



HOMEOWNERS' ASSOCIATION NEWSLETTER

January/February 2022 VOLUME 21 No. 1

President's Message



As we approach Christmas and the end of 2021. It is a good time to look backward and to look forward, too.

This was a particularly busy year for Stoney Brook. We replaced our streets. We instituted a Capital Reserve Fee to help with our future major expenditures. We did a significant pond repair. And we survived the pandemic and most of us have been vaccinated. Whew!

The year ahead will also have its challenges. Some we know about; Oliver Lynch has notified the board of his intention to retire at the end of March 2022. Bob Bulkley has been leading a group trying to find a replacement, or more fundamentally answering the question of how we want to manage ourselves in the future. There is also another major pond repair planned for the Spring. Some challenges we don't know about today, but we can be confident in our ability to handle them because we are fortunate to have many talented people who can lend a hand, and that's what make Stoney Brook work.

Our annual meeting will be held on January 26, 2022. Your annual meeting packets will be distributed in January. The meeting will be held at the Clubhouse, *with limited attendance*, and via Zoom. We expect that most people will attend via Zoom. Even if you don't plan on attending the meeting, please be sure to vote for the board members. Instructions for voting and delivering your ballot will be included in the packet.

Our regular monthly board meeting on January 27, 2022, using the same format, Clubhouse and Zoom. The officers for 2022 will be elected at this meeting.

And finally, I expect this to my last President's message, at least for a while. After serving on the board for 6 years, and as an officer for 5 of those years, including the last 3 years as your President, it seems like a good time to focus on some other things for a while. Serving on the board has been rewarding experience and a chance to learn some new skills, but it didn't give me enough time to attend to some of my other responsibilities. I have a textbook on magnetism that I need to finish and a wife, who for reasons unfathomable, still enjoys having me around the house after 40 years. In all likelihood, I'll serve the HOA again in some capacity, but for now, it is time for others to manage the affairs of the HOA. But don't fret, Stoney Brook's affairs will be in capable hands.

Stay healthy. Best wishes for the holiday season.



Upcoming Meetings at 6:30 pm

Annual Meeting
January 26, 2022

hybrid meeting via zoom and limited attendees

January 2022 Board Meeting
January 27, 2022
clubhouse and via Zoom

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 2021 Annual Meeting held at the Clubhouse, *with limited attendance*, and via Zoom on Wednesday, January 26, 2022. 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 26, 2022.

NEWS YOU CAN USE

Denver Trash/Recycling Services Update: Beginning January 3, 2022

Trash/Recycling service collection days will be changing from Tuesday to Wednesday.

If you need more information:

- Online: www.denvergov.org or the [map link](#)
- Mail: In December, check your mailbox for the *Wastewise* newsletter that will indicate what day of the week you should set out your carts.
- Phone: Call City of Denver at 311
- App: Download the Denver Trash and Recycling App for updates, schedules, service announcements and more.

2022 Painting Schedule

CEDAR: 205, 206, 207

MASONITE: 323, 324, 378, 379, 426, 427, 428, 441, 442, 443, 444, 445, 505, 506, 507

(**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.)

The Stoney Brook Landscape Committee

Who We Are

The Landscape Committee—formerly known as the Grounds Committee—is a sub-committee of ARC. It is comprised of homeowners with special knowledge of plant materials, landscape design and/or horticultural practices for the Urban Front Range.

Our Mission

The Landscape Committee seeks to:

- protect and enhance property values related to Stoney Brook's unique landscape.
- maintain harmony of appearance throughout the Stoney Brook community.
- encourage the use of appropriate plant materials for the size and environmental conditions of the site.
- conserve water wherever possible.

What We Do

Stoney Brook HOA rules state that homeowners must obtain prior approval from ARC for all landscape renovations that “appreciably change the appearance of the lot.” Grounds Committee members serve as advisors who:

- inform homeowners about the approval process.
- provide information regarding plant selection and placement.
- review landscape plans or proposals and make recommendations if requested.

We also work collaboratively with the property manager to design and implement landscape renovations in the common areas.

The Landscape Committee members for 2022 are Martha Lederer (Chair), Lori Stonbraker (liaison to ARC), Lois Bradbury (liaison to ARC), and Debbie Wolach (liaison to the Board).

Gardening Tip for January: Winter Watering



Don't forget about your landscape plants this winter! Colorado's dry climate, fluctuating temperatures, and current drought conditions can wreak havoc on our perennials, shrubs, and trees. The Colorado State University Cooperative Extension recommends that homeowners check and water landscape plants whenever temperatures remain above 40 degrees or there's no snow cover or significant precipitation for two or more weeks during the winter. Supplemental water during such periods can help prevent root damage, stunted plants, and “winter kill.”

And don't forget to detach hoses from outdoor spigots after you're done watering to avoid breakage from a freeze! For more information about winter watering from CSU, click [here](#).

The article below appeared in the last issue of the newsletter. Its purpose was to encourage all our residents to register for the new website and to suggest that you opt into the new chat feature contained in the new website. We received feedback that some residents did not understand the message and consequently did not register or opt into the chat feature. So, with a few editorial changes, we are repeating the message. Thanks to Vincent DiBiase for his work on the new website and this article.

NEW WEBSITE PLATFORM

Hello Stoneybrook residents,

Did you know that Stoneybrook has a new and improved website?
Did you register to become part of our new website?

Last month, on or around October 5th, you received an invitation to join the Stoneybrook new and improved new website.

Many of you responded to that email and registered...

Many of you have not...

There are a number of features on this new website that make communication at Stoneybrook much more effective.

