

Meeting minutes
StoneBrooke HOA Board
October 15, 2019 Meeting

Location: Stonebrooke Pool Clubhouse

Time: 6:00 PM – 11:15 PM

Call to Order: Meeting was called to order at 6:04 PM by President, Harry Gordon. Board members in attendance were: Harry Gordon, Wayne Allen, Debbie Mocnik, Michael Fellwock, Wade Richardson, and Scott Hastings. Jan Farrimond of The HOA Group was also in attendance. Nicole Greer was not present for this meeting.

Review of the Meeting Agenda: The meeting agenda was reviewed accepted without modification.

Approval of Minutes: The meeting minutes for the August 27th meeting were reviewed and approved without comments.

Welcome of Guests: No guests were present at his meeting.

President's Report: Harry reported that on September 10, he met with Paul Zachary (Director of Engineering, City of Tulsa) and Terri Ball (Director of Storm water Management) at the City of Tulsa to express the neighborhood's concern with stormwater drainage through the neighborhood. The city of Tulsa requested an easement in order to get permission to access the Stonebrooke property to address the issues. Harry asked the City of Tulsa to provide a draft easement for review. WE still have not received any draft easement from the city. Wayne Asked hARRY if the City of Tulsa said anything more about their plans to remove a fallen tree in the creek bed. The city had agreed to remove the tree, but it has not happened yet.

Vice President and Grounds Manager's Report: Wayne stated that we have 2 spots where the brick wall southwest of the pool is failing. The footing is not holding up and it will likely take several thousand dollars to repair. The assumption is that the footings are bad. Several suggestions were made regarding possible contractors to jack up and repair the footings: Permajack, Eden Structural, or Olshan. Jan suggested that she knows several contractors as well that she can refer us to.

Wayne has about \$2,000 currently in the budget for tree removal and cleanup and he will take care of as much of it as possible within budget.

The security cameras and video monitors have been replaced and fixed at a cost of about \$700.

Josh, with Lawnovations, estimates that we need about \$2,200 for general landscaping mulch and another \$1,500 for mulch around the trees. Wayne made a motion to move about \$2,200 from the 2020 Grounds budget to the 2019 budget. The motion was seconded, and was not approved by a vote of 3 for and 3 against.

Treasurer's Report:

The following financial reports were distributed to the HOA Board at the meeting:

1. The 2019 Financial Report

2. Profit and Loss Reports
3. Balance Sheet
4. 2020 Proposed Budget
5. Potential five-year planning budget

The income for September 2019 was \$5, 540 and expenses were \$17,194.

Year to date income for 2019 was \$100,515 and expenses were \$144,273. However, \$84,700 of 2019 dues were collected in December of 2018.

We are accounting for HOA Dues payments “as received”. All 2019 HOA dues payments that were received in 2018 were counted as income in 2018. We need to review how we account for dues for 2020 to apply proper accounting principles. Prepayment of 2020 dues (prior to January 1, 2020) should not be booked as income in 2019. We will address this at a future meeting prior to getting dues payments for 2020.

The Board reviewed the budget versus actual spending for 2019.

We currently have \$182,000 in our bank accounts. We anticipate roughly \$50,000 more in spending in 2019, which will leave about \$132,000 in the bank accounts at the end of 2019.

Wade requested that Jan pursue the City of Tulsa taking either partial or full payment responsibility for the streetlights. They are public utilities that should be paid for by the City of Tulsa. Jan will check with the city and report back at the next meeting.

The Board reviewed the proposed 2020 budget. The budget presented included \$156,223 in operating expenses and an additional \$23,500 in proposed projects for 2020. The total anticipated expenses for 2020 are \$179,723. The anticipated income from 288 properties will be \$180,000 at 2019 dues rate of \$625 per year in dues for each lot.

Debbie also requested a meeting to discuss the 5-year spending plan, the appropriate reserve (capital) fund size, and the size of any potential dues increase. This meeting is scheduled for November 5.

Late Dues: One property owner who was seriously delinquent has been taken to court and a judgement was awarded to Stonebrooke HOA. The individual’s paycheck will be garnished, and payment will be ongoing until the judgement is satisfied. By the November meeting we should know the monthly amount of the garnishment and how long it will continue.

