



Homeowners' Association Newsletter

January/February 2021 | Volume 20 No. 1

Upcoming Events

**Annual Meeting
via Zoom**

**January 27, 2021
6:30pm**



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President's Message



We have come to the end of 2020 and I think most of us are relieved that this difficult year is almost over. We now have approved vaccines to combat the COVID-19 pandemic. This good news is balanced by a surprisingly high daily death rate, so we still need to keep our guard up against the virus for a little while longer.

Our annual meeting will be on January 27, 2021 and it will be held virtually on Zoom. All voting will be done by proxy, meaning that you'll just turn in your ballots at the HOA Office before the meeting.

We have six people running for the three board seats this year. I'd like to thank everyone running for the board. Whether you are successful or not, your willingness to serve our community is admirable and appreciated.

As part of the annual meeting, you'll also be asked to vote on two questions, one allowing us to waive the reading of the minutes from last year (a time saver) and another to allow the board to establish a line of credit (a potential money saver). The rationale for this second question is that even though our income from dues is very consistent through the year, our expenses are not. For example, expenses for landscaping and painting tend to occur in the spring and summer for understandable reasons. The big concern for us going forward is our insurance premiums which come due at the beginning of August. The past few years we have had just enough cash on hand to pay the annual premiums in full, which saves us money, rather than paying them over time with an unfavorable interest rate. Having a line of credit with the bank will give us another option, to borrow some of the premium payment at a favorable rate and leaving us in a better cash position for the last few months of the year. The line of credit is something that we would like to have available, even if we never use it. We hope our homeowners will approve this request.

While we will try to keep the features of an in-person annual meeting, one part of the meeting is going to be a little bit more difficult, homeowner comments. So if you have a comment that you would like to make before the meeting, please send it in to sbhoainfo@gmail.com and we'll post the answer in the FAQ featured on the Stoney Brook web site.

One budget item has changed recently and deserves some explanation.

- **Landscape Projects**
 - FAQ Section
 - Board Minutes
 - **November Financials**
 - Fire & Safety Report
-

We have been planning for the past few years to replace our aging roadways before their replacement becomes really expensive. This summer when the Long Range Planning and Finance Committees met, we fully expected this work to happen in 2022 and 2023. However, recently we have found several contractors eager to do this work for us at a nice discount. The reason for the favorable pricing is twofold; paving contractors have been not been very busy of late, since much of their work involves parking lots for shopping centers, in addition, oil prices have been rather low, and this favorably affects the price of asphalt. As a result, the Finance Committee has proposed, and the board has agreed, to plan and begin this work in 2021, subject to agreement on a suitable contract with a paving contractor.

Assuming that there will be a lot of questions regarding the paving of our roads, we are planning an informational meeting, tentatively scheduled for January 20, to formally describe the project and to answer all questions. You'll also find some preliminary discussion of this topic in the December board minutes. We will be sending out the details of the informational meeting after the holidays.

I am pleased to report that we set a record this year for the Employee Holiday Fund for our maintenance crew. In an unusual year, we did this with fewer contributors. Of course, we hope that more homeowners will be able to contribute next year to support our staff. Thanks to Katrina Shanks, Sandy Kappus and Ginny Schneider for coordinating this effort.

And finally, a safety message. Have you considered tamperproof screws which firmly attach your license plate to your car? This is an easy thing to do to prevent the theft of your license plates. Please contact Jack Kiner (jackiner@yahoo.com) or Stan Trout (stan.trout.sbhoa@gmail.com) if you'd like to have these fasteners put on your vehicle.

Best wishes for the holiday season and a healthy 2021.

Important Notice of Upcoming Annual Meeting

Annual Meeting Information: The materials for the Annual Meeting are in preparation to be mailed to you. Please plan to join the 2020 Annual Meeting via Zoom on Wednesday, January 27, 2021. The meeting will begin at 6:30. **Please have your proxies and ballots returned to the office by 3 p.m. on January 27, 2021.**

STONEY BROOK HOA NOTICE OF REVISED BUDGET

The Finance Committee has modified its budget recommendation for 2021 to take advantage of favorable conditions from potential contractors and asphalt costs due to the pandemic.

The attached updated *Budget Notice and 5-year plan* reflects the impact of moving planned road repairs and replacement and associated assessments from 2022-2024 to next year.