By registering,

- You will be able to make on-line reservations for the pickleball courts, tennis courts, and the clubhouse.
- It will ensure that you are notified and sent all HOA information, such as Board Meeting notes, House Painting recommendations and more.
- Additional features such as a community calendar, service requests, community news, incident reporting, and a place to conduct surveys of our residents.
- You can even download an App from the Apple Store or Google Play that will give you access to this information from your personal phone.

But you have to register.

In order to register, go to this website and use the email that you have registered with Stoneybrook. (if you are not sure what this is, Angela can confirm this information)

<https://sbhoaapp.vinteumneighbrs.com/frontend/public/#/confirmation>

IF YOU HAVE REGISTERED... OR WHILE YOU ARE REGISTERING... IF YOU HAVE REGISTERED... OR WHILE YOU ARE REGISTERING... Let us suggest something.

Many of our registered members have not checked the box: Allow residents to send me private messages.

Checking this box will allow you to chat with others in the neighborhood.

If you want to chat with another resident... If you want another resident, or Angela to chat with you.

If you want to chat with board members, or our management team, then you need to allow residents to send you private messages.

The chat feature is pretty easy to use, and this will allow you to chat with each other directly through the app.

It's easy to change. First off, sign into the website.

- Once signed in...
- Go to the top right-hand corner, click on your name/profile.
- Under your name "settings" will appear, click on settings. This will give you your configuration screen.
- Check the box in front of: "Allow residents to send me private messages".
- Click "SAVE" at the bottom on the right

The screens you will see in this process are shown below.

View Details

Choose what information you want to display for the others residents.

☒ E-mail ☐ Phone

☐ Birthday ☒ Cellphone

Messages

☐ Allow residents to send me private messages

Notifications ?

▼ SMS

▼ Email

▼ Push

SAVE

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Notifications ?

▼ SMS

▼ Email

▼ Push

SAVE



Our location
Denver, CO

Our contact
(303) 771-6056

HOME ABOUT STONEY BROOK SBHOA INFORMATION NEWS CONTACT US CLASSIFIEDS

ACCESS YOUR COMMUNITY



SPOTLIGHT FEATURE



Spotlight on Dolly Bunke

Written by Ann Kochenberger

Those of us who live in the same area in which Dolly Bunke lives consider ourselves among the lucky ones. Dolly is kind and friendly and has a great sense of humor. She is also opinionated. She tells you just how it is regardless of whether you want to hear it or not, but she does it in a friendly way and respects your opinion.

During the warm seasons, Dolly is often in her front yard and I am certain that if Stoney Brook had a ‘Most Beautiful Yard’ contest, the Bunke’s would win hands down.

Dolly and Jim moved to our community five years ago, coming from Minnesota where they had lived in the same neighborhood for 40 years. Jim commuted to Denver for a year while Dolly remained in Minnesota to get their home sold. Jim found their future house in Stoney Brook and received Dolly’s approval on FaceTime.

She was raised in Kansas where wheat fields and sunflowers seem to go on forever. I added the sunflowers because that’s what I remember seeing most every time we drove Highway 70 to and from Lawrence, KS.

Dolly’s father worked at Beechcraft and her mother was a postmaster. Being the only girl with four younger brothers, she was the child whose responsibility it was to have dinner on the table when her parents came home at the end of the day. She didn’t say what her brothers did but, hopefully, they did chores as well.

Her father was from Maine so every summer the family piled in the car and drove to Bangor for two weeks to visit grandparents and family. Her parents took turns driving and sleeping for the long drive. Dolly got to ride in the front because she would get carsick if she was in the backseat. I do wonder, though, if she really did get carsick or if she just said she did in order to get away from those four brothers.

In route to Maine, they would stop for lunch and dinner but never at a restaurant. Her mother would either fry bologna on the Coleman camp stove or fix hotdogs, both served on Wonder bread.

Her mother had seven siblings, all living in Kansas, which was great for family get togethers with plenty of fun with cousins, good food, and sweet tea.

Dolly worked for Mrs. Beech at Beechcraft in marketing. It was there that she met Jim Bunke who, fresh out of college, arrived with his parents from Rushford, MN to show them Beechcraft. Dolly was chosen as their guide that day, explaining to them the various departments in the factory. In appreciation for the great job she did, Jim asked her to dinner that night. They got to know one another while conversing that evening.

Jim couldn’t believe that Dolly traveled an hour by bus to and from school each day, and only had seventeen in her graduating class. He said there were fifty-four in his class and he was class president. He was a ‘Towny’ who

probably walked to school just as many of us who are of the 'older generation' did many years ago. The two dated over the phone for nine months when everyone had a telephone hanging on the wall with a cord attached and paid for long distance.

Dolly moved to Minnesota, leaving her family and friends, and a year later they were married.

As she said, "Jim sold airplanes which meant traveling, and I held down the fort with our two daughters. We lived in a great neighborhood full of kids who would gather at the end of our sidewalk to catch the bus. I did volunteer work at the school and church when the girls were growing up. Then, I volunteered at a hospital as well and was a hospice volunteer for 10 years.

Dolly and Jim enjoy the close relationship they have with their Stoney Brook neighbors. This is apparent each time I walk by their cul de sac on warm days. They started their gathering in March 2020, and sometimes do games and quizzes to keep everyone sharp.

Those who know Dolly and Jim are glad that they are among us. If you ever want to be good friends with her, I will tell you my secret. You periodically give her chocolate – it works!

