



HOMEOWNERS' ASSOCIATION NEWSLETTER

January/February 2023 VOLUME 22 No. 1



President's Message

I want to wish everyone a very Happy New Year. Hopefully we will all be healthy and well.

The Employee Holiday Fund was a great success. 67% of our homeowners contributed to our guys. This was the largest amount ever. Thank You.

We will be having our annual meeting via Zoom again this year on January 25, 2023. We tried to have it at Samuels Elementary and on Zoom but logistically it wasn't possible. The Board will be in the clubhouse and homeowners will be able to attend by Zoom. All voting will be done by Secret Ballot and you will have to turn in your ballots to the HOA office by 3 P.M. on January 25, 2023. As with all Zoom meetings, questions and homeowners' comments are much harder to deal with. If you can please send them to Angela in advance and we will try to address them. You'll be receiving your annual meeting packet and ballot in the mail.

On a further note, I've been asked to remind people to please keep their dogs on a leash and pick up after them. We've also had people dealing with cars and bikes that are going too fast. A lot of people are out walking and can't move fast enough.

As it gets colder and snowier, we all must remember that the snowplows can't stop very fast, and they need to use the parking pads for snow removal. Please don't park on the streets when it's going to snow.

Again, have a very great year.

Bob Bulkley
President Stoney Brook HOA



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 2022 Annual Meeting via Zoom on Wednesday, January 25, 2023. The meeting will begin at 6:30 p.m. **Please have your proxies and ballots returned to the office by 3 p.m. on January 25, 2023.**

- Seal your 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.

NEWS YOU CAN USE



Denver is expanding solid waste services in 2023 with a new fee based on trash cart size. Weekly recycling and invoicing will begin in January and compost service will be rolled out throughout 2023. Rebates are available based on income and household size.

Fees

- \$9 per month for small trash cart + recycling + compost
- \$13 per month for medium trash cart + recycling + compost
- \$21 per month for large trash cart + recycling + compost

Services

- Weekly trash, recycling and compost collection service for all customers
- Monthly large item pickup
- Cherry Creek Recycling Dropoff
- Seasonal programs including LeafDrop, Treecycle, Mulch Giveaway, Recycle Your Holiday Lights and others

For more information, please click the link www.denvergov.org or call 311



The Savings That Keep On Saving

During the months of January and February, the amount of water actually used will determine the monthly sewer rate we will be charged for the entire next year. That means that if you wash your car during that period, we all will be paying for your carwash every single month for an entire year! Conserving water is always important, but during January and February, it saves us even more. Please be as conservative as possible for the benefit of all Stoney Brook residents.

2023 Paint Schedule

CEDAR: 109, 110, 111, 115, 116, 117, 214, 215, 216, 402, 403, 404, 411, 412, 413

MASONITE: 320, 321, 322, 372, 373, 374, 375, 376, 377, 380, 381, 396, 397, 398, 399, 417, 418, 419

(Note: Serious problems with siding and trim may require repairs or replacement of significant portions of the siding and trim prior to painting. Homeowners will be notified of necessary repair work needed to be completed before painting.)

Holiday Fund Thanks

We would like to send a big THANK YOU to everyone for their generosity this year! We are grateful to all the Stoney Brook residents for such a wonderful holiday gift! We wish all of you a healthy and happy New Year for 2023. Thank you for thinking of us –

Saul, Manual, Jaime, Ruperto, Jose, Alfredo, Roberto, and Porfi

Dear Neighbors – Many thanks for your generous contributions to the Holiday Fund this year. The committee appreciates your response in recognition of the fine work our crew does for us all year. Funds were distributed mid-December to a happy and thankful crew. **Kerry, Trina, Sandy**

Calling all Book Lovers

New members wanted for a Stoney Brook Book Club

We meet the 2nd Tuesday of every month in the Clubhouse at 10:00 a.m.

Please contact Laura Goff if interested

303-548-4483

lgoff46386@aol.com

NOTES FROM THE STONEY BROOK OFFICE

Winter Storms and Snow Removal: While we cannot predict this winter's snowfall, we can be prepared as much as possible. Unfortunately, not all streets can be cleared simultaneously. Therefore, the staff would like residents to call us at the management office (303) 771-4656 should you be faced with an emergency during a heavy snowfall. Our intent is to provide clear access in and out of Stoney Brook as soon as possible for all residents and visitors but would like to be advised if your particular area would require priority attention for medical or other emergency reasons. A reminder to all residents, and especially those of you in the Terraces – park your vehicles in garages during snowstorms. On-street parking is not allowed ANYWHERE IN THE COMPLEX. Our crew must have access to the streets and parking pads to clear and store snow. Operators will use sudden stops and turns, so please, keep a safe distance. In the event our office personnel are detained due to storms and cannot answer the phone, you may reach our maintenance staff at the following cell phone numbers:

303-928-9093 (*Saul*) and 206-550-7243 (*Angela*)

The snow removal policy is inserted below, or you may obtain a copy of from the website www.sbhoa.org or contact the office for a copy. We wish you all a safe and comfortable snow season.

Winter Weather Preparedness Tips:

- **Let Faucets Drip**
- **Keep Your House Warm** (*if traveling, keep the temperature set at least 60°F*)
- **Disconnect Your Hoses**

Shut off Valves: To avoid extensive water damage - it is recommended each homeowner(s) locate their shut off valve for their unit. If needing assistance, please don't hesitate to contact the management office.

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.