John Cowan, Chairman of the Finance Committee

Actual through November- BOARD MEETING 12-16-20

Monthly Dues

5-Year Cumulative Cash flow \$ 225,996

CAPITAL RESERVE FUND ESTABLISHED JANUARY 2020

CAPITAL RESERVE FUND ESTABLISHED JANUARY 2020		2021	2022	2023	2024	2025
Dues Allocation to Reserve \$11,000/Quarter (\$13*12*282)		\$ 44,000	\$ 44,000	\$ 44,000	\$ 64,000	\$ 64,000
Assessment for Asphalt Street Repairs	\$1,740 / \$1,440/Unit	\$ 490,680	\$ 406,080		\$ -	
Assessment for Pond Liner Replacement	\$300/Unit	\$ 84,600	879,840	642,960		
Assessment for Court 3						\$ 150,000
Interest on capital reserve funds		\$ -	\$ -	\$ -	\$ -	\$ -
Funding this Year (EXCLUDING \$50k from Operating Reserve)		\$ 619,280	\$ 450,080	\$ 44,000	\$ 64,000	\$ 214,000
Planned Expenses						
Court Three Rebuild paid by Assessment	Former Costs Removed					\$ 150,000
Asphalt Resurface and Repair Paid by Assessment		\$ 894,120		871,911	650,122	-
Replace Pond Liners and Clean two Ponds		\$ 84,600				
Truck Replacements 2022 and 2024		\$ -	\$ 40,000	\$ -	\$ 50,000	\$ -
Total Capital Reserve Expenses		\$ 978,720	\$ 40,000	\$ -	\$ 50,000	\$ 150,000
Capital Reserve Cash Flow Increase or (Decrease)		\$ (359,440)	\$ 410,080	\$ 44,000	\$ 14,000	\$ 64,000
CAPITAL RESERVE BALANCE Beginning of Year		\$ 44,000	\$ (315,440)	\$ 94,640	\$ 138,640	\$ 152,640
CAPITAL RESERVE BALANCE End of Year	\$ 44,000	\$ (315,440)	\$ 94,640	\$ 138,640	\$ 152,640	\$ 216,640
		\$400,000 1-Yr Financed		5-Year Cumulative Cash flow		\$ 172,640
Consolidated Reserves at End of Year	\$ 287,626	\$ (63,160)	\$ 397,072	\$ 467,176	\$ 539,635	\$ 674,909
				5-Year Cumulative Cash flow		\$ 398,636

Notes from the Stoney Brook Office

“Thank You!” from the Staff: Your generosity again this year helped our staff have a happier Christmas. Your contributions to the Employee Holiday Fund are distributed in December. The crew would like to send a big Thank You to Trina Shanks the volunteer coordinator this year with the assistance from Ginny Schneider and Sandy Kappus very much appreciated. We wish all of you a healthy and happy 2021.

Your staff: Porfirio Acosta, Saul Dominguez, Manuel Fuentes, Alfredo Ibarra, Jose Ginez, Jaime Hernandez, Ruperto Montoya and Jose Perez

Annual Meeting Information: The materials for the Annual Meeting are in preparation to be mailed to you. Please plan to join the 2020 Annual Meeting via Zoom on Wednesday, January 27, 2021. The meeting will begin at 6:30. **Please have your proxies and ballots returned to the office by 3 p.m. on January 27, 2021.**

- Seal your secret BALLOT to elect directors inside the SMALLER envelope.
- Then put your sealed BALLOT ENVELOPE and your REGISTRATION / PROXY form together into the LARGER envelope and mail or return to the Office as soon as possible. (DO NOT SEAL YOUR REGISTRATION / PROXY FORM INSIDE YOUR SECRET BALLOT ENVELOPE.)
- Under State law, we cannot accept your secret ballot without the registration, regardless of whether or not you attend. It is important to submit a proxy if you cannot attend in order to establish a quorum. Your proxy may also vote on any other issue which may arise at the meeting. And even if you are planning to attend, it is helpful, too, if you submit your ballot AND REGISTRATION FORM early.

A directory / contact form will also be included in the meeting materials. Please return the form as soon as possible. We will update the on-line social directory and it is also important that we have your most recent contact information in the event of an emergency.

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. Please give the plow operators room to maneuver and use caution if you are approaching from behind. 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 Saul at 720-926-2807 if office staff is not available to take your call.

Holiday Decorations: Please remove any exterior holiday decorations such as wreaths and lights from your homes by January 31, 2021. Thank you.

Tree Trimming: Oliver has scheduled the trimming for 2021 should begin in January, weather permitting.

