

Save the Date

Daylight Saving Time

Clocks Spring Ahead
March 8, 2020

Girls Night Out

(see flyer for details)

March 24, 2020
4:30-6:30

Girls Night Out

April 28, 2020
4:30-6:30

Summer Event

June 14, 2020

In This Issue

- *January Financials*
- **Girls Night Out flyer**

President's Message



The year 2020 has started with a few items of interest. Our Colorado weather has not been too terrible so far, although Winter is likely far from over. Within the last few weeks the coronavirus has become a worldwide news event, with the threat of a global pandemic and a large selloff in the stock market. It seems like a good time to be aware of what is going on in the world on this front and to act prudently.

A few items concerning community citizenship have come up in the past couple of months and I wanted to bring them out into the open for discussion.

A new member of our community was recently confronted by one of our residents demanding that their moving van had to be moved immediately, even though it was being actively unloaded at the time and was not blocking the road. While I do not know the entire story, it seems clear that this is not the way we would like to introduce ourselves to new residents of our community. There was clearly a better way to handle this situation.

We learned from Homestead, our painting contractor that a few residents have failed to pay for repairs that were needed to their units prior to painting. Our rules are fairly straightforward on this subject, if your siding needs repair or replacement before painting, it is the homeowner's responsibility to complete the repair before painting commences. If Homestead does the repair, it is the homeowner's responsibility to pay Homestead for the work in a timely manner. So far, Homestead has not pursued these outstanding balances for fear that it would damage their relationship with Stoney Brook. At the same time, the HOA has been very pleased with Homestead's work and would similarly not want to do anything to damage our relationship with them. Consequently, we will be advising Homestead that they should feel free to collect these outstanding balances from our residents. We hope the homeowners involved will make arrangements to pay their bills as soon as they can.

And finally, I have one neighbor who routinely tells me about her neighbor, who allows his dog to run free without a leash. We send out regular reminders that leashes are required, to no avail. Eventually my neighbor will take a picture of the dog off-leash and make a formal complaint. Oliver will have no option but to issue a fine. As my drafting teacher used to say, "A word to the wise should be sufficient." I sincerely hope that it is.

I'm sorry to have all this negative stuff in one newsletter, but I think it serves as an important reminder. We chose to live in a community where we measure the distance to our neighbor in feet, or even in inches, rather than in miles. Living this way makes it incumbent on us to get along as best we can, sharing this relatively small patch of land we call Stoney Brook. Even so, will there be conflict? It seems inevitable, but we have a clear choice on how to solve our problems: confrontation or cooperation. I'll vote for cooperation. And I hope you will, too.

Stan

2020 Board of Directors and Officers

The 2019 Annual Meeting was held January 29, 2020. Kerry Santambrogio (Unit 8) and Jack Kiner (Unit 413) were reelected, and William Letson (Unit 460) was newly elected to three-year terms on the Board of Directors.

At its regular meeting following the Annual Meeting, the Board also elected its officers for 2020: Stan Trout, President; Craig Weber, Vice President; Andrew Klatskin, Secretary; and Ron Branish, Treasurer.

May Board Meeting Date Changed

Please make a note: The May 27 Board meeting has been changed to **May 20**.

Notes from the Stoney Brook Office

Annual Meeting: We wish to thank Rita Alexander, Evelyn Burke, Lois Bradbury, Mary Ann Harper and Terri Bunker for volunteering to assist with registration and ballot tallying for the January 29th Annual Meeting. We very much appreciate the support and assistance.

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. Any vehicle in violation of the community rules shall be subject to towing at the Owner's expense. Please give the plow operators room to maneuver and use caution if you are approaching from behind. *The plows require a certain amount of momentum to move the snow; do not call the office to complain of the speed.* 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 Maintenance at 720-926-2807 if office staff is not available to take your call.

