

# Homeowners Association Newsletter

May/June 2020 | Volume 19 No. 3

## Save the Date

Reminder Date  
Change

May Board Meeting  
to May 20, 2020

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## President's Message



The last few weeks have not been easy for any of us as we comply with our shelter in place orders. People are anxious for life to return to normal, although there isn't a clear idea on the timing or what "normal" will be like after the coronavirus

pandemic. But I see our residents complying with resolve and courage; we can all take pride in that.

I had the privilege of chairing my first Communications Committee meeting on April 15, which includes Mark Winski, Christine Walker and Ann Kochenberger. A few topics came out of that meeting that I would like to place in front of all our residents.

We receive comments on a regular basis about various types of HOA information not being readily available. On investigation, we discover that the "missing information" already resides on our website and the commenter sheepishly admits not having looked at our website recently. As an engineer frequently seeking solutions to problems, I think I have a solution to offer: have a look at our website [www.sbhoa.org](http://www.sbhoa.org). In the past year Angela has done a wonderful job in moving our website to a new host. She has become adept at managing our site herself. This is very important because as a living document, we need the ability to add or edit the content of our website without delay.

Besides familiarizing yourself with the content of our website, we also seek comments on any errors or bad links that you might find, or any suggestions on information that could be added that would be useful to our community. The Communications Committee has committed to doing a review of the website this year but having hundreds of eyeballs looking at our site is perhaps the ultimate proofreading experience.

Another topic I would like to mention is our newsletter. It has morphed from a paper-based document to a digital version over the past few years. Today only 15 copies of the newsletter are printed for residents who don't care for the electronic edition. This change presents an opportunity for all of us to participate. If you see a nice scene in Stoney Brook as you walk around, please take a picture with your phone and send it to Angela. Please send the picture in the highest quality format possible and don't be surprised to see your photo in a future edition of our newsletter or on our website.

And finally, we'd like to announce a new communication channel, designed to help respond to your questions about happenings around Stoney Brook. If you're unsure who to ask but would like more information about a specific topic, please email [sbhoainfo@gmail.com](mailto:sbhoainfo@gmail.com). The Communications Committee will work to ensure questions are answered in a timely manner.

Stay safe and stay well.  
Stan

## No Hazardous Activities

With the extreme weather conditions in Colorado and the Fourth of July holiday approaching, please refer to Section 7.11 in the SBHOA covenants: *No activity shall be conducted on and no Improvement shall be constructed on any Property within the Community, which is or might be unsafe or hazardous to any person or property. Without limiting the generality of the foregoing, no firearms shall be discharged upon any Property within the Community and no open fires shall be lighted or permitted on any Property within the Community except in a contained barbeque unit while attended and in use for cooking.* Please note that this applies to any open flames including “Tiki Torches” and fireworks.

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### May Board Meeting Date Changed

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

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## NOTES FROM THE STONEY BROOK OFFICE

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### The HOA will continue to follow the City of Denver regulations and guidelines of when to open our amenities.

**Spraying:** Spraying will be starting the first week of June, weather permitting. Flags will be placed in areas affected, then removed in about one hour after spraying is completed.

**Summer Work Orders:** As we start into summer, work order requests are on the rise. Oliver Lynch, General Manager, supervises the staff and determines the priority of requests. Irrigation system repairs and maintenance take priority during the season.

**Owner Landscaping:** Oliver is asking that you consider installing drip irrigation systems to maintain plants within your lot lines. The common area sprinklers cannot always be adjusted to provide water to private plantings and using drip systems from your home spigots will also minimize water damage to siding or spraying onto windows.

**Clogged Gutters + Poor Drainage = Mosquitoes and Water Damage:** We'd like to remind all of you to maintain your gutters and downspouts and to keep gutters cleaned out. Mosquitoes love those cluttered gutters! Spring is also a good time of year to take a look at your home's drainage situation. Are gutters and downspouts clean and in good repair? Is run-off from downspouts directed away from your home's foundation? Consider looking at the perimeter of your foundation and arrange for any repairs to help minimize settling and the possibility of basement flooding.

**Ponds and Streams:** Stoney Brook water features are for all to enjoy! ***Please do not throw any rocks or any sort of object into the ponds and streams; this could cause damage and costly repairs.*** Thank you for your consideration.

**Parking:** Please refer to Rule 4. *Owners are allowed a total of four parking spaces, two of which are in the garage and must be utilized first; and two in the driveway if the driveway is more than 18 feet in length. If the driveway is less than 18 feet in length, then parking pads may be used for up to two vehicles, but again, spaces inside garages must be utilized first. We ask that in the event of any special need or circumstance that you communicate with your neighbors.* Please also note Rule 4 states that TRAILERS ARE NOT ALLOWED TO BE PARKED WITHIN THE COMPLEX OVERNIGHT. The General Manager may tow any unauthorized or illegally parked vehicle without notice.