Water Conservation: Please remember that February water consumption is used to determine sewer costs for the entire year. We appreciate your efforts to conserve water during the February billing period, as well as year-round. Please also keep in mind that if you wash your car in the driveway, soap residue may run into the pond and stream infrastructure. It could be harmful to fish as well as community equipment.

Dues for 2021: Dues will be **\$530.00** beginning January 2021. If Owners are using direct auto pay from the office, the new amount will be deducted beginning in January. If Owners are using auto pay through their bank, please contact your bank of the change.

Thank You 2020 Stoney Brook Volunteers

At the end of the year and the start of another, it is a good time to salute those in our community who have given their time and expertise to keeping Stoney Brook the special place it is. Volunteers are vital to a healthy and strong community. So, to all the following, and any who may have been inadvertently missed, thank you so very much!

Terri Bunker	Lorri Stonbraker
Lois Bradbury	Kay Ceilley
Ila Adams	Ann Kochenberger
Rita Alexander	Dianne Williams
Larry Harper	Virginia Schneider
Mary Ann Harper	Martha Lederer
Katrina Shanks	Janet Webb
Evelyn Burke	Hal Fireman
Debbie Wolach	Dennis Markman
Linda Branish	Stacy Beakes
Sheila Rhodes	Donna DuHadway
Bonnie Markman	Joan Alford
Marilyn Kiner	Sandy Kappus
Marilyn Bowlds	Christine Walker
Nancy Nelson	Kathy Kaufman
Mark Winski	Hal Spritzer
Nancy Winski	Ed Pittaway
	Jackie Richardson

Residential Fire Safety Equipment Report

The City and County of Denver Department of Safety (Fire Department) requires all homeowners in a multi-unit building to complete the attached report and submit it to the property manager of the HOA on an annual basis. Multi-unit buildings are defined as three or more units in each building. Freestanding or duplex units do not need to complete the form although it is recommended that all homeowners perform the inspections.

The Fire Department requires:

- **Smoke alarms** must be tested monthly and batteries changed at least once a year.
- **Portable fire extinguishers** be inspected once a year
- **Carbon monoxide alarms** must be tested monthly and batteries replace annually.

Homeowners are to complete the form attached to this newsletter and return it to the SB office by February 1st of each year.

COMMITTEE FOCUS

In each newsletter, we focus on one of our volunteer Board committees to learn more about their focus and how residents can learn more. In this issue we are focusing on the Architectural Review Committee headed up by Jack Kiner, ARC Chairman. Many thanks to the other members of this committee who include: Bob Bulkley (Board member), Uli Kappus (Board member), Andy Klatskin (Board member), Debbie Wolach, Lois Bradbury, Larry Harper, Rita Alexander, and Trina Shanks.

Also in this issue, we are highlighting one of ARC's hard-working subcommittees, the Grounds Committee and its' lead, Debbie Wolach.

Please describe the overall responsibilities of the Architectural Review committee (ARC).

"In 2004, the Board of Directors adopted Resolution 2004-02-02 to form the Architectural Review Committee (commonly known as ARC). This Committee consists of 9 members—3 of which must be on the Board of Directors. The Committee is responsible for carrying out all duties included in provision of Articles 8 of the Associations' Declarations which state, "No structure or improvement on personal property, including landscaping and exterior lighting, can be installed or erected unless complete plans and specifications have been submitted to the ARC Committee and have its approval".

The forms and information on how to make these types of improvements to property can be found on the Stoney Brook web site www.sbhwa.org.

The committee spends a considerable amount of time working with residents to ensure they have included all the relevant information in their application. Then we review and typically approve these types of requests for individual residents. Once an application is received, the Committee has 45 days to reply to the plans. In most instances, committee members will visit the site before making a decision.

The ARC committee tries to base their decisions on conformity and harmony with other neighboring units when possible, but we also understand the need for some changes when feasible. ARC approval is also necessary when improvements are required to the common area tennis courts, pool and hot tub, decks, fencing, walls, exterior lighting and landscaping.

How long have you served on this committee?

I have served on the Architectural Review Committee for 7 years and have been honored to serve as the Chairman for 5 years.

How are priorities set each year?

The main objective of the ARC Committee is to try and maintain a good balance of community appearance. With proper oversight, we intend to keep the property values at a steady increase; a place in Denver that is very desirable and well maintained. The ARC committee and the Grounds Committee, continually observe and evaluate any modification that affect Stoney Brook.

What are your top priorities for 2021?