Minutes of the Meetings of the Board of Directors

November 16, 2022

Stoney Brook Clubhouse and via Zoom

Approved by the Board - December 14, 2022

Directors Present: Bob Bulkley, Evelyn Burke, Debbie Wolach, Andy Klatskin, Hal Fireman, Jack Kiner, Laura Goff, Stanley Trout, and Craig Weber

Others Present: Angela Miller, General Manager

Homeowners Present: Katrina Shanks (Unit 311), Mike Meisinger (Unit 326), Lorri Stonbraker (Unit 449), Marilyn Bowlds (Unit 347), Zelda Neher (Unit 407), and Gayla Wright (Unit 435) in person; and those attending via Zoom were: Bill Taylor (Unit 11), Linda Watson (Unit 132), Kay Ceilley (Unit 378), Jerry Gordon (Unit 323), Tim and Tonya Compton (Unit 506), Dolly Bunke (Unit 128), Jan Melson (Unit 214), Paul and Kathy Anderson (Unit 105), Lucille Zwanzig (Unit 456), and Kerry Santambrogio (Unit 8)

Call to Order: Mr. Bulkley called the meeting to order at 6:32 p.m. with a quorum established.

President's Message: Mr. Bulkley thanked the Social Committee for a successful Holiday Food Drive. Mr. Bulkley mentioned the 2023 Budget will be finalized during the December Board Meeting. Mr. Bulkley has requested the crew remove the turf from Court 3 to allow Renner Sports to assess the quality of the court prior to the maintenance crew installing temporary bocce ball courts. Mr. Bulkley plans to have a discussion at the next Board meeting of ending the current ad-hoc committees. He further advised the location of the Annual meeting will be discussed and finalized at the December Board meeting.

Homeowners' Comments: Ms. Bowlds, Ms. Neher, and Ms. Wright expressed their concerns about Court 2 (now Tennis only court) being converted to a temporary multi-use court in the interim of finalizing Court 3. Mr. Fireman mentioned the intention is that Court 3 will be a tennis only court and the 2027 proposed budget item in the amount of \$15K (in the 5 Year Plan) will be used for striping Court 2 for a multi-use court. He stressed that

there is nothing budgeted in 2022 for this conversion. Ms. Wolach mentioned application of temporary washable lines on Court 2 is still in the discussion stage and no final recommendation has been made.

Approval of the Minutes: Mr. Trout suggested the following words be revised: Exel to Xcel (Homeowners' Comments section) and knowingly to knowing (New Business section). A **motion (Weber/Fireman)** to approve the October 26, 2022, Meeting Minutes as amended passed with no opposition.

General Manager's Report: Ms. Miller provided the following report:

ONGOING PROJECTS:

- Pond Treatment and Stream cleaning
- Monument Sign
- Leaves clean up (daily) during season
- Paint Units – currently Units 323-324
- Yosemite Fence – staining (street side)

NEW PROJECTS:

- Drain Pond 4 on hold
- Repair south side of pool fence

Ms. Miller met with Xcel contractors, they plan to start patching the core drilling holes after Thanksgiving and will complete the repairs with infrared patching next Spring.

The Insituform Pipe Lining Technologies meeting was postponed until the second week of December.

Pool furniture delivery delayed to mid-February 2023.

Monument sign – completion of the base portion for the sign was delayed due to Saul having jury duty and winter weather conditions.

Ms. Miller provided the Arbor Garden 2023 pruning and Homestead Paint proposals for the Board to review. A **motion (Trout/Weber)** to accept the Arbor Garden pruning proposal in the amount of \$21,500 was approved with no opposition. A **motion (Weber/Trout)** to accept the Homestead Paint proposal in the amount of \$91,050 was passed with no opposition. Please note both of these proposal amounts are subject to revision due to additional tree storm damage, paint appeals, and Spring paint inspection.

Social Committee: Mr. Meisinger reported the Holiday Food Drive was a smashing success with collection of four carloads of food/items and \$840 in cash donations. The cash donations were split among the two charities. Covenant Cupboard and Weinberg Food Pantry which are both community resource centers. The Annual Holiday Party is scheduled for December 16, 2022 from 4:30 to 6:30 with information to follow.

Treasurer/Finance Committee Report: Mr. Fireman provided the October 2022 financial reports. Mr. Fireman stated Ms. Miller and the crew have done an excellent job in minimizing expenses. Capital Reserve expenses are under budget due to not lining Pond 4 this year. The balance sheet as of the end of October reflects consolidated reserve balances of \$637,846 of which \$347,794 is in bank checking or investment accounts, and another \$293,607 is allocated to prepaid insurance.

Mr. Fireman provided and discussed the proposed Draft 2023 Budget and 5 Year Plan for the Board to review. The Finance Committee is proposing \$665/month for HOA dues.

- Fertilizer: Mr. Fireman plans to eliminate one fertilizer cycle so instead of three applications, two should be sufficient.
- Ponds: proposing to reduce the use of algacide to clean ponds by stocking the deeper ponds with fish.
- Trash: end of contract with current trash service (Republic); switched to a new service at a lower cost.
- Truck replacement: parts and maintenance could be harder to find for aging trucks
- Insurance and Utilities: unfortunately, can't control their rates.
- Paint: the extended paint cycle seems to be working in our favor due to improved paint quality
- Equipment: plan is to buy better equipment that will improve operations (utility vehicle, etc.)
- Insurance Mandated Safety Upgrades: Mr. Fireman had allocated \$60K in the proposed budget but plans to revise it by placing \$36K towards the Capital Reserve allocation and leaving \$24K for the insurance compliance items.

Mr. Fireman has yet to receive any homeowner's feedback or comments of the proposed budget.