**Be Responsible, Report Suspicious Activity:** Please do not hesitate to contact the Non-Emergency Denver Police at 720-913-2000, if you witness any situation or circumstances that are suspicious in our community.

**Wildlife:** Please refer to Rule 6. ***The feeding of all wildlife is prohibited in the Community, except for hummingbird feeders.*** Please do not leave your garbage cans, food, pet food, etc.

outside of your unit that can attract any wild animals.

**Remaining 2020 Board Meeting Dates:** May 20, June 24, July 22, August 26, September 23, October 28, November 18, December 16. All Board meetings begin at 6:30 PM.

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## A Message from ARC

First of all, the ARC Committee and Grounds Committee members hope all of you are doing well during these uncertain times.

In order to do any changes on the outside of your house, which includes windows, doors, deck changes, garage doors and landscaping among other items, the procedure to accomplish this is done with forms found on our Stoney Brook website. You will need to download the ARC application and Neighbors Consent form, plus a copy of your plot. Once completed these forms need to be sent to my email with a copy going to our office. Once I receive these required forms, I will send them out to the ARC Committee members for them to review them. The Committee members will either visit your home to review these forms or in some cases just vote on your project. Social distancing is required when or if we visit your home. Once I receive back the members' votes, I tally them up. If a majority of votes is in favor, the project is approved. If it's a larger project, you should get the contractor to give you his quote. Once you receive approval from me, you have 1 year to complete the project. If you make any changes in your project, you must redo the application and neighbors consent forms. Again, no work can start until it's approved, and I contact you.

The Committee has 45 days to approve or disapprove a project. Usually, we can get this done with 2 weeks.

A reminder that ONLY brown mulch can be used in landscaping projects.

If you have any questions, please contact me at [jackiner@yahoo.com](mailto:jackiner@yahoo.com)

*Jack Kiner, Chairman of Architectural Review Committee*

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## Report from the Safety Advisory Committee

Stoney Brook residents

During these unusual times it may become more important for you to make sure that you follow our recommendations about security. Please remember to keep garage doors closed when not in use. Garage lights should be on from dusk to dawn. If the bulbs fail, please contact the office. If you have front house lights and deck lights, leave them on at night. Motion detectors should be used but be sure they don't light up your neighbor's house at night. Ring security cameras or other such devices give you an additional layer of security to add to a home monitoring company.

If you believe there is an intruder at or in or your house or if your home alarm goes off, call 911. Its better to be safe than sorry.

Remember that Stoney Brook follows Denver laws.

Jack Kiner

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## Spotlight on Mark Winski

*by Ann Kochenberger*

It was during a tour of the newly remodeled clubhouse in 2013 that Mark Winski realized its potential. At the next Stoney Brook party, sign-up sheets for a variety of activities were available ~ poker, yoga, water aerobics, movies and golf to name a few. Other activities have followed during the ensuing years. If you love music and want to listen to groups while sipping glasses of wine, you can walk to the clubhouse where musical groups play on the deck several times during the summer. This, too, was organized by Mark.

Besides his involvement in activities, Mark currently serves on a variety of committees – communication, long range planning, and finance as well as working with others on Stoney Brook's painting policies, a pavement study, and a new reserve for future capital expenditures. He chairs Smart Watch, a neighborhood watch committee that works to help keep our neighborhood safer.

The Winskis' two married children have been in Colorado for 15 years. Their daughter and family live but three minutes away while their son and family are settled in Boulder. Each has two sons, so it might be those four grandsons that were the impetus for the cross country move. Mark and his wife Nancy love watching the boys, ages 8, 10, 12 and 15, play soccer and tennis.

Born in Indiana Mark has always been interested in competitive sports. He played baseball, basketball, and football in school but found that bowling, of all sports, was his best. Nowadays he plays competitive golf, and, more recently, pickleball.

Mark earned a degree in accounting at The University of Indiana. Continuing his formal education, he then earned an MBA at the University of Pennsylvania's Wharton School.

After school he began an entrepreneurial path starting businesses in a variety of industries that included the personnel leasing industry, one-hour photo, plastic material distribution as well as a consulting service for manufacturers and cannabis growers.

If there are activities that any of you might like to see in Stoney Brook, I encourage you to give Mark a call.

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## Denver Compost Program



Three years after Denver launched its composting program, the verdict is in: citizens are letting the program go to waste.

The program, launched in 2017, allows residents to discard organic waste in a designated bin that trash collectors pick up. It is aimed at helping solve a landfill problem. Households that

participate in the city's program pay \$10 per month and are provided a kitchen trash can with biodegradable bags for food scraps and the trash bin for compostable waste for city pickup.

