



HOMEOWNERS' ASSOCIATION NEWSLETTER

March/April 2022 VOLUME 21 No. 2



President's Message

My first month as President has been very exciting.

I appreciate everyone and their support as I learn my new job. The board and the committees are working with the Communication Committee to explore new ways to let everyone know what is going on in Stoney Brook, and it will be our way of making transparency work better.

I would like to thank John Cowan, Uli Kappus and Stan Trout for their long service to Stoney Brook and their continued support for me and the board.

I would also like to welcome our three newly elected board members: Laura Goff, Evelyn Burke and Hal Fireman. Their contributions will enhance our Board.

The idea of service to your community is exemplified by all of the members of the committees. As I have said before, this is where the real work gets done. Thank you all.

The Board of Directors and Oliver Lynch have agreed to an extension of his existing contract for April – June. Typically, these are the busiest month of the year for our staff. And this year we face the repair of our largest pond behind unit 354. We are expecting this project to be difficult and to last up to two months, depending on the damage we discover when we get it cleaned out. Our unpredictable Colorado weather will determine when we can get started. During this extra time, Oliver will be able to oversee this project and help the new management team get started correctly. Oliver's assistance will be very beneficial to Stoney Brook, so we are grateful he plans to stay a few months longer.

We are continuing a search for a new manager. As I write these comments, we have interviewed one person and have two more lined up for interviews. The ad on the trade web site was very disappointing. It produced just one applicant in over six weeks. In talking to property managers and management companies, we find that we are not alone in this situation. There is simply no one out there; every company has management positions to fill. We have also looked at professional management companies and the new manager committee recommends that we not pursue this option. The extra cost of \$60K-100K a year on top of everything else with little benefit makes it unattractive for our community. The deadline to present a new manager candidate to the board will be our March Board meeting with the manager starting to work with Oliver and the staff on May 1st.

At the last board meeting, a resident suggested that we use the CRF (Capital Reserve Fund) money to restore the third tennis court this year. We sent this request to the Long Range Planning Committee for review. However, this proposal bothered me, and I would like to explain why. When we set up this fund, one of the main issues was how was it to be used and could it be accessed for any project. I realize that the third tennis court needs to be addressed and it has in the LRP, but the Fund needs to be protected from this thinking. Right now we are just getting it up and running. By the end of this year we will 34% funded and are still at a high risk for an emergency assessment. While we are on track to have a very healthy reserve fund in a few years, it will take discipline to make this happen and it won't happen overnight.

Thank you,

Bob Bulkley

Thank You!

I would like to thank the residents of Stoney Brook for the honor of serving on the HOA Board of Directors for the last six years. During that time, I held every office except vice president. Apparently, I don't know enough about vice to be vice president.

One of the pleasures of serving on the board is interacting with so many of our residents. I thought I knew a fair number of people beforehand, but that number has doubled or tripled from being on the board.

Two things have impressed me over the past six years. Our community works as well as it does because so many of our residents volunteer to work in a wide variety of positions. They are the connective tissue of Stoney Brook. Nearly everyone I encountered displayed a true love of our community and were willing to work toward a better future. I am grateful for the experience.

Stan Trout



Upcoming Meetings

March 10, 2022

ARC Meeting
7:00 p.m.
Clubhouse

March 16, 2022

Finance Committee
11:00 a.m.
Clubhouse

March 23, 2022

Board Meeting
6:30 p.m.
TBD

NEWS YOU CAN USE

2022 Board of Directors and Officers

The 2021 Annual Meeting was held January 26, 2022, and three members were elected to three-year terms. Evelyn Burke (Unit 44), Laura Goff (Unit 323), and Hal Fireman (Unit 469).

At its regular meeting following the Annual Meeting, the Board also elected its officers for 2022: Robert (Bob) Bulkley, President; Andrew Klatskin, Secretary; and Hal Fireman, Treasurer. At the February Board Meeting, Jack Kiner was elected Vice-President.

Safety Tip: Be Visible At All Times! While enjoying the outdoors, especially with pets, along our community streets and paths in the evenings, one should always be wearing light colored clothing or highly visible safety gear (i.e. vests, flashlights, headlamp) to avoid any close call accidents. If any common area or exterior garage lanterns are not on, please report to the office.



From the Stoney Brook Landscape Committee

Gardening Tips for March: Proceed with Caution

“In March, winter is holding back, and spring is pulling forward. Something holds, and something pulls inside of us, too.” —Jean Hersey

Spring officially arrives on Sunday, March 20th. Yet, as any Denver resident knows, March can be a fickle month: warm and mild one day; cold and windy the next. In fact, we typically get more snow in March than any other time of the year. So, landscape activities this month will largely depend on the weather.

Mid-to-late March is generally a good time to prepare planting beds for the season ahead, provided the ground is not too soggy. The yearly addition of amendments such as sphagnum peat and compost help improve the quality of Colorado soils, creating the conditions necessary for new and established plants to thrive.

The latter half of the month is also a good time to cut back ornamental grasses. Older grass clumps that have died back in the center can often be rejuvenated by digging, dividing, and re-planting the healthy sections before they start actively growing.

Finally, look for signs of early spring bulbs like crocus, grape hyacinths, and some tulips emerging from the ground. Frost-tolerant annuals such as pansies and snapdragons can be planted in beds and pots, helping to brighten the outdoor spaces around your unit. Pansies do best in part sun or full (morning) sun locations.

Recent and Ongoing Landscape Projects

Thank you to Oliver and the grounds crew for preparing the new terraces along Temple Drive for planting. Decorative moss rock boulders should be arriving and placed in the terraces this month. The crew is installing irrigation. We will order plant materials for this project in the next few weeks.



Just east of the new terraces, we hope to begin landscape renovations at the corner of Temple and Yosemite, per a design previously approved by the Board and Long-Range Planning Committee. Look for a more detailed description of plans in future newsletters.