In 2021, we will continue to evaluate the needs of the Stoney Brook community and respond to individual requests for improvements by Stoney Brook residents.

COMMITTEE FOCUS

What were some of the committee's accomplishments in 2020?

Thanks to the leadership Debbie Wolach, Lorri Stonbraker, Martha Lederer and Lois Bradbury the Grounds Committee was able to tackle some important projects this year including:

- Cleaning out and re-landscaping the bunkers around the pond near units 378 and 306 at the west end of the development.
- Landscaping the area behind unit 348 near the pond.
- Planning the remaining landscaping of the corner at Union and Yosemite and other areas.

What should residents do if they have questions:

Any specific questions can be sent directly to Jack jackiner@yahoo.com). Also, general questions about how the committee functions, how to get involved or a question about the ARC process can also be sent to the general Stoney Brook question mailbox at: sbhoainfo@gmail.com.

Grounds subcommittee (Debbie Wolach)

Please describe the overall responsibilities of the Grounds subcommittee.

The Grounds subcommittee was formed to provide oversight and enforce enhancement of the attractiveness of Stoney Brook's landscaping by providing guidance to homeowners for acceptable uses of turf grasses, wood and bark chips, rock ground covers, ground cover plants, and other plants and flowers.

This subcommittee also provides guidance to the crew on re-landscaping of selected areas as well as replacement of plants in common areas with more water-efficient options.

How long have you served on this committee?





Three years.





How are priorities set each year?





The Grounds subcommittee consults with the Architectural Review Committee (ARC) and the property manager and considers homeowners' requests taking into account esthetics, safety, and cost.

What are your top priorities for 2021?

- Complete the first and second phases of the approved landscaping design of the corner at Union and Yosemite.
- Identify common areas that need replanting and/or division of perennials to optimize water use and esthetics.
- Clean out and update common area beds.

LARGE SCALE PROJECTS			
Priority	Photo	Project Description	Estimated Cost
1.		Complete Phase 1 of the approved renovation plan for Yosemite and Union. Remove dead plants & trees; install fence along ridgeline; modify irrigation; install moss rock boulders in slopes; prepare soil; transplant existing shrubs and perennials.	See multi-phase plan
2.		Complete Phase 2 of the approved renovation plan for Yosemite and Union. Install new trees and shrubs for screening.	See plan
3.		Complete Phase 3 of the approved renovation plan for Yosemite and Union. Add perennials for color.	See plan
4.		Complete Phase 4 of approved landscape plan for Yosemite & Union. Design & install new Stoney Brook Sign	TBD when phases 1-3 are complete.

5.		Remove dead and dying arborvitae running north to south along Yosemite from main entrance. Install fencing, low wall, and/or plants for screening. Modify irrigation as needed.	Project may be moved up in priority upon further discussion with Board. GC will research and present options and estimates when timeline is established.
6.		Remove overgrown junipers along Yosemite north of the intersection with Union (adjacent to area to be renovated in projects 1-4 above). Modify or extend existing wall, and/or install plants for screening. Modify irrigation as needed.	GC will research and present options with estimates when prior projects are underway.
SMALL SCALE PROJECTS			
1.		Replace dead shrubs along pool fence. Properly prepare soil and holes before planting per CSU guidelines for plant installation; modify irrigation to provide sufficient water for shrubs to become established.	GC will specify replacements.
2.		Clean out, divide, and replant perennials in raised beds near clubhouse entry and office. Save extras to transplant elsewhere.	\$0
3.		Remove shrub roses from entry off Yosemite to mitigate Japanese beetles; prepare soil; add new and transplanted low-water grasses and perennials (TBD). Modify irrigation as needed.	\$150

4.		Remove shrub roses from other entry beds and all islands to mitigate Japanese beetles; clean out as needed; divide and save usable plants; prepare soil; add new and transplanted low-water grasses and perennials. Modify irrigation as needed.	\$400
5.		Plant annual flowers in barrels, pots, and planters around pool deck and clubhouse.	\$250
6.		Complete landscaping of muddy berm behind units 7-12 adjacent to Chateau parking area. Crew will complete hardscape and preparation. GC may help install plants.	Per Oliver's request and plan submitted March 2020. Oliver to estimate amount and cost of hardscape materials (not from GC budget).
7.		Clean out, prepare, and replant bunkers surrounding the pond between units 352-354 and 326-328 using new and transplanted low-water perennials and grasses. Modify irrigation as needed.	\$250
8.		Clean out overgrown plants in common area at the intersection of Broadmoor RD and Clear Creek RD (on the side of unit 128). Prepare soil; divide and save usable plants; add new or transplanted perennials and grasses.	TBD
9.		Remove and replace shrubs on Spring Creek by mailboxes in front of units 426-428.	TBD

