

Meeting minutes
Stonebrooke HOA Board
Special Board Meeting
May 21, 2019

Location: Stonebrooke Pool Clubhouse

Time: 6:00 PM – 9:30 PM

Call to Order:

Meeting was called to order at 6:02 PM by President, Harry Gordon.

Board members in attendance were: Harry Gordon, Wayne Allen, Debbie Mocnik, Nicole Greer, Michael Fellwock, and Scott Hastings. Jan Farrimond of The HOA Group was in attendance. Wade Richardson was unable to attend due to a scheduling conflict.

Review of Meeting Agenda:

The meeting agenda and minutes for the two prior meetings (April 9 and May 14) were distributed to all present, including guests. Harry stated that he would move item 12 on the agenda, "Bylaws and Covenants Manager's Report" to right after item 5 on the agenda, "President's Report" in order to address the guests concerns quickly so that they would not need to be present for the entire meeting if they did not want to.

Approval of Minutes:

Both sets of meeting minutes were reviewed and approved by the board.

Welcome of Guests:

Guests were welcomed, and asked to sign in. Guests in attendance were: Holly Upthegrove, Amber Stiggins, Sandra Scharf, Edward Obana, Pam Gordon, David Greer, Garrett Zelkind, and John Upthegrove.

President's Report:

Harry reported that the members of the all-volunteer board on average each worked between 15-20 hours over the previous week or so preparing for the meetings and to resolve issues for the benefit of the Stonebrooke community. He thanked the Board for their efforts.

The previous week, Harry sent an email, followed by Jan sending a letter to each Stonebrooke lot owner who was delinquent in dues.

Harry spoke about the current budget crisis and costs to maintain the grounds, ponds, pool, clubhouse, walking paths, bridges, fountains, and other amenities of Stonebrooke. Last year we spent about \$60,000 on projects, and this year we have only about \$7,000 for projects. We have delinquent dues of over \$14,000, and possibly as much as \$20,000.

Our goals for this year are to get homeowners dues current and paid in full and to get covenant violations under control.

Since the letters went out last week, we have had 2 homeowners pay their dues, fees, and interest and bring their accounts current.

Bylaws and Covenants Manager's Report:

Nichole Greer Discussed the process of putting the proper information into the filing of the Phase III covenant amendment in place with the City of Tulsa, which is in process. After a review of the signers of the Phase III covenant petition, it passed with over 75% of dues paying homeowners signing the petition.

The Phase II petition was three votes short of 75%, and two homeowners have brought their accounts current, leaving the petition only one vote short.

The Phase I petition was five votes short of the 75% needed to change the covenants.

After the discussion of the status of the petitions, Harry invited the guests to speak.

Sandra Scharf asked about the process of suspending voting rights. Harry explained that voting rights are suspended at every annual meeting of the HOA membership, as has been done for many years. The precedent set for voting at the annual meetings has been followed with regard to the signers of the petitions. The language in the bylaws (Specifically section 7.1(b)) addresses the right of the Board to do so. Sandra stated that notice should be prior to the meeting, not after, and should be delivered on an individual basis, not a general notice. Harry responded that this was done through mailings to those who were delinquent in March of this year. Sandra's opinion was that the process was not followed with regard to the petitions, and she did not feel it was done correctly.

Edward Obana stated that he was one of the individuals who received a letter and email, and he paid the amount due today. He called Jan to get the proper amount to pay. He did appreciate the notice, and said that he had received two letters (notices) this year.

Michael Fellwock said that this is why we sent out the notices, and Edward was a good example of how what the Board did effectively worked.

Holly Upthegrove said that she was in agreement with Sandra. She suggested we try to make the HOA meetings more welcoming, as it seems intimidating to her. She stated that she was not at the April HOA meeting.

Harry discussed the duties and responsibilities of the Board to act in the interests of the HOA members and abide by the covenants and bylaws. Certain things need to be brought to the membership (changes to bylaws and covenants) and other things were the responsibility of the Board to handle.

All guests were given an opportunity to comment on the issues, and after no other comments, we moved to the next report

Vice Presidents' and Grounds Manager's Report:

\$165 was spent to repair the electrical outlet for the sprinkler system, located on the covered bridge.

The Stonebrooke community work day is scheduled for June 15, Fathers Day weekend. There was some discussion on the timing, but it was not changed.

Grass mats may be needed along the shores of the creek area for erosion control.

Treasurer's Report:

Debbie handed out several items (attached), including the April 2019 Profit/Loss statement, the YTD P/L statement and the reconciliation detail. She also tabulated information from both Jeff Stava (the previous treasurer) and Jan Farrimond (the HOA Group) for last years operating expenses. She explained

some of the differences and noted the general agreement. From these numbers, Debbie removed the extraordinary items and forecast a 3% increase in most line items to create a draft operating budget. The draft operating budget had a surplus of only \$7,744.82 for projects.