The Stoney Brook Landscape Committee

Martha Lederer, Lorri Stonbraker, Lois Bradbury & Debbie Wolach

2022 Painting Schedule

Homestead Painting will be on site to assess any carpentry repairs of the 2022 scheduled units. You will be notified by Homestead Painting, who also will provide their own cost proposal. Owners have the option to use Homestead, or any other insured and General Manager approved contractor of their choice, but all required repairs must be completed by the schedule listed in the paint letter. Homestead Painting will be sending the notices after their inspection is complete

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.)

SPOTLIGHT FEATURE



Spotlight on Uli Kappus

Written by Ann Kochenberger

Being a part of academia for the past fifty years, I am familiar with many thesis topics, but have never heard of one that led to a US patent until I interviewed Uli Kappus for this article. I asked him to explain it (in layman's terms of course). He

The topic of my thesis was "improving Culvert entrance flow conditions ". A culvert is placed under a roadway embankment to drain water under the road when it crosses a drainageway of about 3 feet for the specified water flow. The hood is then attached to the culvert and turned on the pumps again to get the same flow through the culvert, but at a water depth of 2 feet .One of my students was a patent attorney and when he saw the dramatic change he recognized the potential cost saving if we use the hooded entrance since the culvert size could be reduced to perform the same function. He told me not to show my idea to anyone else and he would get a patent for me. I gave him 30% for any licensing fees. The attorney was responsible for marketing Uli's patented product to companies who are always eager to save money.

Uli Kappus was born in Munich Germany in 1940. In 1945 his father was recruited by the US Air Force, then moved to the US in 1946. The rest of the family followed in 1948 when Uli was just eight years old. The family settled in Dayton, Ohio where his father worked at Wright Patterson Air Base on jet engine advancements.

After he graduated from high school, Uli went to the University of Cincinnati where he earned both a BS and an MS in Civil Engineering, specializing in Water Resource Engineering. After college Uli moved to Chicago with his wife Sandy to work for Harza Engineering Company on some of the world's biggest water projects. After seven years he took a Project Manager role with Dames & Moore in Cranford, New Jersey working on many nuclear projects both domestic and foreign. This included in-country work in Iran for the Shah's program at Bushere on the Arabic Gulf. In time, he became a Partner in the firm. He is a registered Professional Engineer.

Uli has worked on many multi-billion-dollar projects throughout the world. For six years he worked for Governors Romer and Lamm as Executive Director of the Colorado Water and Power Authority where the state financed many water programs and projects in Colorado. His last assignment was Project Manager with Parsons Corp where the company managed the construction of the Lined All American Canal south of the Salton Sea which conserved enough water for 350,000 people in San Diego. He then worked for several other firms as Vice President and President, ultimately moving to Denver with his family 40 years ago. After living in Denver for 20 years, he and Sandy moved to Stoney Brook. They have two children, both of whom live in Colorado as do two of their four grandsons. The other two grandsons live in Wisconsin.

If you know Uli at all, you are probably aware that his main hobby is fishing. Not only does he fish often, but he also almost always catches his limit. Numerous other interests include raising orchids, salt and fresh-water aquaria, hunting, mushrooming and travel. He has taken many trips with his family to Fiji, Australia, Italy, and Germany to name a few. Their favorite locals are Tuscany for the food and friendly people, and Fiji for the great snorkeling and fishing.

He has been a member of the Optimist Club for over 35 years, serving as President for ten. The Optimist Club raises funds for children's programs with a focus on cancer. He is also a member of The Society of Civil Engineers, Sigma Xi Research Society, Trout Unlimited, Nature Conservancy and Rocky Mtn Elk Foundation.

Uli and Sandy have served on half a dozen committees with Uli completing his seventh year as a member of the Stoney Brook Board. His biggest contribution was serving on the successful pavement committee. He strongly urges others to run for the board to help further improve our community, making it an even better place to live. He feels that we are blessed to live here.

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

NOTES FROM THE STONEY BROOK OFFICE

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. Any vehicle in violation of the community rules shall be subject to towing at the Owner's expense. *It is crucial that the staff have access to parking pads and common area grounds as much as possible and advisable to move any yard decorations or planters to avoid being damaged.* Please give the plow operators room to maneuver and use caution if you are approaching from behind. ***The plows require a certain amount of momentum to move the snow; do not call the office to complain of the speed.*** 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 Maintenance at 720-926-2807 if office staff is not available to take your call.

Winter Clean Up: Oliver and the staff will begin routine spring maintenance after the winter. Cleaning up pine needles and debris from under snow piles, etc., will continue.

Air Conditioner Enclosures: As the snow melts and spring finally approaches, please take a look at the enclosures around your air conditioning units to check for winter damage. Maintenance of these enclosures is the responsibility of the Homeowners.

Ponds: During this time of year the cleaning process begins on the ponds, if they are thawed. This process can dispense an awful smell, i.e. sewage or even natural gas in the air. Unfortunately, the smell could last a couple days. If any concerns arise, please do not hesitate to contact the office or Xcel to confirm no actual sewer or natural gas issues are detected.

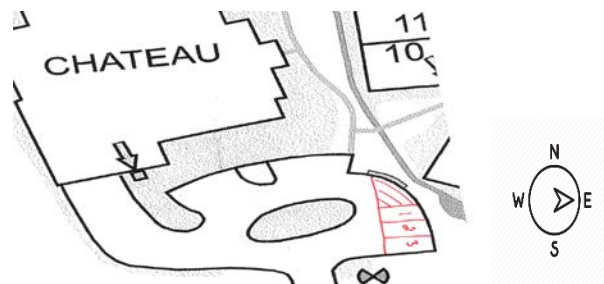
Tree Spraying: Tree spraying is scheduled to begin in April, weather permitted. All trees and shrubs as well as common area grounds will be sprayed for ash borers and pine beetles during May and July through August. Flags will again be placed on the grounds to indicate areas to be affected.

Tree Pruning: The Board of Directors have approved Arbor Garden to begin pruning and removal in March for only the areas listed on the contract for 2022. There will be no exceptions for any extra pruning or removal by request, unless at owner's expense.

