

Meeting minutes
StoneBrooke HOA Board
January 14, 2020 Meeting

Location: Stonebrooke Pool Clubhouse

Time: 6:00 PM – 10:00 PM

Call to Order: Meeting was called to order at 6:05 PM by President, Harry Gordon. Board members in attendance were: Harry Gordon, Wayne Allen, Debbie Mocnik, Michael Fellwock, Wade Richardson, and Scott Hastings. Nicole Greer was not present for this meeting due to a scheduling conflict. Colby and Curtis Henley with Green Country HOA Management, LLC were also present for the meeting.

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

Introduction of Green Country HOA Management, LLC: Colby and Curtis Henley were introduced formally as the newly hired HOA Management company for Stonebrooke. They reviewed their current client base, which includes 12 neighborhoods and has a geographic reach from Owasso to Bixby. They have been in business for five years.

Approval of Minutes: The meeting minutes for the October 15th meeting were distributed to all guests and board members because that was the last regular full meeting. The meeting minutes for the November 5th special meeting were reviewed and approved without comments.

Welcome of Guests: There were 11 guests present at his meeting. They were

Mike Logan	Amber Stiggins	Rob Walker	Debbie Zelkind
Joyce Logan	Juan Aldrette	Patty Walker	Holly Upthegrove
Peter Hastings	Gary Gamino	Don Burdick	

Each guest was asked about the topics or concerns they would like to discuss at the meeting, with the intent of covering those topics early in the meeting so the guests could choose to stay through the entire meeting or leave after their topics were discussed. The primary topics of discussion for the guests present were the Little Free Library, Frisbee golf course concerns, and concerns over tree planting/landscaping in the greenspace.

Little Free Library: Harry Gordon invited Peter Hastings, one of the guests, to discuss the Little Free Library project that he was proposing to put in the Stonebrooke neighborhood. He is working on it as an Eagle project and circulated photos of what the project would look like. He is planning to put a repurposed, newly painted “newspaper box”, which would be donated by the Tulsa World, near the clubhouse and maintain the library as long as he was here. The target age group for the Little Free Library books is 5-19 years old. He would ask for donations for the initial inventory of books, and make sure it was initially stocked with books appropriate for the age group. He would get final approval from the board or its appointed representative before installing it. He is planning to register the location, but not put it on the Little Free Library website’s “World Map”. If it is not put on the World Map, it will not be publicized or advertised. He expects the entire project to be completed within a few weeks or months. Debbie and Wade both would like to ensure that the Little Free Library was anchored securely.

Wade Richardson volunteered to act as Peter's Board representative for the project, and sign off on the needed paperwork for his Eagle project.

President's report: Harry has not heard back from the City of Tulsa representative regarding an easement for the creek through the neighborhood and getting "rip-rap" placed in the creek bed to slow or stop the erosion issues the neighborhood is seeing.

Disc golf issues: Harry discussed the recent Facebook posts regarding the Disc golf concerns expressed by several residents. The usage of the disc golf course is seasonal and weather dependent. The original proposal included three options. The first option was to install a full 18 hole disc golf course with concrete pads for "tee boxes" and very nice amenities. The second option was to install an 18 hole course that was fairly sparse and could be improved later. The third option was to install only 9 holes with a plan to put more in later if desired. It was the third option that was chosen after it was presented to the board. The disc golf course was installed two years ago in the Spring of 2018.

The guests were asked for their concerns, and several spoke of discs thrown into their yards accidentally and the disc golf players either jumping fences to get them back or knocking on doors when their children were home alone. It was a troubling security issue for these homeowners. Others complained that the baskets were unsightly from their back yards. There was also some concern about property values.

There was some concern and discussion about the approval process, whether it was a board decision or a petition by homeowners and a question of the board's authority to approve the disc golf course. Debbie explained that the neighborhood covenants were specific regarding basketball goals in the neighborhood, which is why a petition was required to change them, but the covenants are silent regarding the green space amenities, so no petition was required. Harry specifically remembered a petition that was circulated to have a disc golf course installed, and Harry remembered the petition had gathered over 100 signatures. He remembered stated that Glenn Mulready and his family were involved in circulating or presenting the petition to the board. Wade stated that he made the official proposal to the board for the installation of the disc golf course, and the petition was not part of the proposal he presented. (Secretary's Note: further discussion after the meeting identified that both parties were correct, and the petition was circulated some time before the official proposal was made to the Board. Wade's proposal did not include a petition.) Regardless of the approval process, the conversation was directed to address the concerns that have arisen as a result of past decisions. Don Burdick suggested a committee to review and address the homeowners concerns. This idea was accepted, and Wade agreed to work directly with the concerned parties to specifically address their concerns.

