

StoneBrooke Annual HOA Board Meeting Minutes
April 6, 2021, 7:00pm
Tulsa Hills Church of the Nazarene

Meeting Called to order: 7pm by Wade Richardson - President

Administrative (2020 President, Wade Richardson)

- Per Stonebrooke bylaws, the annual meeting is to be held first Tuesday of April at 7pm
- Proof of meeting announcement mailing: Confirmed by Green Country, and Michael Fellwock (Secretary)
- Verification of quorum:
 - 10% quorum = 29 lot owners required; 32 in attendance
 - Confirmed by Green Country, and Michael Fellwock (Secretary)
- Brief overview of meeting procedures
 - Introductions
 - Officer reports
 - Chair reports
 - Q&A
 - 2021 Board Election
 - Adjournment
 - Brief gathering of previous & newly elected board members following the meeting
- Introduction of 2020 Officers:
 - Wade Richardson, President
 - Scott Hastings, Vice President
 - Debbie Mocnik, Treasurer
 - Michael Fellwock, Secretary
- Introduction of 2020 Chairs:
 - Scott Hastings: Grounds
 - Chris Major:
 - Community Resources (pool, clubhouse, greenbelts, basketball court, playground, etc)
 - Grounds (work day, inspections, etc)
 - Debbie Mocnik:
 - Ponds & Fountains
 - Website Manager
 - KaDe Buxton:
 - Architectural Committee
 - Bylaws and Covenants
 - Michael Fellwock
 - Security / Alert Neighbors
 - SWAT
- Introduction of Consultants / Contractors / Others:
 - Colby & Curtis Henley, Green Country HOA Mgmt
 - Josh Ebert- Lawnovations
 - Harry Gordon - President emeritus

- Officer Reports
 - President's Report: Wade Richardson
 - **2020 recap**
 - Covid impacts
 - 2020 board election held June 23rd in lieu of April 7 due to extenuating circumstances based on Covid impacts
 - Zoom account set up for ongoing monthly meetings (as needed)
 - Reduced social activities
 - Cancelled work day; maintained dumpsters for resident use
 - First few months focused on catch-up due to Covid driven delays
 - Determined new Board officers & chairs
 - Standardized neighborhood communications from the Board
 - SB neighborhood e-mail group
 - SB Board FB account
 - Finalized & published minutes from 2019-2020 board that were executed in the spring in concert with Covid impacts)
 - Fish stocking of ponds
 - Commercial cleaning & resident use of clubhouse, restroom and pool area based on CoT's Covid Phasing mandates (I,II,III)
 - Finalized remote access system for pool & clubhouse
 - Processed Contracts / Contractors (ponds, groundskeeping, pool, hoa mgmt group, etc)
 - Covenants / ARC updates
 - Fall work day planning
 - Updated LS beds at Elwood entrances to match 81st entrance
 - Neighborhood push to have CoT replace broken curbs throughout all phases
 - Interaction with CoT on neighborhood impact projects (Elwood widening, erosion concerns, etc) was limited due to Covid
 - Next few months: Budget season
 - Finalized 2021 budget & 5 year plan
 - Voted against a dues increase pending objective 3rd party analysis of neighborhood structures (brick perimeter walls, bldg's bridges) and overall infrastructure (recreational facilities & green belts)
 - Approved Green Country to obtain infrastructure reports & Bid analysis (Board members & residents don't have resources to perform a full objective neighborhood analysis)
 - Increased Christmas lighting to include clubhouse roofline
 - Final months: Focused on infrastructure analysis & pursuing bids
 - **2021 forecast**
 - Getting back to normal post-Covid; also with a full 12 month board cycle
 - Implementation of infrastructure improvements based on 2021 budget, 5 year plan, and 3rd party reports
 - Re-set 5 year plan & create a 20 Year plan based on infrastructure analysis & bids in comparison to annual expenses, rainy day fund, and HOA fees

- Working with CoT and upstream developments in an effort to control debris & siltation entering our creeks & ponds and negatively impacting our fountains
- Vice President's Report: Scott Hastings: No report
- Treasurer's Report: Debbie Mocnik
Included in the meeting handouts were:
 - 2020 YE Profit & Loss vs Budget report;
 - 2021 Profit & Loss vs Budget report thru March;
 - Balance Sheet as of March 31, 2021.
 - It was also noted that Profit & Loss reports are posted to the website monthly.
 - Debbie explained that we ended 2020 basically on budget (budget = \$183K, actual = \$181K.) 2020 collections equaled \$192K which comprised of 2020 dues in the amount of \$185K, and collections of past dues and interest earned totaling \$7200.
 - We ended the year with a surplus of \$10,975, of which \$10K was transferred to the Capital/Reserve Fund account, bringing the total in that account to \$157K.
 - Debbie noted that the 2021 approved budget is \$187K (operating expenses = \$162K, projects = \$25K), which equates to \$654/household to fund.
 - It was discussed that our only source of income is dues, and noted that there has only been one dues increase since 2014; \$25 in 2020. As of March 31, 2021, two homeowners are in arrears. At the same time in 2020, there were 15 homeowners totaling \$12,900 in arrears; and in 2019, there were 16 homeowners for a total of \$20,800 in arrears (some were unpaid for multiple years). Debbie attributed the collection of past dues and the current collection rate to the management company's ability to perform all necessary collection activities, including the filing of liens in some instances.
- Reserve Fund Study:
 - Debbie explained that after several years of various board discussions regarding how much money should be kept in a "reserve" fund (some suggestions had been one years' operating expenses, but there was no concrete evidence to this end), combined with the fact that our amenities are aging, the board had several discussions over the prior two years regarding how we can accurately determine what the monetary goal of our reserve fund should be. To that end, the board elected to hire a company (LoneStar Reserve Studies), that specializes in assisting HOA's in developing 30-year financial plans
 - In February 2021, a representative of LoneStar toured our neighborhood along with certain board members, and was also provided our financial records. The board is currently reviewing LoneStar's draft report. The report includes a list of all of our common amenities/properties, their current age and anticipated life span, estimated cost of repair/replacement, and anticipated annual funding amounts
 - This report - along with currently ongoing structural reports of the bridges & buildings will aid future boards in determining an established perimeter for reserve funds & subsequent impact to annual HOA dues. More information will be provided to homeowners in the coming months.
- Secretary's Report: Michael Fellwock: No report