Such actions can substantially reduce landfill issues. "Over 93% of the 40.7 million tons of food waste that the U.S. generates each year ends up in a landfill. Contrary to popular belief, it doesn't rot away harmlessly when heaped with plastics, metals, and glass. In a landfill, organic matter is often trapped in plastic bags or covered by other trash, and deprived of the oxygen, moisture, and bacteria it needs to properly decompose. And when it finally decomposes, it releases methane, which accelerated climate change.

Studies have found that 14% of Denver's landfill "waste stream" is food waste and 20% is yard waste.

As of February 2020, 23,000 households are signed up for the city's program which equates to 20% a year--too slow to meet city officials' goals.

According to former environmental journalist and advocate, Christi Turner, lack of awareness is part of the problem. "Somehow there's a disconnect between our waste practices and our love of preserving this amazing state."

Interested? Find more details at: [www.denvergov.org](http://www.denvergov.org) and search for "Compost Collection Program."

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## I am an addict. And I live in your neighborhood!

In fact, you should know that I make a habit of sneaking some marijuana whenever I go for a walk. My parents are generally pretty vigilant. But nighttime is my time, 'cause when we're outside for a walk at night I can sneak a butt within a few feet of them, and they don't even know until it's too late. In fact, my addiction is so great that I really like the used joints left lying on the ground; the THC is really concentrated in them. I'm fast; I'm lightning fast! And, really, they're pretty slow.

They don't even know I've eaten a joint - they call it a 'roach' - until they see the telltale signs: my head starts bobbing, I stagger and sway from side to side and sometimes I can't get my feet under me. I can't eat or drink until halfway through the next day after I sleep it off. Sometimes I have to go to the doctor, and they put a tube down my throat to get the stuff out of my belly.

I may be little and all of 13 pounds, but I know my marijuana. Even on my leash, I can quickly scarf down a marijuana butt...and I'm high ... but in a few minutes I'm sick as a dog. It won't stop me though, because the next time I'll do the same thing.

Would you help me with my addiction and pick up your cigarette and marijuana butts and put them in the trash? I .. and all my four-legged friends will be better for it.

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## Minutes of the Meetings of the Board of Directors

**March 25, 2020**

Approved by the Board – April 22, 2020

**Directors Present:** Stan Trout, John Cowan, Uli Kappus, Craig Weber, Jack Kiner, Ron Branish, Andy Klatskin and Bill Letson

**Directors Absent:** Kerry Santambrogio

**Others Present:** Angela Miller, Office Manager

**Others Absent:** Oliver Lynch, General Manager

**Homeowners Present:** Larry Harper (Unit 340), Martin Halzel (Unit 507), Tom Jaspers (Unit 204), Trina Shanks (Unit 311), Donna Yocum (Unit 27), Edward & Lisa Kartsen (Unit 442), John Vondras (Unit 436), Vincent DiBiase (Unit 380), JoAnn Taylor (Unit 455)

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

**Homeowners Comments:** Mr. Harper questioned why the tennis courts are closed since we are a private community. Mr. Trout responded we are complying with the City of Denver's regulations and will review for any exceptions. Mr. Harper mentioned an owner asked at the January's Annual Meeting if someone has done a follow up in contacting the road repair contractor who did the Temple entrance. Mr. Trout understands it will be a spring project. Mr. Cowan has taken before and after pictures to show the damages at the entrances and suggests writing a letter to Denver Water. Mr. Cowan disclosed Mr. Lynch heard from Denver Water, and it is their intention to bring the contractor back on-site, after the soil has settled and tested to determine what repairs are needed.

**Approval of the Minutes:** Mr. Letson stated he didn't hear the motion to accept the Banking Resolution 2020.02.001 from February's meeting and prefers not to be a check signer, therefore the minutes will be modified as follows: *passed with no objections to seven in favor, one opposed and one absent*. Mr. Trout advised revising *regards to* and replace with *regarding* in the President's Message section. A **motion (Kiner/Kappus)** to accept the February 26, 2020 Minutes as amended passed with no opposition.

**President's Message:** Mr. Trout reached out to our HOA attorney to confirm requirements of hosting a board meeting virtually. The attorney commented electronic meetings are authorized by statute, so no legal issues on holding Board meetings electronically. However, you'll need to ensure the electronic meeting platform allows owners to attend if they so desire. The Board is also required to allow owners comment. Mr. Trout mentioned precautions have been taken during these trying times of this outbreak by sheltering at home, virtual meetings, along with facing the outbreak courage, good humor and assisting any owners of need.

**General Manager's Report:** Mr. Lynch provided a report and a concrete curb/gutter proposal for approval.

ONGOING PROJECTS:

- Winter clean up

COMPLETED PROJECTS:

- Union Fence
- Pond/Stream Repair @ Unit 354

NEW PROJECTS:

- Main Sewer lines cleaning
- Tree Pruning/Removal

Mr. Cowan mentioned we collected concrete bids and even considered our crew for the project. The \$15K proposal in our packet was originally for \$16,800, Mr. Lynch was able to negotiate a lower cost. The contractor has worked on prior projects in the community. Mr. Cowan recommends this proposal is the best option and asks the board to authorize Mr. Lynch to sign the proposal. A **motion (Trout/Branish)** to accept and authorize Mr. Lynch to sign the concrete proposal passed with no opposition or further discussion.