Parking: Please do not use the parking pads as a storage area for your vehicle(s) or without a SBHOA parking permit. Please review the parking rules (Rule 4) to avoid any future issues.

THE CHATEAU PARKING LOT: *Do not park in the designated parking for Chateau owners and their guests, they will tow vehicles.*

Three **handicapped only** accessible parking spots are available on the east side of the Chateau parking area as shown.



Remaining 2022 Board Meetings: March 23, April 27, May 25, June 22, July 27, August 24, September 28, October 26, November 16, December 21. All Board meeting dates are on Wednesdays beginning at 6:30 PM, located in the clubhouse.

Minutes of the Meetings of the Board of Directors

January 27, 2022

Amended by the Board – February 23, 2022

Directors Present: Robert Bulkley, Craig Weber, Jack Kiner, Debbie Wolach, Andy Klatskin, Hal Fireman, Laura Goff, Evelyn Burke, and Bill Letson

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

Homeowners Present: Ellen Epstein (Unit 393), Bill Taylor (Unit 11), Trina Shanks (Unit 311), John Cowan (Unit 213), Alice Frerman (Unit 13), Kay Ceilley (Unit 378), Stan Trout (Unit 474), Ginny Schneider (Unit 445), Betty Lehman (Unit 307), Kerry Santambrogio (Unit 8), JoAnn Taylor (Unit 455), Vincent DiBiase (Unit 380),

Jenny Austin (Unit 135), Joan Quilico (Unit 411), Stacy Beakes & Carol Hamilton (Unit 462), Bill Kelker (Unit 37), Paul Anderson (Unit 105), Amy Turner (Unit 22), Lorri Stonebraker (Unit 449), Kim Zeilik (Unit 424), Gail Horstman (Unit 216), Tonya Compton (Unit 506), Lenora O'Connor (Unit 38)

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

Homeowners Comments: Mr. Taylor inquired about the status of finding a new General Manager. Mr. Bulkley responded the committee is researching internally and externally, in addition posted an ad in the CAI classifieds and will continue the process for finding the right replacement. Ms. Shanks questioned if the Board is considering keeping Mr. Cowan as Treasurer. Mr. Cowan said he appreciates the consideration but will step aside from the Treasurer and Finance Chairman Committee duties. Mr. Bulkley mentioned Mr. Cowan will assist in the transition. Ms. Epstein read and requested the following statement be included in the minutes: I'd first like to extend my congratulations to our three new board members. I think that new ideas and different perspectives are important and am thrilled to see a change in the composition of the board. I believe that this transition and the upcoming change in management present great opportunity. It was apparent to me last night that the community feels a need for greater transparency. Some board members appear annoyed by any questions; and homeowner concerns are quickly dismissed with a preference to address everything behind closed doors and then announce decisions (or just quietly implement them with no announcement). I would like to see a change; and I know that I'm not alone. Transparency breeds trust; and I think that trust has been seriously lacking. People have questions as to whether the good of the community really is the motivating factor in all board decision making. As a former HOA Board member and a member of a nonprofit board, I'd like to make a few procedural suggestions that would help in building a foundation for trust. First, I would like to see implemented a requirement for a minimum of three competitive bids for all material contracts. Finance is not an area of expertise for me, but I believe materiality is a recognized financial concept, and is defined in the recent Stoney Brook audit. Whatever the formal definition, I know that several communities require competitive bids for any expense that amounts to 5% or more of their annual budget and/or where the actual cost of a single budget line item from a particular vendor is "materially" over budget. Of course, we all appreciate that more than cost factors into decision making, but a competitive bidding process will always lead to a more informed decision. It is critical that the Board define an objective process with oversight rather than relying exclusively on any one individual's recommendation or continuously using the same vendor with no exploration of others. Next, I believe that the only discussions reserved for closed door executive session should be those that involve confidential homeowner matters. The entire community shouldn't know who is behind on their dues or fighting a violation. Matters that impact the entire community, however, should not be discussed in secret. In that same vein, all materials that are distributed to the board other than those including confidential homeowner information should be included in the materials distributed to homeowners prior to each board meeting. You invite homeowner comment at the beginning of meetings, and then don't allow comment as agenda items are discussed and voted upon during the meetings. Decisions are made with no room for homeowner awareness of or input into what is being considered. If all materials are distributed in advance, homeowners have an opportunity for input and can never claim surprise. Also, if there isn't one already, I would like to see a Code of Conduct signed by all members of the board. Such codes are typical with HOA and other boards of directors. They include an affirmation of the board member's commitment to act in the best interest of the community, not accept favors or gifts, give preferential treatment, etc. Finally, I would like a commitment by this board that any seat that opens before the next election be offered to the candidate who received the most votes of the nominees not elected last night. I read in last year's minutes that this was a "recommendation" after the 2021 election, yet unless my information is not correct, this recommendation was not followed when a mid-term seat became available in 2021. I'd like to see more than a recommendation this year. Committing to this honors the community's voice. Finally, I request that my comments be included in full in the minutes of today's meetings. Thank you for your time.

Election of Officers: Mr. Weber nominated Mr. Bulkley as Board President and Mr. Klatskin to remain as Secretary and Mr. Kiner seconded these nominations. Mr. Weber nominated Mr. Fireman Treasurer with Mr. Klatskin second this nomination. The Vice – President position is on hold, until the new Board members get familiar with being on the Board. The 2022 Board Officers were approved without objection as follows: Robert (Bob) Bulkley, President; TBD, Vice-President; Andrew (Andy) Klatskin, Secretary; Hal Fireman, Treasurer. Mr. Bulkley officially nominated Ms. Wolach as ARC chairman with Mr. Kiner seconding the nomination.

Approval of the Minutes: Mr. Klatskin provided revisions to the preliminary December minutes. A **motion (Letson/Weber)** to approve the December 15, 2021, Meeting Minutes as amended passed with no opposition.