Painting: Homestead Painting has finished inspecting the 2020 scheduled units to determine if any carpentry repair is necessary. You will be notified by Homestead Painting, who also will provide their own cost proposal. Owners have the option to use Homestead or any other insured and General Manager approved contractor of their choice, but all required repairs must be completed by the schedule listed in the paint letter. Homestead Painting will be sending the notices after their inspection is complete.

Winter Clean Up: Oliver and the staff will begin routine spring maintenance after the winter. Cleaning up pine needles and debris from under snow piles, etc., will continue.

Air Conditioner Enclosures: As the snow melts and spring finally approaches, please take a look at the enclosures around your air conditioning units to check for winter damage. Maintenance of these enclosures is the responsibility of the Homeowners.

Ponds: During this time of year the cleaning process begins on the ponds, if they are thawed. This process can dispense an awful smell, i.e. sewage or even natural gas in the air. Unfortunately, the smell could last a couple days. If any concerns arise, please do not hesitate to contact the office or Xcel to confirm no actual sewer or natural gas issues are detected.

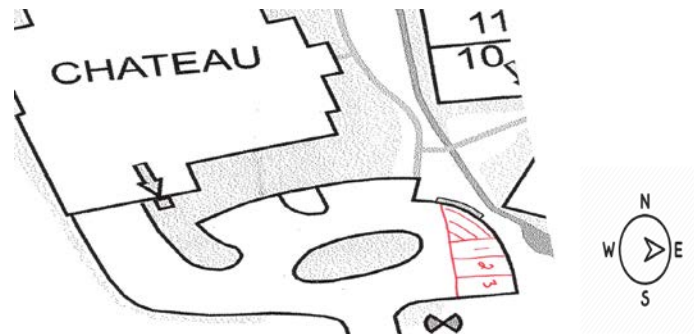
Tree Spraying: Tree spraying is scheduled to begin in April, weather permitted. All trees and shrubs as well as common area grounds will be sprayed for ash borers and pine beetles during May and July through August. Flags will again be placed on the grounds to indicate areas to be affected.

Tree Pruning: The Board of Directors has approved Arbor Garden to begin pruning and removal in March 2020 for only the areas listed on the contract for 2020. There will be no exceptions for any extra pruning or removal by request, unless at owner's expense.

Parking: Please do not use the parking pads as a storage area for your vehicle(s) or without a SBHOA parking permit. Please review the parking rules (Rule 4) to avoid any future issues.

THE CHATEAU PARKING LOT: *Do not park in the designated parking for Chateau owners and their guests, they will tow vehicles.*

Three handicapped only accessible parking spots are available on the east side of the Chateau parking area as shown.



Remaining 2020 Board Meetings: March 25, April 22, May 20, June 24, July 22, August 26, September 23, October 28, November 18, December 16. All Board meeting dates are on Wednesdays beginning at 6:30 PM, located in the clubhouse.

Thank You!

A very heartfelt "Thank you!" to all my fellow homeowners for their notes and messages wishing me well after leaving the Board - and for the beautiful plaque! All of you, and Oliver and Angela, also, have always been so encouraging and supportive. Again, thank you. *Ginny Schneider*

Safety Advisory Committee Messages

Safety Tip: Be Visible At All Times! While enjoying the outdoors, especially with pets, along our community streets and paths in the evenings, one should always be wearing light colored clothing or highly visible safety gear (i.e. vests, flashlights, headlamp) to avoid any close call accidents. If any common area or exterior garage lanterns are not on, please report to the office.

FBI Warns of Scammers Spoofing FBI Phone Number

The FBI has seen a recent increase in phone calls that spoof the Bureau's phone number as part of a Social Security scam. The callers will often "spoof," or fake, the FBI Headquarters' phone number, 202-324-3000, so the call appears to be coming from the FBI on the recipient's caller ID. In this scam, fraudulent callers posing as an FBI agent inform the victim that their Social Security number has been suspended. The scammer provides a fake name and badge number to trick the victim into believing they are an FBI agent. The scammer tells the victim that in order to get their Social Security number reinstated, they must purchase gift card(s), put money on the card(s), and call the scammer back and provide the gift card number(s). Instead of providing any additional information on the victims' Social Security number, the scammer will hang up.