Vice Presidents/Grounds report: Wayne reported that currently his main concern is the erosion at the large stone retaining wall near the creek. He hired an engineer to review and report on the retaining wall. We still have not seen the engineer's report. Repairs could be \$100k to \$250k or more. All other work on the grounds has been delayed until we have a plan for addressing this issue. The homeowner who lives above this retaining wall has been made aware of the issue. The main contributor to the problem is erosion caused by high water flow rates, not by seepage of groundwater through the retaining wall. Michael suggested putting up a more substantial fence or barricade at the top of the wall. Harry asked that discretionary spending be put on hold until we have a plan in place. Debbie discussed funding issues for a major project via a loan, an assessment and/or a dues increase.

Patty Walker mentioned that trees planted in the greenbelt are fairly common. Don Burdick Planted trees in the greenbelt and would like to plant more trees, clover, and possibly put in a trickle irrigation system to help beautify the neighborhood. Don would like to meet with Wayne outside the meeting to discuss plans and offer to cooperate with the board on this.

Juan Aldrette had a concern regarding the selection of the mowing and landscaping contractor. The concern was related to the mowing in the greenbelt. Wade Richardson brought up the concerns about motorized vehicle and bicycle bridge access at all three footbridges. Wayne will evaluate different options for addressing this.

Treasurer's Report: Debbie presented and reviewed the 2019 year-end financial report. 2019 expenses came in under budget by \$12,500. (Expenses were \$182,992, against a budget of \$196,530.) Included in both of these amounts was \$38,000 for projects that were approved to be paid for thru the "Reserve Fund." Consistent with previous years, all monies remaining at year-end are automatically added to the "Reserve Fund". Effective January 1, 2020, the "Reserve Fund" amount totals \$147,000. The 2020 budget is \$183,223 which includes \$156,223 for normal operating expenses, and \$27,000 for one-time projects. At a 100% collection rate, 2020 dues should yield \$187,200 (288 lots x \$650/lot.) Under the guidance of The HOA Group in 2019, homeowners with uncollected dues are down from almost 20 to two. One homeowner is consistently making monthly payments based on an agreed upon dues payment plan. The other homeowner owes in excess of \$3,000. A motion was made and seconded, to turn this homeowner's account over to an attorney for collection and possible foreclosure. The board voted in favor of this action. It was noted that all expenses, including attorney fees, incurred in collecting delinquent dues are added to the delinquent dues amount, thus making the homeowner, not StoneBrooke, liable for these expenses.

Secretary's Report: The meeting minutes have been posted to the website.

There was an email approval by Board members to add Green Country HOA Management LLC to the bank accounts to assist with paying bills for normal operations.

Harry asked about notifications when the minutes are posted to the website. There are currently no notifications going out when minutes are posted. Wade recommended that the Secretary post something on the Stonebrooke Facebook page when minutes are posted, and Scott agreed to make such notifications.

Social Committee Report: Debbie noted that the 2019 P & L report, while showing \$1,677 spent on social activities, is actually overstated by \$390. This is because both the 2018 and 2019 Pics with Santa were paid in 2019. The main neighborhood social activities included Easter Egg Hunt (coordinated by Anna Rath), end-of-school year pool party (coordinated by Sandra Scharf), Halloween (coordinated by Sandra Scharf), and Pics with Santa (coordinated by Pam Gordon.) The next planned neighborhood event will be the Easter Egg Hunt. It was noted that social events are very important for meeting neighbors and are much appreciated in the neighborhood.

Pool and Clubhouses Manager's Report: The clubhouse painting bids came in lower than anticipated, and the lowest bid was \$3,200. Painting will begin on Thursday of this week. This is well below the \$8,500 in the budget for painting. Exterior touch up will be \$1,000 and the costs for the interior will be \$2,200, including doing the ceiling, trim, and resealing the floor. Painting is expected to take about

three days, after which it will take about three days before the clubhouse can be used (due to resealing the floor). Additional furniture requested for the clubhouse will cost about \$900, and was needed and discussed at the October board meeting. Outdoor tables and chairs are getting worn out, and Bruce has been repairing them. Wade recommends replacing two of them at \$150 each. Adding the remote access system for the clubhouse and the pool is estimated to cost about \$3,500 and was moved from the 2019 budget to the 2020 budget due to the hiring of Green Country. It is anticipated that the funding for this would be covered by the savings realized from getting the painting done well under budget. Cox phone and Wi-Fi installation is needed, and requires a one-time set up fee of \$200, with monthly fees of \$155. We were paying \$187 for AT&T Phone service for the pool emergency phone, which is required by code. Jan had AT&T service discontinued to save money last year, but phone service has to be connected in order to open the pool (per the city inspector).