10.		Renovate planter in shared common driveway area of units 467, 469 & 401. Remove and save usable plants; prepare soil; replant with new and/or transplanted perennials and grasses in collaboration with homeowners.	TBD Homeowners may share or carry expense.
NOTES			
<p>All new or renovated landscape areas will:</p> <ul style="list-style-type: none">• Consist of low-water, low-maintenance plants materials (wherever possible).• Be appropriate for the purpose and conditions of the site.• Be prepared and watered according to CSU guidelines for the urban Front Range. <p>GC recommends that Oliver purchase and store soil amendments needed for small projects <i>in bulk</i> to save time and money throughout the year (i.e., planters mix, compost, peat, mulch).</p>			

SBHOA – FREQUENTLY ASKED QUESTIONS

Q: Why won't the Stoney Brook HOA support my very worthwhile charity?

A: The question for the HOA isn't whether any particular charity is worthy; nearly all of them are. The problem for the HOA has is if we support any charity for one resident or a group of residents, then we would feel obliged to support all charities supported by our residents. The consequence would be that residents would criticize the board for favoritism or even discrimination. For many years the board has taken the stand that it won't directly support any charities. The board fully supports the residents of Stoney Brook organizing around a cause or charity, but these efforts have to be organized by the residents of Stoney Brook individually, and will not be supported by the board in any official capacity.

Q: Can you please clarify when residents need to include Neighbor comment forms as part of a request for ARC committee approval and when they are not needed?

A. Every time a resident requests a change to the outside of their property, in addition to sending the required documents to the ARC chairman, the owner must also submit Neighbors Comment forms filled out and signed by those neighbors directly affected by the plan. These comment forms are taken in consideration when the ARC Committee makes its decision and may or may not affect the final outcome.



SUCCESSFUL FOOD DRIVE

Thanks to the more than 100 Stoney Brook residents who on Dec. 17th donated food and money for the Food Pantry at the Covenant Presbyterian Church near Stoney Brook. This Pantry, manned by all volunteers, has served over 100 low-income families *every week for the past 25 years*. The Pantry volunteers were extremely appreciative of the 7 FULL carloads of food delivered. The Pantry 's shelves will also be restocked with additional food purchased with the generous cash donation of \$1,750

from Stoney Brook residents. The Pantry and especially all the families who will put this food on their table, **Thank You** to all who contributed. And to the 6 Stoney Brook volunteers Thank You for your time and energy. And if you did not have the chance to stop by, and still want to contribute either food or money to this worthwhile Food Pantry, contact Linda Watson, Unit 132 at 720-244-8164 or Dolly Bunke Unit 128 at 619-790-7479 they will be happy to make that happen for you.

Minutes of the Meetings of the Board of Directors

November 18, 2020

Approved by the Board - December 16, 2020

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: Barbara Nash (Unit 443), Carla Winkler (Unit 512), Jolaine Murrell (Unit 441), 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) and Mark Winski (Unit 428)

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

Homeowners Comments: Ms. Nash expressed concern of a perfectly healthy ponderosa pine tree was removed in the common area and approved by ARC and Mr. Lynch from a request by an owner at their expense without notifying the surrounding neighbors of their opinion or approval. Ms. Nash referenced Rule #10. Ms. Nash is requesting a replacement tree be planted in the same area of the removal, investigate why the rules and regulations of the HOA were not followed and why owners are allowed to disregard the rules. Ms. Winkler also questioned why this tree in the greenbelt area where approximately 11 owners enjoyed for the past 25-30 years was permitted to be removed for no reason from the decision from one ARC member and an owner, what was the rationale for that decision? Ms. Winkler requests the policy be changed where owners have input, neighbors' participation of what kind of tree should be planted in this area and questioning the person who was responsible making the decision to have this tree removed. Mr. Kiner responded this removal was approved in June from Mr. Lynch and the Committees, the rules and procedure were followed precisely. Mr. Weber was unaware this tree was targeted for removal by an arborist. Mr. Trout mentioned that it appears the discussion this evening is for any tree removal should include neighbors' comments as the same for any exterior changes for a unit. Ms. Murrell expressed some committee members knew nothing about this removal and questioned if they were involved and it is upsetting that only 2 people made this decision. Mr. Kiner responded committee members are sent the information. Ms. Walker questioned the process and moving forward to be clear who gets to make the decision i.e. are the neighbors notified and is not comfortable of just Mr. Lynch making the final decision. Mr. Kiner replied Mr. Lynch has final approval in common area. Mr. Cowan commented the process should be consistent for tree removal, if needed. Mr. Weber requested in the event of a revised policy a replacement tree should be in the plans. Ms. Winkler made a comment on the length of time a dumpster is allowed during a remodel. In addition, Ms. Winkler proposes the stream which is under construction in this same area be made safe for the winter. Mr. Cowan mentioned this stream is closed for the winter and will be repaired when the temperature is right and when the staff has time available. Mr. DiBiase noticed several lamp posts are black than the traditional brass. Mr. Kiner mentioned the lamp posts are in the process of being changed to black.

