



# Homeowners Association Newsletter

Jan/Feb 2020 | Volume 19 No. 1

## Upcoming Events

### Annual Meeting

Jan 29, 2020

6:30 p.m.

## In This Issue

- *Annual Meeting Information*
- *Safety Advisory Report*
- *November Financials*
- *Fire & Safety Report*

## President's Message



As I come to the end of my first year as HOA President, I realize that I spend a lot of time thanking people. Not that I mind, it is just a reminder that our community works as well as it does because of all the residents who volunteer to support all our activities. They are truly the lifeblood of our organization.

We are grateful for all that they do. If you see one of your neighbors on the volunteer list, please thank them for their service to Stoney Brook.

First, I would like to thank Trina Shanks for running the Employee Fund with a critical assist from John Cowan. Thanks to the generosity of our residents, we raised just a bit more than we did last year for our maintenance staff. I am certain they are equally grateful, too.

As you may have noticed, our spa is up and running. John Cowan reports our security cameras record a few brave souls stopping by for an evening soak, even on some of our chillier nights. This was not an easy project for a variety of reasons. The people involved should take great pride in completing a lovely amenity for Stoney Brook.

I would like to thank all the residents who attended either of the last two board meetings to discuss the 2020 budget. Your attendance demonstrates your concern about the financial health of Stoney Brook. The discussions were lively, as is common when the subject is money. But they were also fruitful because people were able to ask many questions and receive some helpful replies, all in a public forum. It seemed like a very healthy exercise to me.

Our annual meeting will be held on January 29, 2020. You should receive information about the agenda and voting instructions after the first of the year. Please be sure to participate, either by proxy or in-person. It is very important that we establish a quorum for our annual meeting; there are dire legal consequences for us if we do not. This year we have six people running for the three board seats, so this is a particularly important year for everyone to vote.

And finally, I want to acknowledge Ginny Schneider, who will be leaving the board at the end of her term next month. This is Ginny's second tour of duty on the board, and we have benefitted from her leadership and support. In total, she has served 14 years on the board and 8 years as president, an amazing and unprecedented record of service to our community.

Best wishes for the holiday season.

Stan

## Important: Annual Meeting, Jan. 29 at 6:30 PM

Plan on attending Stoney Brook's 2019 Annual Meeting at Samuels Elementary School on Wednesday, January 29, 2020 at 6:30 PM. It is very important that we have the required quorum to be able to conduct our meeting business. If you are unable to attend in person, please fill out and return the proxy form from the materials you received in the mail. A few years ago, a sudden snowstorm caused many who had planned on attending to change their minds and stay home. This nearly derailed the meeting for lack of the necessary quorum. So, if you plan on attending, but at the last minute, are unable to do so, please call Oliver at 303-349-7544 and we will pick up your proxy. *See the Office Notes inside for more information.*



## Saving water in February Saves Sewer charges all year!!!

**Water Conservation:** Please remember that February water consumption is used to determine sewer costs for the entire year. We appreciate your efforts to conserve water during the February billing period, as well as year-round. Please also keep in mind that if you wash your car in the driveway, soap residue may run into the pond and stream infrastructure. It could be harmful to fish as well as community equipment.

Happy Holidays!!



Apparently men were not permitted to help with the decorating on Lost Creek Court this year. The women had things completely under control.

From left to right *Tandy Babb 459, Donna Duhadway 461, Linda Letson 460 on ladder and Kate Minson 473.*

---

---

## NOTES FROM THE STONEY BROOK OFFICE

---

---

**“Thank You!” from the Staff:** Your generosity again this year helped our staff have a happier Christmas. Your contributions to the Employee Holiday Fund are distributed in December. Trina Shanks was the volunteer coordinator this year and her hard work is very much appreciated. We wish all of you a healthy and happy 2020.