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

ONGOING PROJECTS:

- Pond & Stream clean up

NEW PROJECTS:

- Terrace: Installation of the north end of fence along Yosemite to begin next week

COMPLETED PROJECTS:

- Clubhouse flooring (upstairs and staircase)
- Installation of terraced wall planters at Union (soon as everything is settled the top- soil/planter mix will be installed)
- Leaves clean up

Treasurer's Report: Mr. Cowan provided the December 2021 audited Financials. Mr. Cowan reported over budget (\$13K) for the year due to 5% salary increase mid-year in General Maintenance Staff; Office Supplies over budget (\$4.7K) mostly due to credit card fees from assessment payments. Legal is over budget (\$2.3K) for drawing up the documents for the Road/Paving Contract and the Capital Reserve fee; Trash removal over budget (\$5K) due to dump fees for leaves and removal of the Arborvitae trees along Yosemite; Grounds Expense under budget \$4.5K; Equipment Repair over budget (\$12K) due to skidster and snowplow repairs. The 2022 Budget reflects any increase in expenses for some of the older equipment. The Clubhouse Repair & Maintenance expenses over budget (\$5K) due to new cleaning service and first aid/masks stock. Utilities Expense under budget \$11K due to less consumption. Cash flow from Operations over spent (\$25K); Reserve Expenses: on the other hand, offset this by (\$29K) under budget, leaving us \$4K in the good. The Capital Reserve Income includes dues paid and new owner fees along with the Pond and Road Assessment and the sewer repair leaves the Capital Reserve flow of \$170K and the Cash Flow for the year is \$194K. At the end of December, the balance sheet reflects consolidated reserve balances of \$487,423 with \$289K in our checking or investments accounts, and another \$188K is in prepaid insurance, which will result in increased cash flow over the next 7 months as a result of being a non-cash item in the Profit and Loss Statement. A **motion (Kiner/Klatskin)** to approve posting the 2021 Audit report on the website passed with no opposition.

Finance Committee: Mr. Weber stated per guidance from other organizations, the chairman of the Finance Committee is also the Treasurer of the Board. Mr. Letson asked if there are written job descriptions that cover these two positions, and if so, we should follow those rules. Mr. Bulkley said that historically these two positions have been held by the same person. After further discussion, Mr. Fireman accepted the position of Finance Committee Chair.

Chat Conversation: Bob and Jenny Austin: *thanked and agreed with Ms. Epstein's comments.* Mr. DiBiase: *am I to understand that homeowners are paying their monthly fees by credit card, and we are absorbing the 2.8% fee.* Mr. Bulkley agreed to research and address this concern. Mr. Trout mentioned it could be a legal concern if the HOA can charge for the fees or not. Mr. DiBiase stated if it's a legal concern then we shouldn't be accepting credit cards, absorbing the fees so individuals can collect frequent flyer miles.

Architectural Review Committee: Ms. Wolach advised that the approval process for landscaping is found on page 4 of the current directory, item number 10, details how to request a landscaping change. The goal of the landscape committee and the architectural committee is to create harmony of exterior appearances with neighboring structures and enhancing property values. In the back of our current directory, there are guidelines for planting, mulching, weed control, perennial ground covers, and some other gardening suggestions. Our committee cannot compile a list of acceptable and unacceptable plants because plants that work in front of one unit may not work in front of another. The selection of plants is governed by light, soil, water, and space, so each unit's plan is unique. In the coming months, we will provide more information about our overall planting for Stoney Brook and guidelines on choosing appropriate plants. When starting your plan please make sure to have a lot line drawing, so you know where your property line ends. You cannot encroach upon common area. Your plans do not need to be professionally drawn, but they do need to be clear and large enough for us to follow. The forms you need to obtain ARC approval are on the website and are also available in the club house office. You need a line-of-sight approval from your neighbors. Please ask ARC to come out and help you identify those neighbors and guide you through the approval process. Mr. Kiner recommends a sub-committee for ARC should meet and educate the new owners of the guidelines.

Insurance Committee: Mr. Beakes will remain as Insurance Committee Chairman. The Employee Health Insurance Plan renewals were provided for the Board to review. The Kaiser Permanente plan increased by 5% which is lower than the other providers quoted; The dental/vision and Short- and Long-Term Disability plans will remain the same rate as the current plans. A **motion (Weber/Kiner)** to approve the renewal of the Employee Health Insurance Plan as provided was approved with no opposition. Mr. Beakes recommended to the Board to research broker agents, but know that Makey Towne of Moody Insurance broker, approaches the market for the best options and is very attentive to the needs of our association over the years.

Compensation Committee: Mr. Bulkley stated only he and Mr. Kiner remain on the committee, since Mr. Cowan and Mr. Trout are no longer on the Board. Mr. Bulkley recommended Mr. Kiner chair this committee, and his recommendation was approved with no opposition from the Board.

Communications Committee: Mr. Trout will remain as Communication Chairman. Any articles for the March/April newsletter should be submitted by February 25, 2022. Mr. Bulkley said he would like to have an email notice sent to remind residents to limit their water consumption especially during February since water usage during February determines our wastewater charges for the coming year.

Committee Chair Appointments for 2022 thus far:

- Mr. Fireman: *Finance Committee*
- Mr. Weber: *Long Range Planning Committee*
- Ms. Wolach: *Architectural Review Committee*
- Ms. Lederer: *Landscape Committee*
- Mr. Beakes: *Insurance Committee*
- Mr. Kiner: *Compensation and Safety Advisory Committees*
- Mr. Bulkley: *Education Committee*
- Mr. Trout: *Communication Committee*
- Ms. Goff: *Clubhouse Committee*

Old Business:

Solar panels policy update: Mr. Bulkley mentioned the current/updated policy is posted on the website.

HOA Dues' rate increase: Mr. Bulkley has received several comments of the increase in HOA dues. Mr. Bulkley realizes the hardship caused by pandemic issues and fixed income to some residents. The Board, Finance and Long-Range Planning Committees are continually trying to balance the expenses and keep the dues down while considering the updated Reserve Study.

New Business: The Board had no objection to the provided 2022 BOD meeting schedule showing meetings being held on the 4th Wednesday each month with the exception of November/December meetings will be held on the 3rd Wednesday.