Debbie also presented a breakdown of the “reserve fund” balance and the amounts spent and contributed in 2018 and 2019 year to date. She proposed moving an appropriate amount from the reserve account to the checking account and noted that we are depleting the reserve account, which really should be kept at about 1 year of operating expenses (roughly \$170,000 for 2019). After moving the money to the checking account, the reserve fund balance will be \$78,756.22.

Debbi presented a list of projects and estimated costs totaling \$217,150 that will likely need to be addressed in the next few years, some immediately and some further down the road or over a several year period. She asked each board member to review the list, add (or subtract) items of interest to them this week. We discussed the process of setting priorities for the projects. Debbie will send out a list of projects by May 31st, and each individual board member is to pick their highest priorities and send the information to Debbie before June 7th. Then we may set a meeting for the sole purpose of scheduling and budgeting for the desired projects. Scott suggested that we survey the membership at large of Stonebrook for their ideas on desired projects, and that was done a few years ago.

Dues collection was reviewed from 2009 forward. At one point in 2009, all accounts were current. 4 people who have not paid dues go back to 2011 in their delinquencies. Prior to 2009, liens were placed on homeowners, dues paid, and the liens were lifted. The current list of delinquent owners needs to be updated, and the amounts owed should be reviewed. Dues amounts have changed and interest and penalties should be properly compounded. One person owes 7 years of HOA dues (plus penalties and interest), one person owes 6 years of dues, one person owes 3 years of dues, and one person paid dues in 2019 but not in prior years. The amounts owed and homeowners names listed will be reviewed and cleaned up over the next month. Overall, dues collections have gone well this year.

Secretary’s Report:

Minutes for the two prior meetings were approved and published. “Published” in this case means posted to the Stonebrooke website and final copies sent to all Board members. No HOA business was conducted via email this month except arranging the meetings.

Social Committee Report:

The Easter event cost about \$475 and was well attended. The event went well, with a petting zoo and Easter egg hunt.

This Saturday (May 25th) there will be a “End of School Party” at the pool which will include an inflatable bounce house and free popsicles.

\$2500 was budgeted for the social committee events. Those who arrange the social events are generally very cost conscious.

Pool and Clubhouse Manager’s Report:

Wade was not able to be present, but he sent in his report via text. He had a total of \$45,000 in pool expenses and repairs previously approved, and they were completed for \$43,608.77, under budget by

\$1,391.23. A new Clubhouse cleaning crew was in place, and we are contracted with a new exterminator to save money.

The pool will open this Friday morning, May 24th.

Wade also sent in several questions regarding the budget, budgeting process, and upcoming projects that need to be done. His report and questions are attached.

Architectural Committee Report:

Nichole reported that one homeowner in Phase III with a pie-shaped lawn requested an exception to the tree requirement based on the shape of the lot. He currently has a tree in his front garden beds which needs to be replaced, but due to the small size and shape of his yard does not want to plant another tree that will dominate the yard. Based on her review of the yard shape and size, Nichole favors granting an exemption. The Board voted in favor of the exception and discussed documenting it for future reference. The home address is 616 W. 79th St.

Old Business:

The roles of the Board members was briefly discussed and the listing of duties was attached to the meeting agenda. There was no additional old business.

Issues from the HOA Group (Jan Farrimond):

Jan stated that because the tree planting season is coming to an end, she was going to suspend violation notices based on trees. Harry did not agree that that was appropriate. We discussed the need for a written procedure to appeal or discuss violation notices, and setting appropriate penalties and time periods to appeal or cure the violations. We also discussed the need for a monthly written report of current violations, status, new violation types and status, and newly made corrections to violations. Harry would like to see a regular written report from the HOA Group sent to the Board before each meeting of the Board.

Nichole agreed to write a draft procedure for responding to or challenging a notice of violation. Michael Fellwock requested a copy of the standard letter that is sent out for violations. Following his request, there was a discussion of the need for Board members to see these communications and the understanding that each person on the Board should be trusted to do their job appropriately without need for review by other Board members. This needs to be balanced by the fact that each Board member represents the Board as a whole, and should be in tune with how and what the Board communicates to Stonebrooke homeowners. The request for general information was considered a reasonable request, but there is no need for every communication to be put before the whole Board.

Next Board Meeting:

The next Board meeting is scheduled for June 26th, 2019 at 6 PM at the Clubhouse.

Meeting adjourned:

The meeting was adjourned at 9:15 PM

Respectfully submitted,
Scott Hastings
Secretary, Stonebrooke HOA