Your staff: *Porfirio Acosta, Saul Dominguez, Manuel Fuentes, Alfredo Ibarra, Jose Ginez, Jaime Hernandez, Ruperto Montoya and Jose Perez*

**Annual Meeting Information:** The materials for the Annual Meeting are in preparation to be mailed to you. Please plan to attend the Annual Meeting for 2019 on Wednesday, January 29, 2020 at Samuels Elementary School. The meeting will begin at 6:30. If you cannot attend, please:

- Seal your secret BALLOT to elect directors inside the SMALLER envelope.
- Then put your sealed BALLOT ENVELOPE and your REGISTRATION / PROXY form together into the LARGER envelope and mail or return to the Office as soon as possible. (DO NOT SEAL YOUR REGISTRATION / PROXY FORM INSIDE YOUR SECRET BALLOT ENVELOPE.)
- Under State law, we cannot accept your secret ballot without the registration, regardless of whether or not you attend. It is important to submit a proxy if you cannot attend in order to establish a quorum. Your proxy may also vote on any other issue which may arise at the meeting. And even if you are planning to attend, it is helpful, too, if you submit your ballot AND REGISTRATION FORM early.

A directory / contact form will also be included in the meeting materials. Please return the form as soon as possible. We will update the on-line social directory and it is also important that we have your most recent contact information in the event of an emergency.

**Winter Storms and Snow Removal:** A reminder to all, and especially the Terrace residents, to park your cars in garages during snowstorms. On-street parking is not allowed, and trailers of any kind cannot be parked in Stoney Brook overnight. It is crucial that the staff have access to parking pads as much as possible. Please give the plow operators room to maneuver and use caution if you are approaching from behind. It has also been noted that many residents who walk in the complex walk with the traffic flow. **Please only walk on the side of the street that will have you facing oncoming traffic.** And if the snowplows are working, it is best to avoid walking altogether. In the event of a true emergency during a storm, you may call Oliver at 303-349-7544 or Saul at 720-926-2807 if office staff is not available to take your call.

**Holiday Decorations:** Please remove any exterior holiday decorations such as wreaths and lights

from your homes by January 31, 2020. Thank you.

**Tree Trimming:** Oliver has scheduled the trimming, weather permitting, to begin right after the first of the year.

**Carpentry Repairs:** Homestead Paint will be on site to begin assessing any carpentry/siding repairs for the units scheduled to be painted in 2020. Owners may hire their own contractor for these repairs. It is advisable for the repairs to be completed per the letter due to the delays experienced in previous years.

**Dues for 2020:** Dues will be **\$490.00** beginning January 2020. The new amount will be deducted beginning in January, if Owners are using direct auto pay from the office. If Owners are using auto pay through their bank, please contact your bank of the change.

---

## Report from the Safety Advisory Committee

12/3/2019 DPD District 3 Meeting

Present: Jack Kiner and Donna DuHadway

A meeting at our local Police Station was held Dec. 3<sup>rd</sup>, at 6pm. The Commander of our Police Station gave us the latest crime figures from all the areas that report to District 3. Crime overall has shown a decrease with the only exception of one area closer to Santa Fe. Crime in Hampton South (our district) was down.

Discussion concerning speeding vehicles and car racing, especially on I-225, were discussed and due to the current laws the police are limited in what they can do. You can report car racing to our police station but unless these vehicles are causing a dangerous situation, very little can be done. A change in the law by our elected officials is a possibility.

The most important discussion that was brought up by the police had to do with the holidays and the increase in property crimes. The following suggestions are important to all of us:

1. When shopping, don't leave gifts in your vehicle where they are visible. Same thing goes for purses, mail and gift cards.
2. Lock your car doors.
3. Wherever you park, be aware of your surroundings.
4. Most malls offer helpers to carry your items to your vehicle.
5. Park in a well-lit area.
6. Don't leave your car running unattended. Criminals look for these vehicles known as "puffers". And that includes in your garage or driveway.
7. When walking at night in Stoney Brook make sure you have a light with you so can be seen. Walk facing traffic.

Although the above seems like "Holiday Tips" we hope you use these common sense reminders every day.

Have a Happy and Healthy Winter!

---

---

## Residential Fire Safety Equipment Report

The City and County of Denver Department of Safety (Fire Department) requires all homeowners in a multi-unit building to complete the attached report and submit it to the property manager of the HOA on an annual basis. Multi-unit buildings are defined as three or more units in each building. Freestanding or duplex units do not need to complete the form although it is recommended that all homeowners perform the inspections.

