

**Stoney Brook Homeowners Association
Minutes of the Meeting of the Board of Directors
December 18, 2019**

Approved by the Board – January 29, 2020

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

Director Absent: Kerry Santambrogio and Craig Weber

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

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

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

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

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

ONGOING PROJECTS:

- Leaf clean up
- Winter pruning

COMPLETED PROJECTS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,
Angela Miller, Recording Secretary