

**Stoney Brook Homeowners Association**  
**Minutes of the Meeting of the Board of Directors**  
**December 16, 2020**

Approved by the Board - January 28, 2021

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

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

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

**Homeowners Present:** Trina Shanks (Unit 311), Vincent DiBiase (Unit 380), Jerry Gordon & Laura Goff (Unit 323), Debbie Wolach (Unit 370), Lucille Zwanzig (Unit 456), Christine Walker (Unit 344), Mark & Nancy Winski (Unit 428), Evelyn Burke (Unit 44), Michael Pederson (Unit 458), Dolly Bunke (Unit 128), Jan Nelson (Unit 214), Michael Cook (Unit 375), Holli Benkelman (Unit 379), Kerry Santambrogio (Unit 8), Andi Barrett (Unit 425), Tim & Tonya Compton (Unit 506), Shery McDonald (Unit 343), Larry & Mary Ann Harper (Unit 340), Linda Letson (Unit 460), Lois Bradbury (Unit 119), John Vondras (Unit 436) and Bill Taylor (Unit 11)

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

**Homeowners Comments:** Ms. Shanks announced the Holiday Fund for the maintenance crew was very successful. Ms. Zwanzig asked if any updates are available regarding the Union/I-25 project, whether Mr. Trout received a response from Ms. Black, District Councilwoman, and if a board member would be the contact to get further information? Mr. Trout didn't receive or even expects a reply from Ms. Black. The Board advised to continue checking the project website for updates even though it could be a while before the project materializes then a board member could volunteer and be the focal point contact for the HOA. Mr. DiBiase proposes the owners be included in the conversation of the surprised revision for the proposed 2021 Budget. Ms. Letson expressed opposition of giving Mr. Lynch and Ms. Miller a year-end bonus. Mr. Trout mentioned the Compensation Committee determines the bonuses based on performance and history, for recommendation to the board.

**Approval of the Minutes:** A motion (Weber/Bulkley) to approve the November 18, 2020 Meeting Minutes passed with no opposition.

**President's Message:** Mr. Trout thanked Ms. Shanks for organizing the Holiday Fund and grateful to everyone that donated. Mr. Trout mentioned this is the 2nd meeting where the proposed budget will be discussed along with the explanation of the revisions.

**Treasurer's Report:** Mr. Branish provided the November 2020 Financial reports. Mr. Branish reported November income \$1K under budget; November operations were pretty much on budget with the exception of Equipment Repair over budget \$3K; Master Planting under budget \$15K. Year to date cash flow \$20K. Mr. Bulkley asked if an unexpected expense that could affect the positive cash flow. Mr. Branish does not anticipate any big expense items in December. The balance sheet as of the end of November reflects consolidated reserve balances of \$282,205 of which \$92,276 is in bank checking or investments accounts, and another \$189,338 is in prepaid insurance, which will result in increased cash flow over the next 8 months as a result of being a non-cash item in the Profit and Loss Statement.

**Finance Committee:** Mr. Cowan provided a modified 2021 Proposed Budget. Mr. Cowan mentioned a couple of forecasted expenses adjustments for December i.e., sewer repair (\$5K) and to eliminate using 100% of the 2021 budget for tree maintenance/removal based on the proposal,