The Fire Department requires:

- **Smoke alarms** must be tested monthly and batteries changed at least once a year.
- **Portable fire extinguishers** be inspected once a year
- **Carbon monoxide alarms** must be tested monthly and batteries replace annually.

*Homeowners are to complete the form attached to this newsletter or by clicking [here](#) and return it to the SB office by February 1<sup>st</sup> of each year.*

---

## Thank You 2019 Stoney Brook Volunteers

At the end of the year and the start of another, it is a good time to salute those in our community who have given their time and expertise to keeping Stoney Brook the special place it is. Volunteers are vital to a healthy and strong community. So, to all the following, and any who may have been inadvertently missed, thank you so very much!

Terri Bunker  
Lois Bradbury  
Ila Adams  
Rita Alexander  
Larry Harper  
Mary Ann Harper  
Katrina Shanks  
Evelyn Burke  
Debbie Wolach  
Dorothy Davis  
Linda Branish  
Julie Browning  
Sheila Rhodes  
Bonnie Markman  
Rick Scholz  
Marilyn Kiner  
Marilyn Bowlds

Sue Christiansen  
Nancy Nelson  
Mark Winski  
Nancy Winski  
Jennifer Hilger  
Lorri Stonbraker  
Charlene Engleberg  
Kay Ceilley  
Ann Kochenberger  
Donna Yocum  
Dianne Williams  
Dennis Markman  
Linda Nathan  
Stacy Beakes  
Richard iano  
Donna Gleditsch  
Donna DuHadway

Joan Alford  
Sandy Kappus  
Christine Walker  
Kathy Kaufman  
William Letson  
Linda Letson  
Joanne Walker  
Hal Spritzer  
Tom Jaspers  
Bob Bulkley  
Don Oberndorf  
Betty Lehman  
Ed Pittaway  
Mike Davis  
Jackie Richardson  
Terri Kottal

---

## How to Hire for a Side Job

If you need to hire a member of the crew for a side job, please remember the following:

1. Use the form on the website or call the Office to request that you be contacted by a crew member. The Office will relay your request, after which



the transaction will be between you and the crew member.  
2. When contacted, be precise when describing the work you need and agree on a price.  
3. Please note that when working after hours, the crew is not covered by Stoney Brook insurance. Coverage should be provided by your personal homeowner's policy.

---

---

## Minutes of the Meetings of the Board of Directors

**November 20, 2019**

**Approved by the Board December 18, 2019**

**Directors Present:** Stan Trout, John Cowan, Jack Kiner, Andy Klatskin, Virginia Schneider, Ronald Branish, Kerry Santambrogio and Uli Kappus

**Director Absent:** Craig Weber

**Others Present:** Oliver Lynch, General Manager and Angela Miller, Office Manager

**Homeowners Present:** Mark Winski (Unit 428), Carnig Izmirian (Unit 131), Jan Klatskin (Unit 145), Lucille Zwanzig (Unit 456), Jan Melson (Unit 214), Kay Ceilley (Unit 378), Bill Letson (Unit 460), Terri Kottal (Unit 108) and Christine Walker (Unit 344)

**Call to Order:** Mr. Trout called the meeting to order at 6:30p.m. with a quorum established.

**Homeowners Comments:** Ms. Kottal asked about the Emerald Ash Borer treatment and timeframe. Mr. Weber provided the committee a research study from several universities. Mr. Cowan reported the infestation has reached North Denver area; the association has been advised it is not necessary to begin treatment at this time; the in-house non-toxic treatment is budgeted for 2021 (\$4K). Ms. Kottal recommends watching Dr. Cranshaw of CSU YouTube webinar discussing this issue. The EAB research study will be posted on the website. Ms. Ceilley suggested labeling the two reserve funds separately to avoid confusion and questioned how we plan to rebuild our reserve fund from the presented proposed budget. She also indicated she didn't like to see us budget a loss for 2020. John indicated that the goal, and actual historical results, have been to maintain cash reserves with the 5-year plan. Some years have higher expenses resulting in a negative cash flow, but the current 5-year plan results in a substantial positive cash flow that will increase our reserves. (Note: An updated budget is available for this Board meeting that has a positive cash flow for 2020). Mr. Izmirian asked when we budget why is it considered to buy vehicles versus leasing/financing? Mr. Cowan replied that even though it spreads the cost it would cost more total dollars to lease. Ms. Zwanzig inquired if Denver Water is planning to extend their project into the community. Currently, we are unaware of any future Denver Water projects within the community. Ms. Zwanzig continued if any water/sewer lines need replacement; Mr. Lynch replied we don't repair water lines, and we repair sewer lines as needed. Ms. Kottal and Ms. Zwanzig asked about the HOA having assessments (i.e. spa and potential court 3) and reserve funding differences. Mr. Cowan said ideally, we would have sufficient reserve funds for these things, but they were never included in our reserves necessitating the assessments.