Another property owner has agreed to pay \$150 per month until their late dues are paid off in full. This will take about a year.

Secretary’s Report: The Secretary had nothing to report.

Social Committee Report: Sandra Scharf is planning the Halloween event, which will include a fire truck. Hopefully we will have a food truck there, and we will have a costume parade.

Michael Fellwock suggested a “Chili dinner” for the adults, possibly on November 2, with the idea to have a cookoff/competition from 4 PM to 9 PM. It would be an “adults only” gathering for the neighborhood to allow people to get to know each other better.

Pool and Clubhouse Manager’s Report:

The pool is closed, and Wade is working to get WiFi and phone controlled access connected.

Wade stated that we have lost about 3 inches of pool water level in 8 days, and it is possible that there is a leak somewhere in the pool systems. Jan will call Bluewater Pools about evaluating the status of the pool.

One of the homeowners said that we need more tables and chairs in the clubhouse for events. We have only 20 chairs, and we have 5 folding tables. Wade said he will get a list of what we need and the costs. The Chairs need to be bought and brought in before the next social event, possibly November 2nd.

Architectural Committee Report: (Presented by Jan in Nichole's absence)

One homeowner wants to build a garden wall. The address is 428 W. 78th St. in phase II, and the homeowners are Larry and Tina Twill. She recommends approval. Based on the Architectural committee recommendation, a motion was made, seconded, and passed on voice vote to approve the garden wall construction.

Bylaws and Covenants Report:

Nichole will update the covenant documents on the StoneBrooke website. The documents on the website will be the "as amended" covenants, not the legal documents as filed and the amendments as filed. This will be easier for "laymen" to understand and follow.

As of this meeting, these "as amended" documents are still needed for the website.

The HOA Group Report:

A written Weekly Drive through inspection report was provided. There is one house with a missing tree on 513 W 77th Street. Jan recommends sending a letter to him about the violation. There is another house that has a tree that is too small, but she does not recommend sending a letter to this resident, since they have a tree that is growing in size.

Jan and Nichole have been asked to put together a list of proposed fines and a process for addressing homeowners concerns, issues, and appeals regarding the collection of fines, late fees, etc. The Board will then review the recommendations and make a final decision regarding the fines and the collection process.

There is currently a policy for Directors and Officers (D&O) insurance in place, and the premium is about \$2,400 per year. This policy has a \$5,000 deductible and provides \$1,000,000 in coverage for Board members and their spouses. State Farm has quoted \$530 for a D&O policy with a \$1,000 deductible and \$1,000,000 in coverage. Jan said this is more in line with what she has seen for other HOAs. Michael suggested that we might ask Glen Mulready for a review and opinion on the current insurance policy and the proposed State Farm insurance coverage.

The D&O insurance policy renews on December 2, 2019. Harry said that he will call Glen Mulready personally to ask about a review.

Jan said she would email a copy of the current D&O insurance policy to Harry tomorrow.

New Business:

Cracks in the asphalt pavement are appearing throughout the neighborhood. Harry sent an email with photos to Jeannie Cue. The mayor's action line can also be used to call in issues like this, and we have frequently used that for neighborhood issues.

The "Little Free Library" is a potential Eagle Scout project, and may be presented at an upcoming HOA Board meeting.

November 5th is the next HOA Board meeting, and that meeting will be restricted to discussion of the budget and dues only.

Executive Session:

The Board went into executive session for discussion at 10:40 PM.

There was no report on the executive session.

The Board ended the executive session at 11:00 PM.

A motion was made to approve the 2020 budget (as modified through discussion) with \$178,828 in anticipated expenses and \$180,000 in HOA dues at the current 2019 rate. The motion was seconded and passed on a voice vote.

Next Board Meeting: The next meeting date will be November 5, 2019 at 6 PM at the Clubhouse. This meeting will include only a discussion of the budget and the need to potentially increase the HOA dues.

Meeting Adjourned: The meeting was adjourned at 11:15 PM.

Respectfully submitted,
Scott Hastings
Secretary, Stonebrooke HOA