

Annual Meeting minutes
StoneBrooke HOA
Tuesday, June 23, 2020

Location: Tulsa Hills Church of the Nazarene

Time: 7:00 PM – 9:00 PM

Call to Order: Meeting was called to order at 7:06 PM by President, Harry Gordon. Board members in attendance were: Harry Gordon, Debbie Mocnik, Michael Fellwock, Wade Richardson, and Scott Hastings. Nicole Greer and Wayne Allen were not present for this meeting. Colby and Curtis Henley with Green Country HOA Management, LLC were also present for the meeting.

Meeting Agenda and Board Member Ballots: The meeting agenda and ballot for the upcoming term Board members were distributed as HOA members signed in to the meeting and their membership was verified as current/paid for the 2020 year.

Introduction of the Current HOA Board Members: Harry Gordon introduced the Board members who were present for the annual meeting, and summarized the contributions and roles of the Board members currently serving.

Introduction of Advisors and Special Contributors: Harry introduced several people who have contributed to the actions of the HOA, but are not HOA Board members, including:

Curtis and Colby Henley of Green Country HOA Management LLC

MK Edwards, Clubhouse Reservation Manager

Bruce Gardner, Grounds Consultant and Handyman

and Previous HOA Board members who were present

Determination of Quorum: Scott Hastings, the HOA Board Secretary, Announced that 37 households were physically present at the meeting and 61 household were represented by proxy. For a quorum, 10% (or 29) HOA members had to be present. As a result, a quorum was present at the meeting.

President's Report: Harry gave his report to the membership, which highlighted the accomplishments of this year's HOA Board and the changes and improvements made over the year. These accomplishments included addressing a major erosion issue, modifying bylaws to allow for basketball goals, stocking the ponds with fish, and painting the clubhouse. He discussed the changes in the neighborhood since he was first elected to the board eight years ago, including the sound financial footing the HOA had, the issues that had been addressed, and the relationship built with the City of Tulsa to resolve some of the stormwater drainage issues. Harry also spoke of some of the challenges going forward, including aging facilities and structures. He discussed a study of the anticipated costs that will need to be covered in the future, and the planning that will need to be done in order to meet those costs.

Vice-President & Grounds Manager's Report: Wayne was not present for the meeting and the Vice-President's report was provided by the President, Harry Gordon. He discussed the ongoing maintenance issues with the pond fountains, the removal of several fallen trees, and the major erosion issue that the City of Tulsa agreed to mitigate with large rip rap erosion control measures.

Treasurer's Report: Debbie Mocnik gave the treasurer's report. This included the current cash position of the HOA, the budget for this year, and the five-year spending plan that was developed during the year. Copies of these documents were made available at the back of the meeting room and distributed at the start of the meeting. These documents are also available on the Stonebrooke web page.

Secretary's Report: Scott Hastings gave the Secretary's report. He stated that the meeting minutes are made available on the Stonebrook web site, and discussed the process of meetings, meeting minutes, and business conducted since the last meeting minutes were published. These activities included the decision to postpone the annual meeting and set the new meeting date, a decision on what system to install to upgrade pool and clubhouse access (the originally approved system was to be obsolete soon), and the decision to have a phased opening of the pool and clubhouse that paralleled the City of Tulsa phased reversal of the lockdown. Most of this business is conducted by email, with one web video conference meeting to address the issues. When issues are addressed between the regular meetings, the information and decisions are captured in the following meeting's minutes.

Scott discussed the fact that "Facebook" is not an official Board Communication tool but is sometimes used in addition to the formal channels of communication in order to improve awareness of actions taken and decisions made by the Board. Currently the Board officially communicates to the HOA members via the web page, mailings, and email, with mailings as the primary way to communicate official information and email as the secondary method. Emails are not used for anything except official communications and are never released outside the HOA.

Website and Social Committee Report: Debbie reported on the activities of the Social Committee. The main neighborhood social activities included Easter Egg Hunt, which was unusual due to the COVID lockdown, stocking the ponds with fish, food and sno-cone trucks that have been brought to the neighborhood, pool night, Halloween activities including a fire-truck parade through the neighborhood, and Pics with Santa. Social events are very important for meeting neighbors and are much appreciated in the neighborhood. They are generally arranged by volunteers at very little cost and we are always looking for great ideas and the people to make them happen.

Pool and Clubhouse Manager's Report: Wade Richardson presented this report. Last year he addressed several challenges, including the pool resurfacing, painting the clubhouse, buying new pool furniture, buying new furniture for the clubhouse, and installing wi-fi and remote access capabilities for the pool and the clubhouse. We also faced the unique challenge of planning during lockdown for the reopening of the pool this summer. A new Cox phone line had to be installed for the emergency phone at the pool, and internet/wifi was installed at the same time as the phone line was installed.

Member at large report: Michael Fellwock gave a report on his experiences on the board for the prior year and plans for the upcoming year, which included more social activities and better ways to communicate with the membership.

Green Country HOA Management LLC Report: Curtis discussed the role of Green Country and provided contact information for the members of Stonebrooke HOA. Green country should be the first call made by HOA members to report an issue with the common areas, request a pool card, or any other issues that come up. Green Country will handle issues together with the HOA Board, and make sure the appropriate people are contacted.

Old Business: Last year's annual meeting vote approved the power of the HOA Board to levy fines for covenant violations. The Board has been working on a process for assessing any fines, include processes for notification, remedy, and appeals, as well as a schedule of appropriate fines for common violations of the covenants. This was not completed this year, and will be carried into 2020 for the HOA Board to address.

New Business: Dues payment policy and schedule was discussed, as well as the process for notification and liens on delinquent payments. This process has successfully been put in place, and both the number and amount of delinquent dues has been dramatically reduced over the past year.

Questions: Harry opened the floor for questions from the HOA membership, and answered a few questions regarding upcoming construction and the role of the City of Tulsa in addressing stormwater issues as well as the potential for installing an entrance structure on Guthrie when that road is opened up to the north.

Nomination and Election of the new Board Members: Scott Hastings introduced the slate of candidates for the 2020 HOA Board of Directors, and introduced each candidate that was present, allowing them to give a short introduction and offering the membership an opportunity to ask questions of each candidate. Once the candidates had all been introduced, the last ballots were collected. These ballots were counted as received and the final vote count was announced after the Annual meeting had adjourned.

Meeting Adjourned: The meeting was adjourned at 9:00 PM.

Respectfully submitted,
Scott Hastings
Secretary, Stonebrooke HOA