Note: The Communications Committee encourages residents to suggest someone to be featured in future Spotlight articles. Please send an email to annie.koch@centurylink.net

In Memoriam

MARGE COZART

written by Marge's daughter, Annie Crews

It was a year ago, this month, that Marge passed away. She had been a resident of Stoney Brook since 1995, when she moved from Crestmoor to be closer to her daughter Annie, and two granddaughters, Kate and Carolyn. Marge loved living by a pond with lovely trees and gardens, where she spent much of her time on her deck enjoying the birds, squirrels, and "her ducks." She was a daily walker and knew all the paths around Stoney Brook well. Neighbors knew Marge because of her beloved Yorkies (Wolfie, and later Jack and JoJo), and her love of stopping with anyone to chat and swap stories. Marge was good friends with those who lived around her, and they looked after her into her 90s. She had a baby grand piano which she played beautifully, by ear. Loving, silly, faithful, supportive, and beautiful, are the words Annie, Kate and Carolyn use to describe her...and life just isn't the same without her. Thank you to all who were so dear to her.

ILA ADAMS

written by Ann Kochenberger

Many of us knew Ila Adams. She was actively involved in our community, serving on various committees over the years. She was also the "official" Stoney Brook photographer who took photos of residents who attended social gatherings. I loved her spunkiness. She once posted an unflattering photo of me at one of our clubhouse parties. I told her that not every photo she takes should make the cut. Her only response was that mischievous grin that we all knew. I know that she loved theater because she met two of our grandchildren at a restaurant one evening. They were around age seven and five. Each stood by our table as they demonstrated the song they sang for a recent audition. We stopped by her table, and she asked about the songs, then told us, "I love theater". We picked up Ila and Bill for the upcoming play and for every play after that. Once Bill died, she continued coming with us. Her death was unexpected.

The video link was played at the recent memorial held for her at our clubhouse. The very first picture in the video of her at approximately age three beautifully captures Ila as we all knew her – with her friendly smile and mischievous grin that would sometimes accompany it. <https://iplayerhd.com/player/ILA-a-life-well-lived>

Neighbors and friends said goodbye to Stoney Brook residents who passed away this year.

Kathy Sweeney

Kathy and her husband, Ed, moved to Stoney Brook in 1991. Ed died several years ago, and Kathy passed away this past spring.

Peter Alford

Peter was a long- time resident of our community. He and his wife Joan have volunteered for Stoney Brook over the years.

Peggy Monroe

The last Spotlight Article highlighted the long life of Peggy Monroe who died last month at the age of 99.

The Stoney Brook Communications Committee believes that listing the deaths of former residents is a way to honor those whom we knew and to inform residents of upcoming funerals and memorials. If you would like to have your loved one included in future newsletter issues, please let Angela know.



Holiday Fund

“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 Evelyn Burke and Sandy Kappus very much appreciated. We wish all of you a healthy and happy 2022.

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

NOTES FROM THE STONEY BROOK OFFICE

Annual Meeting Information: The materials for the Annual Meeting are in preparation to be mailed to you. Please plan to join the 2021 Annual Meeting via Zoom on Wednesday, January 26, 2022. The meeting will begin at 6:30. Please have your proxies and ballots returned to the office by 3 p.m. on January 26, 2022.

- 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, 2022. Thank you.

Tree Trimming: Oliver has scheduled the trimming for 2022 should begin in February, 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 2022: Dues will be \$570/month beginning January 2022. 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 2021 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
Lois Bradbury
Ila Adams
Rita Alexander
Larry Harper
Mary Ann Harper
Katrina Shanks
Evelyn Burke
Linda Branish
Sheila Rhodes
Bonnie Markman
Marilyn Kiner
Nancy Nelson
Mark Winski
Nancy Winski
Sharon Kassenoff
Laura Goff
Kay Ceilley
Vincent DiBiase
Stewart Loewenstein
Jenny Austin
Susan Schaecher
Diane Silverberg Jarbawi

Lorri Stonbraker
Ann Kochenberger
Dianne Williams
Virginia Schneider
Martha Lederer
Janet Webb
Hal Fireman
Dennis Markman
Stacy Beakes
Donna DuHadway
Kate O'Brien Minson
Marilyn Bowlds
Sandy Kappus
Christine Walker
Kathy Kaufman
Hal Spritzer
Jerry Gordon
Ed Pittaway
Ron Branish
Michael Pederson
Tonya Compton
Tim Compton
Jackie Richardson

Minutes of the Meetings of the Board of Directors

November 17, 2021

Approved by the Board – December 15, 2021

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

Others Present: Angela Miller, Office Manager

Others Absent: Oliver Lynch, General Manager

Homeowners Present: Evelyn Burke (Unit 44), Bill Taylor (Unit 11), Katrina Shanks (Unit 311), Jerry Gordon and Laura Goff (Unit 323), Mark and Nancy Winski (Unit 428), Ellen Epstein (Unit 393), Kay Ceilley (Unit 378), Holli Benkelman (Unit 379), Paul Anderson (Unit 105), Bonnie Markman (Unit 111), JoAnn Taylor (Unit 455), Lucille Zwanzig (Unit 456), Kerry Santambrogio (Unit 8), Thomas and Linda Watson (Unit 132), Stephen Miller and Diane Jarbawi (Unit 10), Kate O'Brien Minson (Unit 473) and Amy Turner (Unit 22)

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

Homeowners Comments: Mr. Taylor referenced the statement in the October Board meeting minutes of “people are saying we are not doing our job correctly”, then mentioned he recently observed another HOA meeting to discuss their 2022 budget where their Board was not prepared as our Board of Directors.

Approval of the Minutes: Mr. Trout prefers to add the word Committee (in italics) in the following sentence of the Grounds section: Porfie had his last day for the Grounds *Committee* and hoping he returns for next Spring. A **motion (Cowan/Weber)** to approve the October 27, 2021, Meeting as amended passed with no opposition.

President’s Remarks: Mr. Trout mentioned the passing of Ila Adams earlier this week with the remembrance of her always taking pictures at the social events and a memorial will be held Friday, November 19th at the Stoney Brook Clubhouse or by zoom. Mr. Trout stated Xfinity (Comcast) will be upgrading their system, any downtime or outages should be minimal during this process.

