

# StoneBrooke HOA Board Meeting Minutes

## January 12, 2021

**Call to Order 6:33pm:** *Meeting conducted via Zoom due to Covid precautions*

**Board members present:** *Chris Major, Debbie Mocnik, KaDe Buxton, Michael Fellwock, Scott Hastings, Wade Richardson*

**Contractors:** *Curtis Henley w/Green Country HOA*

**Guest topics & allocation into meeting:** *none*

### **Officer Reports:**

#### President (Wade Richardson)

- Wade obtained a one year Zoom License for the HOA Board @ a cost of \$120
  - Allows resident participation in virtual board meetings
  - Debbie updated the January meeting notification on the HOA website accordingly
- The Board needs to utilize Green Country to provide heavy lifting for projects, with board members providing neighborhood oversight & direction. This ensures our "to-do" items maintain traction, and the neighborhood is benefiting from our Green Country contract

Vice President (Scott Hastings): No report

#### Treasurer (Debbie Mocnik)

- 2020 Financial Recap:
  - Ultimately we ended 2020 on budget (Budget = \$183,223, Expenses = \$181,401.)
  - 99% of 2020 dues have been collected, and ALL delinquent dues from prior years have been collected. These collections amounted to an additional \$7,000 added to our bottom line. (Credit Green Country HOA for this success.)
  - Debbie noted that we ended 2020 with an excess of between \$10,000 - \$15,000 (This amount may increase slightly after she has a chance to further review the year-end financials). Debbie made a motion, 2nd by KaDe Buxton, to transfer \$10,000 to the Reserve Fund. Motion passed
- 2021:
  - As noted in the November minutes, 2021 dues will remain at \$650 per annum
  - 2021 dues are due January 15. Debbie will update the board at the February board meeting
  - Brick wall repairs bids are currently exceeding budget amount. Green Country is soliciting additional bids.

#### Secretary (Michael Fellwock)

- Issued October & November minutes for posting to the Website
- The Tulsa County Assessor's office reached out to offer a video conference call with SB homeowners to discuss how their Property Taxes are calculated & distributed. Their January schedule is full, and they will reach back out for February dates to schedule. Michael coordinating with Green Country for communicating to the neighborhood once a date is set

### **Chair Reports:**

#### SWAT / Security / Alert Neighbors Coordinator (Michael Fellwock)

- SWAT
  - Reviewed Lawnovations contract compared to SWAT opportunities. No action at this time
  - Volunteer efforts have been stagnated due to Covid concerns. Potentially gearing back up in 2021

- Alert Neighbors: Overall reports in the neighborhood seem to be down this year w/credit given to homeowners for being more diligent in installing security cameras, keeping carriage / porch lights on at night, having secure mailboxes, and partnering with neighbors to watch for packages when traveling, etc

Pool / Clubhouse / Playground / Basketball / Disc Golf Course Manager (Chris Major)

- Reviewed 2020 Pool & Clubhouse usage report for determination of extended pool season
- There have been some issues with residents not cleaning up the clubhouse after their use. Chris placing a Public Service Announcement on FB reminding residents of their responsibility, along with subsequent fines or denial of future access for failure to clean-up. Green Country HOA is following up with the specific residents via a written letter reminding them of their obligation
- Janitorial services for the clubhouse have been reduced to monthly. Will re-assess in the Spring
- A homeowner recently donated 2 basketball nets for installation at the basketball court (they've since been installed)

Grounds (Ownership varies)