These calls are fraudulent; any legitimate law enforcement officer will not demand cash or gift cards from a member of the public. The FBI defines this type of scam as government impersonation fraud, in which criminals impersonate government officials in an attempt to collect money. The criminals often threaten to extort victims with physical or financial harm to obtain personally identifiable information. Scammers are becoming more sophisticated and organized in their approach, are technologically savvy, and often target young persons and the elderly.

To protect yourself from falling victim to this scam, be wary of answering phone calls from numbers you do not recognize. Do not send money or gift cards to anybody that you do not personally know and trust. Never give out your personal information, including banking information, Social Security number, or other personally identifiable information, over the phone or to individuals you do not know.

According to the Internet Crime Complaint Center (IC3), 13,873 people reported being victims of government impersonation scams in 2019, with losses totaling more than \$124 million.

Anyone who feels they were the victim of this or any other online scam should report the incident immediately using the IC3 website at www.ic3.gov. More information about government impersonation schemes and other online fraud schemes can be found at <https://www.fbi.gov/scams-and-safety/common-fraud-schemes>

Minutes of the Meetings of the Board of Directors

January 29, 2020

Approved by the Board – February 26, 2020

Directors Present: Stan Trout, John Cowan, Uli Kappus, Jack Kiner, Craig Weber, Kerry Santambrogio, Ron Branish and Andy Klatskin

Directors Absent: Bill Letson

Others Present: Angela Miller, Office Manager

Others Absent: Oliver Lynch, General Manager

Homeowners Present: Dianne Williams (Unit 430), Kay Ceilley (Unit 378), Trina Shanks (Unit 311), Sandy Kappus (Unit 309) and Betty Lehman (Unit 307)

Call to Order: Mr. Trout called the meeting to order at 8:13 p.m. after the Annual Members' Meeting with a quorum established.

Election of Officers: Mr. Branish was nominated by Mr. Cowan to remain as Treasurer. The following directors agreed to keep their positions: Stan Trout, President; Craig Weber, Vice President, Andrew Klatskin, Secretary and Mr. Branish, Treasurer. A **motion (Cowan/Santambrogio)** to approve the slate of the 2020 Board Officers passed unanimously.

Approval of the Minutes: A **motion (Kiner/Kappus)** to approve the December 18, 2019 Minutes passed with no opposition.

General Manager's Report: Mr. Lynch provided a report for review.

ONGOING PROJECTS:

- Winter clean up

COMPLETED PROJECTS:

- Retaining wall from Unit 106 to Unit 143
- Walkway between Unit 207 & Unit 208
- New Walkway (per easement) between Unit 9 and Chateau
- Sewer lines repaired @ Units 207, 222 & 224

Treasurer's Report: The 2019 Audit and internal control letter were provided to the board directors with no discrepancies in reporting. A **motion (Branish/Cowan)** to accept the 2019 Audit as prepared passed unanimously. Mr. Cowan mentioned the 2019 Audit will be posted on the website. Mr. Cowan cited the accountants' recommendation the Board approve a transfer from the operating account to the reserve account at the end of 2019. A **motion (Cowan/Kiner)** to accept the Resolution of the Allocation of 2019 Assessments to the Reserve Fund in the amount of \$226K passed with no objections. The Board had ratified an email vote with no objections to modify the 2020 Budget that was distributed at the 2019 Annual Meeting.

Insurance: Mr. Branish provided the employee insurance quotes from Moody Insurance. The committee recommends the new Kaiser Gold KP CO Gold 500/30 plan at a gross amount of \$4,692 per month and

continuing with the employees 10% contribution to the health care plan. A **motion (Cowan/Weber)** to accept the recommended health insurance plan passed with no objections.