After lengthy discussion of the costs, and in light of the unknown cost for retaining wall repairs, a motion was made to move forward on painting the clubhouse and put a hold on all other discretionary spending until the board adjourns to discuss the retaining wall issue for a period not to exceed 30 days. This motion was seconded and approved.

Several board members expressed that no matter the costs or funding mechanism for retaining wall repairs, these are some of the issues that will need to be addressed and funded as part of the normal operation of the StoneBrooke HOA, and they will be put forward even if there are other major repairs to be made.

Architectural Committee Report: Green Country made this report in Nichole's absence, and stated that the current contract with Green Country does not include inspections to identify covenant violations. The Board clarified that it was left out of the contract initially due to recent experience with inconsistent or incomplete inspection reports from our prior HOA management company, and we may opt to include inspections at a later date.

The Architectural review form is updated, and anyone who contacts the board with regard to any architectural review questions should refer them to Curtis or Colby to start the Architectural Committee review process.

Old Business: The first topic under old business was the potential addition of signs at the footbridges explicitly stating that motorized vehicles were forbidden. There was discussion about installing physical barriers and the removal of previously installed barriers, and debate on the effectiveness of signs. Curtis offered an inexpensive solution that is used in other neighborhoods they manage and it was agreed that Bruce and Curtis would get together to discuss the options and recommend a solution.

Also under old business there was a review of the disc golf discussions and an understanding that Wade would work with the concerned residents and recommend solutions.

New Business: Discussion of the Little Free Library was included under new business, which had been discussed at the beginning of the meeting due to moving guest topics to before the Presidents Report.

Also under new business was discussion of the Directors and Officers (D&O) insurance, which lapsed on December 1st. To renew the same policy would cost about \$2,414 per year. To obtain a different policy with lower coverage limits would cost about \$1,222 per year, and to add a D&O rider to our current general liability policy would cost about \$624 per year. A motion was made, seconded, and passed to

add the rider to our current policy and have Curtis get the coverage in place ASAP, since our current policy had already lapsed.

New Board members need to be nominated for 2020. The terms begin at the April General membership meeting on April 7th. The nominees need to be identified soon. Once the nominees are selected, they will need to provide biographies (one paragraph) for the annual meeting, and ballots and proxies will need to be prepared for the voting at the April 7th meeting. Proxies are collected at the annual meeting with the ballots, and only votes from members who have paid their current year dues are counted.

Scott Hastings was named chair of the nominating committee, and two additional members were needed. Michael Fellwock agreed to be a second member of the nominating committee and two or three residents were named as potential third members of the nominating committee. Those residents will be contacted to see if they will agree to help.

Green Country HOA Management asked if they could be provided with a guideline for emergency spending without Board approval in case there were something urgent that needed immediate attention before they could get Board approval. A \$500 emergency limit was suggested, and a motion was made, seconded, and approved to allow Green Country HOA Management to incur up to \$500 in expenses without prior board approval in the event of an urgent need.

Suggestions to Improve Board meeting effectiveness: Harry requested suggestions to improve the meetings, and Debbie offered two suggestions

1. Utilize the officers as “executive committees”. Certain matters can be discussed ahead of the meetings and recommendations made by the committees for brief action/decisions by the full board.
2. Board members email their agenda items, recommendations, and summaries to all board members several days before the meeting of the full board. This would include any proposals that would need to be voted on. Responses should be limited primarily to clarifications on a particular point and not “banter”

Also Curtis suggested that we use Green Country as the doers under our management and focus on making long range decisions that are in the best interests of our members. Green Country is getting paid and we are volunteers. We should be planning and making decisions.

It was realized that as we move forward to the election of the next board members, we should recognize that 4 to 5 hour meetings held 9 times a year are a deterrent to people serving on the board. We need to manage our time better and fully utilize Green Country for the routine work of the Board.

Next meeting: The next meeting date was set for February 4th at 6 PM at the clubhouse.

Meeting Adjourned: The meeting was adjourned at 10:00 PM.

Respectfully submitted,
Scott Hastings
Secretary, Stonebrooke HOA