Approval of the Minutes: A motion (Kappus/Weber) to approve the October 28, 2020 Meeting Minutes passed with no opposition.

President's Message: Mr. Trout advises owners to review the 2021 Budget that was presented for discussion at the November and December meetings. Mr. Trout reported Covid-19 is still on the rise and there were two owners in the community and one staff member tested positive, currently no cases in the community.

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

ONGOING PROJECTS:

- Leaf clean up
- Pond/Stream clean up (weather permits)
- Pruning in-house

NEW PROJECTS – ON HOLD:

- 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

Treasurer's Report: Mr. Branish provided the October 2020 Financial reports. Mr. Branish had Zoom meeting audio issues, therefore Mr. Cowan reported Grounds & Maintenance account under budget (\$33K) which Oliver cut so those funds could be put towards another expenses. The increase in Water consumption due to dry season and losing water in ponds/streams with a result of \$11K over budget The YTD positive cash flow of \$24K. Mr. Letson would like to see the Casualty Insurance as a line item. Mr. Cowan noted the HO Insurance line item includes all the policies including Casualty Insurance The balance sheet as of the end of October reflects consolidated reserve balances of \$282,668 of which \$73,681 is in bank checking or investments accounts, and another \$211,238 is in prepaid insurance, which will result in increased cash flow over the next 9 months as a result of being a non-cash item in the Profit and Loss Statement.

Finance Committee: Mr. Cowan provided a Year End (YE) forecast notice and report to the Board. Mr. Cowan anticipates the YE cash flow at \$18K this is \$7K more than budgeted. This includes an allowance built in that gives us a cushion in case of tree damage or sewer lateral replacement. The Consolidated YE Reserves is estimated at \$283K.

Safety Advisory Committee: Mr. Kiner reported car theft has increased in the surrounding area. Mr. Kiner advised to park vehicle(s) in the garage and don't leave valuable items visible if parked in the driveway or parking pads. Mr. Winski's group verifies if garage lights are working properly and reports to the office if bulbs are in need to be replaced or owner needs to repair their sensor.

Architectural Review Committee: Mr. Kiner mentioned the committee approved one request, a new garage door. Mr. Kiner reported the Grounds Committee wishes to work collaboratively with the Property Manager, homeowners, and grounds crew to create and maintain a healthy, beautiful landscape for the Stoney Brook Community. In order to do so, we request the following support from the Board:

1. The guarantee of 16 hours of crew labor per month annually from March 1 – October 31 to work on small-scale, low-cost landscape projects and tasks.
We recently removed overgrown shrubs from the bunkers surrounding the pond on the south side of the property bordering the greenspace. These bunkers were prepared and replanted with perennials and grasses divided and moved from other areas. We hope to identify and address similar projects in the future.
2. Advocacy for our efforts to ensure that CSU Extension guidelines for site preparation, planting, and watering are followed for all new trees and shrubs installed on the property. Unfortunately,

several shrubs planted along the pool area fence line last spring have already died because this did not happen.

Beginning with the December 2020 Board Meeting, the Grounds Committee (GC) will submit monthly plans for other small landscape projects we hope to facilitate, together with an estimate of the labor and materials required.

Before the January 2021 Board meeting, GC will provide the Board with a prioritized list of larger scale renovations and improvements to be completed over the next several years.

The Board agreed for Mr. Lynch to arrange the maintenance staff on a monthly basis to assist the Grounds Committee.

Insurance Committee: One 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.

Old Business: Mr. Trout wrote a letter to send to our District Councilwoman, Kendra Black regarding the I-25 Belleview & Union exit project challenging the traffic numbers and encouraging them to do a better job of modeling this information for the Board to review. Mr. Cowan mentioned the environmental impact this could create if this project proceeds. Mr. Letson added the safety issues that may occur as well.

