

faMeeting minutes
StoneBrooke HOA Board
February 4, 2020 Meeting

Location: Stonebrooke Pool Clubhouse

Time: 6:00 PM – 9:00 PM

Call to Order: Meeting was called to order at 6:00 PM by President, Harry Gordon. Board members in attendance were: Harry Gordon, Wayne Allen, Debbie Mocnik, Michael Fellwock, Wade Richardson, and Scott Hastings. Nicole Greer was not present for this meeting due to a scheduling conflict. Curtis Henley with Green Country HOA Management, LLC was also present for the meeting. There were two guests present at his meeting, Bruce Gardner and Kary Cummins.

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

Welcome of Guests: The guests were welcomed and asked about the topics or concerns they would like to discuss at the meeting, with the intent of covering those topics early in the meeting so the guests could choose to stay through the entire meeting or leave after their topics were discussed. Kary Cummins had a question regarding the enforcement of covenant violations and the process of enforcing (and list of) penalties as was referenced at the 2019 annual meeting. Harry explained that the board was developing this process and the list of penalties. The process was impacted by the death of the owner and shutdown of the previous HOA Management company, which required our immediate attention. The previous HOA Management company made covenant violation “drive throughs”, but the board was not satisfied with their inspections and inspection reports. As a result, we decided not to include the inspections in the initial contract with Green Country HOA Management. Currently inspections are made by the board members and residents, and any reported violations are addressed through Green Country sending out violation letters. This process may change once the penalty portion of the process is put in place.

Approval of Minutes: The meeting minutes for the January 14th meeting were distributed to all Board members and guests. These were reviewed and a request was made to add the guests’ names to the meeting minutes. We reviewed and accepted the other changes made since the draft version of the meeting minutes. They were then approved as noted (the addition of the names of the guests).

President’s report: Harry asked at the last meeting about the petition to install a disc golf course. He requested the meeting minutes included comments regarding the petition. He had checked with several people, including Glen Mulready, Jeff Stava, and three of the mothers who were involved in circulating the petition. The initial draft of the meeting minutes did not include this information. It was important to note that the board was responding to residents who desired the addition of the disc golf course.

There was some concern expressed that since this was an amenity requested by many residents, any thoughts regarding removal or modification of the disc golf course should also seek input from and consider the needs of the residents who favor the disc golf course.

Harry had attended City Counselor Jeanie Cue's public meeting regarding the update of the interchange of I-44 and US-75. At the meeting he took the opportunity to speak with her about the Hagar Creek issues that we continue to experience in Stonebrooke every time it rains.

Vice Presidents/Grounds report: Wayne passed out copies of his notes regarding the stone retaining wall issue. We reviewed the notes and the timeline of events regarding the creek erosion issues. We reviewed the three potential solutions listed in the notes.

1. Gabion Baskets, made of wire mesh and filled with river rock, could be put against the creek bank with a 10-20 year expected life and a cost estimated between \$50,000 and \$70,000. This cost would include the design, installation, and materials required for this solution. A more permanent solution would require that we work with FEMA to move the channel of the Creek away from the retaining wall.
2. Mr. Keller, one of the people who inspected the wall with Wayne, proposed an "A-Jacks" solution to the problem. This involves putting interlocking concrete "jack shapes" that are about 2' x 2' along the bank of the creek to address erosion. The materials estimate was \$18,000 for the "jacks" with labor being a larger portion of the cost for this. The estimated total cost for this would be around \$50,000 as well. These would lay in at about a 30 degree angle and possibly intrude upon the creek bed. They would look like concrete jacks.
3. The third solution involves getting the City of Tulsa to place "rip-rap" (rough stones) along the creek bank. This would likely have no additional cost to StoneBrooke, but would have a life of 2 to 5 years before something more needed to be done. The city engineer has not responded to any of Wayne's phone calls since January 16th. Brooke Caviness is the Lead Engineer for the City of Tulsa Stormwater Management department. At this point, Wayne feels comfortable trying to get a solution within the next 60-90 days, before the spring rains. The next step is getting a face-to-face meeting with Terry Ball at the City of Tulsa. After that, it may be necessary to get Jeanie Cue involved in getting the City of Tulsa to do something.

Bruce expressed concern about the runoff from the properties above the wall going over the top of the wall. Mike Logan (a resident and retired hydrologist) looked at the wall with Wayne, and if he were to write a letter to the homeowners above the wall it may help with the runoff issue. Lots 19 and 20 are the lots with the worst problems that need to be dealt with.

Wayne said this was a secondary consideration, and his primary concern was the creek eroding the subsoil below the rock wall.

Wayne also pointed out the sidewalk east of Houston on 81st street has some large voids under it that need to be filled in. These two large voids may take up to a truckload of dirt to fill. A motion was made to spend up to \$1,000 to get the dirt and labor to fill the holes, with Curtis providing the labor and subcontractor coordination required to get the job done.

Wade pointed out that the sidewalk was on City property, and even though StoneBrooke had to pay to put the sidewalk in when the neighborhood was developed, the City of Tulsa is responsible for the maintenance of the sidewalk. Wade asked Curtis to call the city of Tulsa Action Line (3-1-1) and see if they would take care of it at no cost to the HOA. Curtis said he would contact the city, and Wayne withdrew the motion to fund any repairs.

Treasurer's Report: Debbie stated that the month-end financials are generally completed by the 10th of the month, and the financial reports will be sent out by email when they are completed.