Mr. Klatskin mentioned that the Board does not meet between scheduled monthly meetings unless a notice is given to the owners, but the homeowners who had made comments at tonight's meeting should be receiving a response on or prior to the next Board meeting.

Chat Conversation: Mr. Anderson: *what about the PEO?* (Professional Employer Organization). Mr. Cowan responded we won't be using their services at this time.

Executive Session: At 7:28 p.m., a **motion (Kiner/Wolach)** to adjourn into an Executive Session to discuss the personnel search process, which passed unanimously. At 7:59 p.m. a **motion (Kiner/Weber)** to resume the regular session passed unanimously.

Adjournment: At 8:00 p.m., there being no further business, a **motion (Kiner/Bulkley)** to adjourn until Wednesday, February 23, 2022, passed unanimously.

Respectfully submitted,
Angela Miller, Recording Secretary

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**February 23, 2022**

**Exclusively via Zoom**

Preliminary – Not Approved by the Board

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

**Directors Absent:** Bill Letson

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

**Homeowners Present:** Ellen Epstein (Unit 393), Bill Taylor (Unit 11), Trina Shanks (Unit 311), Alice Frerman (Unit 13), Stan Trout (Unit 474), Betty Lehman (Unit 307), Kerry Santambrogio (Unit 8), JoAnn Taylor (Unit 455), Vincent DiBiase (Unit 380), Paul Anderson (Unit 105), Amy Turner (Unit 22), Lorri Stonbraker (Unit 449), Dwaine & Jane Salzer Richter (Unit 371), Linda Watson (Unit 132), Paul Anderson (Unit 105), Steve & Martha Lederer (Unit 451), Mike Davis (Unit 17), Dolly Bunke (Unit 128), Carnig Izmirian (Unit 131), Michael Cook (Unit 375), Holli Benkelman (Unit 379), Jason Hopcus (Unit 130), Jerry Gordon (Unit 323), Mike Meisinger & David Zupancic (Unit 326), Jan Melson (Unit 214), Gina Black (Unit 380), and Dorothy Davis (Unit 504)

**Call to Order:** Mr. Bulkley called the meeting to order at 6:35 p.m. with a quorum established.

**Homeowners Comments:** Ms. Epstein received a letter from Mr. Bulkley in response to her comments/suggestions from January's Board meeting and stated she was a little confused and curious if these were Mr. Bulkley's personal views or as a representative of the Board as a whole, since the Board has not met to discuss them. Mr. Bulkley mentioned it was his opinion as President of the Board to respond in a timely matter

to Ms. Epstein's letter. Ms. Epstein mentioned Mr. Bulkley misunderstood several of her comments but is sure that the Board will have whatever discussion that they deem appropriate over this and of course, even though your President, your vote has no more weight than anyone else. So, this is just one person's opinion and response to my suggestions and just wanted to be clear on that and make sure that I understood. Ms. Epstein inquired if any internal candidates are being considered for the new property manager. Mr. Bulkley mentioned it will be discussed later in the meeting. Mr. Trout asked if we reached the water use restrictions for February that determine our sewer rates for the year. Mr. Bulkley mentioned Denver Water was on-site today and possibly reading the meters. Mr. Trout suggested providing a link for the preliminary board minutes on the agenda. Mr. Fireman understands on the website the minutes appear under the document folder, is there a way to make a sub folder of the minutes to make it easier for people to identify when you click on that link. Mr. DiBiase believes the answer is yes but will need to confirm with Ms. Miller. Mr. Bulkley will discuss it with the Communications Committee.

Mr. Weber presented a statement from Mr. Winski:

I would like the Board to seriously consider taking action this year on an area that is begging for attention. Stoney Brook's recreational amenities are very attractive and functional except for one place. We have an attractive swimming pool, a great hot tub, 1 very nice tennis court, and 2 super pickle ball courts. All of these amenities get plenty of use and look great. However, court #3 has not been functional for 6 years, is a glaring eye sore, and I wouldn't be surprised if the fungus and mold growing on the existing surface is not a health hazard.

In 2019 the Board authorized a committee to study possible uses for the court. The committee put in hundreds of hours over almost two years of research. The committee got plenty of positive feedback and suggestions from the 40 or 50 homeowners that attended a Q & A in person on two separate occasions. Among the attending homeowners at that time and I'm sure this hasn't changed – it was unanimous that something needed to be done. The committee presented their recommendation to the Board 2 years ago and for various reasons it was tabled.

Now that the roads and the assessment have been completed, this year would be a good time to get the project done. And it can be done easily without assessment or burdening this year's operating budget. There are sufficient funds right now in the Capital Reserve bank account. Another way to look at paying for its cost, there will be approximately \$100,000 coming in from this year's new transfer fee which could pay for most or all of the renovation.

So, the only 2 things that need to be done is :

1. Get Long Range planning to confirm there is enough money available to avoid any assessment and money which could be set aside to complete Court 3. This confirmation is available any time.
2. For the Board to review in detail the committee's recommendation; then decide what, if any, changes are needed in design, approve it, and get it done.

Let's put court 3 to use, make it look great, let it become an asset of Stoney Brook.

Thanks for entertaining this thought and I hope that this can be addressed by the Board with a completion target in 2022.

Mr. Bulkley mentioned this should go to the Finance and Long-Range Planning Committees. Mr. Weber agrees this seems to be an appropriate recommendation. Mr. Bulkley continued stating this is probably a priority that has been in the back of our residents' minds, the question is what monies we plan to use, since the reserve fund is currently not planned for this project. Mr. Fireman mentioned an option of staging this area over a couple of years.

Mr. Weber provided a statement for the minutes:

Misleading information is unfair to all Stoney Brook residents

Stoney Brook is a wonderful community in which to live, in part because so many individuals volunteer their time and their talent to serve on various SB committees or on the Board of Directors. All of us are volunteers who are doing the best we can to serve the best interests of the entire Stoney Brook community.