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

ONGOING PROJECTS:

- Leaves clean up
- Pond & Stream clean up
- Painting to be completed by the end of November

NEW PROJECTS:

- Retaining Wall @ Unit 370

COMPLETED PROJECTS:

- The 2007 & 2009 GMC truck repairs (steering and front bearings) = total cost \$6,236
Mr. Cowan mentioned two trucks were repaired totaling \$6.2K, this will most likely put the Vehicle Expense over budget \$4K for year end.

Treasurer’s Report: Mr. Cowan provided the October 2021 Financials. Maintenance salaries over budget (\$4K) due to an approved salary increase and a new hire. Legal over budget (\$2K) due to review of contracts, declaration amendment and miscellaneous HOA fees related to our terms; Sewer Laterals under budget (\$3.8K) and anticipate it to be under for the year; Master Replanting over budget (\$3.8K) YTD due to the availability and price for retaining blocks to install terraced planters at Union. Exterior Paint under budget due to timing of project. Trash removal over budget (\$3K) due to daily dump fees of leaves. Utilities under budget (\$10K) year to date; Operations YTD cash flow under budget by \$4K. Mr. Cowan mentioned Court 1 will not be resurfaced until next year due to late in the season, currently \$12K in the budget anticipating being billed for half since the pickleball nets have been installed. The Road Assessment shows \$25K still owing in the accounts receivable report. At the end of October, the balance sheet reflects consolidated reserve balances of \$511,509 with \$245K in our checking or investments accounts, and another \$237K 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.

Long-Range Planning Committee: Mr. Weber mentioned they are still waiting to receive the Reserve Study. Mr. Weber, Ms. Stonbraker and Ms. Wolach met to assess the signage to determine the amount to place in the LRP budget. Ms. Markman mentioned the committee will be meeting next week to discuss pool furniture.

Finance Committee: Mr. Cowan stated the 2022 Proposed Budget was submitted to the homeowners, the estimate of what to expect for 2021 and the 5-Year plan in addition a letter explaining the bullet points of the proposed budget.

Insurance: increase of \$30K.

General Manager: GM replacement funds of \$25K for contingency.

Reserves: Capital Reserve instead of the \$44K funded from HOA dues, beginning in 2022 \$74K will be funded from dues and added to the \$100K in the anticipated new owner fees. Operation Reserve expecting to reach \$282K by year end. The Capital Reserve is estimated to total \$160,000 at year end some of which is residual from assessments less costs.

Capital Reserve Fee: should anticipate \$25K by year end from 2021 purchases.

Future Reserve Expenditures: other than normal expense items the following are included in the budget clubhouse, signs and finishing the fence along Yosemite. The stone pillars on the Yosemite fence, which we will defer until we have the staff availability - estimating April 2022.

Homeowners Comments: Mr. Miller asked if some people haven't paid at all towards the Road assessment? Mr. Cowan mentioned owners have set up a payment plan if they weren't able to pay the full amount. All are paying as agreed and should be fully paid within a year.

Mr. Kappus was shocked how much the gas (utilities) has doubled and have we planned for this increase in the proposed budget. Mr. Cowan will check to see if this line item will need to be adjusted for the clubhouse/pool gas item.

Architectural Review Committee: Ms. Wolach reported two approvals and three requests in progress.

Grounds Committee: Porfie has been working for the Grounds Committee until last month and is now under the general ground duties until the end of November. Ms. Wolach pointed out the community has Kentucky Blue grass which uses a lot of water and suggested considering a turf expert to determine what variety should be used to eliminate so much water consumption. In regard to the signage, Ms. Wolach and her committee will be presenting a proposal to replace directional signs to make them less confusing and keep the logo even on the monumental sign at the corner of Yosemite and Union. The terraced planting and water source will need to be installed at this corner and along Union. Mr. Klatskin asked about an update on the ash-borer. Ms. Wolach responded the ash-borer is coming and there is a treatment (not sure how effective), which is a concern down the road. Mr. Cowan mentioned the common area trees are already being treated.

Safety Committee: Mr. Kiner noticed many garage bulbs are not working, contact the office if the bulbs need to be replaced. Mr. Kiner mentioned recent issues with cars being left outside unlocked and shame on you since the precautions have been discussed many times. Mr. Kiner advised to check the batteries in your smoke and carbon monoxide detectors, also check your fire extinguishers.

BE VISIBLE - carry a flashlight or wear reflective clothing if walking at night.

Chat Conversation: Ms. O'Brien Minson suggested considering xeriscaping to reduce water consumption. Ms. Wolach responded all replacement plants are xeriscape.

Ms. Silverberg Jarbawi asked about the \$25K in the GM Transition Allowance. Mr. Bulkley reassured we are looking at property management companies, in-house and will advertise through CAI program for potential candidates. No one is being paid for the GM search.

Insurance Committee: Mr. Trout mentioned Mr. Beakes is trying to confirm a community meeting with Mr. Towne, agent from Moody Insurance.

Communications Committee: Any articles for the January/February newsletter should be submitted by December 17, 2021. Mr. Trout mentioned looking at Mr. DiBiase notes from the latest newsletter of how to navigate the website to be more user friendly.

Social Committee: Mr. Trout received a message from Ms. Bunker, the committee agreed no indoor Holiday event this year due to the rise in covid. The Committee is arranging a Holiday Food Drive for December 12th where residents may drop off donations at the clubhouse parking pad and preparing a small Holiday goody bag with a greeting for anyone that stops by with a donation. The Social Committee has requested using any remaining budget funds for good quality outdoor chairs for the pickleball/tennis courts. Mr. Cowan prefers working with the LRP Committee to make any decision.