**Treasurer's Report:** Mr. Branish provided the February 2020 Financial reports. Mr. Branish reported Revenue is \$2,500 over budget in relation to Chateau fees; Overtime over budget \$1,200; Health Insurance over budget \$1,700 due to Jan-Feb premium catch up on new employee; Grounds over budget \$1,100. Overall Cash Flow was over budget \$1K. The balance sheet as of the end of February reflects consolidated reserve balances of \$313,060 of which \$212,557 is in bank checking or investments accounts, and another \$109,759 is in prepaid insurance that will be refunded to our bank account by August 12th of this year. Mr. Trout suggested at this point it is not necessary to discuss solutions of any owner going through financial hardship.

**Finance Committee:** Mr. Cowan provided the Expense Monitoring meeting notes from March 19, 2020. The meeting attendees are Mr. Cowan, Mr. Lynch and Mr. Kappus (via telephone) to discuss current expenses that might affect the budget.

The current expense status:

- Union Fence – the extension of the 2-sided fence has been completed. This project was intended to be part of the long-range budget, which has been cancelled for 2020 in Master Replanting. However, most of the fencing materials were purchased last year, \$2K in materials were needed to complete the project, which impact the Grounds and Maintenance account, but should even out in April. Mr. Kappus and Mr. Cowan agreed to finish it while staff is available before we move into Spring.
- Snow Removal/Overtime – has a \$15K annual budget, the \$1,173 over budget from the two snowiest months is not a concern since snow removal rules were modified.
- Retaining walls - \$621 over budget as of February, but Oliver said there are no plans for any more work this year and we only spent \$3,600 of a \$5,000 budget. Based on that we have no problem with this overage.
- Changing the Budget – Mr. Kappus asked why we don't simply change the line items in the budget when some expenses are over, and we decide to recover the money from someplace else. The Board approved the monthly budget and it is set for the year. Ron Branish affirmed he is not in favor of modifying the approved budget.

- Sewers – Mr. Lynch has been negotiating to lower costs on a couple of repairs. The February financials still only reflect one repair totaling \$3,500 and are still expecting three more invoices from completed repairs to total approximately \$15K of our \$20K budget. This is the reason the decision was made to hold back doing \$15K Master Replanting Project for this year.

Mr. Letson questioned if we have a system in place to factor in labor costs for these projects? Mr. Cowan replied we do not, Mr. Lynch and the crew purchase materials and complete major projects during the year when time and budget allows.

Mr. Cowan provided the 2020 Business and Finance Committee Charter proposal. The Budget Committee typically meets 3-4 times a year to provide a Budget and 5-year plan. In 2019 there were more meeting plus and discussions when the financials started running over budget (i.e. adding 2 maintenance staff employees in mid- year). The committee requested to be more closely engaged to examine the expenses and how to finance these items over the short term and long term. Mr. Cowan outlined for one year the members and requirements for the committee. Mr. Cowan will revise Section E because Mr. Cowan said the draft in the Board packet was recommending the committee examine our cash requirements and our funding plans for our reserves and made the statement to continue to use “cash flow threshold funding model”, but believes the Finance Committee should make a recommendation about the reserve method to the board and the method should not be stipulated in the Charter. Mr. Cowan will revise the spelling of committee member, Mr. Bulkley. A **motion (Weber/Kiner)** to accept 2020 Business and Finance Committee Charter as amended both in Section E and the spelling of Mr. Bulkley passed with no opposition.

**Architectural Review Committee:** Mr. Kiner reported one owner was approved for landscape modifications. Mr. Kiner encourages owners, especially new owners to contact ARC chairman before beginning any project to avoid it being stopped until approved. Mr. Kiner and Ms. Wolach submitted a landscape plan to Mr. Lynch for the new easement area at the Chateau, which could be funded through the Grounds/Maintenance account. ARC and Grounds are drawing up different plans for 2021-2022. Mr. Cowan mentioned the maintenance crew has done a great job finishing the Winter clean up, readying up for Spring. Reminder it is owner’s responsibility to maintain the lots around their homes and may contact the office for after-hours job, if needed.

**Insurance:** Mr. Branish reported he met with Mr. Cowan, Mr. Trout and Mr. Beakes to discuss the merits of bidding out alternative brokers for our HOA insurance without the risk of losing what we already have in place.