Occasionally, a homeowner shares a complaint during the “Homeowner’s Comment” section of a Stoney Brook Board of Directors Meeting or at the Annual Meeting about the work or decision of a committee. Whenever possible there should be a full response from the appropriate Board member or Committee. Why? When a complaint is focused on an individual or on the decision of a SB Committee, there are typically at least two sides to the story. If only one side of the story is heard (or read in the subsequent minutes) it can and will create the impression that the homeowner’s concerns are valid and have been ignored and/or disrespected. Those attending the meeting and those reading the minutes of the meeting are then left with a misleading and incorrect understanding of the situation. Balanced perspective is important. It is important to hear both sides. When only one side is heard at length, the resulting impression is misleading and unfair. Therefore, when a complaint is brought forth to the full community, the full community deserves to and needs to hear the complaint from both perspectives. To do any less, is to foster confusion and distrust.

**Approval of the Minutes:** Mr. Klatskin proposed a revision to the Finance Committee section of the January Meeting Minutes as follows: *Mr. Weber stated per guidance from other organizations, the chairman of the Finance Committee is also the Treasurer of the Board. Mr. Letson asked if there are written job descriptions that cover these two positions, and if so, we should follow those rules. Mr. Bulkley said that historically these two positions have been held by the same person. After further discussion, Mr. Fireman accepted the position of Finance Committee Chair. A motion (Klatskin/Fireman) to approve the January 27, 2022, Meeting Minutes as amended passed with no opposition.*

**President’s Remarks:** Mr. Bulkley wanted to thank the residents for limiting their water usage and thinks we should be in good shape with our rates. Mr. Bulkley stated in the first month as Board President the word “transparency” comes up a lot. Mr. Bulkley mentioned it’s at the Committee level where decisions are accomplished and then brought to the Board, if needed. Mr. Bulkley stated the Committee meetings will be posted on the website calendar and are open to the residents to attend but asked not to participate unless approved by the Chairman. The Communications Committee is working on how to get the information to the residents in a timely manner, easier access to documents, etc. Mr. Bulkley does not plan on stopping the Board meeting to discuss each chat conversation, they will be recorded and reviewed after the meeting. Mr. Bulkley thanked all who signed up to be a committee volunteer.

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

**ONGOING PROJECTS:**

- Snow and Ice Removal & Clean up
- Removal of the Pine Trees dead branches

**COMPLETED PROJECTS:**

- Installed potting soil on lower Terraced planter along Union

Mr. Fireman inquired if the Xcel easement issue at 4605 entrance was resolved. Mr. Lynch responded not as of yet.

**Treasurer’s Report:** Mr. Fireman provided the January 2022 Financials. Mr. Fireman reported an accrual of (\$13K) was posted for the Court 1 at year end, since we were not invoiced. The accrual was reversed in 2022, and we received an invoice for \$4K which leaves a \$9K remaining on the financials for the next several months. The Clubhouse Flooring over budget (\$3K) due to more materials were needed than anticipated. The cash flow at the end of January is \$60K with \$11K of this contributed to the Capital Reserves. Mr. Fireman explained the budget process between the operational/infrastructure and capital reserve accounts. Mr. Davis asked if we pay our annual insurance policy from the capital reserve. Mr. Fireman mentioned this is an operational expense that

we pay every year. At the end of January, the balance sheet reflects consolidated reserve balances of \$547,497 with \$385K in our checking or investments accounts, and another \$164K is in prepaid insurance, which will result in increased cash flow over the next 6 months as a result of being a non-cash item in the Profit and Loss Statement. A **motion (Weber/Wolach)** to accept the Resolution that any excess of membership income over membership expenses shall be applied against the subsequent tax year member assessment as provided by IRS Ruling 70-604. A **motion (Weber/Fireman)** to accept the Resolution of the Allocation of 2021 Assessments to the Reserve Fund in the amount of \$237,113 plus the \$44,004 that was transferred as of 12/31/2021 passed with no objections. A **motion ((Weber/Fireman)** to accept renewing the Line of Credit in the amount of \$100,000 passed with no objections. A **motion (Weber/Fireman)** to adopt the Banking Resolution 2022.02.001 presented with the list of certain members of the Board of Directors entitled to sign on each account passed with no objections. Mr. Weber mentioned each check processed is required to have two signatures.

**Architectural Review Committee:** Ms. Wolach reported an approval for a small fence for a dog run at Unit 344. An owner is in process installing an egress window once a permit is received by the City of Denver. Ms. Wolach thanked everyone for their interest in volunteering for ARC. The Committee is pleased to welcome Mike Meisinger and believe he will be a great addition to the committee. Ms. Wolach mentioned a new sub-committee of ARC was developed to evaluate the exterior paint colors. Ms. Lederer, Landscape Committee Chairman, provided a priority project list. Ms. Wolach mentioned Porfie has agreed to assist the Landscape Committee one day a week, starting in the Spring.

**Insurance Committee:** Mr. Beakes has yet to finalize his committee from the provided list of volunteers.

**Election of an Officer:** A **motion (Wolach/Klatskin)** to appoint Mr. Kiner as Board Vice-President passed with no opposition.

**Education Committee:** Mr. Bulkley stepped down as the Education Chairman and suggested that one of the new directors consider being the Chairman for the new owners' meeting that is held once a year.

**Communications Committee:** Mr. Trout reported the Committee (Susan Schaecher, Ann Kochenberger and Bob Bulkley) has met and will work on getting information out more frequently than the newsletter which is available every 60 days. In addition, the Committee is considering the idea of sending out a poll to see what residents want for communication content. The Committee is looking for more volunteers and anyone that has any public relations experience would be helpful. Any articles for the March/April newsletter should be submitted by February 25, 2022.

Mr. Bulkley would prefer residents send their comments and concerns to the office prior to the monthly Board meetings to give the Directors and Committees time to review.

The Board did receive a letter prior to the meeting from Mr. and Mrs. Lederer in regard to an update for homeowners on progress toward hiring a new property manager.