Ms. Stonbraker thanked Mr. Bulkley, Mr. Kiner, and Mr. Klatskin for confirming the correct "recording cameras on site" verbiage for the directional signs. Ms. Stonbraker asked the Board Members for their opinion of reflective lettering or backing for the directional signs, the Board chose the reflective lettering.

Architectural Review Committee: Ms. Wolach reported the following ARC approvals in September:

- Unit 459: owner requested permission to replace deck
- Unit 398: owner requested permission to re landscape areas between driveways.
- Unit 336: owner requested permission to repair grade and relay patio stones in the back of their unit.
- Unit 126: owner requested to replace heaving patio.

Ms. Wolach mentioned the website is still moving forward and should be completed by mid-January 2023. Ms. Wolach mentioned she received information of another internet/cable provider, Ting, as another option that might interest homeowners to switch for a lesser rate if available in this area.

Communications Committee: Mr. Trout mentioned that articles for the January/February newsletter should be submitted by December 16, 2022.

New Business:

Altitude Law Renewal Proposal: a **motion (Fireman/Wolach)** to accept the Altitude Law renewal proposal passed with no opposition.

Annual Meeting Prelim Packet: Ms. Miller provided the prelim packet for review and comments. Mr. Weber proposed a different chronological agenda for consideration. Final determination of the forum for the annual meeting will be determined by the Board and presented in the annual meeting notice.

Executive Session: At 7:44 p.m., a **motion (Kiner/Wolach)** to adjourn into an Executive Session to discuss legal matters which passed unanimously. At 8:29 p.m., a **motion (Kiner/Weber)** to resume the regular session passed unanimously.

Adjournment: At 8:30 p.m., there being no further business, a **motion (Weber/Wolach)** to adjourn until Wednesday, December 14, 2022, passed unanimously.

Respectfully submitted,
Angela Miller, Recording Secretary

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**December 14, 2022**

**Stoney Brook Clubhouse and via Zoom**

Preliminary – Not Approved by the Board

**Directors Present:** Bob Bulkley, Evelyn Burke, Debbie Wolach, Hal Fireman, Jack Kiner, Laura Goff, Stanley Trout, and Craig Weber

**Director Absent:** Andy Klatskin

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

**Homeowners Present via Zoom:** Lucille Zwanzig (Unit 456), Kerry Santambrogio (Unit 8), Mary Ann Harper (Unit 340), Jerry Gordon (Unit 323), Brad Beets (Unit 420), Bill Taylor (Unit 11), Mike Meisinger and David Zupancic (Unit 326), Ellen Epstein (Unit 393), Paul and Kathy Anderson (Unit 105), Tom and Linda Watson (Unit 132), Kay Ceilley (Unit 378), Michael Cook (Unit 375), and John Cowan (Unit 213)

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

**Homeowner Comments:** Mr. Bulkley called for comments and there were none.

**Approval of the Minutes:** A **motion (Kiner/Burke)** to approve the November 16, 2022, Meeting Minutes as written passed with no opposition.

**President's Message:** Mr. Bulkley stated the 2023 Budget should be finalized at this meeting together with the proposed fee increase. Mr. Bulkley reminded everyone that the Holiday Event is set for December 16th. Ms. Santambrogio reported the Holiday Fund was a success with 68% resident participation and collection of the highest amount of money than in any previous year. The funds were distributed to the maintenance crew this afternoon. Ms. Santambrogio thanked Ms. Shanks, Ms. Kappus, and Mr. Cowan for their assistance, and the homeowners for their generosity. Mr. Bulkley wished everyone a safe and Happy Holiday season!

**General Manager's Report:** Ms. Miller provided the following report:

**ONGOING PROJECTS:**

- Monument Sign – base is now installed
- Leaves clean up (daily) during season
- Yosemite Fence – staining (street side)

**UPCOMING PROJECTS:**

- Repair south side of pool fence
- Install Handrail from Unit 16 down the hill to the tennis courts
- Remove Court 3 turf surface

**COMPLETED PROJECTS:**

- 2022 - Exterior Painting of units
- Unit 101 – Pine tree removed
- Installed Xmas lights

-Xcel Contractor, PSC, has begun the first phase of restoration.

-Insituform Technologies: Angela and Saul met with representative, Leanne Goodhue. Ms. Goodhue suggested running a camera and clean out the transfer pipes (for the streams/ponds) and if any of the pipes are in need of repair then she will assign an Insituform Engineer to visit our site to discuss options.

-Waste Connection new trash service is having scheduling issues. The Board agreed to a revised contract because of scheduling concerns from 5 days a week to 3 days a week with the option to obtain an extra dumpster if needed.

-Fitness Center new flooring is to be installed by our maintenance crew

-2023 Paint Schedule – one appeal received from Unit 204

**Social Committee:** Ms. Burke mentioned the Holiday Event is this Friday, December 16, 2022 from 4:30 p.m. to 6:30 p.m. with an appetizer buffet, drinks and it is suggested that owners bring a dozen Holiday cookies to share.

**Treasurer/Finance Committee Report:** Mr. Fireman provided the November 2022 financial reports. Mr. Fireman reported the Trash item is over budget due to the transition of contractors. The balance sheet as of the end of November reflects consolidated reserve balances of \$641,925 of which \$380,889 is in bank checking or investment accounts, and another \$261,786 is allocated to prepaid insurance.