**Committee Chair Appointments for 2020:**

Mr. Cowan: *Finance and Compensation Committees*

Mr. Weber: *Long Range Planning Committee*

Mr. Kiner: *Architectural Review and Safety Advisory Committees*

Ms. Wolach: *Grounds Committee*

Mr. Branish: *Insurance Committee (proposing Mr. Beakes be Co-Chairman)*

Ms. Santambrogio: *Education Committee*

Mr. Trout: *Communications Committee*

Mr. Kiner: *Safety Committee*

Ms. Bunker and Mr. Winski: *Social Committee*

TBD: *Nominating Committee*

**Communications Committee:** Any articles for the May/June newsletter should be submitted by April 24, 2020.

**Old Business:** Mr. Trout provided a letter to Homestead Painting stating they have the green light to pursue contacting owners for outstanding payments. A **motion (Weber/Kiner)** to adopt the revised Banking Resolution 2020.03.001 presented passed with no objections.

**New Business:** Mr. Klatskin inquired if any maintenance layoffs or reducing salaries have occurred at this time. Mr. Trout assured no layoffs, but scheduling adjustments have been made for the crew and will follow up with Mr. Lynch if any changes are implemented.

**Adjournment:** At 7:24 p.m., there being no further business, a **motion (Kiner/Klatskin)** to adjourn until Wednesday, April 22, 2020 passed unanimously.

Respectfully submitted,  
Angela Miller, Recording Secretary

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### **April 22, 2020**

Preliminary – Not Approved by the Board

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

**Others Present:** Angela Miller, Office Manager

**Others Absent:** Oliver Lynch, General Manager

**Homeowners Present:** Mark Winski (Unit 428), Laura Goff & Jerry Gordon (Unit 323), Tom Jaspers (Unit 204), Trina Shanks (Unit 311), Vincent DiBiase (Unit 380), Richard Schoenmaker (Unit 31), Don Oberndorf (Unit 328), Linda Watson (Unit 132)

**Call to Order:** Mr. Trout called the meeting to order at 6:34 p.m. with a quorum established.

**Homeowners Comments:** Mr. Winski complimented Mr. Lynch, Mr. Cowan and Mr. Kappus for working on the expense structure and paying attention to the budget. Mr. Winski mentioned some communities are displaying gratitude signs for essential services at their entrances and suggested our HOA to consider the same gesture and in addition thanking the staff for continuing to work. Ms. Santambrogio mentioned we could consider occasionally sending our crew lunch, to support small businesses in the area. Ms. Goff wondered if when owners rent out the clubhouse if it would make sense charging an extra fee to fund repairs, appliances, etc. if needed. The board agreed this idea is worth discussing again. Mr. DiBiase asked the status of opening the facilities. Mr. Trout responded we are following with the City of Denver guidelines. Mr. Lynch is anticipating and prepping the pool to open, targeting Memorial Day, if the restrictions are lifted.

Mr. Trout reported from owners' written comments:

- Ms. Sease had concerns of a suspicious vehicle in the parking pad across from her unit with accusations of smoking marijuana in the vehicle. The owner of the vehicle belongs to his daughter and she will park in a pad to smoke cigarettes; this unit has a small driveway and will be obtaining a parking permit. Mr. Trout confirmed with our HOA attorney, it is legal to smoke marijuana on private property, unless the board revises the HOA rules. Mr. Cowan believes this should be followed as our rules with smoking cigarettes in the common area. Mr. Klatskin, Mr. Kiner and Mr. Trout have volunteered to establish a sub-committee to determine how to move forward on the smoking rules. Mr. Kiner reminded owners to be considerate of your neighbors. Mr. Letson commented



some concerns become a bigger issue than need to be and this does not appear to be a significant one.

- Ms. Watson mentioned the clubhouse is an asset and it needs to be treated as such. Ms. Watson has concerns of the deck furniture not being stored or covered properly for the winter and needs to be presentable. Mr. Kiner followed up with Mr. Lynch and he mentioned owners have complained of the deck furniture being removed after the pool season. Ms. Watson continued if this is the case then the Long-Range Planning committee needs to budget for deck furniture repair fees or replacement. Ms. Watson asked if the association is charged monthly for cable service? The answer is no fees currently. Ms. Watson and Mr. DiBiase suggested television instruction should be available. Mr. Trout will follow up and see if new instructions are needed. Ms. Santambrogio inquired if the instructions could be displayed on the wall. Mr. Trout suggested also a QR code with the instructions. Ms. Watson, Girl's Night Out committee member, asked if another procedure can be in place to dispose of trash/recycling after these events. Mr. Cowan implied the association has trash pickup service only, not recycling. Ms. Miller mentioned our crew is not responsible or available to dispose event trash/recycle items; event holders not disposing the trash per the clubhouse rules is unsightly and possibly risk attracting critters. Mr. Cowan suggested contacting Ms. Kappus to verify if she will be interested in reactivating the Clubhouse committee to address this issue. Ms. Watson asked once the Covid-19 subsides, what measures will need to be taken to reopen the clubhouse and maintain the standards of cleanliness/safety? Mr. Trout responded guidelines will be followed to maintain this awareness.