Communications Committee: Any articles for the Mar/Apr newsletter should be submitted by February 28, 2020. Ms. Schneider will continue overseeing the newsletter distribution for a couple more issues, then Mr. Trout will be chairman.

Committee Chair Appointments for 2020: The Board directors will remain chairman of their committees. A proposed volunteer committee list will be presented by the February meeting.

New Business: The Board of Directors proposed 2020 meeting dates were available for the Board to review. Mr. Kiner will review the Jewish Holiday calendar to avoid any date conflicts. (Subsequently, Mr. Kiner reported no conflicts.)

Adjournment: At 8:30 p.m., there being no further business, a **motion (Kiner/Weber)** to adjourn until Wednesday, February 26, 2020 passed unanimously.

Respectfully submitted,
Angela Miller, Recording Secretary



February 26, 2020

Preliminary – Not Approved by the Board

Directors Present: Stan Trout, John Cowan, Uli Kappus, Craig Weber, Kerry Santambrogio, Ron Branish, Andy Klatskin and Bill Letson (via telephone)

Directors Absent: Jack Kiner

Others Present: Angela Miller, Office Manager

Others Absent: Oliver Lynch, General Manager

Homeowners Present: Lucille Zwanzig (Unit 456), Trina Shanks (Unit 311), Kay Ceilley (Unit 378), JoAnn Taylor (Unit 455), Evelyn Burke (Unit 44), Carnig Izmirian (Unit 131), Tom & Linda Watson (Unit 132), Beth Apthorp (Unit 23), Bill Kelker (Unit 37) and Lenora O'Connor (Unit 38)

Call to Order: Mr. Trout called the meeting to order at 6:27 p.m. with a quorum established.

Homeowners Comments: Ms. Zwanzig is curious of why the pond fountains/streams are turned off. The board responded it is typical this time of year, some water features are shut off due to weather and safety reasons. Ms. Zwanzig asked about the status of street repair and asphalt engineer's report; the board will touch base on these issues in their committee reports. Ms. Ceilley suggested researching "Denver Digs Program" by applying for their free trees program and planting guidance. Ms. Ceilley pointed out the recent Temple fence appears to be installed in two different sides or direction. Mr. Cowan assured Ms. Ceilley it is our intentions to have this fence be 2 sided on both sides with possible stone columns. Mr. Weber proposed Ms. Ceilley pass along her recommendations to the Grounds Chairman, Debbie Wolach. Mr. Izmirian asked how January's financials compare to budget and were we able to accrue or realize non-expense items i.e. insurance into reserves? Mr. Branish reported we were on budget and the capital reserves account just was opened for transfers. Mr. Branish addressed the Sewer Laterals account, we have repaired 4 sewers lines since January which could be a potential overage, although no reaction is

needed unless we get close to the \$20K. Mr. Cowan mentioned the prepaid insurance is converted back to cash each month.

Approval of the Minutes: A motion (Kappus/Weber) to accept the January 29, 2020 Minutes as written passed with no opposition.

President's Message: Mr. Trout welcomed Mr. Letson to the board via telephone.

Mr. Trout mentioned a new owner reported an incident from a resident regard to their moving van's location at their unit. Mr. Trout mentioned that neighbors should have patience of any owner moving and a reminder moving vans/trucks are only onsite temporarily.

General Manager's Report: Mr. Lynch provided a report for review.

ONGOING PROJECTS:

- Winter clean up
- Union Fence

COMPLETED PROJECTS:

- Sewer line repaired @ Unit 382

Treasurer's Report: Mr. Branish provided the January 2020 Financial reports. Mr. Branish reported the Health Insurance is under budget but will be catching up for the new employee's coverage in January billed in February. The Retaining Wall over budget (\$2K). The Balance Sheet cash flow is looking good. The balance sheet as of the end of January reflects consolidated reserve balances of \$265,651 of which \$152,675 is in bank checking or investments accounts, and another \$128,859 is in prepaid insurance that will be refunded to our bank account by August 12th of this year. The accounts in arrears were reviewed and progress has been made, at this time no waiving the outstanding late fees.