New Business:

Annual Meeting: Mr. Trout has signed the documents for our HOA attorney to prepare a virtual meeting policy, this should be ready by our December meeting. Mr. Trout suggested to include on the ballot:

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

Mr. Klatskin will provide a Resolution of a Line of Credit for the Board to review.

Holiday Fund Letter: Mr. Bulkley suggested sending an email reminder to owners December 1, 2020.

Adjournment: At 7:40 p.m., there being no further business, a **motion (Cowan/Kappus)** to adjourn until Wednesday, December 16, 2020 passed unanimously.

Respectfully submitted,
Angela Miller, Recording Secretary

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**December 16, 2020**

Preliminary – Not Approved by the Board

**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 Melson (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

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

|                                              | Jan - Nov 2020   | Budget           | \$ Over Budget  |
|----------------------------------------------|------------------|------------------|-----------------|
| <b>Ordinary Income/Expense</b>               |                  |                  |                 |
| <b>Income</b>                                |                  |                  |                 |
| Homeowner Dues                               | 1,519,980        | 1,519,980        | 0               |
| Less Capital Reserve Allocation              | (40,337)         | (40,334)         | (3)             |
| Chateau Fees                                 | 5,530            | 5,830            | (300)           |
| Interest-Operating Funds                     | 6                | 0                | 6               |
| Transfer Fees                                | 2,750            | 2,750            | 0               |
| Late Fees                                    | 190              | 825              | (635)           |
| Misc. Income                                 | 18,327           | 19,000           | (673)           |
| Reserve Interest Income                      | 104              | 825              | (721)           |
| <b>Total Income</b>                          | <b>1,506,551</b> | <b>1,508,876</b> | <b>(2,325)</b>  |
| <b>Expense</b>                               |                  |                  |                 |
| Salary & Benefits                            | 606,401          | 602,949          | 3,452           |
| Administrative Expenses                      | 29,018           | 32,845           | (3,827)         |
| Maintenance Expenses                         | 82,983           | 116,010          | (33,027)        |
| Pool/Clubhouse Expense                       | 22,442           | 16,640           | 5,802           |
| Utilities                                    | 316,844          | 311,900          | 4,944           |
| Fixed Expenses                               | 221,695          | 218,300          | 3,395           |
| <b>Total Expense</b>                         | <b>1,279,384</b> | <b>1,298,644</b> | <b>(19,260)</b> |
| <b>Cash Flow From Operations</b>             | <b>227,167</b>   | <b>210,232</b>   | <b>16,935</b>   |
| <b>Reserve Infrastructure Expenses</b>       |                  |                  |                 |
| Landscape                                    | 61,606           | 83,000           | (21,394)        |
| Site Improvements                            | 63,460           | 57,837           | 5,623           |
| Exterior Paintng                             | 35,478           | 45,000           | (9,522)         |
| Operating Equipment                          | 7,023            | 10,000           | (2,977)         |
| Allowance for Reserve Study                  | 11,693           | 8,700            | 2,993           |
| Ponds & Streams                              | 27,924           | 28,000           | (76)            |
| <b>Total Reserve Infrastructure Expenses</b> | <b>207,184</b>   | <b>232,537</b>   | <b>(25,353)</b> |
| <b>Year To Date Cash Flow</b>                | <b>19,984</b>    | <b>(22,305)</b>  | <b>42,289</b>   |