Old Business:

- *Altitude Law Renewal Proposal:* Mr. Trout provided the proposal and in addition the YTD legal expenses at \$6K (\$2K is for retainer fee and the remaining is overage due to road, capital reserve fee...). Mr. Trout expressed concerns of the firm's legal review and how much the fees were charged even though their suggestions didn't change the proposed original documents drastically. It has been suggested to look at other firms or accepting the Altitude Law at \$250/month option which includes more email consultations.
- *Annual Meeting update:* Mr. Trout mentioned the hybrid meeting at the clubhouse (zoom and in-person limiting attendees). Ms. Miller mentioned the Denver School application process has been completed and will be contacted if Samuels Elementary or Thomas Jefferson HS (2nd choice) will be available on January 26, 2021. Mr. Weber choice is not to do an in-person at the school with Ms. Wolach and Mr. Letson in agreement. Mr. Bulkley suggested having the regular board meeting on January 27, 2021, Mr. Trout agreed. Mr. Anderson recommended doing the annual meeting via Zoom Webinar. Mr. Trout proposes each Committee chairpersons do a synopsis of their duties and a recap or plans from the committee; also RUN FOR THE BOARD.
- *Solar panels update:* Mr. Klatskin is waiting to hear back from our Association's attorney.

New Business: No new business to report at this time.

Final Questions: Mr. Kappus asked why the projected dues are increasing by \$40/month, he assumed the money left over from the road assessment was going back to the owners by not increasing the dues. Mr. Cowan responded the breakdown of the increase is explained in the letter to the owners; we are still waiting on the Reserve Study; the increase in dues means we will be in a better position to build the reserve and handle other increased expenses without assessments. The Board agreed how the \$100K road assessment overage should be funded on the next Agenda.

Mr. Trout received a dog complaint. The HOA rules state for the dogs to be leashed at all times in the common area and pick up their poop for a resident to be fined, but they need to be caught in the act – we have devices to easily snap a picture for evidence of a complaint; for a vicious dog this goes beyond our authority this will need to be filed with animal control or City/County of Denver.

Executive Session: At 8:03 p.m., a **motion (Kiner/Klatskin)** to adjourn into an Executive Session to discuss compensation, which passed unanimously. At 8:58 p.m. a **motion (Cowan/Weber)** to resume the regular session passed unanimously.

Adjournment: At 8:58 p.m., there being no further business, a **motion (Cowan/Weber)** to adjourn until Wednesday, December 15, 2021, passed unanimously.

Respectfully submitted,
Angela Miller, Recording Secretary

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**December 15, 2021**

Preliminary – Not Approved by the Board

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

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

**Homeowners Present:** Katrina Shanks (Unit 311), Kathleen Weber (Unit 126), Lorri Stonbraker (Unit 449), Evelyn Burke (Unit 44), Bill Taylor (Unit 11), Jerry Gordon and Laura Goff (Unit 323), Mark and Nancy Winski (Unit 428), Ellen Epstein (Unit 393), Paul Anderson (Unit 105), Lucille Zwanzig (Unit 456), Jan Melson (Unit 214), Betty Lehman (Unit 307), Richard Reichler and Michelle McDonough (Unit 219), and Stacy Beakes (Unit 362)

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

**Homeowners Comments:** Ms. Shanks reported the Holiday Employee Fund donation exceeded prior years contributions. Ms. Weber proposed we honor our maintenance crew further by a doing minor remodel of their breakroom and requested \$5K. Mr. Cowan and Mr. Trout agreed it was a great idea with no objections from the Board, in addition asked for a proposal and a maybe acquire few other volunteers to assist.

**Approval of the Minutes:** A motion (**Kiner/Weber**) to approve the November 17, 2021, Meeting passed with no opposition.

**President's Remarks:** Mr. Trout passed along kudos for the well-received Holiday Food Drive presented by the Social Committee this past Sunday. Mr. Trout would like to remind owners and their guest to follow the parking rules and to be cautious when walking through the community. Mr. Lynch reiterated especially when the snowplows are removing the snow the visibility is limited.

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

**ONGOING PROJECTS:**

- Leaves clean up
- Pond & Stream clean up
- Planters at Union: Mr. Lynch stated there is shortage of blocks for finishing up installing the planters at Union, hoping to be in stock soon.

**COMPLETED PROJECTS:**

- Retaining wall @ Unit 370
- 2021 Paint project

Mr. Lynch provided the 2022 Tree Maintenance Arbor Garden proposals for pruning (blue area) and removing in the amount of \$36,700. Mr. Cowan reported this amount for the 2022 proposal is well within our budget to allow for any storm damage funds. Mr. Bulkley asked where the blue area is located – Mr. Lynch responded the west side of the community (along the line and west of Units 380-457). A motion (**Cowan/Weber**) to accept the Arbor Garden proposal for pruning/removal and authorize Mr. Lynch to sign it passed with no opposition.

**Treasurer's Report:** Mr. Cowan provided the November 2021 Financials. Mr. Cowan reported \$6K short of income for the year of as of November 30; infrastructure (operating) reserve states we are \$50K over in cash flow, due to not having the paint invoices. The capital reserve section we have \$19K still owed for the Road Assessment; the amount of \$96K remains from the total capital expenditures which Mr. Cowan suggested we transfer over to the Capital Reserve bank account. The new owner Capital Reserve fee has collected \$25K year



to date but will have \$30K at year end. At the end of November, the balance sheet reflects consolidated reserve balances of \$497,899 with \$258K in our checking or investments accounts, and another \$212K 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. The accounts in arrears were reviewed and as of December 15, 2021, \$15K is owed towards the Road assessment. The 2021 Audit Engagement letter from Olsen, Reyes, and Sauerwein in the amount of \$5,300 was provided for the Board to review. Mr. Weber asked if this is correct from the engagement letter: *We have identified the following significant risk(s) of material misstatement as part of our audit planning: Improper revenue recognition in accordance with generally accepted accounting principles. We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern for a reasonable period of time.* Mr. Cowan mentioned it applies to everyone i.e. generic format, but will confirm with the auditors. A **motion (Weber/Bulkley)** to accept the proposed audit letter and authorize Mr. Lynch to sign it passed with no opposition. Note: Later confirmed new rules require that kind wording in all engagement letters as well as final audit reports.