Specifically, the Lederers asked if: (answers in italics)

- A deadline for hiring Oliver's replacement(s) has been established. *Mr. Bulkley mentioned the Board should have an answer by March's Board meeting, and The Board will be discussing extension of Mr. Lynch's contract through June due to a busy season of work order requests and a major project.*
- The hiring committee has written and presented a detailed job description for the property manager position. *Yes, and posted on the CAI-Rocky Mountain website.*
- The Board has discussed and approved a compensation package for this position. *not at this time because we don't know who's exactly going to be in it and until we get the person and that their salary demands are but have a general salary range.*
- The position has been posted, and where. *www.cai-rmc.org*

- The hiring committee has received resumes and/or applications from interested candidates. *nobody came up until this last week and so we will interview those 2 people before making a decision.*
- The hiring committee has identified and interviewed qualified candidates. *we've already interviewed one person in-house we think is a very viable one and we're lucky to have that candidate.*
- The person(s) selected by the hiring committee will be presented and approved by the Board as a whole. *Yes, the Board is the only one who can make that decision.*
- A plan is in place for familiarizing the new property manager(s) with the maintenance schedule, landscape systems, and crew (preferably while Oliver is still here). *If the Board approves Mr. Lynch to stay through June, we will hire someone by May 1st this would give the new manager two months to work with Mr. Lynch.*
- A plan for ongoing performance evaluation of the new property manager(s) will be developed and implemented by the Board. *Yes, we have suggested a performance review be put in place.*

Mr. Bulkley did mention the Manager Search Committee did research management firms. Mr. Fireman continued that the two Management Companies the Search Committee looked at and had some preliminary discussions in terms of what each could offer us. We looked at both a standard model where they hire the property manager to take over all the accounting functions and all maintenance, and a hybrid model where they would take over management functions and manage our staff in the preliminary analysis of what they have to offer. This would add about \$60K a year to our operating cost to cover their management company overhead. We discussed how the majority of homeowners prefer to maintain our current staff as employees. Mr. Fireman recommended to the Search Committee hiring a competent in-house manager. Since we have the policies, procedures, and personnel in place we don't see a justification for burdening the association with an additional approximately \$60,000 in annual expense.

#### **Old Business:**

Mr. Bulkley, Mr. Fireman and Ms. Wolach will meet periodically with Mr. Lynch and the new manager to review upcoming projects and expenses.

Mr. Bulkley read his response to Ms. Epstein comments from January's Board meeting:

Dear Ms. Epstein:

Kindly permit this letter to serve as my response, as President of the Stoney Brook HOA, to the comments you made at the last HOA meeting on January 27, 2022. The written transcription of your comments, at your request, have been included in the Minutes of that meeting.

As you know, our Declaration prohibits the Board from meeting without a notice to homeowners. Since our January meeting, the Board has not met to consider your suggestions.

I will not respond to the generalizations you mentioned about the feelings of other homeowners, but as a Board member and a homeowner, I do hope the majority of our neighbors appreciate the work the Board members do. We on the Board are volunteers and the decisions we make affect all homeowners, including each Board member.

Let me address what I understand were the five points spelled out in your letter.

1. A requirement for a minimum of three competitive bids for all material contracts.  
The Finance Committee and the Long-Range Planning Committee try to anticipate the projects and expenses which will be incurred. The implementation of those projects is generally left to the General Manager, who also oversees the day-to-day work of our maintenance staff, as well as the emergencies which occur. The GM is limited in his authority to hire contractors up to a specific dollar limit, above which he must seek the approval of a two-member team of appointed Board Members. His experience and knowledge of the skilled vendors which are hired is in my mind, invaluable. As I understand the current economic environment, most reputable contractors are not interested in spending their time providing bids unless the customer is serious about hiring them. It is my understanding that competitive



bids are now obtained, if possible. However, I am not supportive of a “requirement” that competitive bids be obtained, as that may cause us undue delay in making required repairs. Board members fully realize that our decisions affect each Board member as well as each homeowner.

There is every incentive to have expenses kept to a minimum.

2. Discussions reserved for Executive Sessions. Our Bylaws, at Section 6.4, provide the guidance for topics which are properly the subject of Executive Sessions, and as a practical matter we have restricted our discussions in Executive Sessions to personnel matters, and legal matters, including your suggested topics covering how we will treat homeowners who are delinquent in their dues.
3. Distribution of Board meeting materials. I have no objection to your suggestion that additional materials be distributed to the homeowners in advance of our Board meetings, and I will ask our Communications Committee to make a recommendation to the Board regarding distribution of those materials.
4. Code of Conduct. I do not agree with your statement that our HOA is typical of other non-profit organizations. As set forth in Section 3.2 of the Declaration, the Board’s purpose is to “...manage the Stoney Brook community so as to provide a community of high quality and to enhance and protect the property value, desirability and attractiveness of the Stoney Brook Community and the Lots therein.” Our Bylaws provide the guidance for regulation of the Board, including at Section 5.7 a prohibition on accepting compensation for services. We’re not a typical non-profit, especially since we don’t raise money for non-corporate activities. Every decision that’s made by the Board affects each Board member personally.
5. Appointment of Board vacancies. Our Bylaws, at Section 5.6, now provide those vacancies be filled by a majority vote of the Board. I am not in favor of changing that provision to require that the Board offer the vacant seat to the candidate who received the most votes of the nominees not elected. I think it is appropriate for the Board to consider non-winning candidates, but allowing a majority to make the determination is, in my mind, the proper way to proceed.

I, too, will ask that this response be entered in the Minutes of our February meeting.

Thank you for taking the time to express your suggestions. I hope you will join me in committing to keeping Stoney Brook a wonderful place to live and to support congeniality among our homeowners.

Ms. Epstein said she will send a follow up statement responding to Mr. Bulkley’s misunderstandings of what she suggested.