- Mr. Trout received questions/suggestions from Ms. Brentlinger:  
Ms. Brentlinger suggests following the similar guidelines as the HOA Lender annual calendar for maintenance items.

Note: summary of board responses in italics

- Routine tree maintenance including what areas of the community will be trimmed each year. *The board reviews and approves the proposal from Arbor Gardens for the tree work. Mr. Lynch determines the schedule, but projects could be delayed due to weather or crew/contractors' availability.*
- Paint schedule including when the unit walk through and determinations will be made, after all we are paying for this. *The inspections are done annually, the recommended list is posted, and an owner has the opportunity to appeal.*
- Renewal dates for the property and casualty insurance policy. *Currently effective August 13<sup>th</sup> each year (12-month policy) and is posted on the website.*
- Insurance committee minutes to be posted on the website. *Committee meeting minutes are posted if granted by the Chairman.*
- Committee meeting notices be emailed so owners may attend. *Meetings are posted on the website calendar*
- Planting schedule when budget permits *Planting, and many projects, usually get mentioned in Oliver's monthly report at each board meeting which should appear in the Board minutes. Mr. Lynch determines the schedule, but projects could be delayed due to weather or crew/contractors' availability.*
- Mr. Jaspers questions were received and prefers to have them included in the board minutes. Mr. Cowan indicated these questions will need board review, before addressing them in an open meeting. Once addressed, Mr. Cowan will have them posted on the website. Mr. Weber recommended incorporating them in the next board meeting minutes.

**Approval of the Minutes: A motion (Weber/Branish) to accept the March 25, 2020 Minutes as written passed with no opposition.**

**President's Message:** Mr. Trout expressed this has pretty much been a stressful month with all of us with the things going on in the world. Mr. Trout mentioned he felt a little overwhelmed receiving all these owners questions this afternoon, but looked at the Colorado Covid-19 stats of 508 deaths and realized that is about the same amount that live in Stoney Brook and we are staying healthy and safe, therefore no complaints.

**General Manager's Report:** Mr. Lynch provided a report and a tree removal proposal. A Worker's Comp Dividend (\$1,735) has been received and the board applauds Mr. Lynch and his staff for continuous safety.

ONGOING PROJECTS:

- Pond/Stream clean up (weather permits)
- Tree Pruning/Removal

COMPLETED PROJECTS:

- Spring Aeration & Fertilizing
- Pond/Stream Repair @ Unit 513
- Main Sewer lines cleaned

A **motion (Weber/Santambrogio)** to accept and authorize Mr. Lynch to sign the Arbor Garden tree removal proposal in the amount of \$6,150 passed with no opposition.

**Treasurer's Report:** Mr. Branish provided the March 2020 Financial reports. Mr. Branish reported finances are in favorable results, major items under budget due to timing of project. The balance sheet as of the end of March reflects consolidated reserve balances of \$354,910 of which \$284,398 is in bank checking or investments accounts, and another \$90,659 is in prepaid insurance that will be refunded to our bank account by August 12th of this year. Mr. Branish mentioned the cash flow will be reducing in the upcoming months from major projects being completed.

Mr. Branish suggested \$100K be transferred to a Raymond James FDIC insured investment account. A **motion (Trout/Santambrogio)** to accept transferring \$100K from the operating account to reserve account for a 3-month CD for the insurance payment passed unanimously. Mr. Trout wanted to clarify the Overtime account is back on track due to the decision of snow removal during regular hours. Mr. Letson suggested owners that are gone during the snow season, the crew may skip plowing their driveways to save time/money. Mr. Branish mentioned this could be a security issue.

**Finance Committee:** Mr. Cowan provided the Expense Monitoring meeting notes from April 16, 2020. Mr. Cowan and Mr. Kappus met with Mr. Lynch to discuss future expenses that might become over budget to alert the board to plan or ideally find a way to save the money from another account.

The current expense status:

- Sewers – We are still missing the billing on two repairs totaling \$11,000. When those come in, we will have spent almost \$15,000 for the year out of \$20K budgeted. We cancelled Master Planting for \$15K to cover the probability that more breaks this year will run this expense way over budget.

- Trees – Two accounts: Trimming and Removal for \$30k each. Contracts signed for trimming \$21,500 leaving \$8,500 for the remainder of the year. Okay subject to late Spring or early Fall snow damage. Removal contract signed for \$16,500 with the need to sign additional for \$6,100. (New contract needs Board approval) At \$22,000 we have \$8,000 left for the year. Oliver indicated there is also one pine tree that perhaps we should hold off on until there is a better plan and agreement with grounds the surrounding homeowners as to how to replace. That would save \$3,000.
- Patching and other Street Repairs – The engineer’s report is complete and now in the hands of the asphalt subcommittee for a recommendation for Long Range Planning. Included will be the eventual reconstruction of all Stoney Brook streets. It is not planned to commence until 2022 or 2023 and would occur over a 4-year period. During that time, the only maintenance that should be considered would be to keep streets safe and serviceable during that time. The engineer’s recommendation is to rebuild the cul-de-sacs last, which could be 7 years from now. Therefore, much of the emphasis this year is to take steps to keep them functional and looking good during that period.