**Long-Range Planning Committee:** Mr. Weber stated the Reserve Study has been received and will be reviewed by the Board. The Finance and LRP committees plan to meet to go over the study. The Social Committee decided not to use any of their excess funds to purchase pickleball court furniture; but may use any leftover pool deck furniture once they are replaced.

**Finance Committee:** Mr. Cowan stated the 2022 Proposed Budget was submitted to the homeowners, the estimate of what to expect for 2021 and the 5-Year plan in addition a letter explaining the bullet points of the proposed budget. This is the second meeting to appeal changes to the budget, but the committees or Board members have yet to hear of any objections.

*Pickleball courts:* \$13K still set aside for this year to paint the courts but have yet to be invoiced.

*General Manager:* GM replacement funds of \$25K for contingency but have no intentions of spending.

Mr. Cowan stated there hasn't been any significant updated information. A **motion (Bulkley/Weber)** to accept the 2022 Budget to present to the Homeowners passed unanimously. *Homeowners Comments:* Mr. Beakes asked what the budget for insurance is next year. Mr. Cowan informed \$307,400 amount with an increase of 14%. Mr. Cowan stated we came at 10% this year, other than the 14% increase for 2021. Mr. Letson mentioned we should take in account the recent weather events which may impact the insurance rates. Mr. Beakes commented the recent tornado storms were a \$3B loss and with a year-end catastrophic (California wildfires, Texas freeze energy shutdown, hurricanes) loss at a \$113B to the industry. Mr. Cowan provided a cash flow (in thousands) comparison of the 5-year budget and Reserve Study summary for the Board to review:

| CASH FLOW COMPARRISION 5-YR Plan & Reserve Study |        |        |        |        |        |        |        |
|--------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|
| Year                                             | 2022   | 2023   | 2024   | 2025   | 2026   | Ave    | Future |
| Operating Cash Flow                              | \$ 251 | \$ 353 | \$ 333 | \$ 375 | \$ 400 | \$ 342 |        |
| Capital Reserve Cash Flow                        |        |        |        |        |        |        |        |
| Cap Res Dues Deposits                            | \$ 74  | \$ 44  | \$ 104 | \$ 94  | \$ 94  |        | \$ 94  |
| New Homeowner Fee                                | \$ 100 | \$ 103 | \$ 106 | \$ 109 | \$ 112 |        | +3%    |
| Total Cap Reserve                                | \$ 174 | \$ 147 | \$ 210 | \$ 203 | \$ 206 | \$ 188 | \$ 210 |
| Consolidated 5-yr Plan                           | \$ 425 | \$ 500 | \$ 543 | \$ 578 | \$ 606 | \$ 530 | \$ 210 |
| Running Average                                  | \$ 425 | \$ 463 | \$ 489 | \$ 512 | \$ 530 |        |        |
| Reserve Study*                                   | \$ 475 | \$ 500 | \$ 515 | \$ 530 | \$ 530 | \$ 510 | +3%    |
| Running Average                                  | \$ 475 | \$ 488 | \$ 497 | \$ 505 | \$ 510 |        |        |

Mr. Cowan disclosed the Capital Reserves Dues Deposits reflects \$74K for 2022 and in 2023 drop down to \$44K due to an increase of units being painted that year, then catch up to \$104K in 2024. Mr. Cowan wanted to make sure we have sufficient revenue to satisfy the Reserve Study plan over the next several years. Mr. Weber pointed out these factors in what the expenses are going to be withdrawn from the reserves and the 3% is a compound amount for the new owner's fee beginning in 2023. Mr. Cowan requested the Board to approve the

consolidated Reserve Study (*which includes items from the Operating reserve, like painting and trees, as well as the Capital Reserve items. The contributions for the next 5 years tie very closely with our current 5-year plan*) be available and posted on the website. Mr. Beakes suggested to have our auditors review our chart of accounts to correlate with the reserve study.

*Discuss contributing Road Overage to the Capital Reserves:* A **motion (Cowan/Weber)** to retain the \$96K Road Assessment overage from operating bank account to the capital reserve account. (this was approved, yes?) (JC: Yes it was by unanimous vote)

**Architectural Review Committee:** Ms. Wolach reported two approvals. Ms. Wolach and Ms. Stonbraker have walked the community and taken pictures of the current signage (entrance and directional). The plan is to make the signage easier to locate the units for emergency and delivery services. The aging entrance signs will be replaced and a new monument sign (corner of Yosemite/Union) with similar design as they are currently.

**Grounds Committee:** Ms. Wolach mentioned Ms. Lederer is the new chairman and has requested the Grounds Committee name be revised to Landscape Committee. A motion (Trout/Letson) to approve the new name change from Grounds to Landscape passed with no objection.

**Safety Committee:** Mr. Kiner advised everyone to be cautious when walking and/or driving at night, especially during the winter season; wear reflective clothes and report any common area or garage lights that need to be replaced.

**New Manager Search Committee:** Mr. Bulkley stated in anticipation of Oliver's announced retirement, effective end of March 2022, a search committee has been established. Its mission is twofold. We will explore different options on how Stoney Brook should be managed, primarily professional management vs. the status quo. Once a management option is identified, we will bring viable candidates to the Board and the community for consideration.