Mr. Cowan suggested removing some trees by year end, since we are currently under budget for tree maintenance \$8K with a cash flow of \$22K. The Asphalt Street Repair was planned in the amounts \$879,840 in 2022 and \$642,960 in 2023 totaling up approximately \$1.5M. Mr. Cowan explained we had engineers due a study of the asphalt in 2019 and earlier this year to determine the quality, what repairs are needed, the remaining life and what is under the surface of the streets. The engineers report was disturbing with a proposal of \$2.6M. The Asphalt Committee studied those costs and researched alternatives and subsequently came up with a plan that would cost 1.5 million, which were then placed in the 5-year plan for 2023 & 2024. Mr. Cowan displayed the engineer study of a pavement deterioration curve. Mr. Cowan mentioned the normal life a street 25 years, we are at 40-45 years, the engineer's reading for our streets is fair to very poor in the rehabilitation phase. Recently the Committee was able to get a quote for \$894K instead of the \$1.5M this is based on the timing of Covid19 and slow demands to have streets repaired. The Committee recommended we speed up the project to 2021 to save \$600K. Mr. Cowan provided an estimated breakdown of the contractor bid and contingency fees totaling approximately \$900K. The Assessment planned \$1,740 for 2021 due by June 2021 and \$1,440 in 2022 per homeowner, noting that 2022 may be less if no contingency fees are needed. Mr. Kappus mentioned if this project is delayed, how much will we continue to pay in concrete and road maintenance as they continue to deteriorate. Mr. Cowan pointed a saving of \$45K in concrete and \$10K in patching/street repair in the 5-year plan. Mr. Pederson just to clarify that delaying this project the more damage to the road would be more costly and repairs more extensive than shown on the engineer graph report. Mr. Cowan discussed the more time that goes by multiple roadway cracks can form then water will penetrate into the subgrade to the point of the road sinking with the base level comprised. Mr. DiBiase implied doing the project sooner the better and the funds should have been collected over the past 20 years. Mr. DiBiase concerns were that after 2 years once the project has completed the HOA dues continue to increase and in addition a new owner will get to benefit from new roads and ponds without paying for an assessment. Mr. DiBiase suggested the Board consider charging an HOA entrance fee for the buyer at closing this could eliminate yearly increases in HOA dues. Mr. Cowan mentioned the budget is considered by making responsible decisions and with the pond liner replacements and asphalts assessments we could eliminate the original yearly budget amounts and keep dues from increasing \$40 each year. Mr. Bulkley had a conversation with Ms. Bradbury and implied the HOA used to charge a new-homeowner fee but was stopped because of an accounting issue. Mr. Bulkley doesn't have an issue charging a fee again. Mr. Kappus agrees in a fee (\$10K) for each buyer of these upgrading expenditures. The Board agrees to discuss it more at a later time. Mr. DiBiase wanted to confirm more than one bid was received for the project. Mr. Cowan explained Mr. Fireman contacted 7 companies and 2 responded with bids. The latest bid received. Mr. Fireman was more impressed with the one contractor who also had the lowest bid Mr. Bulkley followed up that Mr. Fireman recommended the contractor because they are willing to give us a better rate based on contractor's crew and machinery availability. Ms. Santambrogio requested if a map of the major pond and road repairs could be posted on the website prior to the annual meeting. Mr. Cowan provided a map for the roads that shows the area, timeframe, and costs (excluding contingency fees) for the asphalt project. Ponds behind Units 214 and Units 407 are planned in 2021 to repair and install a liner to prevent leaking, the remaining ponds are in the LRP to repair. Mr. Pederson asked regarding the asphalt project map is the difference 2" of milling vs. 8" of digging down in terms of making this decision doing repairs sooner than later. Mr. Cowan explained that the longer we delayed the work, the more subgrade would need replaced. We currently plan for 2" with 4 more planned for bad areas.

Mr. Cowan thanked Mr. Fireman and Mr. Winski for their involvement.

A motion (**Weber/Letson**) to accept the assessment proposed in the revised budget and a motion (**Weber/Kappus**) to accept the 2021 Budget passed unanimously with no further discussion.

**Long Range Planning Committee:** Mr. Weber thanked the paving sub-Committee that included Mr. Winski, Chairman, Mr. Letson, Mr. Cowan, Mr. Weber, Mr. Kappus and Mr. Fireman this group has spent multiple hours for the past year & half, provided engineer reports and recommendation for the need to move the project ahead to 2021 earlier this week to the LRP and Finance Committees for the Board.

**Architectural Review Committee:** Mr. Kiner mentioned the committee approved one request and one request is on hold. Mr. Kiner reported the Grounds Committee has submitted their landscape project list for review and will be available in the newsletter. The entrance sign is in need for repair to replace the missing 4505 numerals. ARC and Grounds have concerns the front entrance 4505 sign is being replaced when the Committees are in the process of designing a Yosemite/Temple corner sign and would prefer having all signs coincide with this new design and not spend money now replacing the entrance sign. The Committees have approval to move forward to present new sign designs. A proposal (in board packet) has been received, but Ms. Miller is waiting for another proposal.