Three steps –

- 1) Patching bad areas on cul-de-sacs where they join the main roads
- 2) Fill the big cracks, “crack seal.”
- 3) Seal Coat the Cul-de-sacs

The combined cost would be several thousand over our \$20,000 budget. However, Oliver indicated with the right equipment we can do it all crack sealing in-house with only about \$1,100 for materials. At the time of the meeting, Oliver was awaiting the contractor bid for the other work hopeful it would come in at or under \$20,000. (Excluding crack sealing). After the meeting, an estimate of \$19,000 was received from the rep, subject to her company’s approval.

- Crack Sealing – Sealing larger cracks in asphalt is an on-going job. Even new streets develop these horizontal cracks and the sooner they are repaired the better for keeping out moisture. Additionally, there is no plan currently being considered to repair or replace our 36 parking pads. A lot of them have big cracks that need attention. Oliver has suggested we purchase equipment that makes crack sealing a simple job that can be done in-house. He negotiated a price for equipment and enough materials to fill cracks for several years for \$3,100. This brings crack sealing under our control at 10 cents per LF versus 55 cents through the contractor and gives us more flexibility to fix them when needed. The equipment also allows us to do a much more professional job. We strongly recommended Oliver proceed with this purchase immediately so we can fix the cul-de-sac cracks before the seal coat. That cost combined with the contractor cost would take us \$2,000 over the asphalt repair budget for the year. It is our intent to cut from another expense to offset this expenditure and can say with a degree of high probability that the cost can be handily recovered in this year’s budget since we are so early in the year.
- First Quarter Overall – The numbers look excellent thus far. Operationally our cash flow is over budget by \$4,900. The timing makes operational reserve expenses hard to measure in the March report, but other than what has been mentioned above, everything is looking good in that category as well.

Ms. Santambrogio asked if we are in the same scenario financially as last year or are we further ahead? Mr. Cowan answered we are the same, although we do not have the Master Planting project or a hot tub under construction. Mr. Kappus mentioned between the trees, ponds, pool and sewers, these may require a significant investment to repair, if needed.

Mr. Weber expressed the AGW engineer’s report on the asphalt has been received, but the subcommittee has yet to meet to go over it, but as mentioned by Mr. Cowan the cul-de-sacs need to last another 7 years, and we still need to maintain the parking pads. Repairing the roads will be

done over a period of years since it is reported to be a \$3M project vs. the \$1M in the Long-Range Planning report. One portion of the report, AGW suggests meeting with the LRP, Finance Committee and the Board for a presentation, but it is delayed due to the current health circumstances.

**Architectural Review Committee:** Mr. Kiner reported one approval and two requests pending. Mr. Kiner mentioned the committee reviews requests over email, instead of meetings at this time, but might need to adventure out to evaluate an owners' exterior or landscape revisions before approval. Mr. Kiner would like to establish a plan for the bare area behind the hot tub fence for the board to review two options: Mr. Lynch suggested installing river rock and the Grounds Committee has provided landscape design for this area - both options have an expense of \$3K which will come out of the Maintenance Expense. Mr. Kiner also mentioned the pond near Unit 11 needs to be cleaned.

**Insurance:** Mr. Branish noted the committee is still considering the advantages of bidding out insurance contracts, but with a possibility delaying until the health situations improve. In addition, determining a 6-month or staying with the existing policy term. Mr. Branish mentioned maybe changing the term of some of the insurance coverages, so they don't all become due at the same time. Mr. Cowan stated that March is a much better time for this size of a payment, if the policy terms can be changed by 6 months.

**Communications Committee:** The Committee held a Zoom meeting last week to discuss website layout; implementing a separate email for a Q&A segment for owner concerns; Ms. Kochenberger will resurrect the Welcome Committee and plan on interviewing an owner for each newsletter. Any articles for the May/June newsletter should be submitted by April 24, 2020. Mr. Branish recommends the website calendar be more informative. Mr. Trout suggested the calendar could be a daily guide and draw more people to the website.

**New Business:** The board discussed adding a fee structure to reserve the clubhouse for non-affiliated events and deep sanitized cleaning more than once a week than the regular cleaning schedule. The board agreed to reactivate the Clubhouse Committee to assist addressing these issues.

**Adjournment:** At 8:24 p.m., there being no further business, a **motion (Kiner/Santambrogio)** to adjourn until Wednesday, May 20, 2020 passed unanimously.