Finance Committee: Mr. Cowan provided the January 22, 2020 Finance committee meeting minutes and the Expense Monitoring meeting notes from January 30 and February 18, 2020.

The Finance Committee recommended a plan to monitor the spending to prevent any deficits. Mr. Cowan, Mr. Kappus and Mr. Lynch will be meeting on a regular basis to examine expenses compared to the budget. The current expense status:

- Sewers – 4 lines have been repaired since January the costs could be \$15K of the \$20K budget, therefore discussed delaying a project to prevent an overage in the budget.
- Master Replanting – the \$15K budget is on hold and probably will be deferred until 2021.
- Union Fence – installed from using fencing materials purchased last year; Mr. Lynch will receive quotes before extending, 2-siding the fence and stone columns.
- In-house project of removing evergreen shrubs along the concrete wall near the 4605 entrance.
- Patching Streets – Mr. Lynch plans to proceed with \$20K budget of patching and crack sealing the streets.
- Curbs and Gutters – \$15K budget item. Mr. Lynch is confident this project can be done in-house but has also found a contractor who has estimated it about the same price.
- Snow Removal/Overtime – Mr. Lynch prefers to have the board endorsement, if snow accumulates 3" on weekends/off-hours our staff will postpone clearing paths/walkways until the following business day and when the storm is over. Streets and driveways will still be cleared with no change. The board doesn't object and will advise if any problems arise.
- Ponds/Streams – with having a harsh winter we won't know any extent of damage until Spring when the pumps and streams are turned on.

- Trees – proceed as planned for the tree pruning and removal which will cost \$34,000 leaving \$26,000 for possible future work since we have a \$60K budget.
- Budgeting Performance Bonus – Mr. Kappus suggested delaying by one or two pay periods instead of paying at year-end. That way we could budget for January. Mr. Cowan mentioned this isn't a bad idea but delaying it by one period could still be accrued due to remaining payroll days in December. This recommendation will need to be discussed with the committee and auditors.
- Transfer Fees: suggested to increase this fee paid by new buyers.
- Capital Reserve Contribution for new owners – recommended to have the Board and Finance Committee consider having new owners contribute \$1K to the Capital Reserve as part of purchasing a new home.

Long Range Planning Committee: Mr. Weber reported the sub-committee did receive a draft report from the asphalt engineering contractor, AGW. The committee has yet to meet to discuss the outcome or alterations. As part of their contract, AGW will participate in a presentation to the HOA Board but will include committee members to attend. Mr Cowan said the preliminary review indicated the streets are showing a great deal of distress, which will only get worse as a result of the very cold winter. It is only a matter of time before they will need an expensive replacement. Mr. Weber mentioned he received an update from Homestead Paint that some owners have yet to pay for carpentry work and/or color change of their unit. If Homestead Paint decides to file a lien on an owner for unpaid invoice, this will not affect the relationship between the HOA and Homestead. Mr. Weber proposes advising owners, if an owner chooses to use another carpentry contractor, they will need to be approved by the General Manager.

Architectural Review Committee: Mr. Kiner provided a report to review from the February 13, 2020 meeting.

Insurance: Mr. Branish reported the open enrollment for health insurance has been completed and renewal coverage begins March 1, 2020. Mr. Branish is working with Moody Insurance to possibly extend our current insurance contract for 6 months or write a short-term 6-month policy so we can renew during substantial cash flow months, to relieve the \$250K hit in August.

Committee Appointments for 2020: The Board directors will remain chairman of their committees. The chairmen will finalize their volunteer committee list by the March meeting.

Communications Committee: Any articles for the Mar/Apr newsletter should be submitted by February 28, 2020. Ms. Schneider will continue overseeing the newsletter distribution for a couple more issues, then Mr. Trout will be chairman.