**I-25 Interchange:** Mr. Zwanzig had nothing to report at this time.

**Insurance Committee:** Mr. Beakes is trying to confirm a community meeting with Mr. Towne, agent from Moody Insurance in January 2022, based on the availability of when the clubhouse flooring has been installed.

**Communications Committee:** Any articles for the January/February newsletter should be submitted by December 17, 2021. Mr. Trout mentioned looking at Mr. DiBiase notes from the latest newsletter of how to navigate the website to be more user friendly.

**Social Committee:** Mr. Trout received a message from Ms. Bunker, the committee agreed no indoor Holiday event this year due to the rise in covid. The Committee is arranging a Holiday Food Drive for December 12th where residents may drop off donations at the clubhouse parking pad and preparing a small Holiday goody bag with a greeting for anyone that stops by with a donation. The Social Committee has requested using any remaining budget funds for good quality outdoor chairs for the pickleball/tennis courts. Mr. Cowan prefers working with the LRP Committee to make any furniture decisions.

### **Old Business:**

*Altitude Law Renewal Proposal:* It has been suggested to look at other firms or accepting the Altitude Law at \$250/month option which includes more email consultations. A **motion (Cowan/Klatskin)** to accept the Altitude Community Law renewal at the new rate for legal services when Mr. Trout is ready after researching other options if needed unanimously passed with no further discussion.

*Annual Meeting update and packet:* Mr. Trout proposed the annual meeting will be January 26, 2022, and it will be a hybrid meeting (zoom and in-person limiting attendees). Mr. Bulkley suggested having the regular Board meeting the following evening, January 27, 2022. Mr. Weber suggested the Nominating Committee (ballot

counters) attend the annual meeting and if anyone wants to attend the annual meeting should RSVP. Mr. Cowan had revisions for the annual meeting packet.

*Line of Credit Renewal:* A **motion (Cowan/Kiner)** to accept Mr. Trout signing the Line of Credit renewal for another year passed unanimously with no further discussion.

*Solar panels policy update:* Mr. Klatskin provided a revised policy of trying to combine comments from the homeowners and attorney. The HOA attorney did not approve, but she did not object to the policy. The policy does put the onerous on the owner to go through the proper channels for permits or criteria per the city of the Denver, maintain the solar panels and any liability that may occur of any damage. Mr. Trout questioned the 45 days vs. 60 days; Mr. Klatskin replied that ARC's rules state 45 days for approval where Colorado Statute is no more than 60 days. Mr. Klatskin used ARC's approval timeframe of 45 days is appropriate as long as it's no more than 60 days. A **motion (Klatskin/Bulkley)** to accept the revised solar panel policy passed with no objections.

**Final Questions:** Ms. Stonbraker mentioned the crew has been working to install the tiered planters along Union but wanted to confirm with Mr. Lynch if the crew will still be able to build the wall where the corner sign at Yosemite/Union will be located. Mr. Lynch replied no issues. Ms. Stonbraker stated the ducks & grasses may not be visible on the monument sign (Yosemite/Union) and include Stoney Brook established in 1976. Ms. Stonbraker would prefer using the same material on the directional signs and the 8505-entrance sign will need to be replaced. Ms. Lehman asked to revisit the comment of the Audit Engagement letter for clarification.

**Executive Session:** At 8:12 p.m., a **motion (Bulkley/Kiner)** to adjourn into an Executive Session to discuss employee compensation issues, which passed unanimously. At 8:41 p.m. a **motion (Cowan/Weber)** to resume the regular session passed unanimously.

**Adjournment:** At 8:41 p.m., there being no further business, a **motion (Kiner/Bulkley)** to adjourn until Thursday, January 27, 2021 the following day after the Annual Meeting passed unanimously.