The Board reviewed the proposed audit engagement letter from a new auditing firm with a fee of \$8600; the HOA's long-term auditor (Olson, Reyes & Sauerwein, LLC) has made an unofficial proposal of \$7800 fee (47% increase) if completed during January – April or offering a 10% discount if prepared after April 2023. Mr. Anderson mentioned the rates proposed are in line with the market rates and suggested working with a new firm since a transition in management occurred this year. The Board agreed with Mr. Bulkley's recommendation of having the audit completed sooner than later, especially because this has been a transition year for management.. Mr. Cowen expressed his strong opinion that our current auditors should be approached and asked to reduce their proposed fee. Angela will compile additional formal audit proposals from firms and present them to the Board in the next few weeks for review and possible approval.

Mr. Fireman provided the proposed Draft 2023 Budget and 5 Year Plan with \$665/month for HOA dues. Mr. Fireman informed the Board in the Capital Reserve New Homeowners Fees section for the 2023 Budget and 5 Year Plan will be adjusted to reflect the 3% increase beginning in 2023 and for each subsequent year.

Mr. Fireman reiterated some of the bullet point items:

*Fertilizer:* Mr. Fireman plans to eliminate one fertilizer cycle so instead of three applications, two should be sufficient.

*Ponds:* proposing to reduce the use of algacide to clean ponds by stocking the deeper ponds with fish.

*Trash:* the new service will be a lower monthly cost.

*Truck replacements* are in the budget for 2024, 2025 and 2027.

*Insurance Mandated Safety Upgrades:* Mr. Fireman had allocated \$60K in the proposed budget but revised it by placing \$36K towards the Capital Reserve allocation and leaving \$24K for the insurance compliance items.

*Other Cost Saving Measures* Angela, Saul and the crew are continuing to find ways to reduce our expenses.

The Board has not received any appeals towards the proposed 2023 Budget and 5 Year Plan along with the letter explaining the budget. A **motion (Weber/Wolach)** to accept the 2023 Budget as presented with the HOA dues increasing to \$665/month passed unanimously.

**Architectural Review Committee:** Ms. Wolach reported the following ARC requests:

- Unit 215: owners requested to install a retractable awning. The request was approved.
- Unit 204: owners requested to install an electrical fence and split rail around their unit on common area. The request was denied and a new plan is being submitted.

Ms. Wolach mentioned the ARC Committee will be updating the ARC guidelines and policies and present them for Board approval next year.

**Communications Committee:** Mr. Trout mentioned that articles for the January/February newsletter should be submitted by December 16, 2022. Ms. Wolach reported the website contractor has sent a test link for review and is working on the reservation portion of the website; looking at the end of January or early February to go live with the new website.

#### **Old Business:**

*Annual Meeting Information:* The Board reviewed the annual packet including the updated Agenda proposed by Mr. Weber, and with a mentioned addition by Mr. Trout, had no objections; The packet materials were approved subject to updating the information. There was discussion about the location of the meeting, including comments about the resurgence of Covid, resulting in a decision to *hold the Annual Meeting on January 25, 2023 at 6:30pm with homeowner attendance via Zoom, and the Board in attendance in the Clubhouse.*

#### **New Business:**

*Ad-hoc Committees:* Mr. Bulkley prefers the ad-hoc committees be at maximum a one-year term (Jan-Dec); after discussion the Board decided the ad-hoc committees should be allowed to complete their goal or task before ending or restructuring the committee. Ms. Wolach suggested that a policy be developed and adopted regarding the appointment and dissolution of Ad Hoc Committees

*Rule 22 Conflict of Interest review:* The Board reviewed and had no changes. Mr. Weber suggested Rule 22 should be included on the January Board Meeting Agenda, especially to advise new Board members of this Rule.

**Adjournment:** At 7:50 p.m., there being no further business, a **motion (Trout/Kiner)** to adjourn until Thursday January 26, 2023, the day after the Annual Meeting, passed unanimously.

Respectfully submitted,  
Angela Miller, Recording Secretary

# **STONEY BROOK HOA**

## **Approved 2023 Annual Budget**

### **And 5 Year Plan**

The Board of Directors of The Stoney Brook HOA approved the Finance Committee's recommended Budget and 5 year plan, at the December Board Meeting. As part of the Budget, a \$95 per month increase in dues will take effect January 1, 2023.

Outlined below are significant factor bearing on the budget decisions:  
Insurance and other escalating expenses

Insurance premiums continue to be a major HOA cost and concern. The increase this year was 29%. This increase is substantially caused by a premium increase, but also by a replacement cost valuation increase. The new insurance premium equates to approximately \$1,400 per unit, or \$116.67 per month. Another of our major costs, painting, went up 10%. Across the board we are dealing with substantial cost increases. Inflation reports in the news are not optimistic, so we anticipate this trend to continue. This year we made an unplanned mid-year wage increase for our maintenance workers, just to stay competitive. This was an important move, since our crew is the heart of Stoney Brook and we want to do everything, we can to keep them with us. Other large cost drivers are: The need to replace some of our aging mowers, carts and other landscape equipment. Many of these items are over 20 years old, and it is becoming increasingly difficult to maintain them because of non-availability of parts. Tree maintenance and removal costs have increased due to the increased number of dead and dying trees that need to be removed, and the increased cost per tree.

#### **Reserves**

Funded by our \$21/month contributions, and an additional \$5,000 per unit sold, our Capital Reserve will finish 2022 a balance to of over \$300,000. It should be noted that the 2022 large increase is a result of moving the completion of Pond 4 repair to 2023. In 2023 the monthly dues contribution will reduce to \$13/month. It was decided to reduce this contribution in order to help the large increase in monthly dues, necessitated by our significant operating cost increase. In spite of this we anticipate a combined \$119,000 total contribution to capital reserve in 2023.

