

Minutes of HOA Board Meeting, May 18th, 2021
Meeting held at Stonebrooke Clubhouse

Call to order:

The meeting was called to order at 6:30 pm by the president KaDe Buxton. Board members in attendance were: KaDe Buxton, Wade Richardson, Chris Major, Michael Fellwock, Doug Carner, Sandra Scharf, and Holly Upthegrove via telephone. Colby Henley of Green Country HOA Management was also in attendance.

President's Report:

KaDe went over the actions that have been taken since the last board meeting on April 30th, 2021:

- Treasurer torch was passed to Holly, banking signature update complete.
- Secretary torch was passed to Sandra, minutes of annual meeting and April Board meeting were uploaded to SB website.
- Social Committee has met and has discussed social events.
- Green Country has transitioned to new board contacts and roles.
- GroupMe Accounts for faster communications set up and running.
- Pond trespassing addressed; extra sign was put up by pond 3.
- Landscaping underway, mulch staging addressed.
- Architectural Committee Requests were reviewed and approved.
- Transition to a new and improved SB website is underway.

Green Country reported on the issues they have addressed:

- Repairs/Maintenance:
 - Hall Engineering was hired to give an assessment of the structural soundness of the bridges and brick wall surrounding the neighborhood.
 - Beaver mess was hauled off in multiple truck loads from the pond area. Beaver expert suggested that this was an adolescent set of beavers that have moved on away from the neighborhood.
 - Pond 1 fountain back in operation. Monthly pond service began March 1.
 - Sprinklers have been run through and are in the process of being repaired where needed.
 - Plants that died during the winter are scheduled for install but plant availability has been an issue; spring planting is underway.
- Pool:
 - Pool deck cleaned and bare spots in concrete patched.
 - Pool pumps turned on and minor repairs completed (seals and gaskets).
 - Pool cover and water fountain stored for the season.

- New adjusted pool contract with Rusty Stecker Pool Maintenance Company signed off by Wade. The pool management company will take the trash out during the pool season and also empty the trash cans outside of the clubhouse.
- New bulbs for restrooms purchased and installed.
- Landscaping:
 - Sprinklers have begun to be turned back on where needed.
 - Sprinkler leak repaired by covered bridge.

Vice President's Report:

- Wade reported that numerous shrubs have died during the winter freeze. Replacements for approximately 12 remaining shrubs are currently unavailable due to the freeze but will be installed as soon as they are available.
- Board discussed that invoices from contractors shall be sent by Green Country to Holly and the board member in charge for review before payment gets approved.
- Board reviewed several paragraphs in the bylaws that need updating. Wade and Sandra to work through the bylaws to identify all the areas that require changes and prepare a report.
- It was discussed that the nominating committee for next year's board needs to be elected soon.
- Wade, Doug, Chris, and Green Country will meet in June to analyze the Reserve Study which assesses the long term maintenance and preservation activities needed for Stonebrooke.
- Green Country pointed out that verification of some of the dates mentioned in the Reserve Study are needed since they can impact the scheduling.

Treasurer's Report:

Holly explained the latest P&L report.

- The costs for the Reserve Study (\$3,790) were within the budgeted amount.
- Green Country to move the invoice position in the amount of \$1,947.02 on the P&L report to grounds & landscaping and to divide out the utility costs.
- Six homeowners' due payments are overdue equating to \$2,932.83. Pool key cards will be shut off until the amounts are fully paid.
- Four residents have a positive balance on their accounts. The board voted that these homeowners will be reimbursed. Green Country will send out checks accordingly.
- It was discussed whether the "buffer" on SB's invoice paying account should be increased. Holly will review the amounts needed with Green Country on a regular basis.

Secretary's Report:

- Notifications about new board members and committee chairs made on SB Facebook page on April 27th, 2021.
- Meeting with Debbie Mocnik about how to change content on the homepage on May 6th, 2021.
- Minutes for 2020 annual meeting and minutes of April board meeting posted on homepage on May 6th, 2021.
- January-March 2021 P&L and March balance sheet posted on homepage on May 6, 2021.

Ponds and Fountains Manager's Report:

- The board voted to place a No-Trespassing sign by pond 3 as a deterrent to keep non-residents from fishing there. It was placed by Doug on May 12th.
- Neighborhood clean up day was discussed and it was decided to pick a day in the near future. Right now city dumpsters are not available due to the city's networks having been down. Doug will keep working on the dumpsters.

Pool and Clubhouse Manager's Report:

- Bulbs in the bathrooms were exchanged.
- Pool is ready to be opened on May 28th as planned.
- Chris looking to pressure wash the outdoor chairs and lounges prior to pool opening.
- The board voted to reverse the occupancy rules and cleaning protocols for the pool, clubhouse and bathrooms back to pre-Covid standards. Chris will post this on the Stonebrooke FB page.

Security Manager's Report:

Nothing to report.

Social Committee Chair Report:

Several social events have been scheduled, including the Farmers' market, painting at the clubhouse, End of the School Year Pool Party, and Garage Sale with Picnic. Other potential events were discussed at a separate meeting of the social committee.

Michael to put together a tentative calendar for events that can be put on the SB homepage.

Architectural Committee/Covenants Chair Report:

- Architectural Review Requests from homeowners and letters for covenant violations to homeowners were discussed.
- The covenants were reviewed by Sandra and the covenants that will most likely cause violations and the respective legal findings were talked about, especially the issues of signs in front yards and roofs.
- KaDe will send a letter to all homeowners addressing these two issues among others.
- The Board discussed whether Section II, 2.2.3 (roof specifications) of the covenants should be changed to a wording that includes architectural terms rather than mentions one specific roof type.
- Several homeowners did not request approval from the Architectural Committee before changing their roofs and are out of compliance. The board discussed whether these homeowners will be given a variance until the next time that the roof needs to be replaced.
- The board members will start doing weekly drive-bys in the phases they live in to check on covenant violations and report to Sandra.

Next board meeting: The next board meeting will be at 6:30 pm, June 8th, 2021, at the clubhouse.

Meeting adjourned: The meeting was adjourned at 8:45 pm.

Sandra Scharf, HOA Board Secretary