- Reserve Analysis update – **Debbie**
  - At length discussions have been held with Debbie, Wade, Chris and Green Country regarding the previously approved budget item to complete a full review of Stonebrooke assets to develop a master plan for life expectancy of buildings, equipment. This master plan includes a maintenance schedule & recommended cash reserve over a 30 year period
  - Of the three firms providing bids "Lone Star" is recommended based on fees and content of their report. Their bid for the service is \$3.900 (10% over budget) and they can start in February with a completed report available at the Annual Meeting in April. Debbie Mocnik motioned to accept Lone Star's bid, Chris Major 2nd. Motion passed
  - Green Country, Chris, and Wade will meet with Lone Star when they are here to walk the property
  - An e-mail from the board to the neighborhood regarding this study will be issued prior to the annual meeting
- Ponds / Fountains – **Debbie**
  - Pond two fountain was recently repaired (under warranty), and pond four fountain is awaiting repairs
  - Continued issue with bags from Tulsa Hills blocking the fountain motors. Chris & Wade coordinating with Clint Briggs on installation of a mesh fence to aid in the control of this issue
- Fall workday cancelled due to Covid. **Chris** assessing revised date (late spring early summer 2021)
- Sink hole adjacent to sidewalk at east end of 81st. **Green Country** working with CoT & Lawnovations, and believe the issues is fixed
- **Green Country** is coordinating the following approved 2021 budget & 5-year plan action items
  - Brick Wall repair quotes
  - Quotes for Structural assessment of all three pedestrian bridges
  - Quotes for assessment (structural / wood rot, etc) of covered bridge
  - Quotes for Structural assessment of clubhouse & restrooms
  - Quotes for Pool Deck resurfacing
  - Annual mulching of landscape areas
  - Annual refresh of landscape areas (dead plants, etc)

Bylaws / Covenants Manger (KaDe Buxton)

- Working on drafting violation fees for bylaw infractions. Anticipated draft at next meeting for discussion

Architectural Committee Liaison (KaDe Buxton)

- Homeowner approved construction projections are being completed without issues.

Social Committee Chair (Michael Fellwock)

- Pics with Santa: Due to a last-minute case of Covid, Santa had to cancel, and Michael & Betsy (Fellwock) found a new Santa. Due to Covid concerns, the venue differed from past years, however the event went on as scheduled without a hitch. Thanks to Pam Gordon & Beverly Allen for continuing this neighborhood tradition
- Easter egg hunt tentatively scheduled for April 4 (Micheal following up with past coordinator Anna Rath)
- Potential for a pool opening party in May (pending Covid)

Website Manager (Debbie Mocnik)

- Posted October & November minutes & Financials to the HOA website

Green Country Report:

- Reviewed December mgmt report
- Need to finalize 2021 Pool maintenance contract with Chris
- Assess clubhouse / restroom cleaning & Covid sanitizing schedule through pool opening in May
- Consecutive recurring Clubhouse reservations:
  - Green Country requested the board review the standing policy on the HOA website regarding recurring clubhouse reservations. The current policy states recurring reservations are not allowed. However various residents have requested recurring reservations
  - After much discussion President Wade Richardson made a motion for the following revision to the Clubhouse reservation policy: *“Stonebrooke Clubhouse can be reserved for up to 3 reoccurring dates with the exception of May, June, July and August, which do not allow for any reoccurring reservations.”* Chris Major 2nd. Motion passed. Debbie will revise the language on the HOA site
- Holiday lights are scheduled for removal. In the interim Curtis has turned off all timers

**Old Business:** na

**New Business:**

- 2021 Annual meeting & board member nominations
  - Nominating committee: Debbie Mocnik & KaDe Buxton
  - Board must have four to seven members
  - To aid in Debbie & KaDe’s search, current board members are requested to notify Debbie & KaDe of their intentions for 2021 prior to the February meeting
  - Green Country reserving church for meeting, and acquiring snacks (bottled water & cookies)
  - Green country issuing USPS notification to residents 30 days prior to the meeting - with notice of time & place of annual meeting, and a list of board nominees & accompanying biographies. Wade following up with neighborhood e-mail & FB post
- Disc Golf Course
  - Due to ongoing resident concerns & potential litigation to the board, Wade made the following motion to reduce the overall Disc Golf course. *“Remove holes closest to residents & covered bridge parking area (holes 6-9) and the large course map. Holes one through five - which are away from homes & out of view from the covered bridge, will remain for resident use”*
  - After much discussion the motion was seconded by KaDe, and the motion passed
  - The removed baskets will be donated to the Tulsa Youth Ranch, and T-posts returned to Bruce Gardner (KaDe coordinating removal & donation)

**Next Meeting:** Virtual meeting via Zoom 6:30pm Tuesday, Feb 9 (Wade issuing meeting request)

**Adjourned:** 8:48pm

**Submitted:** Michael Fellwock, Secretary