#### **Capital Reserve – New Homeowner Fee**

This fee plays a critical role in helping us build the Capital Reserve by sharing investment from current homeowner dues and new homeowner contributions. Beginning in 2023 the fee will have a 3% increase which totals \$5,150 for a new buyer per our amended Declarations.

A special thanks to the active participants on the Finance, Long Range committees who contributed substantial time and expertise planning our future and creating the 2022 budget. They are Craig Weber, (Chair of LRP), John Cowan, Jack Kiner, Barry Wolach, Bob Bulkley, Vince DiBiase, Stewart Loewenstein, Michael Pederson, Kerry Santambrogio, Stan Trout, Evelyn Burke, and Laura Goff.

Hal Fireman, Treasurer

# STONEY BROOK HOA

## 2022 Actual to Budget as of 11/30/2022 - - 2023 Budget & 5-Year plan

|                                                       |                                            | 12/22/2022    |              |                  | 1            | 2            | 3            | 4            | 5            | 6            |
|-------------------------------------------------------|--------------------------------------------|---------------|--------------|------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Monthly Dues                                          |                                            |               | \$570        | \$570            | \$665        | \$705        | \$800        | \$840        | \$930        | \$1,006      |
|                                                       |                                            |               | BUDGET       | ESTIMATED        | BUDGET       | \$40         | \$95         | \$40         | \$90         | \$40         |
|                                                       |                                            |               | 2022         | Est. as of 11/30 | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         |
| Income                                                |                                            |               |              |                  |              |              |              |              |              |              |
|                                                       | Homeowner Dues                             |               | \$ 1,928,880 | \$ 1,928,880     | \$ 2,250,360 | \$ 2,385,720 | \$ 2,707,200 | \$ 2,842,560 | \$ 3,147,120 | \$ 3,404,304 |
|                                                       | Less Reserve Fund Allocation               |               | \$ (74,000)  | \$ (74,000)      | \$ (80,000)  | \$ (104,000) | \$ (94,000)  | \$ (94,000)  | \$ (94,000)  | \$ (94,000)  |
|                                                       | Chateau Fees                               |               | \$ 6,551     | \$ 7,643         | \$ 6,748     | \$ 7,305     | \$ 7,907     | \$ 8,560     | \$ 9,266     | \$ 10,030    |
|                                                       | Interest-Operating Funds                   |               | \$ 3,000     | \$ 360           | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
|                                                       | Transfer Fees                              |               | \$ -         | \$ 1,875         | \$ 3,000     | \$ 3,000     | \$ 3,000     | \$ 3,000     | \$ 3,000     | \$ 3,000     |
|                                                       | Late Fees                                  |               | \$ 900       | \$ -             | \$ 900       | \$ 900       | \$ 900       | \$ 900       | \$ 900       | \$ 900       |
|                                                       | Misc. Income - Comcast                     |               | \$ 19,000    | \$ 21,741        | \$ 19,000    | \$ 19,000    | \$ 19,000    | \$ 19,000    | \$ 19,000    | \$ 19,000    |
|                                                       | Reserve Interest Income Net of Expense     |               | \$ 900       | \$ 55            | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
|                                                       | Total Income                               |               | \$ 1,885,231 | \$ 1,886,554     | \$ 2,200,008 | \$ 2,311,925 | \$ 2,644,007 | \$ 2,780,020 | \$ 3,085,286 | \$ 3,343,234 |
| Operating Expenses                                    |                                            |               |              |                  |              |              |              |              |              |              |
|                                                       | Total Salary & Benefits                    |               | \$ 778,520   | \$ 687,462       | \$ 802,037   | \$ 877,747   | \$ 959,420   | \$ 1,050,091 | \$ 1,147,469 | \$ 1,256,146 |
|                                                       | Total Administrative Expenses              |               | \$ 40,100    | \$ 38,179        | \$ 48,055    | \$ 52,020    | \$ 55,141    | \$ 58,449    | \$ 61,372    | \$ 64,440    |
|                                                       | Total Maintenance Expenses                 |               | \$ 136,000   | \$ 130,555       | \$ 149,942   | \$ 162,312   | \$ 172,051   | \$ 182,374   | \$ 191,493   | \$ 201,067   |
|                                                       | Total Pool/Clubhouse Expense               |               | \$ 20,900    | \$ 20,736        | \$ 23,188    | \$ 25,101    | \$ 26,607    | \$ 28,203    | \$ 29,614    | \$ 31,094    |
|                                                       | Total Utilities                            |               | \$ 352,400   | \$ 349,753       | \$ 375,300   | \$ 399,940   | \$ 424,921   | \$ 453,140   | \$ 481,172   | \$ 511,220   |
|                                                       | Insurance Expenses                         |               | \$ 307,400   | \$ 341,622       | \$ 408,540   | \$ 502,425   | \$ 617,896   | \$ 759,919   | \$ 934,599   | \$ 1,149,447 |
|                                                       | Income Taxes                               |               | \$ 2,550     | \$ 1,873         | \$ 2,550     | \$ 2,550     | \$ 2,550     | \$ 2,550     | \$ 2,550     | \$ 2,550     |
|                                                       | Total Operating Expenses                   |               | \$ 1,637,870 | \$ 1,570,179     | \$ 1,809,612 | \$ 2,022,094 | \$ 2,258,586 | \$ 2,534,727 | \$ 2,848,268 | \$ 3,215,966 |
| Cash Flow From Operations                             |                                            |               | \$ 247,361   | \$ 316,375       | \$ 390,396   | \$ 289,831   | \$ 385,421   | \$ 245,293   | \$ 237,018   | \$ 127,269   |
| RESERVE ACCOUNTS                                      |                                            |               |              |                  |              |              |              |              |              |              |
| INFRASTRUCTURE MAINTENANCE EXPENSES                   |                                            |               |              |                  |              |              |              |              |              |              |
|                                                       | Master Replanting                          |               | \$ 15,000    | \$ 14,610        | \$ 15,000    | \$ 15,000    | \$ 15,000    | \$ 15,000    | \$ 15,000    | \$ 15,000    |
|                                                       | Tree Maintenance                           |               | \$ 63,000    | \$ 72,330        | \$ 80,000    | \$ 80,000    | \$ 85,000    | \$ 89,000    | \$ 90,600    | \$ 100,000   |
|                                                       | Street Repairs - Crackseal & Patch         |               | \$ -         | \$ -             | \$ 2,000     | \$ 2,000     | \$ 4,000     | \$ 5,000     | \$ 7,000     | \$ 7,000     |
|                                                       | Concrete Curb & Gutter                     |               | \$ -         | \$ -             | \$ -         | \$ -         | \$ 30,000    | \$ -         | \$ -         | \$ -         |
|                                                       | Sewer Laterals                             |               | \$ 25,000    | \$ 13,599        | \$ 25,000    | \$ 25,000    | \$ 25,000    | \$ 25,000    | \$ 25,000    | \$ 30,000    |
|                                                       | Retaining Wall                             |               | \$ -         | \$ -             | \$ 10,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
|                                                       | Painting                                   |               | \$ 80,000    | \$ 76,500        | \$ 131,000   | \$ 101,000   | \$ 218,000   | \$ 100,000   | \$ 75,000    | \$ 15,000    |
|                                                       | Painting Contingency (8yr \$90k & average) |               | \$ -         | \$ -             | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
|                                                       | Insurance Mandated Safety Upgrades         |               | \$ -         | \$ -             | \$ 24,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