**Approval of the Minutes:** A motion (Kappus/Cowan) to approve the October 23, 2019 Meeting Minutes passed with no opposition.

**President's Remarks:** Mr. Trout thanked the owners in attendance to discuss the budget and their feedback. In addition, if any interest running for the board don't forget to submit your board application.

**General Manager's Report:** Mr. Lynch provided the following report:

### ONGOING PROJECTS:

- Leaf clean up
- Ponds & Streams clean up
- Winter pruning
- Waiting for the final fire, health and building inspections to open the hot tub

### COMPLETED PROJECTS:

- Hot tub (spa) enclosure & deck
- Retaining wall repair @ Unit 407

**Treasurer's Report:** Mr. Branish provided the October 2019 Financial reports. Mr. Branish reported the month of October was over budget in the following operating/reserve expense accounts: Maintenance Salaries (\$5K) working with 9 crew staff, Trash Removal & Equipment Rental combined (\$2K), Tennis Court (\$2K); Master Replanting (\$5K) area (Yosemite/Temple corner) larger than anticipated; Furnace (\$10K) timing of installation; YTD Utilities remain under budget (\$10K), Spa Replacement (\$6K) under budget, Major Pond Repairs (\$10K) under budget. Mr. Winski asked are there any explanations of why these items are over budget? Mr. Trout responded the over/under budget descriptions are listed at the end of the report. Mr. Branish reported (\$63K) in operating account from the Balance Sheet. Mr. Cowan mentioned the Board chose to fund the HOA Insurance resulting in a current prepaid balance of (\$178K) versus borrowing funds. This makes the cash position seem weak, but the prepaid converts back to cash over the next 8 months. The accounts in arrears were reviewed. A **motion (Schneider/Cowan)** to accept the October financials reports passed unanimously with no opposition.

**Long Range Planning Committee:** Mr. Cowan reported in the absence of Mr. Weber. Mr. Winski was assigned to spearhead two sub-committees (Paint & Asphalt) to examine if there are any paint/policy or procedural alternatives, that could extend paint cycle and an ascertainment for future asphalt paving maintenance.

*Paint Project:* The paint cycle that has been around 7 or 8 years is no longer applicable due to better paint and application technique. We are also going to start applying one coat of paint instead of two coats as recommended by our paint contractor. In 2020, we plan to also extend life of some units that are at about 7 years since their last painting, that don't need painting yet, by power washing and just painting existing trim. Mr. Cowan mentioned the policy states painting and trimming, as required and schedule accordingly; these changes are consistent with the current policy. A **motion (Schneider/Klatskin)** to accept the Homestead Painting proposal in the amount of \$39,998 passed with no opposition.

*Asphalt Paving:* The committee also recommended hiring engineers to complete a pavement evaluation of the surface and sub-surface to determine moisture and distress of the streets in the community. Several were interviewed with a recommendation of AGW. A **motion (Schneider/Kappus)** to authorize Mr. Lynch to sign the AGW proposal in the amount of \$8,693 passed unanimously.

Mr. Cowan discussed the A-One Pavement crack seal and infrared patching proposal of areas in need for repair for 2020. He pointed out we needed to get on their calendar even though the specific items quoted may change after we receive the engineer's recommendations. A **motion (Trout/Branish)** to accept the A-One Pavement proposal in the amount of \$18,270 passed with no opposition or further discussion.

