

# Aug 4, 2020 – Minutes

## StoneBrooke HOA Board Meeting

August 4, 2020

7pm – Clubhouse

### Call to order: 7:05 PM

- **Board members present:** Debbie Mocnik, Wade Richardson, Scott Hasting, Michael Fellwock, KaDe Buxton, Chris Major & Clint Briggs (call in)
- **Contractors:** *Colby & Curtis Henley w/ Green Country HOA*
- **Meeting format & objectives:** 2-hour maximum time allotment per meeting, keeping with the agenda. Items not covered due time constraints will push to the next meeting's agenda

### Guest topics & allocation into meeting (*no guests in attendance*)

**Executive Session:** Board met in executive session for approximately 5 minutes. Item resolved

### Officer reports:

#### President (Wade Richardson)

- Previous month's actions
  - Met with past president Harry Gordon and received collection of previous board meeting minutes for archiving.
  - Met with Reserve president, Kevia Buckley
  - Coordination with new board members regarding areas of reasonability and involvement.
  - "Letter from the President" posted on SB website – including added links to aid in navigating the website "en masse".
  - Finalization & posting of Annual board meeting minutes & subsequent "election of officers" meeting minutes.
  - Pool Equip storage area clean-up
  - Replaced pool life preservers
  - Pool Poop PSA on FB-toddler accident in pool that required closing for the evening and an additional shocking by pool maintenance company
  - Curb repair PSA on FB- encouraged residents to contact City of Tulsa 3-1-1 for replacement of damaged curbs in front of their homes throughout StoneBrooke

#### Vice President (Scott Hastings)

- Previous month's actions
  - Transition meeting with predecessor-Nothing to report
  - Previous month's actions-Completion of Annual Meeting minutes.
  - Status of remaining minutes from previous board (Covid, pond stocking, and remote access cost adjustment)-in progress with past board

- Other-Proposed transfer of StoneBrooke HOA's Agent of Record from Barber & Barts to Green Country. Withdrawn based on further discussion from board

#### Treasurer (Debbie Mocnik)

- Previous month's actions
  - Emailed June's P & L although no completion of July's figures at the date of meeting. Discussion about whether to move board meetings till after the 10th of the month to allow Green Country HOA Mgmt the time to complete financials or keep a first Tuesday of the month date and be one month behind. Decision made to maintain the September meeting on the first Tuesday, with ensuing meetings on the second Tuesday.
  - Review June's budget / P & L
    - Normal costs for month except the additional expense of cleaning of the restrooms & clubhouse due to Covid19
    - All delinquent HOA Dues prior to 2020 have been collected, with four lot owners behind for 2020. Green Country HOA is following Stonebrooke's dues payment policy, regarding collection of past dues on these four lots
    - Debbie stated that the ponds were expected to be overbudget due to pump repairs
  - Other-As requested by the previous board, Bruce Gardner submitted invoices for material expenses on projects he has completed around the neighborhood from 2018 thru July 2020. Motion was made, seconded, and approved to pay said invoices totaling \$5,116.22. Expenses will be coded to both "pool & clubhouse" and "Grounds". Wade Richardson advised going forward Green Country & the Grounds Manager will work to ensure materials are purchased by the board, or reimbursed on a regular (monthly) basis.

#### Secretary (Michael Fellwock)

- Previous month's actions (previous Secretary took care of Annual Meeting's minutes)
- Transition meeting with predecessor (no formal meeting just suggestions and format)
- Spoke with new President on formatting, presented the Organization of the Boards Officers & Managers votes to the President

#### **Chair / Consultant Reports:**

##### Green Country HOA (Curtis / Colby Henley - Consultants)

- Previous month's actions
  - Insurance clarification for clean-up days, Volunteers / SWAT, Contractors / etc. Further review needed prior to upcoming workday
  - Recommended drive thru of the neighborhood for suggestions and covenant violations based on their experience with other neighborhoods and the Bylaws & Covenants of Stonebrooke. This would allow a baseline for this board and allow new board members to become aware of issues in the neighborhood. The nominal fee of the onetime report is \$85 and was agreed Green Country would proceed accordingly. Based on results, the board may revisit quarterly (or other) drive-thru's

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

- Previous month's actions
  - Transition meeting with predecessor-None as I have previous been made aware of the basic operation of the security cameras last year.
  - Garage doors left open on Thursday nights after 10:30pm for trash/recycling night.
  - One instance of trucks driving thru after 2am by a homeowner and another reporting theft of tools in a truck. Would like to hold another neighborhood Safety & Security Meeting at the clubhouse similar to the one initially held when Michael Fellwock assumed the Alert Neighbor Coordinator position. Due to Covid19 maybe either a small group with several meeting times or a video posted on the Facebook page.

