership in April. The covenant amendments have been prepared and will be properly filed with the City of Tulsa. Nichole will update the documents accessible through the StoneBrooke website.

**The HOA Group Report:** Weekly Drive through inspection report is as follows:

May 3 – 11 violations: 9 trees missing, 1 dumpster, 1 sign in the yard

May 9 – 11 violations: 9 trees missing, 1 trailer parked, 1 sign in the yard

May 16 – 13 violations: 9 trees missing, 2 trailers parked, 1 dumpster, 1 sign in the yard

May 23 – 15 violations: 10 trees missing, 2 trailers parked, 2 dumpsters, 1 sign in the yard

May 30 – 12 violations: 10 trees missing, 1 dumpster, 1 sign in the yard

It is worth noting that although the number of violations may have been unchanged from week to week, the actual addresses of the violations were (in some cases) different. For example, each week had 1 sign in the yard somewhere, but the actual violations in some cases were fixed with other, newer violations identified.

Jan received a "Thank you" card (the first time ever) from a homeowner for sending a notice of violation.

The Board discussed the "time limitation" nature of some violations. For example, trailers can be parked for up to 48 hours before it is considered a violation. If it is identified on a one-time drive through, it should not be automatically considered a violation unless a neighbor complains or it is verified on a subsequent drive through inspection. We do not require additional "follow-up" drive

through inspections for potential time limited violations, but we would like to refrain from identifying a potential violation as an actual violation unless there is some confirmation that the violation persisted past the allowed time.

**New Business:** The Board reviewed the desired project list.

Debbie asked that the Board develop a “Maintenance Budget” for items that are not Projects. These budgets should be developed for the next calendar year by each board member and cover each board member’s area of responsibility.

The Board spent time over the month prioritizing projects (via email) and Debbie worked to identify the “Top 10” projects as ranked in importance by each of the Board members. These top 10 projects had an estimated value of about \$9,950 total. Debbie believes we will have about \$14,700 available for projects this year, depending upon how much of the unpaid dues balance is collected this year. After additional review and re-ranking, the Board identified \$13,100 in project work expected to be done in 2019. These projects will be added to the 2019 budget draft and reviewed for Jan to generate a Quickbooks budget for 2019.

The 2020 calendar year budget needs to be developed in the fall of this year for submission and approval by the current Board prior to the end of this year.

The Board identified and agreed upon the need to present a Project Plan for the years 2021 through 2025 while preparing the 2020 Budget in order to address the known long term projects that need to be addressed in the future.

**Next Board Meeting:** The next meeting date will be August 20, 2019 at 6 PM at the Clubhouse.

**Meeting Adjourned:** The meeting was adjourned at 9:45 PM.

Respectfully submitted,  
Scott Hastings  
Secretary, Stonebrooke HOA