**Finance Committee:** Mr. Cowan provided minutes from the November 2019 meetings. Mr. Cowan also provided an adjusted 2020 Operational and Reserve Fund budget with a positive cash flow (\$6K) and a Five -Year Plan that substantially increased both the HOA Operational Reserve and the new Capital Reserve. Ms. Schneider suggested the updated budget and communication should be sent to the owners to let them know of the changes. Mr. Cowan said some of the changes were possible because of going back to a maintenance staff of 8 as well as some savings in painting. Some expenses have been rising dramatically and the 2020 budget plans for these new higher costs. The 2019 budget did not account for them and has resulted in negative cash flows for the year compared to this year's budget.

**Spa Committee:** Mr. Cowan reported the spa is ready for inspection.

**Court 3:** Mr. Cowan mentioned further discussion of this area will continue in 2020 to develop a plan that meets the needs for the community and potential execution of the plans in 2021.

**Insurance Committee:** Mr. Branish reported Hartford (Maxum) Insurance denied the tree limb claim.

**Architectural Review Committee:** Mr. Kiner mentioned two requests were approved and six units pending. ARC is having issues with "flippers" not abiding by ARC rules and receiving neighbor approvals. It has been suggested to have owners sign off after receiving/reviewing the welcome packet, especially ARC standards. Mr. Trout received feedback from our legal team, owners are bound by rules when purchasing a unit in our community, therefore no sign-off form is needed. ARC will be notifying new owners moving forward personally to enforce ARC regulations. SBHOA declarations state we have the right to ban contractors from working in the community. Mr. Kiner mentioned the new "No Right Turn" signs for Terraces have been ordered and requested "No

Solicitors" signs should be at all entrances.

**Communications Committee:** Any articles for the January/February Newsletter should be submitted by December 20, 2019.

**Old Business:** The board agreed to have the recent Reserve Study available for owners and post on the website.

**New Business:** The preliminary 2019 Annual Meeting Packet was provided for review, no revisions needed, but additional board applications will be included in the final version before sending to owners.

**Adjournment:** At 8:04 p.m., there being no further business, a **motion (Schneider/Santambrogio)** to adjourn until Wednesday, December 18, 2019 passed unanimously.

Respectfully submitted,  
Angela Miller, Recording Secretary



**December 18, 2019**

Preliminary – Not Approved by the Board

**Directors Present:** Stan Trout, John Cowan, Jack Kiner, Andy Klatskin, Virginia Schneider, Ronald Branish and Uli Kappus

**Director Absent:** Kerry Santambrogio and Craig Weber

**Others Present:** Oliver Lynch, General Manager and Angela Miller, Office Manager

**Homeowners Present:** Trina Shanks (Unit 311), Debbie Wolach (Unit 370), Evelyn Burke (Unit 44), Bill Letson (Unit 460), Sharon Kassanoff (Unit 212), Dolly Bunke (Unit 128), Carnig Izmarian (Unit 131), Terri Kottal (Unit 108) and Kathy Anderson (Unit 105)

**Call to Order:** Mr. Trout called the meeting to order at 6:30p.m. with a quorum established.

**Homeowners Comments:** Ms. Shanks reported the Employee Holiday Fund donation exceeded the prior year was well received with 65% of homeowners contributing. Ms. Shanks suggested the arborist planting proposal for tree replacement is not needed per the listed locations. Mr. Kiner and Mr. Lynch reassured this proposal was only requested so it would be available if replacement is needed and couldn't be completed by staff. Ms. Kottal inquired if the planned budget will be used to replace any ash trees that could be lost from the Emerald Ash-borer. Mr. Kiner responded there is a plan to handle this at the appropriate time when it becomes necessary. Ms. Anderson asked if the Asphalt Seal Coat and Truck Replacement were planned to be a special assessment before it was identified to be placed in the reserve study? Mr. Cowan replied no. But we have commissioned engineers to inspect our roads with no immediate plan to replace any asphalt or have a special assessment. Further, he stated that if a major replacement is called for the new reserve would be sufficient to cover that cost and could result in an assessment. Mr. Cowan pointed out the new Capital Reserves is in place to begin funding. Mr. Trout added the Reserve Study numbers are based on an estimate of "How much is it going to cost to replace it" and How long is it going to last" with projects that can be delayed without affecting home values. Ms. Anderson questioned if any other items from the Reserve Study should be listed under the Capital Reserves. Mr. Cowan replied Court 3, which is growing moss, needs a solution and currently is not funded. Ms. Anderson asked how the committee determined the funding of \$44K in the Capital Reserves. Mr. Cowan responded the dollar amount was a place holder to start the funding which will be adjusted as needed. Ms. Anderson inquired repairing the pool heater with the operating expenses funds and how these funds are stable. Mr. Cowan acknowledged funds are planned with a cash flow budget every year and historically has been sufficient to cover unexpected expenses. Mr. Izmarian asked what is included in the tree proposal and replacement? Mr. Lynch explained the arborists proposes the type of replacement tree, in case we need to use their services. Mr. Lynch provided the 2020 the Tree Maintenance Arbor Garden proposals for pruning and removing in the amount of (\$35K) and planting proposal for (\$3.8K). A **motion (Cowan/Kiner)** to accept the Arbor Garden proposal for pruning/removal and authorize Mr. Lynch to sign it passed with no opposition.