|                                                       | CHouse Floors, Pool Filtration Pool Cover  |               | \$ 1,500     | \$ 3,915         | \$ 49,000    | \$ -         | \$ -         | \$ 8,000     | \$ 5,000     | \$ -         |
|                                                       | Tennis Court 2 Resurface                   |               | \$ -         | \$ -             | \$ -         | \$ -         | \$ -         | \$ -         | \$ 15,000    | \$ -         |
|                                                       | Pool Furniture                             |               | \$ 20,000    | \$ 19,415        | \$ 1,500     | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
|                                                       | Exercise Room Equipment                    |               | \$ -         | \$ -             | \$ -         | \$ -         | \$ 3,000     | \$ -         | \$ 3,000     | \$ -         |
|                                                       | Carts and Mower Replacement                |               | \$ 10,000    | \$ 11,443        | \$ 30,000    | \$ 10,000    | \$ -         | \$ -         | \$ -         | \$ 12,000    |
|                                                       | Pond cleaning, Maintenance & Pumps         |               | \$ 22,000    | \$ 12,566        | \$ 25,000    | \$ 26,000    | \$ 27,000    | \$ 27,000    | \$ 27,000    | \$ 30,000    |
|                                                       | Contingency for Inflation                  |               | \$ -         | \$ -             | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
|                                                       | Total Infrastructure Expenses              |               | \$ 236,500   | \$ 224,378       | \$ 392,500   | \$ 259,000   | \$ 407,000   | \$ 269,000   | \$ 262,600   | \$ 209,000   |
|                                                       | Cash Flow Increase or (Decrease)           |               | \$ 10,861    | \$ 91,997        | \$ (2,104)   | \$ 30,831    | \$ (21,579)  | \$ (23,707)  | \$ (25,582)  | \$ (81,731)  |
| RESIDUAL CASH BALANCE END OF YEAR                     |                                            |               | \$ 284,069   | \$ 365,205       | \$ 363,101   | \$ 393,932   | \$ 372,353   | \$ 348,645   | \$ 323,064   | \$ 241,332   |
| 5-Year Cumulative Cash flow                           |                                            |               |              |                  |              |              |              |              |              | \$ (121,769) |
| CAPITAL RESERVE ESTABLISHED JAN/2022                  | 2022 Budget                                | 2022 Estimate | 2023         | 2024             | 2025         | 2026         | 2027         | 2028         |              |              |
| Dues Allocation to Reserve \$20,000/Quarter           | \$ 74,000                                  | \$ 74,000     | \$ 80,000    | \$ 104,000       | \$ 94,000    | \$ 94,000    | \$ 94,000    | \$ 94,000    | \$ 94,000    | \$ 94,000    |
| Dues Addl Cash Flow from Operations                   |                                            |               | \$ -         | \$ -             | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
| Capital Reserve New Homeowner Fees                    | \$ 100,000                                 | \$ 75,000     | \$ 77,250    | \$ 79,568        | \$ 109,000   | \$ 112,270   | \$ 115,638   | \$ 119,107   | \$ 119,107   | \$ 119,107   |
| Total Revenue from Dues or Fees                       | \$ 174,000                                 | \$ 149,000    | \$ 157,250   | \$ 183,568       | \$ 203,000   | \$ 206,270   | \$ 209,638   | \$ 213,107   | \$ 213,107   | \$ 213,107   |
| Expenses for Capital Reserve                          |                                            |               |              |                  |              |              |              |              |              |              |
| Court Three Rebuild                                   |                                            |               | \$ -         |                  |              | \$ 150,000   | \$ -         |              |              |              |
| Seal Coat All Streets and Pads                        |                                            |               | \$ -         | \$ -             |              | \$ 58,000    |              |              |              |              |
| Resurface Asphalt Paths Allowance                     |                                            |               |              |                  |              |              | \$ 100,000   |              |              |              |
| Replace Site Fencing Verbena                          |                                            |               | \$ -         | \$ 9,500         | \$ 10,000    |              |              |              |              |              |
| Replace Pond Liners and Clean Ponds                   | \$ 118,264                                 | \$ 30,781     |              |                  |              |              |              |              |              |              |
| Truck Replacements                                    |                                            |               | \$ -         | \$ 60,000        | \$ 67,000    | \$ -         | \$ 72,000    |              |              |              |
| Monument Sign Replacement Entrances                   | \$ 25,000                                  | \$ 29,722     | \$ 5,000     |                  |              |              |              |              |              |              |
| Expenses for Storm Sewer                              |                                            | \$ -          |              |                  |              | \$ 25,000    |              |              |              |              |
| Pillars for Fence (Materials Only)                    |                                            |               | \$ -         | \$ -             |              |              | \$ 100,000   |              |              |              |
| Replace Clubhouse Furniture                           |                                            |               |              |                  |              | \$ 50,000    |              |              |              |              |
| Pond Linner Replacement & Clean +Xtra liner allowance |                                            |               | \$ -         | \$ 87,158        | \$ -         | \$ 40,607    | \$ 115,927   |              |              |              |
| Total Capital Reserve Expenses                        | \$ 143,264                                 | \$ 60,504     | \$ 5,000     | \$ 156,658       | \$ 77,000    | \$ 323,607   | \$ 387,927   | \$ -         |              |              |
| Capital Reserve Cash Flow Increase or (Decrease)      | \$ 30,736                                  | \$ 88,496     | \$ 152,250   | \$ 26,910        | \$ 126,000   | \$ (117,337) | \$ (178,289) | \$ 213,107   |              |              |
| CAPITAL RESERVE BALANCE End of Year                   | \$ 214,214                                 | \$ 302,710    | \$ 454,960   | \$ 481,870       | \$ 607,870   | \$ 490,533   | \$ 312,244   |              |              |              |
| 5-Year Cumulative Cash flow                           |                                            |               |              |                  |              |              |              |              |              | \$ 70,391    |
| Consolidated Reserves at End of Year                  | \$ 498,283                                 | \$ 667,915    | \$ 818,061   | \$ 875,801       | \$ 980,222   | \$ 839,178   | \$ 635,308   |              |              |              |
| 5-Year Cumulative Cash flow                           |                                            |               |              |                  |              |              |              |              |              | \$ (32,608)  |
| Consolidated Reserve Expenses                         | \$ 379,764                                 | \$ 257,832    | \$ 524,500   | \$ 415,658       | \$ 457,000   | \$ 418,607   | \$ 624,927   |              |              |              |
| Proof Reserve expenses to 5-yr detail                 | \$ -                                       | \$ 27,049     | \$ (127,000) | \$ -             | \$ 27,000    | \$ 174,000   | \$ 25,600    |              |              |              |
| Pond Budget increased in error                        | \$ 27,230                                  |               |              |                  |              |              |              |              |              |              |
| OP Cash Flow & CR Contributions                       |                                            | \$ 465,375    | \$ 547,646   | \$ 473,398       | \$ 588,421   | \$ 451,563   | \$ 446,656   |              |              |              |

