

Meeting minutes  
StoneBrooke HOA Board  
November 5, 2019 Meeting

Location: Stonebrooke Pool Clubhouse

Time: 6:00 PM – 8:30 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, Michael Fellwock, Wade Richardson, Scott Hastings, and Nicole Greer. All Board members were present for this meeting.

**Review of the Meeting Agenda:** The meeting agenda was reviewed accepted without modification.

**Approval of Minutes:** The meeting minutes for the October 15<sup>th</sup> meeting were reviewed and approved without comments.

**Welcome of Guests:** No guests were present at his meeting.

**Officer's Reports and Old Business:** This meeting was called primarily for the purpose of reviewing Board actions required by the death of Jan Farrimond and the pending dissolution of the HOA Group, the HOA management company that Stonebrooke HOA had contracted with for certain services. For that reason, we were combining all officers reports into a single, abbreviated agenda item.

Wayne Allen reported that trees were trimmed in the common areas except the trees behind one house. The tree trimming behind that house was stopped when a neighbor requested that they not trim those trees until the property owner was home.

Old Business: Nichole reported that we are still waiting to learn of the employer's response to the garnishment and judgement. Once the employer responds through the courts, we will know the frequency and amount of payments we will receive due to the awarded judgement.

**New Business:**

Update on communication between the Board and the HOA group: Christie, Jan's bookkeeper, was asked if she could continue to help keep things going during the transition to a new HOA management company. It does not seem likely. Debbie will set up a meeting with Christie to clarify and gather information from her. We will probably get a flash drive from Christie with all of our information on it, including the Quickbooks files and the names and addresses of all of the homeowners.

We will need to have a resolution in the HOA Board meeting minutes to remove Jan's name from the bank account. This is one of the requirements the bank has before they can remove anyone's name from the account.

A motion was made, seconded, and approved unanimously to remove Jan Farrimond from the Bancfirst bank account and have Debbie handle finalizing this transaction.

For the time being, Debbie will handle any Mortgage company inquiries regarding whether a homeowner is current or delinquent on HOA dues at the time of a sale.

Wayne will pursue getting in touch with the insurance agent that quoted the Directors and Officers (D&O) insurance policy that was significantly less expensive than our current insurance coverage and getting that in place by December 1<sup>st</sup> of this year.

The Board spent time reviewing each of the “To Dos” needed because of Jan’s death and the pending dissolution of the HOA Group. WE also spent time discussing the alternatives available to us moving forward, including:

1. The Board assuming responsibilities currently contracted to the HOA Group.
2. Assuming some of the duties and hiring someone to handle the financial transactions and financial reporting of the Stonebrooke HOA
3. Implementing a short-term agreement for a transitional period and seeking a longer term contract with an HOA management company.
4. Executing a longer term contract with an HOA management company.

After a fair amount of discussion of the options, a motion was made to appoint three people to identify qualified HOA management companies, negotiate and execute a long-term full service contract, with a termination clause, with a new HOA management company. The motion was seconded and approved unanimously on a voice vote. The persons appointed were Wayne Allen, Harry Gordon, and Nichole Greer with Nichole serving as the committee chair.

The Board then began a review of the “5 year plan working document (updated 10/30)” that was prepared by Debbie with input from the Board. We reviewed the expected escalation in operating costs over the next 5 years. There was plenty of discussions about the target amount needed in the reserve fund. There was discussion of the need for and amount of any potential dues increase. The board discussed the need to have a reserve fund and the level of funding needed for the reserve fund. One goal discussed was to keep one year’s operating expenses in the reserve fund, which would amount to about \$200,000. The five year plan looked at ways to increase the reserve fund to that amount within five years, or increase the reserve fund to a lesser amount within five years.

After much discussion, a motion was made, seconded, and approved to increase the level of the HOA dues for 2020 from \$625 per lot to \$650 per lot.

Nichole stated that she was still working to develop a plan for assessing fines for covenant violations and systems for notification and appeal of the fines.

Scott pointed out that one property owner had run 4” green sewer pipe across the end of one of the walking paths and placed yellow tape to block off the path. This is unsightly and an encroachment on the common areas that is in violation of the covenants. Harry said that he would talk to the individual privately about this violation.

**Meeting Adjourned:** The meeting was adjourned at 8:30 PM.

Respectfully submitted,  
Scott Hastings  
Secretary, Stonebrooke HOA