

Stoney Brook Homeowners Association
Minutes of the Meeting of the Board of Directors
April 22, 2020

Approved by the Board – May 20, 2020

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 13th 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 sub-committee 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