**General Manager's Report:** Mr. Lynch provided the following report:



#### ONGOING PROJECTS:

- Leaf clean up
- Winter pruning

#### COMPLETED PROJECTS:

- Hot tub OPEN
- Pool Fence & Stone Columns
- Installed “No Soliciting” signs
- Installed “No Right Turn” signs at the Terraces

**Approval of the Minutes:** A motion (**Kappus/Branish**) to approve the November 20, 2019 Meeting Minutes passed with no opposition.

**President’s Remarks:** Mr. Trout mentioned 6 board applications have been received for the upcoming election. Mr. Trout announced the passing of a former owner, Barbara Gump.

**Treasurer’s Report:** Mr. Branish provided the November 2019 Financial reports. Mr. Branish reported the month of November was over budget in the following operating/reserve expense accounts: Maintenance Salaries (\$5K), Storm Sewer (\$4K) and Spa Replacement (\$11K) due to timing of invoices and inspection requirements with a YTD of (\$6K) over budget. The YTD items of Administrative Expenses was under budget with Maintenance Salaries(\$19K) Maintenance Expense (\$18K) and Storm Sewer (\$7K) over budget; Utilities (\$8K) under budget, Landscape (\$13K) over budget and Major Pond Repairs (\$10K) under budget. Mr. Branish reported (\$44K) in operating account from the Balance Sheet and suggest delaying some projects until we build up the cash flow. It is current uncomfortably low. Mr. Cowan mentioned some projects can’t be deferred and low expense months plus the use of the prepaid insurance will help restore cash balances through the first quarter. The accounts in arrears were reviewed. A motion (**Kappus/Branish**) to accept notifying the mortgage lender of owner in arrears to exercise our rights of a super lien passed with no further discussion. A motion (**Klatskin/Kiner**) received the November financials reports passed unanimously with no opposition. The 2019 Audit Engagement letter from Olsen, Reyes, and Sauerwein in the amount of \$5K was provided for the Board to review. A motion (**Schneider/Klatskin**) to accept the proposed audit letter passed with no opposition.

**Finance Committee:** Mr. Cowan is optimistic 2020 budget will cover the substantial cost increases that resulted in cost overages this year. The 2020 budget is proposed to increase the dues with a \$35 increase per owner, this is a monthly due of \$490. The Five -Year Plan included with the budget will restore HOA Operational Reserve and build the new Capital Reserve. Some expenses have been rising dramatically and the 2020 budget plans for these new higher costs. The 2019 budget did not account for them and has resulted in negative cash flows for the year compared to this year’s budget. A motion (**Kiner/Branish**) to accept the proposed 2020 Budget passed with no objections or further discussion.

**Spa Committee:** Mr. Cowan reported the spa is done.

**Chateau Committee:** Mr. Cowan will be preparing their prorata share reconciliation of the 2019 expenses and from the 2020 budget.

**Court 3:** Mr. Cowan mentioned further discussion of this area will continue in 2020 to develop a plan that meets the needs for the community and potential execution of the plans in 2021.

