

Minutes of Annual Meeting, April 5, 2022
Meeting held at the Tulsa Hills Church of the Nazarene

Call to order:

The annual meeting was called to order at 7:09 pm by the HOA Board president KaDe Buxton. Board members in attendance were: KaDe Buxton, Wade Richardson, Michael Fellwock, Doug Carner, Holly Upthegrove and Sandra Scharf. Chris Major was absent. Colby Henley of “Green Country HOA Management” was also in attendance. 46 members of the Stonebrooke Owners Association were present.

President’s Report:

- The written meeting announcement to the members was confirmed by Green Country and Sandra Scharf.
- The presence of 1/10th of the members constituting a quorum was confirmed by Green Country and Sandra Scharf.
- KaDe Buxton introduced the current board members and Colby Henley of the management company Green Country to the members present at the meeting.
- KaDe gave an overview of last year’s accomplishments:
 - From April to August Building & Grounds (Wade Richardson (VP), Chris Major, and Doug Carner) were busy with ongoing lawn & landscape maintenance and improvements, upkeep of the pool and clubhouse, keeping the ponds clean and fountains running, and organizing clean-up days and haul-off bins in the midst of Covid.
 - The “Reserve Study” which was introduced at the 2021 annual meeting was obtained in March. The Reserve Study objectively identifies short and long term maintenance needs and their associated costs.
 - The Board began the task of scrutinizing the associated maintenance and improvement costs. This consisted of obtaining various bids on large items (bridges, brick wall, club house settlement), along with comparing estimates and bids to other resources.
 - By the end of the summer the Board started executing the plans. After further discussions with the HOA Management Company Green Country the Board determined that the accounting practice in general needed reallocation. The Board gratefully obtained the resources of resident CPA Kristen Major, and from September through November the Board worked on the following tasks:
 - Defining Capital (Reserve) Projects vs. Annual Operating Budget as two distinct categories managed by two separate bank accounts;
 - Creating a detailed Profit & Loss report aligning both capital improvements and annual maintenance into consistent fields linked together in a common document;
 - Establishing a \$40K minimum cash balance for operations / emergencies;

- Replacing the previous 5 year plan with a 20 year plan for both accounts (Capital Reserve and Annual Maintenance).
 - KaDe explained that the newly created 20 year plan is a living document that can be updated throughout the year as costs flux or as work is completed or altered (updating estimates vs actuals, etc). It assumes an average 3% inflation index annually for both capital & maintenance items. It includes annual HOA dues projections based on projected reserve balances, which give an overview about how much money will be left in the reserve after certain repairs have to be undertaken over the next 20 years.
 - KaDe informed the members that with the successful implementation of these budgeting forecasts the Board approved the 2022 budget and the 20 year plan in November which supported the \$50 per lot dues increase incurred in 2022.
 - KaDe reported that in January of this year Building & Grounds began a series of infrastructure improvements:
 - Rehabilitation of the Pedestrian bridge behind Phase 2 (adjacent to the covered bridge);
 - Rehabilitation of the Pedestrian bridge behind Phase 3 (between ponds 1 & 2);
 - Structural repair of the clubhouse entryway;
 - Installation of non-skid coolcrete at clubhouse foyer (leading to the pool entrance);
 - Acquisition of new pool furniture along with attempts to refurbish existing furniture;
 - Installation of 6' ornamental fence at south end of the Elwood brick wall (to reduce unwanted pedestrian traffic in this area);
 - Obtainment of Siltation Surveys on all four ponds to objectively monitor infiltration of the same. The surveys will happen on a 5 year recurring basis to determine if there is an ultimate need to dredge any of the ponds;
 - Restriping the basketball court with an added 3 point line, and pickleball striping;
 - Obtainment of as-built construction plans on Stonebrooke's roads, water and sewer utilities, storm structures, large rock walls, and of the covered bridge. These are housed by Green Country with the neighborhood plats for use when attempting to determine what was built when and how.
- KaDe informed the members that there remain three significant impact items that need continued focus on efforts to mitigate related costs. The Board is interested in establishing a task force for each of the following areas of concern and encouraged members to indicate if they would like to participate:
 - Off-site Run-off / Erosion / Vegetative impacts to the north and west runs of our brick perimeter wall;
 - Stormwater Management of Hager Creek that runs in a natural state through Stonebrooke;

- 81st & Houston Pedestrian Bridge replacement:
 - The impacts of this bridge are that it is along a public city sidewalk but its maintenance falls on the adjacent land owner (aka Stonebrooke);
 - Wade Richardson is leading a task force in partnership with District 2 Councilor Jeannie Cue, and City of Tulsa Engineering Director Terry Ball for the ultimate design and installation of an aesthetically pleasing long term solution.