**Safety Advisory Committee:** Mr. Kiner mentioned he had a discussion with the local police to update on any issues and will be patrolling through the area more regularly. The tamperproof torque screws for license plates will be available soon if anyone is interested please contact Mr. Kiner.

**Insurance Committee:** Mr. Branish reported the Kaiser health insurance renewal rates were received with a 5.3% increase. The water damage insurance claim is pending upon investigation from our carrier.

**Communications Committee:** Any articles for the January/February newsletter should be submitted by December 18, 2020.

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

**ONGOING PROJECTS:**

- Leaves clean up
- Pond/Stream clean up (weather permits)
- Pruning in-house
- Painting the Lamp Posts Lanterns black

**ON HOLD PROJECTS:**

- Delayed due to leaves - Crack seal to start on main roads (excluding cul-de-sacs & Radcliff Circle)
- Redesign stream from Units 440-444 week – prep is completed

**COMPLETED PROJECTS:**

- Holiday lights installed at entrances
- Hot tub cover repaired

The board agreed if the price is less than \$5K, Mr. Lynch can approve once coordinated with the ARC and Grounds Committees.

Mr. Lynch provided the 2021 Tree Maintenance proposals:

- Arbor Garden: Pruning (\$37,500) and Removal (\$22,610)

Mr. Cowan reported the East area of the community and any branches on roofs are part of this pruning proposal. Mr. Weber mentioned branches on roofs becomes an insurance concern. Mr. Bulkley asked if the removal of trees is being coordinated with the Grounds Committee? Mr. Cowan responded the trees that are scheduled for removal have been marked with pink ribbons on them (for the past 6 months) that were determined by Mr. Lynch and the arborist. Mr. Kiner requested, and it was agreed that Mr. Lynch will coordinate with ARC and Grounds Committee for any tree removals. As mentioned earlier, since the proposals are at \$60K, Mr. Cowan suggested to Mr. Lynch since the current budget has \$8K remaining that we move ahead to have some of the proposed trees removed in December. Mr. Letson inquired if the concerns of tree removal was taken in consideration from last meeting, where neighbors will have a chance to express their opinion prior to removing a tree in common area. Mr. Kiner replied neighbors' comments are within an owner's plot line and Mr. Lynch decides for common area in the best interest of the community. Mr. Letson disagrees with this policy and we should give neighbors the common courtesy of what is planned for any common area tree removal. The Board agreed the process needs to be more inclusive. A **motion (Kiner/Cowan)** to accept the Arbor Garden proposal passed unanimously.

### **Old Business:**

*Annual Meeting:* Mr. Trout provided Questions and Comments for the following:

- Waive of Reading the Annual Meeting Minutes
- Approval of Line of Credit

*Annual Meeting Policy:* Mr. Trout received the virtual meeting policy and will distribute to the Board for review.

Ballots and proxies will need to be turned into the office prior to the annual meeting to allow time for the Nominating Committee to tabulate and determine a quorum is established. Virtual meeting instructions will be included in the annual meeting packet.

**New Business:** Mr. Branish suggested the two assessments be included together and to consider a loan for \$900K for 36 months. Mr. Weber and Mr. Klatskin reminded the Board any loan will need to be approved by the homeowners.

Mr. Bulkley mentioned the food drive is tomorrow at the clubhouse. Mr. Trout insured the HOA does not sponsor any charity donations except for the Holiday Fund for the crew. Mr. Winski mentioned the food drive is administered by Ms. Watson and was generated by the residents, not sponsored by the HOA.

**Executive Session:** At 8:38 p.m., a **motion (Weber/Kiner)** to adjourn into an Executive Session to discuss employee compensation, which passed unanimously. At 9:01 p.m. a **motion (Weber/Kiner)** to resume the regular session passed unanimously.

**Adjournment:** At 9:02 p.m., there being no further business, a **motion (Weber/Kiner)** to adjourn until Wednesday, January 27, 2021 immediately following the Annual Meeting passed unanimously.

Respectfully submitted,  
Angela Miller, Recording Secretary