Chair Reports

Debbie Mocnik provided an update on the HOA website

Chris Major provided an update on the Pool / Clubhouse / Common Areas

Michael Fellwock provided an update on Security (Alert neighbors), and the Social Committee; stating he anticipates increased social events now that we are on the downhill side of Covid

KaDe Buxton provided an update on the Architectural Review Committee (ARC), and Bylaws & covenants activities

- Homeowner LaDonna Munkelwitz questioned the ARC's authority to provide variances without approval from the neighborhood; specifically referencing a roof variance that was approved in Feb 2021 in Phase II. Munkelwitz - along with homeowner Beverly Allen, also expressed concern that complete adherence to the covenants & bylaws was not being enforced by the board; including not only roofs, but all types of yard signs (including temporary contractor, birthday, senior-students, etc), landscaping issues, parking issues, etc
 - KaDe explained the impracticality for the board to enforce complete adherence based on lack of resources to scrutinize every residence, as the cost to pay someone (e.g. Green Country) would be +/- \$5,000 per year. Therefore the board relies on neighborhood input, along with individual board member's observations
 - KaDe & Wade referenced bylaw language that supports ARC variance approvals; acknowledging that since the board took over ARC from the original developer each subsequent board has reviewed bylaws & covenants with varying interpretations. Therefore the 2021 board will look at this issue in depth with the end goal of clarifying said language
- Homeowner Beverly Allen questioned Wade as to how he was able to get the grass cut at the open field north of phase I, and why the board hasn't pursued mowing of the grass on Tulsa Hills property that is west of the 6' tall brick screen wall abutting Phase II & Phase III
 - Wade responded that multiple Phase I residents who abut the property to the north have been mowing a portion of the open field for over a year, while at the same time calling the City of Tulsa's 3-1-1 code violation number in an effort to get the city to take action. Wade stated the calls to 3-1-1 were not done in the name of the board, but instead by individual residents. Wade does not know if the city ultimately mowed the field, or if the landowner did.
 - Wade further recommended that Phase II / Phase III residents can do the same if there are concerns about the grass on the Tulsa Hills property. Wade's response was met with opposition stating the board needs to take action for that property because the impacted residents don't have the capability to coordinate such an effort. Wade agreed to attempt to contact the Tulsa Hills Management office with a mowing request on behalf of Phase II & III
- Homeowners Kevia Buckley (Reserve HOA President), and Beverly Allen questioned why the board has not taken action regarding the infiltration of beavers into pond 1 (westernmost pond). Wade responded that the board became aware of the situation a few days earlier, and is evaluating options, and that quotes were received in the \$1,200 - \$1,500 range for trapping & rehoming over a two-week period, but without guarantee of successful trapping. Both residents responded that the potential cost of damage by the beavers necessitates immediate action and we need to proceed accordingly. Wade reiterated that the board is investigating options prior to proceeding. UPDATE: In the days following the board meeting, KaDe provided Green Country a resource partner to assess the recent beaver

encroachment into the upper ponds. Said resource observed the beavers were younger, that our habitat is not conducive to beavers staying long term, and are anticipated to move out on their own. After an additional week of observation it appears the beavers left on their own - without cost to Stonebrooke. However the board did spend \$200 to clean up tree branches, etc from the upper ponds created by the beavers activity

Green Country HOA Management Report:

- Curtis and Colby Henley (owners of GCHM) reiterated their availability via the HOA website for payments, ARC submittals, etc

New Business:

- Open floor for Q & A
 - Homeowner Harry Gordon approached the podium to let residents know he is available for tree trimming / tree care services (pro-bono), as an interest in maintaining StoneBrooke's urban forest
 - No further questions beyond the previously stated discussion items

2021 Board nominees & elections:

- Nominee committee chairs KaDe Buxton & Debbie Mocnik proceeded with...
 - Recap of candidate selection process
 - Introduction of candidates & candidate resume's
 - Nominations from the floor (none)
 - Vote
- The following seven residents were elected to the 2021 board
 - New board members
 - Doug Carner
 - Holly Upthegrove
 - Sandra Scharf
 - Returning board members
 - Chris Major
 - KaDe Buxton
 - Michael Fellwock
 - Wade Richardson

Adjournment: Meeting adjourned 8:45pm

Submitted: Michael Fellwock, 2020 Secretary