

**Tuesday, April 20, 6:30pm**  
**Stonebrooke Clubhouse**  
**Election of 2021 Officers & Chairs**

**Administrative**

- Call to order: 6:40pm
- Members present: Wade Richardson, KaDe Buxton, Michael Fellwock, Holly Upthegrove, Sandra Scharf, Doug Carner (via conf call). ~~Chris Major~~
- Welcome new members
- Purpose of this meeting vs other meetings: Purpose of this meeting is to nominate & elect 2021 officers, determine 2021 chairs, and capture any items that have occurred between this meeting & the annual HOA meeting. All future meetings will be more focused on neighborhood impacts

**Following are the primary areas of focus for the 2021 board as recommended by the 2020 board President**  
**Spring / Summer 2021: Review structural reports & reserve analysis**

- Obtain & assess estimates & bids on related items
- Continued implementation of 2021 budget & 5 year plan action items

**Spring / Summer 2021: Architectural Review Committee**

- Review roles, responsibilities, and level of authority (legal opinion)
- Level of scrutiny
  - Minor vs major infractions
  - GC recurring drive thru's vs ARC committee drive-thru's
  - other
- Fee assessments for violations

**Fall 2021: Budget Season**

- Finalize 2022 Budget
- Update 5 year plan
- Determine Annual HOA Dues for 2022 (ref bylaws for notice deadline if raising fees)

**Election of officers & chairs** (ref following for roles & responsibilities)

- Bylaw Article VII (Powers & Duties of the Board of Directors)
- Bylaw Article VIII (Officers & their Duties)

**Officer nominations & election**

**President: KaDe Buxton** (nominated by Wade, 2nd by Holly, unanimous approval)

- Leads HOA board
- Manages Green Country
- Oversees Architectural Review / Bylaws & Covenants
- Oversees Security
- Oversees Social
- Oversees Website

**Vice President: Wade Richardson** (nominated by KaDe, 2nd by Michael, unanimous approval)

- President back-up
- Oversees Bldg & Grounds, and Recreational Facilities

**Treasurer: Holly Upthegrove** (nominated by KaDe, 2nd by Sandra, unanimous approval)

- Coordinates accounting with Green Country

- Leads budgetary process & reporting

**Secretary: Sandra Scharf** (nominated by Doug, 2nd by Wade, unanimous approval)

- Records minutes & votes
- Confirms quorum at meetings
- Works directly with website chair (posting minutes, financials, etc)

### **Chairs**

- Architectural Committee Chair: Sandra Scharf
  - Architectural Committee
    - Doug Carner
    - Holly Upthegrove
    - KaDe Buxton (board president)
  - Bylaws & Covenants falls under Architectural Committee
- Buildings, Grounds, and Recreational Facilities
  - Chris Major
    - Pool & Clubhouse
    - Playground, Basketball court & Frisbee Golf
  - Doug Carner
    - Grounds (Greenbelts, creeks, walls, misc)
    - Ponds & Fountains
- Michael Fellwock
  - Security
  - Social Committee
- ~~SWAT~~: incorporated into Bldg & Grounds...no longer a standalone item
- Website - KaDe Buxton

### **Actions taken between 2021 Annual meeting & this meeting**

#### Landscape & Irrigation repair:

- Results of the recent snow / hard freeze exacerbated budgeted shrub replacements & sprinkler repairs
- 2020 budget for Landscape, Mulch, and Irrigation = \$8,500
- Quote from Lawnovations for shrub replacement, irrigation repair, and mulch = \$7,342.43, with \$1,157.57 remaining in the budget
- Interim President (Wade Richardson) approved the quote from Lawnovations based on 1) need due to recent storm, and 2) it being less than the overall budget

#### Beaver eradication

- A few days before the annual meeting, Green Country alerted the previous board that beavers had infiltrated the ponds, taking out small trees, grasses, and potentially biting through the electrical feed to one of the fountains. Green country also provided quotes in the \$1,200 - \$1,500 for professional trapping & rehoming of the beavers (quotes did not guarantee success)
- 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 that they should move out on their own. After an additional week of observation it appears these observations were correct as the beavers left on their own - without cost to Stonebrooke for potential trapping

## Short term needs

- HOA Website
  - KaDe setting meeting with Green Country, Sandra, Debbie Mocnik, and herself to finalize the website management duties. This will take some time to ensure a proper & smooth transition, and is on track to be completed by the May 18 deadline
    - Website previously transferred to Wordpress by Debbie Mocnik
    - Website ownership transfer from Yahoo to Meira Designs as proposed host (DreamHost).

**MUST BE COMPLETE BY MAY 18**
  - KaDe updating "Letter from the President" for posting on the HOA website
  - Sandra updating HOA website with new officer & chairs and contact information
- KaDe / Holly coordinating meeting with Green Country & Debbie Mocnik to transfer Treasurer responsibilities
- Michael finalizing annual meeting minutes for approval from the past board, and posting to the HOA website
- Wade providing minutes from today's meeting for approval from the past board
- March financials (as provided by Debbie Mocnik following the annual meeting) to be reviewed by past board, and posted to the website (Wade coordinating)
- KaDe providing list of new officers & chairs to Green Country
- Sandra
  - Posting new officers & chairs on FB
  - Posting March Financials to HOA website
  - Posting Annual meeting minutes to website (pending previous board approval)
  - Posting today's meeting minutes to website (pending previous board approval)
- Wade coordinating review of Reserve study (LoneStar) & structural reports (Hall) with Doug, Chris, and Green Country
- Green Country...
  - Changing FB account password for new board
  - Update pool / clubhouse access cards for past & new board
- New board members need to be aware of SPAM / Phishing texts or e-mails that have occurred in the past year after officers were posted to the HOA Website
- KaDe creating Groupme accounts for board member communications outside of standing meetings

**Next Meeting:** Tuesday, May 18, 2021 (location pending)

**Dismissal:** 8:10 pm

Submitted

Wade Richardson

2020 HOA President