Respectfully submitted,  
Angela Miller, Recording Secretary

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

|                                   | <u>Jan - Mar 2020</u> | <u>Budget</u>        | <u>\$ Over Budget</u> |
|-----------------------------------|-----------------------|----------------------|-----------------------|
| <b>Ordinary Income/Expense</b>    |                       |                      |                       |
| <b>Income</b>                     |                       |                      |                       |
| Homeowner Dues                    | 414,540               | 414,540              | 0                     |
| Less Capital Reserve Allocation   | (11,001)              | (11,001)             | 0                     |
| Chateau Fees                      | 3,902                 | 1,590                | 2,312                 |
| Interest-Operating Funds          | 5                     | 0                    | 5                     |
| Transfer Fees                     | 750                   | 750                  | 0                     |
| Late Fees                         | 92                    | 225                  | (133)                 |
| Misc. Income                      | 4,666                 | 4,750                | (84)                  |
| Reserve Interest Income           | -5                    | 225                  | (230)                 |
| <b>Total Income</b>               | <u>412,950</u>        | <u>411,079</u>       | <u>1,871</u>          |
| <b>Expense</b>                    |                       |                      |                       |
| Salary & Benefits                 | 150,781               | 150,886              | (106)                 |
| Administrative Expenses           | 11,462                | 11,920               | (458)                 |
| Maintenance Expenses              | 14,786                | 16,430               | (1,644)               |
| Pool/Clubhouse Expense            | 2,846                 | 3,115                | (269)                 |
| Utilities                         | 36,049                | 36,550               | (501)                 |
| Fixed Expenses                    | 57,451                | 57,500               | (49)                  |
| <b>Total Expense</b>              | <u>273,374</u>        | <u>276,401</u>       | <u>(3,027)</u>        |
| <b>Cash Flow From Operations</b>  | 139,576               | 134,678              | 4,898                 |
| <b>Other Reserve Expense</b>      |                       |                      |                       |
| <b>Reserve Expense</b>            |                       |                      |                       |
| Cap -Landscape                    | 0                     | 30,175               | (30,175)              |
| Cap - Site Improvements           | 7,121                 | 12,901               | (5,780)               |
| Cap - Allowance for Reserve Study | 8,693                 | 8,700                | (7)                   |
| Cap - Ponds & Streams             | 1,737                 | 1,500                | 237                   |
| <b>Total Reserve Expense</b>      | <u>17,551</u>         | <u>53,276</u>        | <u>(35,725)</u>       |
| <b>Net Other Income</b>           | <u>-17,551</u>        | <u>(53,276)</u>      | <u>35,725</u>         |
| <b>Year To Date Cash Flow</b>     | <u><u>122,025</u></u> | <u><u>81,402</u></u> | <u><u>40,623</u></u>  |

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

|                                        | <b>Mar 31, 2020</b> |
|----------------------------------------|---------------------|
| <b>ASSETS</b>                          |                     |
| Current Assets                         |                     |
| Checking/Savings                       |                     |
| Operating Funds                        | 273,396.74          |
| Reserve Cash Accounts                  | 11,001.54           |
| <b>Total Checking/Savings</b>          | <b>284,398.28</b>   |
| Accounts Receivable                    |                     |
| HOA Accounts Receivable                | (14,707.66)         |
| <b>Total Accounts Receivable</b>       | <b>(14,707.66)</b>  |
| Other Current Assets                   |                     |
| Comcast Commission Rec'v               | 4,334.13            |
| Fidelity-G.M. Deferred Comp            | 114,125.30          |
| Prepaid Expenses                       | 111,049.49          |
| <b>Total Other Current Assets</b>      | <b>229,508.92</b>   |
| <b>Total Current Assets</b>            | <b>499,199.54</b>   |
| <b>TOTAL ASSETS</b>                    | <b>499,199.54</b>   |
| <b>LIABILITIES &amp; EQUITY</b>        |                     |
| Liabilities                            |                     |
| Current Liabilities                    |                     |
| Other Current Liabilities              |                     |
| Deferred Revenue                       | 12,351.56           |
| Accrued Expenses                       | 6,371.68            |
| Payroll Liabilities                    | 11,440.94           |
| <b>Total Other Current Liabilities</b> | <b>30,164.18</b>    |
| <b>Total Current Liabilities</b>       | <b>30,164.18</b>    |
| Long Term Liabilities                  |                     |
| Fidelity-G.M. Def'd Comp Liab          | 114,125.30          |
| <b>Total Long Term Liabilities</b>     | <b>114,125.30</b>   |
| <b>Total Liabilities</b>               | <b>144,289.48</b>   |
| Equity                                 |                     |
| Reserve Fund Balance 12-31-2019        | 32,377.75           |
| Operating Fund Balance 12-31-2019      | 189,506.61          |
| Contributions & Exp Capital Reserve    | 11,001.00           |
| Year To Date Cash Flow                 | 122,024.70          |
| <b>Consolidated Fund Balances</b>      | <b>354,910.06</b>   |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>499,199.54</b>   |