

**Stoney Brook Homeowners Association
Minutes of the Meeting of the Board of Directors
December 14, 2022
Stoney Brook Clubhouse and via Zoom**

Approved by the Board - January 26, 2023

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 Ceiley (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