New Business: A **motion (Cowan/Weber)** to adopt the Banking Resolution 2020.02.001 presented with a new signer and bank account passed with no objections. Mr. Cowan mentioned that 275K square feet of asphalt has been studied where issues have been found and will need to be addressed and plan for the replacement. A **motion (Santambrogio/Weber)** to accept moving the May 27, 2020 board meeting to May 20, 2020 passed with no further discussion. Mr. Trout discussed the coronavirus and precautions to be taken if needed.

Adjournment: At 7:32 p.m., there being no further business, a **motion (Santambrogio/Kappus)** to adjourn until Wednesday, March 25, 2020 passed unanimously.

Respectfully submitted,
Angela Miller, Recording Secretary

Stoney Brook Homeowners' Association, Inc.
Profit & Loss Budget vs. Actual
 January 2020

	<u>Jan 2020</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Homeowner Dues	138,180	138,180	0
Less Capital Reserve Allocation	-3,667	(3,667)	0
Chateau Fees	0	530	(530)
Interest-Operating Funds	2	0	2
Transfer Fees	375	250	125
Late Fees	49	75	(26)
Reserve Interest Income	0	75	(75)
Total Income	<u>134,939</u>	<u>135,443</u>	<u>(504)</u>
Expense			
Salary & Benefits	50,725	51,252	(527)
Administrative Expenses	2,249	2,345	(96)
Maintenance Expenses	3,448	3,900	(452)
Pool/Clubhouse Expense	914	790	124
Utilities	12,580	12,760	(180)
Fixed Expenses	19,100	19,100	0
Total Expense	<u>89,016</u>	<u>90,147</u>	<u>(1,131)</u>
Cash Flow From Operations	45,923	45,296	627
Other Reserve Expense			
Reserve Expense			
Cap - Site Improvements	5,854	1,667	4,187
Total Reserve Expense	<u>5,854</u>	<u>1,667</u>	<u>4,187</u>
Net Other Income	-5,854	(1,667)	(4,187)
Year To Date Cash Flow	<u><u>40,070</u></u>	<u><u>43,629</u></u>	<u><u>(3,559)</u></u>

Stoney Brook Homeowners' Association, Inc.
Balance Sheet
As of January 2020

Jan 31, 2020

ASSETS	
Current Assets	
Checking/Savings	
Operating Funds	152,675.26
Reserve Cash Accounts	5.54
Total Checking/Savings	152,680.80
Accounts Receivable	
HOA Accounts Receivable	(14,430.43)
Total Accounts Receivable	(14,430.43)
Other Current Assets	
Comcast Commission Rec'v	4,334.13
Fidelity-G.M. Deferred Comp	115,255.93
Prepaid Expenses	149,249.49
Total Other Current Assets	268,839.55
Total Current Assets	407,089.92
TOTAL ASSETS	407,089.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Income Tax Payable	485.00
Deferred Revenue	12,851.56
Accrued Expenses	2,078.68
Accrued Expenses - Reserves	0.00
Payroll Liabilities	10,797.51
Total Other Current Liabilities	26,212.75
Total Current Liabilities	26,212.75
Long Term Liabilities	
Fidelity-G.M. Def'd Comp Liab	115,255.93
Total Long Term Liabilities	115,255.93
Total Liabilities	141,468.68
Equity	
Reserve Fund Balance 12-31-2019	32,377.75
Operating Fund Balance 12-31-2019	189,506.61
Contributions & Exp Capital Reserve	3,667.00
Year To Date Cash Flow	40,069.88
Total Equity	265,621.24
TOTAL LIABILITIES & EQUITY	407,089.92

STONE BROOK'S

GIRLS NIGHT OUT

TUESDAY, MARCH 24

4:30 TO 7PM

AT THE CLUB HOUSE

SNACKS!

A VARIETY OF SOUPS!

DESSERTS!

A GET ACQUAINTED

GAME!

Soup's On

happy hour at 4:30pm
soup served at 5:30pm

JOIN US FOR A "SOUPER" EVENT!

BYOB - SOUP'S ON US!

NO RSVP NECESSARY!