**Insurance Committee:** Mr. Branish reported the unemployment tax rate received is lower in 2020 than the current year.

**Safety Advisory Committee:** Mr. Kiner and Ms. DuHadway attended a safety meeting at the local police station. Mr. Kiner reported the crime rate is down in the area and anticipates having the speed radar sign installed again at Union/Temple street. The police officer discussed having cops with speed radars available at this location.

**Architectural Review Committee:** Mr. Kiner mentioned he met with Mr. Lynch and Ms. Wolach to discuss projects for next year.

**Communications Committee:** Any articles for the January/February Newsletter should be submitted by December 20, 2019.

**New Business:** A few revisions have been made to amend and clarify the Paint Policy approved in July 2014. These revisions better detail what has been happening in practice as well explain future plans to extend paint life and keep lower painting costs. A **motion (Cowan/Schneider)** to accept the amended Paint Policy passed with no opposition.

**Executive Session:** At 7:39 p.m., a **motion (Schneider/Kiner)** to adjourn into an Executive Session to discuss employee compensation, which passed unanimously. At 8:30 p.m. a **motion (Cowan/Kiner)** to resume the regular session passed unanimously.

**Adjournment:** At 8:31 p.m., there being no further business, a **motion (Kiner/Schneider)** to adjourn until Wednesday, January 29, 2020 immediately following the Annual Meeting passed unanimously.

Respectfully submitted,  
Angela Miller, Recording Secretary

---

## **Stoney Brook HOA Current Financials**

---

**Stoney Brook Homeowners' Association, Inc.**  
**Profit & Loss Budget vs. Actual**  
 January - November 2019

	<u>Jan - Nov 2019</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Homeowner Dues	1,411,410	1,411,410	0
Chateau Fees	6,123	5,665	458
Chateau Portion of Spa	4,500	4,500	0
Interest-Operating Funds	31	0	31
Transfer Fees	1,500	2,625	(1,125)
Late Fees	948	855	93
Assessment Replacement of Spa	69,413	73,913	(4,500)
Misc. Income	17,421	12,000	5,421
Reserve Interest Income	1,960	825	1,135
<b>Total Income</b>	<u>1,513,306</u>	<u>1,511,793</u>	<u>1,513</u>
<b>Expense</b>			
Salary & Benefits	569,637	550,341	19,295
Administrative Expenses	26,843	30,250	(3,407)
Maintenance Expenses	117,789	99,535	18,254
Pool/Clubhouse Expense	25,554	14,510	11,044
Utilities	287,612	295,224	(7,612)
Fixed Expenses	217,880	214,900	2,980
Income Taxes	775	0	775
<b>Total Expense</b>	<u>1,246,089</u>	<u>1,204,760</u>	<u>41,329</u>
<b>Cash Flow From Operations</b>	267,217	307,032	(39,816)
<b>Other Reserve Expense</b>			
<b>Reserve Expense</b>			
Cap -Landscape	101,768	88,000	13,768
Cap - Site Improvements	32,415	35,000	(2,585)
Cap - Exterior Paintng	95,090	94,000	1,090
Cap - Clubhouse & Maint Bldng	10,500	11,000	(500)
Cap - Operating Equipment	1,415	5,000	(3,585)
Cap - Allowance Reserve Study	1,750	3,500	(1,750)
Cap - Pool & Tennis Courts	102,466	88,413	14,053
Cap - Ponds & Streams	17,663	24,000	(6,337)
<b>Total Reserve Expense</b>	<u>363,067</u>	<u>348,913</u>	<u>14,154</u>
<b>Net Other Income</b>	<u>(363,067)</u>	<u>(348,913)</u>	<u>(14,154)</u>
<b>Year To Date Cash Flow</b>	<u>(95,850)</u>	<u>(41,881)</u>	<u>(53,969)</u>