- KaDe further informed that the Architectural Committee has worked hard to create a fine schedule with hopes that it will aid the Board in maintaining the aesthetics of our neighborhood. Copies of the Fine Schedule were available at the annual meeting and are also available on our Website portal. Consistent neighborhood drive throughs for observation are also being implemented. The beautiful neighborhood of Stonebrooke continues to grow with changing times and styles and will continue to uphold a high standard in our architectural aesthetics.

Member Q&A

- Question: Is the 20 year plan available? Answer: The document is available for anyone who wants to look at it. It is not available on the website because it is such a large document. A follow-up question was asked if we could post a summary of the 20 year plan. KaDe responded that the document itself was a summary. Wade offered to email the 20 year plan to interested members.
- Question: How much money is in the reserve? Answer: About \$150,000.
- Question: What is the total operating budget per year? Answer: \$195,000 - \$200,000 and dues are also around \$200,000 per year. Wade explained that the operating budget includes maintenance, landscaping, items like power washing the entry houses, etc. The Reserve fund includes all the repairs that have to be made within the next 20 years, e.g. the brick wall, pond siltation surveys etc. All the costs are educated guesses based on studies. Wade explained that \$10,000 were spent on engineers to give us estimates for repairs based on the reserve study.
- Question: How high is the reserve budget for 2022? Answer: Appr. \$44,000.

Secretary's Report:

Sandra Scharf informed the members that the Board proposes the amendment of Art I of the Bylaws. She explained that the current version of Art. 1 includes an out of date address (according to a present member it was the neighborhood developer's address). The new version of Art. 1 will include the address of Stonebrooke's registered agent instead.

The current version states the following:

"The name of the Corporation is Stonebrooke Owners Association, Inc. The principal office of the corporation shall be located at 802 West Main, Jenks, Oklahoma, 74037, but meetings of members and directors may be held at such places within the State of Oklahoma, County of Tulsa, as may be designated by the Board of Directors."

The HOA Board recommended the amendment of Article I of the Bylaws of Stonebrooke Owners Association, Inc., Updated April 2, 2019, as follows:

**"ARTICLE I
NAME AND LOCATION**

The name of the Corporation is Stonebrooke Owners Association, Inc. The registered agent of the Corporation is Barber & Bartz, Attorneys At Law, 525 South Main Street, Suite 800, Tulsa, Oklahoma, 74103. Meetings of members and directors may be held at such places within the state of Oklahoma, County of Tulsa, as may be designated by the Board of Directors."

The members voted on the proposed amendment and the amendment was passed with more than 66 $\frac{2}{3}$ % of the members present at the annual meeting voting yes.

Social Committee:

Michael Fellwock reported on last year's social activities. These were some of the events that were organized: Easter Spring Fling, Garage Sale with picnic, Farmer's Market, several small events at the clubhouse (yoga, art classes), end of the summer pool party, movie nights, Halloween party, and Pictures with Santa. Michael encouraged the members to help organize more events if they are interested.

Security Report:

- Michael Fellowock explained that Stonebrooke does not have a big problem with crimes compared to similar neighborhoods in Tulsa.. Michael encouraged the members to install mailbox inserts to prevent mail theft.
- Michael informed the members that the entry cameras were updated about 4 years ago. The technology is still up to date but the Board may look into getting different cameras in the future.
- Member Question: Can a Neighborhood watch be established with several captains and reports to the police? Michael explained that we have appointed two people per phase as captains who are supposed to keep an eye out. Michael encouraged everyone to obtain the names and phone numbers of the 5 people that live around you (the two next

to you and the three houses across from your house) in order to effectively react to anything happening in your immediate surroundings.

More member Q&A:

- Question: When will the pickleball taping be done? Answer: Pickleball taping will be done next weekend.
- Question: Can we do something other than yellow bollards at the bridges since these are not visually pleasing? Answer: The bollards need to be marked somehow but it could be done more pleasantly looking. Ideas are welcome!
- Question: When will the expansion of 81st Street be done? Answer: As far as the Board is aware the City of Tulsa has budgeted it for 2025.

Voting for the new board:

Doug Carner explained the voting process and encouraged the members to be a part of the board. Meredith Wasson and Scott Asbjornson announced that they would like to run for the Board. Meredith Wasson, Scott Asbjornson, Debbie Mocnik, as well as the current board members Doug Carner, Sandra Scharf, and Holly Upthegrove introduced themselves.

The members voted on the new board. 45 ballots were submitted for voting. 44 ballots were completed correctly and eligible to vote. One vote was voided due to a resident being past due in HOA fees.

The new board members are Doug Carner, Sandra Scharf, Chris Major, Holly Upthegrove, Debbie Mocnik, Meredith Wasson and Scott Asbjornson.

Next board meeting: The next board meeting will be in May 2022 at the clubhouse. Date and time will be decided by the new board and announced on the website.

Meeting adjourned: The meeting was adjourned at 8:26 pm.

Sandra Scharf, HOA Secretary