Respectfully submitted,  
Angela Miller, Recording Secretary

## Profit & Loss Budget vs. Actual

January - November 2021

|                                           | Jan - Nov 2021      | Budget              | \$ Over Budget     |
|-------------------------------------------|---------------------|---------------------|--------------------|
| <b>Ordinary Income/Expense</b>            |                     |                     |                    |
| Income                                    |                     |                     |                    |
| Homeowner Dues                            | 1,644,060.00        | 1,644,060.00        | 0.00               |
| Less Capital Reserve Allocation           | (40,337.00)         | (40,337.00)         | 0.00               |
| Chateau Fees                              | 12,379.00           | 6,005.00            | 6,374.00           |
| Interest-Operating Funds                  | 0.40                | 0.00                | 0.40               |
| Transfer Fees                             | 1,750.00            | 2,750.00            | (1,000.00)         |
| Late Fees                                 | 640.00              | 825.00              | (185.00)           |
| Misc. Income                              | 21,525.17           | 14,250.00           | 7,275.17           |
| Reserve Interest Income                   | (55.00)             | 825.00              | (880.00)           |
| <b>Total Income</b>                       | <b>1,639,962.57</b> | <b>1,628,378.00</b> | <b>11,584.57</b>   |
| Expense                                   |                     |                     |                    |
| Salary & Benefits                         | 628,399.53          | 622,719.42          | 5,680.11           |
| Administrative Expenses                   | 37,518.76           | 32,183.00           | 5,335.76           |
| Maintenance Expenses                      | 129,108.25          | 118,473.00          | 10,635.25          |
| Pool/Clubhouse Expense                    | 26,041.84           | 17,900.00           | 8,141.84           |
| Utilities                                 | 321,189.33          | 333,695.00          | (12,505.67)        |
| Fixed Expenses                            | 253,553.04          | 253,900.00          | (346.96)           |
| Income Taxes                              | 668.00              | 0.00                | 668.00             |
| <b>Total Expense</b>                      | <b>1,396,478.75</b> | <b>1,378,870.42</b> | <b>17,608.33</b>   |
| <b>Cash Flow From Operations</b>          | <b>243,483.82</b>   | <b>249,507.58</b>   | <b>(6,023.76)</b>  |
| <b>Other Reserve Expense</b>              |                     |                     |                    |
| Reserve Expense                           |                     |                     |                    |
| Cap -Landscape                            | 76,835.64           | 78,000.00           | (1,164.36)         |
| Cap - Site Improvements                   | 50,995.50           | 48,000.00           | 2,995.50           |
| Cap - Exterior Paintng                    | 43,800.00           | 80,000.00           | (36,200.00)        |
| Cap - Clubhouse & Maint Bldng             | 10,490.13           | 7,000.00            | 3,490.13           |
| Cap - Allowance for Reserve Study         | 4,000.00            | 5,000.00            | (1,000.00)         |
| Cap - Pool & Tennis Courts                | 0.00                | 12,000.00           | (12,000.00)        |
| Cap - Ponds & Streams                     | 14,024.62           | 27,000.00           | (12,975.38)        |
| <b>Total Reserve Expense</b>              | <b>200,145.89</b>   | <b>257,000.00</b>   | <b>(56,854.11)</b> |
| <b>Net Other Income</b>                   | <b>(200,145.89)</b> | <b>(257,000.00)</b> | <b>56,854.11</b>   |
| <b>Year To Date Cash Flow</b>             | <b>43,337.93</b>    | <b>(7,492.42)</b>   | <b>50,830.35</b>   |
| <b>Capital Reserve</b>                    |                     |                     |                    |
| Capital Reserve Revenue                   |                     |                     |                    |
| Dues Paid to Capital Reserve              | 40,337.00           | 40,337.00           | 0.00               |
| New Owners Capital Reserve Fee            | 25,000.00           | 0.00                | 25,000.00          |
| Assessment for Ponds                      | 84,600.00           | 84,600.00           | 0.00               |
| Assessment for Road Reconstruction        | 882,807.00          | 902,400.00          | (19,593.00)        |
| <b>Total Capital Reserve Income</b>       | <b>1,032,744.00</b> | <b>1,027,337.00</b> | <b>5,407.00</b>    |
| Capital Reserve Expenses                  |                     |                     |                    |
| Expenses Pond Related                     | 91,574.39           | 84,600.00           | 6,974.39           |
| Expenses Road Repair Related              | 774,361.12          | 902,400.00          | (128,038.88)       |
| Expenses Storm Sewer Line                 | 24,850.00           | 0.00                | 24,850.00          |
| <b>Total Capital Reserve Expenditures</b> | <b>890,785.51</b>   | <b>987,000.00</b>   | <b>(96,214.49)</b> |
| <b>Cash Flow from Capital Reserve</b>     | <b>141,958.49</b>   | <b>40,337.00</b>    | <b>101,621.49</b>  |
| <b>Total Cash Flow Current Year</b>       | <b>185,296.42</b>   | <b>32,844.58</b>    | <b>152,451.84</b>  |

# Balance Sheet

## As of November 2021

November 30, 2021

|                                       |                   |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| Current Assets                        |                   |
| Checking/Savings                      |                   |
| Operating Funds                       | 154,034.62        |
| Reserve Cash Accounts                 | 104,241.00        |
| Total Checking/Savings                | 258,275.62        |
| Accounts Receivable                   |                   |
| HOA Accounts Receivable               | 27,272.33         |
| Total Accounts Receivable             | 27,272.33         |
| Other Current Assets                  |                   |
| Comcast Commission Rec'v              | 4,334.13          |
| Fidelity-G.M. Deferred Comp           | 119,830.44        |
| Prepaid Expenses                      | 233,790.75        |
| Prepaid Federal Income Tax            | 1,650.00          |
| Total Other Current Assets            | 359,605.32        |
| Total Current Assets                  | 645,153.27        |
| <b>TOTAL ASSETS</b>                   | <b>645,153.27</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| Liabilities                           |                   |
| Current Liabilities                   |                   |
| Accounts Payable                      | (5.16)            |
| Total Accounts Payable                | (5.16)            |
| Other Current Liabilities             |                   |
| Income Tax Payable                    | 668.00            |
| Deferred Revenue                      | 9,351.56          |
| Accrued Expenses                      | 2,500.00          |
| Payroll Liabilities                   | 10,879.79         |
| Prepaid Dues                          | 4,029.95          |
| Total Other Current Liabilities       | 27,429.30         |
| Total Current Liabilities             | 27,424.14         |
| Long Term Liabilities                 |                   |
| Fidelity-G.M. Def'd Comp Liab         | 119,830.44        |
| Total Long Term Liabilities           | 119,830.44        |
| Total Liabilities                     | 147,254.58        |
| Equity                                |                   |
| Reserve Fund Balance 12-31-2020       | 43,954.00         |
| Operating Fund Balance 12-31-2020     | 249,055.27        |
| Contributions & Exp Capital Reserve   | 65,337.00         |
| Year To Date Cash Flow                | 139,552.42        |
| Total Equity                          | 497,898.69        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>645,153.27</b> |



# THANK YOU!

*The Stoney Brook Social Committee would like to thank our residents for the wonderful response to the Holiday Food Drive.*

*We are pleased to report that we raised nearly \$1000 in cash, gift cards and filled 5 cars with food donations. All donations were delivered Monday morning, December 13th. Donations were divided between Covenant Cupboard Food Pantry (5400 S Yosemite St. ) and Weinberg Food Pantry (3201 S. Tamarac Drive).*

*Both organizations were most appreciative and thankful. All donations help local families.*

*Wishing everyone a wonderful holiday season.*

*The Stoney Brook Social Committee*

**HAPPY  
HOLIDAYS**







## 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