**Stoney Brook Homeowners' Association, Inc.**  
**Balance Sheet**  
As of November 2019

	<b>November 30, 2019</b>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Operating Funds	44,777
Reserve Cash Accounts	6
<b>Total Checking/Savings</b>	<b>44,783</b>
Accounts Receivable	
HOA Accounts Receivable	1,578
<b>Total Accounts Receivable</b>	<b>1,578</b>
Other Current Assets	
Comcast Commission Rec'v	4,208
Fidelity-G.M. Deferred Comp	101,558
Prepaid Expenses	176,195
Prepaid Federal Income Tax	1,320
<b>Total Other Current Assets</b>	<b>283,281</b>
<b>Total Current Assets</b>	<b>329,642</b>
<b>TOTAL ASSETS</b>	<b>329,642</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Income Tax Payable	598
Deferred Revenue	14,908
Payroll Liabilities	6,482
<b>Total Other Current Liabilities</b>	<b>21,988</b>
<b>Total Current Liabilities</b>	<b>21,988</b>
Long Term Liabilities	
Fidelity-G.M. Def'd Comp Liab	101,558
<b>Total Long Term Liabilities</b>	<b>101,558</b>
<b>Total Liabilities</b>	<b>123,546</b>
Equity	
Reserve Fund Balance 12-31-18	32,378
Operating Fund Balance 12-31-18	269,568
Year To Date Cash Flow	(95,850)
<b>Total Equity</b>	<b>206,096</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>329,642</b>



## Residential Fire Safety Equipment Report

**Homeowner:** *As a homeowner or tenant in a multi-unit residential facility, you are required to complete this report **and submit it to the property management or homeowners' association (HOA) annually**, unless the management is doing the required maintenance for you. We recommend that detectors be tested in the spring and fall—same time you change the clocks for daylight savings time. Portable fire extinguishers must be inspected once a year and hydrostatically tested every five years.*

**Property Manager or HOA Administrator:** *As a property manager or homeowners' association administrator, you are required to obtain Residential Fire Safety Equipment Reports for each unit annually. The reports must be kept on file and ready for inspection by Denver Fire Department personnel for three years.*

You may download additional forms at: [www.denvergov.org/fire](http://www.denvergov.org/fire)

\_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Denver, CO \_\_\_\_\_

TYPE OF SMOKE DETECTORS: BATTERY \_\_\_\_\_ 120 VOLT \_\_\_\_\_

COMBINATION CO/SMOKE: BATTERY \_\_\_\_\_ 120 VOLT \_\_\_\_\_

CARBON MONOXIDE : BATTERY \_\_\_\_\_ 120 VOLT \_\_\_\_\_

I / We, the Owner (s) of this condominium / townhouse unit (s), do certify that smoke detectors, either 120 Volt A/C or battery powered, have been installed and tested as required by Section 907.20.5 of the Denver Fire Code and National Fire Protection Association 72, and that I / we have replaced the battery with a 10-year lithium ion battery.

**CARBON MONOXIDE ALARM** *(must be tested monthly and batteries changed at least annually)*

Number of carbon monoxide alarms in residence? Year of manufacture \_\_\_\_\_

Date test was completed \_\_\_\_\_ Batteries changed? Yes \_\_\_ No \_\_\_

**SMOKE ALARM/Combination Alarm** *(must be tested monthly and batteries changed to a 10-year lithium battery)*

Number of smoke alarms in residence \_\_\_\_\_ Year of manufacture \_\_\_\_\_

Date test was completed \_\_\_\_\_ Batteries 10-year lithium? Yes \_\_\_ No \_\_\_

1. Tested for proper function (required every 6 months, by occupant). "Test" button only tests the condition of the power source and horn. To test the sensor, use actual smoke or a consumer product, "Smoke Detector Testing Spray"

**DATE:** \_\_\_\_\_

2. If the detectors are battery operated, replace batteries (As of 01/01/2019 10-year lithium batteries are required, installed by either Management/HOA or occupant.

**DATE:** \_\_\_\_\_

3. Certify that we have sent the Residential Safety Equipment Report to our Owner/HOA/Management Company via E-mail or US Postal Service with the expectation that they complete the Smoke Detector Certificate of Compliance.

**DATE:** \_\_\_\_\_

**PORTABLE FIRE EXTINGUISHER** *(must be inspected once a year hydrostatically tested every five years)*

Number of portable fire extinguishers in residence \_\_\_\_\_ Year(s) of manufacture \_\_\_\_\_

Date of last inspection \_\_\_\_\_

\_\_\_\_\_  
OWNER/OCCUPANT SIGNATURE

\_\_\_\_\_  
DATE

02/11/19