The reserve fund balance is \$147,000. The Treasury account is being used for keeping most of the money since it is an interest-bearing account; roughly \$20,000 will be maintained in the checking account to cover one to two months' operating expenses. Debbie and Colby will monitor the checking account balance and will make transfers between the two accounts as necessary. Interest earned in January was \$190.

34 homeowners have not yet paid their dues for 2020 (total: \$22,100). Invoices, including the \$50 late fee on the unpaid balance, will be mailed to all unpaid homeowners on February 15th. In accordance with the bylaws, those who have not paid dues (including late fees and interest due) by the April annual meeting will not be allowed to vote at the annual meeting.

Posting a reminder on Facebook about dues was discussed, and it was decided not to post for two reasons: First, almost 90% of homeowners have paid dues on time, and late dues communications should be targeted to those who have not yet paid, and second, Facebook is not for formal communication from the StoneBrooke HOA.

Secretary's Report: The meeting minutes will be amended as discussed and posted to the website. Once they have been posted, the Secretary will put a notice on Facebook that meeting minutes have been posted.

Social Committee Report: The next social committee event is Easter. Other than that, there was nothing to report.

Pool and Clubhouses Manager's Report: Prior to making a report, Wade asked that we address the moratorium on discretionary spending that was put in place at the previous meeting. Wayne was asked for his input regarding the costs to repair the rock wall, and he expressed that he feels much better now that we have two alternative solutions that are both under \$100,000 for repairs to the rock wall. This means an assessment is not likely to be needed to repair the rock wall. Other discretionary spending currently on hold includes rebuilding the motor for the fountain on pond #4, safety fencing around the culverts, mulch, and repairs to benches. A motion was made to lift the moratorium on all budgeted discretionary spending. The motion was seconded and passed.

Wade then discussed the proposed pool and clubhouse access systems. The recommended system from Patriot does not require an annual fee, provides remote locking and unlocking of the clubhouse and the pool, and can identify each individual card used to open the pool gate or clubhouse. This would allow the HOA to block access for members who have not paid dues, and eliminate most unauthorized access to the pool and clubhouse (fence jumpers may always be a problem). This recommended system will cost about \$3,800 total, and can be installed after Cox cable runs their line to the clubhouse, which will be in about 3-4 weeks. Wade will proceed with this solution once the Cox Cable installation is completed.

Wade made a motion for Green Country to spend up to \$500 for two additional tables and twelve additional chairs for use in the clubhouse. The motion was seconded and passed.

Wade also stated that the City of Tulsa will not install additional lights near the covered bridge, but they will install a light on Houston Ct., across from Wayne's house where the residents have requested one. The case number for the installation of this light is #311-467-805.

Architectural Committee Report: Nothing to report.

Bylaws and Covenants Managers Report: Nothing to report. Kudos to Nichole for researching and discovering language in the covenants regarding ownership of, and responsibilities for the maintenance of the rock retaining wall (see Wayne's notes). She also requested and received the rock wall installation drawings from the City of Tulsa.

Old Business: The Directors' and Officers' (D&O) insurance rider should be in place shortly. Curtis will follow up on the insurance rider.

New Business:

Harry asked for an update on the meeting with the residents who had expressed concerns about the disc golf course, and Wade had no progress to report. He stated that he had reached out to the residents that were present at the last meeting but had not heard back from them.

Debbie presented a Reserve fund study proposal that she had emailed to the board members. This company out of Texas provides a 30-year study of anticipated maintenance, operations, and replacement costs for HOAs. This study is based on the assets and the age and condition of the assets that the HOAs maintain. Coupled with the operating costs, this provides a logical researched method to set the annual dues and potentially prepare for any possible assessments needed. It provides targets for the reserve fund. Green Country HOA Management Company stated that they have four neighborhoods that have used this service. All four neighborhoods have used the reports, but they typically do not have them redone after the initial report. This study can be used to take the guesswork out of managing the reserve fund and the dues requirements. Harry asked which of the neighborhoods most closely parallel Stonebrooke, and Curtis stated that there is no direct comparison. Some neighborhoods have over 400 homes and the same amenities, some are the same size but with older amenities. There is not a "rule of thumb" for the reserve fund size that is needed. Debbie said she was presenting the information for possible future consideration, but was not making a motion at this time. She simply recommended that the board read and become familiar with the proposal.

Preparations for the Annual meeting are being made. The Church was reserved after the last meeting, and a 15 day notice to members is required prior to the meeting. The notice should include the information about the meeting as well as the proxy form which can be used by those not able to attend the meeting. Harry will provide the meeting agenda and a letter to the membership. The Biographies of the nominees for the Board should also be included in the mailing. These items will be mailed out by Green Country HOA in March, and Green Country will also prepare the ballots. Debbie and Wayne will place the meeting announcement signs at the neighborhood entrances in March. Sally Mulready generously provides the cookies and bottled water for the meeting. All preparations are under way at this point.

The nominating committee consists of Michael Fellwock and Scott Hastings, and another member will be added from the HOA membership. As of this meeting, there are no nominees to announce. The nominating committee would love to have any suggestions for potential board members.

Next meeting: The timing for the next meeting was discussed, and the board decided that they did not need to meet again before the Annual Meeting. The Board will probably have a brief meeting after the close of the annual meeting.

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

Respectfully submitted,
Scott Hastings
Secretary, Stonebrooke HOA