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

|                                       | <u>November 30, 2020</u> |
|---------------------------------------|--------------------------|
| <b>ASSETS</b>                         |                          |
| Current Assets                        |                          |
| Checking/Savings                      |                          |
| Operating Funds                       | 52,087.98                |
| Reserve Cash Accounts                 | 40,297.03                |
| Total Checking/Savings                | <u>92,385.01</u>         |
| Accounts Receivable                   |                          |
| HOA Accounts Receivable               | <u>(1,447.34)</u>        |
| Total Accounts Receivable             | <u>(1,447.34)</u>        |
| Other Current Assets                  |                          |
| Comcast Commission Rec'v              | 4,334.13                 |
| Fidelity-G.M. Deferred Comp           | 116,355.21               |
| Prepaid Expenses                      | 209,729.29               |
| Prepaid Federal Income Tax            | 1,380.00                 |
| Total Other Current Assets            | <u>331,798.63</u>        |
| Total Current Assets                  | <u>422,736.30</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>422,736.30</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                          |
| Liabilities                           |                          |
| Current Liabilities                   |                          |
| Accounts Payable                      | 108.84                   |
| Total Accounts Payable                | <u>108.84</u>            |
| Other Current Liabilities             |                          |
| Deferred Revenue                      | 11,351.56                |
| Accrued Expenses                      | 2,078.68                 |
| Payroll Liabilities                   | 10,637.04                |
| Total Other Current Liabilities       | <u>24,067.28</u>         |
| Total Current Liabilities             | <u>24,176.12</u>         |
| Long Term Liabilities                 |                          |
| Fidelity-G.M. Def'd Comp Liab         | 116,355.21               |
| Total Long Term Liabilities           | <u>116,355.21</u>        |
| Total Liabilities                     | <u>140,531.33</u>        |
| Equity                                |                          |
| Consolidated Fund Balances 12-31-19   | 221,884.36               |
| Contributions & Exp Capital Reserve   | 40,337.00                |
| Year To Date Cash Flow                | 19,983.61                |
| Consolidated Fund Balances            | <u>282,204.97</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>422,736.30</u></b> |



## Residential Fire Safety Equipment Report

**Homeowner:** As a homeowner or tenant in a multi-unit residential facility, you are required to complete this report **and submit it to the property management or homeowners' association (HOA) annually**, unless the management is doing the required maintenance for you. We recommend that detectors be tested in the spring and fall—same time you change the clocks for daylight savings time. Portable fire extinguishers must be inspected once a year and hydrostatically tested every five years.

**Property Manager or HOA Administrator:** As a property manager or homeowners' association administrator, you are required to obtain Residential Fire Safety Equipment Reports for each unit annually. The reports must be kept on file and ready for inspection by Denver Fire Department personnel for three years.

You may download additional forms at: [www.denvergov.org/fire](http://www.denvergov.org/fire)

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Address: \_\_\_\_\_ Unit # \_\_\_\_\_

\_\_\_\_\_  
Denver, CO \_\_\_\_\_

TYPE OF SMOKE DETECTORS: BATTERY \_\_\_\_\_ 120 VOLT \_\_\_\_\_

COMBINATION CO/SMOKE: BATTERY \_\_\_\_\_ 120 VOLT \_\_\_\_\_

CARBON MONOXIDE : BATTERY \_\_\_\_\_ 120 VOLT \_\_\_\_\_

I / We, the Owner (s) of this condominium / townhouse unit (s), do certify that  
smoke detectors, either 120 Volt A/C or battery powered, have been installed and tested as required by  
Section 907.20.5 of the Denver Fire Code and National Fire Protection Association 72, and that I / we  
have replaced the battery with a 10-year lithium ion battery.

**CARBON MONOXIDE ALARM** *(must be tested monthly and batteries changed at least annually)*

Number of carbon monoxide alarms in residence? Year of manufacture \_\_\_\_\_

Date test was completed \_\_\_\_\_ Batteries changed? Yes \_\_\_\_ No \_\_\_\_

**SMOKE ALARM/Combination Alarm** *(must be tested monthly and batteries changed to a 10-year lithium battery)*

Number of smoke alarms in residence \_\_\_\_\_ Year of manufacture \_\_\_\_\_

Date test was completed \_\_\_\_\_ Batteries 10-year lithium? Yes \_\_\_\_ No \_\_\_\_

1. Tested for proper function (required every 6 months, by occupant). "Test" button only tests the condition of the power source and horn. To test the sensor, use actual smoke or a consumer product, "Smoke Detector Testing Spray"

**DATE:** \_\_\_\_\_

2. If the detectors are battery operated, replace batteries (As of 01/01/2019 10-year lithium batteries are required, installed by either Management/HOA or occupant.

**DATE:** \_\_\_\_\_

3. Certify that we have sent the Residential Safety Equipment Report to our Owner/HOA/Management Company via E-mail or US Postal Service with the expectation that they complete the Smoke Detector Certificate of Compliance.

**DATE:** \_\_\_\_\_

**PORTABLE FIRE EXTINGUISHER** *(must be inspected once a year hydrostatically tested every five years)*

Number of portable fire extinguishers in residence \_\_\_\_\_ Year(s) of manufacture \_\_\_\_\_

Date of last inspection \_\_\_\_\_

\_\_\_\_\_  
OWNER/OCCUPANT SIGNATURE

\_\_\_\_\_  
DATE

02/11/19