**Stoney Brook Homeowners' Association, Inc.**  
**Statement of Revenue and Expense**  
**Nov-22**

**Operating Account**

**Revenue (Income)**

|                                  |                  |                  |              |                  |
|----------------------------------|------------------|------------------|--------------|------------------|
| Homeowner Dues                   | 1,768,140        | 1,768,140        | 0            | 1,928,880        |
| Less Transfer to Reserve Account | (67,837)         | (67,837)         | 0            | (74,000)         |
| Chateau Fees                     | 7,098            | 6,006            | 1,092        | 6,551            |
| Transfer Fees                    | 1,750            | 2,875            | (1,125)      | 3,000            |
| Late Fees                        | 285              | 825              | (540)        | 900              |
| Comcast Agreement                | 16,991           | 14,250           | 2,741        | 19,000           |
| Interest - Reserve Account       | 0                | 825              | (825)        | 900              |
| Service Fees - Reserve Account   | (20)             | 0                | (20)         | 0                |
| <b>Total</b>                     | <b>1,726,407</b> | <b>1,725,084</b> | <b>1,323</b> | <b>1,885,231</b> |

**Expense (Cost)**

|                                    |                |                |               |                |
|------------------------------------|----------------|----------------|---------------|----------------|
| Total Operating Expense            | 1,450,912      | 1,507,269      | (56,357)      | 1,637,870      |
| <b>Net Revenue from Operations</b> | <b>275,495</b> | <b>217,815</b> | <b>57,680</b> | <b>247,361</b> |
| Total Infrastructure Expense       | 207,928        | 234,900        | (26,972)      | 236,500        |

**Excess Revenue - Operating**

|  |               |                 |               |               |
|--|---------------|-----------------|---------------|---------------|
|  | <b>67,567</b> | <b>(17,085)</b> | <b>84,652</b> | <b>10,861</b> |
|--|---------------|-----------------|---------------|---------------|