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

- Previous month's actions
  - Transition meeting with predecessor-Chris Major and Wade Richardson met and discussed the pool and Clubhouse. Chris is looking into options to move forward with a clubhouse floor refreshment.
  - Worked with American Trash for corrected pick up days.
  - Chris recommended installation of a "Nest" remote access thermostat for the clubhouse to assist with scheduled clubhouse use. in the days following the meeting, Chris identified a system that will work with the clubhouse HVAC system & wiring. Chris motion (made via e-mail to the board) to purchase the unit for \$169.99 + tax was approved, and Chris installed the unit himself (without cost to StoneBrooke)
  - Discussed AC service call fees. Curtis from GC HOA recommended pursuing an annual maintenance agreement as opposed to one-off service calls at random. Further assessment pending

### Bylaws / Covenants Manger (KaDe Buxton)

- Previous month's actions-None new to board
  - Transition meeting with predecessor: na due to predecessor's moving from StoneBrooke.
  - Researching average violation fees of other HOAs with Scott Hastings & GC HOA, making a future recommendation of the same

### Architectural Committee Liaison (KaDe Buxton)

- Previous month's actions
  - Transition meeting with predecessor-na...predecessor moved from neighborhood prior to elections
  - Reviews
    - 678 W 77th - Pool installation approval
    - 422 W 78th – miscellaneous items
    - 7721 Galveston - Outdoor patio timeline
    - 502 W 77th Pl - Retaining wall approval
    - 7851 S Houston Ct – Pool installation approval
  - When submitting requests for approval from ARC, KaDe emphasizes the need for correct permitting (if required) and the use of licensed, bonded and insured tradesman and companies when doing work on their property as the outcomes can impact adjacent homeowners
  - Due to the transition of board members, and convolution of working within Covid restrictions, the aforementioned items were handled between KaDe, and Wade (President) outside of our standard

practice with Green Country. KaDe is transferring that documentation to Green Country for record keeping

#### Social Committee Chair (Michael Fellwock)

- Previous month's actions
  - Transition meeting with predecessor-none yet, future meeting with all event stakeholders
  - Previous Committee Chair helped organize the Garage Sale's evening Social Distancing Gathering with Sally Mulready at the clubhouse with music provided by homeowner John Upthegrove.
  - Upcoming events-expressed concern about any board assisted organization of a "back to school or end of the summer" events due to COVID. Assuming Halloween would presume along with the Pics with Santa with a possible appointment time system
  - Need to get a clubhouse meeting with all of the current event organizers along with any other homeowners that would like to discuss future events and create a larger group that can assist on various events throughout the year across the 4 phases.
  - Possible coordination with a fall clean up date to have a fall festival between Halloween & Thanksgiving.

#### Website Manager (Debbie Mocnik)

- Previous month's actions
  - Transition meeting with predecessor-retained position
  - Uploaded annual board minutes & subsequent "election of officers" minutes to website. Posted notification of same on Facebook
  - Updated website with new board members names, positions & contact info.
  - Website page order reallocated for a better appearance & use

#### Grounds Manager (Clint Briggs)

- Previous month's actions
  - Transition meeting with predecessor- conducted with Wayne Allen
  - Fountain repair status-raised the question of "Are we wanting the ponds to be functional (aerated for fish & reduction of scum) or visually appealing with the fountains and lights?" Board agreed both are controlling issues
  - Looking into options to control the numerous breakdown of fountains, and related downtime & expenses. The fountain at pond #2 has been sent in for repairs, determining the need for a new motor @ 2,659. Cost for a new fountain is close to the same. Meeting with Turnco (pond / fountain maintenance company) scheduled for mid-August to assess best practices in overall pond & fountain maintenance – including direction on pond #2's fountain
  - Sod project at covered bridge-quickly installed ½ pallet of sod in area where COT damage from the sidewalk to the curb. Mr. Gardner's watering and rain has the area established well.
  - New light at covered bridge-security light toward the parking area. No current solution.
  - Harry Gordon volunteered to trim trees at the 81<sup>st</sup> & Houston entrance, and Bruce Gardner disposed of the same. Both services were provided without cost to StoneBrooke.

**Old Business (Carryover items from previous board):**

- **(Debbie Mocnik):** Reimbursement of Bruce Gardner receipts (ref Treasure's report above)
- **(Debbie Mocnik):** Long range financial planning (Reserve study / Harry Gordon study)-introduced to previous board the option of paying a 3<sup>rd</sup>-party to perform a long-term assessment of anticipated maintenance & repairs throughout StoneBrooke's green belts & amenities. Proposal received from Reserve Advisors has a cost of \$3,450, including expenses. Mr. Gordon performed a study on his own that was presented with most items covered under the previous boards long term planning discussions and budget appropriations. No action taken at this time. Debbie and Chris to discuss prior to the September board meeting
- **(Wade Richardson)** New Light at 7843 S Houston Court was approved by the City in December 2019. The City remains backlogged and does not have an installation date set. Wade following up quarterly

**New Business:**

- **(Michael Fellwock)** Initiation of SWAT (StoneBrooke Workers and Technicians) Team. Intent is to speed up the process of small projects with little to no cost to the HOA by accessing the knowledge and sweat equity provided by resident volunteers.
  - Mid-November cleanup day proposed Recent projects
  - Recent Projects:
    - Sod placement at covered bridge-Cost around \$165 for materials. Volunteers included Matt Monger & Clint Briggs
    - Stone material storage transfer to pool equipment area-No cost to StoneBrooke. Volunteers included Bruce Gardner, Matt Monger & Sal Aurrigemma.

**Adjournment:**

- Meeting adjourned at 9:15 pm
- Next meeting: 6:30 pm Tuesday, Sept 1st - Clubhouse

Respectfully submitted,

Michael Fellwock