

STONEBROOKE HOA

Board Meeting Agenda

Wednesday, April 25, 2017
Stonebrooke Clubhouse at 6:30pm

- I. Call to Order - 6:30pm
- II. Review meeting agenda
- III. Approval of minutes of - Secretary Debbie Mocnik
 - a. April 4, 2017 Annual HOA Members' Meeting
- IV. Review of Officer responsibilities and Election of officers (elected positions)
 - a. President: (elected - Harry Gordon)
 - a. over-see Board activities & business while assuring coordination among members;
 - b. assure that Board operates in accordance with Stonebrooke By-laws;
 - c. interface with City departments regarding issues affecting Stonebrooke;
 - d. interface with Jenks' schools regarding issues directly affecting Stonebrooke;
 - e. direct responses to HOA members regarding HOA positions on various issues;
 - f. write & mail HOA news letters regarding HOA issues;
 - b. Vice-President: (Wayne Allen)
 - a. perform President's role when President is unavailable to take appropriate action;
 - b. oversee assignment of "handy-man";
 - c. manage the maintenance of guard houses;
 - d. manage special projects as assigned;
 - e. manage security issues regarding Stonebrooke events & equipment;
 - f. manage the security contractor & contract;
 - c. Treasure: (Todd Harrell)
 - a. manage the fiduciary responsibilities of Stonebrooke HOA;
 - b. pay bills in timely manner;
 - c. collect dues from HOA members;
 - d. oversee a regular audit of Stonebrooke financial records & books;
 - e. maintain an one-going record of planned projects and costs;
 - f. provide updates of finances at each Board meeting;
 - g. protect against an over-commitment of HOA resources;
 - h. guide HOA Board in maintaining a proper & sufficient "emergency fund";
 - i. respond to request from real-estate and lending agencies for closings, refinances, etc.
 - d. Secretary: (Debbie Mocnik)
 - a. maintain minutes of Board meetings;
 - b. maintain official written record of Board decisions & actions;
 - c. manage the materials necessary for each annual HOA member meeting;

- e. Grounds Manager: (Jeff Stava)
 - a. manage the maintenance of property grounds (common areas, entrances, creeks, bridges, sidewalks, ponds, spillways, grass areas, trees, drainage ditches, etc.);
 - b. oversee the contract with grounds contractor;
 - c. oversee the contract with pond contractor;
 - d. coordinate and manage annual HOA Work Day event;
 - f. Pool & Clubhouse Manager: (Chris Chenoweth)
 - a. manage the maintenance of pool & pool equipment;
 - b. manage the maintenance of the clubhouse facilities;
 - c. oversee the maintenance and inventory of pool & clubhouse furniture & equipment;
 - d. manage the maintenance of basketball court;
 - e. manage the maintenance of playground equipment;
 - g. Chairman of Architectural Committee: (Aamon Ross)
 - a. review request of HOA members to construct structures, fences, etc. inside Stonebrooke in accordance with covenants and by-laws;
 - b. assure that covenants are being enforced;
 - c. manage the follow-up for non-compliance with covenants;
 - e. Social Committee Chairman: (Debbie Mocnik)
 - a. chair the Stonebrooke Social Committee:
 - 1. manage events within the annual budget;
 - 2. assure activities are in harmony with the interest of Stonebrooke HOA;
 - 3. provide direction to event leaders within the intent of the Board
 - f. Website Manager: (Debbie Mocnik)
 - a. manage Stonebrooke website to include access to Board meeting minutes;
- V. Previous Presidents' Report - Harry Gordon
- VI. Previous Vice-President's report - Wayne Allen
- a. Security issues
 - 1. Contract with Gold Star
 - 2. Security camera
 - 3. Any events or issues
 - b. Spillway work in Reserve - status report
 - c. Sealing of brick wall project progress
 - d. Other?
- VII. Previous Treasure report - Jeff Stava
- e. Review 2017 Budget performance
 - f. Projection of future Budget performance
 - g. Other?
- VIII. Previous Secretary's report - Debbie Mocnik
- a. Any actions taken via email?
 - b. Hard copy historical documentation
 - c. Request to remove an address from 2009
 - d. Social Committee report:

1. Report on recent events
 2. Budget (\$1500) needs going forward?
 3. Garage Sale plans
 4. Up-coming events
 - a. Other??
 - e. Website Issues
- IX. Previous Grounds Manager's report - Glen Mulready
 - a. Pond treatment
 - b. Work day plans:
 1. Date
 2. Clear creek north of clubhouse
 3. Fill hole north of clubhouse parking lot
 4. Trim trees
 5. Pick-up trash
 6. Other?
 - c. Plans for future tree planting?
 - d. Other ?
- X. Previous Pool & Clubhouse Manager's report - Chris Chenoweth
 - a. Contract status & review
 - b. Furniture issues & status
 - c. Pool card process
 - d. Pool rules & opening plans
 - e. Other??
- XI. Previous Website & Social Committee Manager's report - Debbie Mocnik
 - a. Website issues
- XII. Architectural Committee Chairman - Todd Harrell
 - a. Update on issues
- XIII. New Business
 - a. Other projects needing attention?
 - b. Other?????
- XIV. Other business
 - a. Reflective house numbers for curbs - Debbie Mocnik
 - b. Next meeting dates for 2017
 - c. Other?
- XV. Critique of meeting
 - a. Anything to help Board be more effective?
 - b. Anything to improve Board meeting effectiveness?
- XVI. Adjourn