**Reserve Account**

**Revenue (Income)**

|                                 |                |                |          |                |
|---------------------------------|----------------|----------------|----------|----------------|
| Transfer from Operating Account | 67,837         | 67,837         | 0        | 74,000         |
| New Owner Reserve Fee           | 70,000         | 70,000         | 0        | 100,000        |
| <b>Total</b>                    | <b>137,837</b> | <b>137,837</b> | <b>0</b> | <b>174,000</b> |

**Expense (Cost)**

|                |               |               |          |                |
|----------------|---------------|---------------|----------|----------------|
| Pond-related   | 30,781        | 30,781        | 0        | 87,483         |
| Monument Signs | 19,722        | 19,722        | 0        | 25,000         |
| <b>Total</b>   | <b>50,504</b> | <b>50,504</b> | <b>0</b> | <b>112,483</b> |

**Excess Revenue - Reserve**

|  |               |               |          |               |
|--|---------------|---------------|----------|---------------|
|  | <b>87,333</b> | <b>87,333</b> | <b>0</b> | <b>61,517</b> |
|--|---------------|---------------|----------|---------------|

**Operating Expense**

|                   |         |         |          |         |
|-------------------|---------|---------|----------|---------|
| Salary & Benefits | 636,316 | 701,040 | (64,724) | 778,520 |
| Administrative    | 33,849  | 35,770  | (1,921)  | 40,100  |
| Maintenance       | 123,871 | 129,316 | (5,445)  | 136,000 |
| Pool & Clubhouse  | 19,551  | 19,715  | (164)    | 20,900  |
| Utilities         | 336,331 | 338,977 | (2,647)  | 352,400 |
| Fixed             | 299,122 | 279,900 | 19,222   | 307,400 |
| Income Taxes      | 1,873   | 2,550   | (677)    | 2,550   |

**Total Operating Expense**

|  |                  |                  |                 |                  |
|--|------------------|------------------|-----------------|------------------|
|  | <b>1,450,912</b> | <b>1,507,269</b> | <b>(56,357)</b> | <b>1,637,870</b> |
|--|------------------|------------------|-----------------|------------------|

**Infrastructure Expense**

|                                  |        |        |          |        |
|----------------------------------|--------|--------|----------|--------|
| Landscape                        | 85,340 | 76,400 | 8,940    | 78,000 |
| Site Improvements                | 12,399 | 25,000 | (12,601) | 25,000 |
| Exterior Painting                | 65,750 | 80,000 | (14,250) | 80,000 |
| Clubhouse & Maintenance Building | 3,915  | 1,500  | 2,415    | 1,500  |
| Operating Equipment              | 8,943  | 10,000 | (1,057)  | 10,000 |
| Pool & Tennis Courts             | 19,015 | 20,000 | (985)    | 20,000 |
| Ponds & Streams                  | 12,566 | 22,000 | (9,434)  | 22,000 |

**Total Infrastructure Expense**

|  |                |                |                 |                |
|--|----------------|----------------|-----------------|----------------|
|  | <b>207,928</b> | <b>234,900</b> | <b>(26,972)</b> | <b>236,500</b> |
|--|----------------|----------------|-----------------|----------------|

## Stoney Brook Homeowners' Association, Inc.

### Balance Sheet

Nov-22

#### Assets

| Current assets:             | Current YTD       |
|-----------------------------|-------------------|
| Operating Funds             | 83,058.30         |
| Petty Cash                  | 400.00            |
| Capital Reserve             | 297,430.94        |
| <b>Total current assets</b> | <b>380,889.24</b> |

| Other Current assets              | Current YTD     |
|-----------------------------------|-----------------|
| Accounts Receivable               | (108.68)        |
| Comcast Commission Rec'd          | 4,334.13        |
| <b>Total Other Current assets</b> | <b>4,225.45</b> |

| Prepaid Expenses:             | Current YTD       |
|-------------------------------|-------------------|
| Prepaid Insurance             | 261,107.33        |
| Prepaid Storm/Sewer Expense   | 22,754.02         |
| Prepaid Federal Income Tax    | 2,925.00          |
| <b>Total Prepaid Expenses</b> | <b>286,786.35</b> |

|                     |                   |
|---------------------|-------------------|
| <b>Total assets</b> | <b>671,901.04</b> |
|---------------------|-------------------|

#### Liabilities and Equity

| Current liabilities:              | Current YTD      |
|-----------------------------------|------------------|
| Accounts payable                  | (49.06)          |
| Income taxes payable              | 582.16           |
| Deferred Revenue: Cable Agreement | 8,851.56         |
| Prepaid Dues                      | 5,390.00         |
| <b>Total current liabilities</b>  | <b>14,774.66</b> |

| Payroll Liabilities                | Current YTD      |
|------------------------------------|------------------|
| Accrued Payroll                    | 13,080.33        |
| Denver OPT Payable                 | 78.00            |
| FUTA Payable                       | 542.39           |
| FICA Payable                       | (3.00)           |
| SUI Payable                        | 8.07             |
| SWT Payable                        | 1,496.00         |
| <b>Total long-term liabilities</b> | <b>15,201.79</b> |

| Consolidated Fund Asset                      | Current YTD       |
|----------------------------------------------|-------------------|
| Reserve Fund Balance 12-31-21                | 43,959.00         |
| Operating Fund Asset Balance 12-31-21        | 443,065.05        |
| Contributions & Exp Capital Reserve YTD      | 137,837.00        |
| Year To Date Cash Flow                       | 17,063.54         |
| <b>Total Consolidated Fund Asset Balance</b> | <b>641,924.59</b> |

|                                     |                   |
|-------------------------------------|-------------------|
| <b>Total Liabilities and Equity</b> | <b>671,901.04</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