Mr. Fireman offered a comment competitive bidding, that it’s a nice thought but the reality of the world today, it’s tough to find competent qualified vendors that are willing to spend a lot of time offering proposals. That’s something our manager has to cultivate, to identify competent contractors and get them to offer a proposal. Mr. Fireman’s experience with the roads last year, he invited 10 companies to offer us a proposal, and these are companies 7 out of the 10 he has worked with before, 3 agreed to offer proposal, but 2 actually did. Therefore, competitive bids are easy to ask for, but a lot harder to accomplish. Mr. Fireman recommends that the new manager continually update their source of vendors, and have a list of qualified vendors, and periodically compare prices. Although, Mr. Fireman thinks it’s very unlikely we get 3 qualified vendors or contractors to offer us a proposal in a timely manner given the current market conditions.

**Board appointment of vacancies:** Mr. Bulkley stated that Mr. Weber received a position on the Board when Mr. Bulkley was the fourth person in line to be appointed, if needed. Mr. Weber explained even though he never ran for the Board, he was Vice-Chair of the LRP at the time and was nominated to become a Board director. When that time expired, he ran for the Board and became a director full time. Mr. Bulkley mentioned the current selection process enables selection based upon what the Board needs, as an example an attorney or finance experience to assist with the Board.

**New Business:** Mr. Fireman mentioned there are certain instances a credit card is needed to purchase items. Mr. Fireman proposes we speak to the bank and prepare a Resolution for a credit card for use by the manager for certain items needed by the HOA, with a limit and monthly Board audits. Currently Mr. Lynch is using his personal credit card and gets reimbursed. Mr. Bulkley would like this to go to the Finance Committee before making a decision.

Mr. Bulkley confirmed homeowners using their credit card for payment of dues will need to pay the service fee associated with using their card. The Board agreed to have the Finance Committee put that policy in place.

**Executive Session:** At 7:46 p.m., a **motion (Klatskin/Weber)** to adjourn into an Executive Session to discuss account in arrears and personnel matters, which passed unanimously. At 7:59 p.m. a **motion (Kiner/Weber)** to resume the regular session passed unanimously.

**Adjournment:** At 8:00 p.m., there being no further business, a **motion (Kiner/Bulkley)** to adjourn until Wednesday, March 23, 2022, passed unanimously.

Respectfully submitted,  
Angela Miller, Recording Secretary

**Stoney Brook Homeowners' Association, Inc.**  
**Profit & Loss Budget vs. Actual**  
January 2022

|                                           | Jan 2022         | Budget           | \$ Over Budget   |
|-------------------------------------------|------------------|------------------|------------------|
| <b>Ordinary Income/Expense</b>            |                  |                  |                  |
| Income                                    |                  |                  |                  |
| Homeowner Dues                            | 160,740          | 160,740          | 0                |
| Less Capital Reserve Allocation           | -6,167           | (6,167)          | 0                |
| Chateau Fees                              | 0                | 546              | (546)            |
| Interest-Operating Funds                  | 0                | 0                | 0                |
| Transfer Fees                             | 125              | 125              | 0                |
| Late Fees                                 | 0                | 75               | (75)             |
| Misc. Income                              | 0                | 0                | 0                |
| Reserve Interest Income                   | -5               | 75               | (80)             |
| <b>Total Income</b>                       | <b>154,693</b>   | <b>155,394</b>   | <b>(701)</b>     |
| Expense                                   |                  |                  |                  |
| Salary & Benefits                         | 58,974           | 58,988           | (14)             |
| Administrative Expenses                   | 2,613            | 2,293            | 320              |
| Maintenance Expenses                      | 4,357            | 4,888            | (531)            |
| Pool/Clubhouse Expense                    | 1,145            | 937              | 208              |
| Utilities                                 | 13,487           | 13,488           | (0)              |
| Fixed Expenses                            | 24,200           | 24,200           | 0                |
| <b>Total Expense</b>                      | <b>104,777</b>   | <b>104,794</b>   | <b>(17)</b>      |
| <b>Cash Flow From Operations</b>          | <b>49,917</b>    | <b>50,600</b>    | <b>(684)</b>     |
| <b>Other Reserve Expense</b>              |                  |                  |                  |
| Reserve Expense                           |                  |                  |                  |
| Cap -Landscape                            | 6,016            | 6,016            | 0                |
| Cap - Site Improvements                   | 0                | 4,000            | (4,000)          |
| Cap - Exterior Paintng                    | 0                | 0                | 0                |
| Cap - Clubhouse & Maint Bldng             | 3,915            | 1,500            | 2,415            |
| Cap - Operating Equipment                 | 0                | 0                | 0                |
| Cap - Allowance for Reserve Study         | 0                | 0                | 0                |
| Cap - Pool & Tennis Courts                | -9,000           | 0                | (9,000)          |
| Cap - Ponds & Streams                     | 0                | 0                | 0                |
| <b>Total Reserve Expense</b>              | <b>931</b>       | <b>11,516</b>    | <b>(10,586)</b>  |
| <b>Net Other Income</b>                   | <b>-931</b>      | <b>(11,516)</b>  | <b>10,586</b>    |
| <b>Year To Date Cash Flow</b>             | <b>48,986</b>    | <b>39,084</b>    | <b>9,902</b>     |
| <b>Capital Reserve</b>                    |                  |                  |                  |
| Capital Reserve Revenue                   |                  |                  |                  |
| Dues Paid to Capital Reserve              | 6,167.00         | 6,167.00         | 0.00             |
| New Owners Capital Reserve Fee            | 5,000.00         | 0.00             | 5,000.00         |
| <b>Total Capital Reserve Income</b>       | <b>11,167.00</b> | <b>6,167.00</b>  | <b>5,000.00</b>  |
| Capital Reserve Expenses                  |                  |                  |                  |
| Expenses Pond Related                     | 0.00             | 0.00             | 0.00             |
| Expenses Monument Signs                   | 0.00             | 0.00             | 0.00             |
| <b>Total Capital Reserve Expenditures</b> | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      |
| <b>Cash Flow from Capital Reserve</b>     | <b>11,167.00</b> | <b>6,167.00</b>  | <b>5,000.00</b>  |
| <b>Total Cash Flow Current Year</b>       | <b>60,152.63</b> | <b>45,250.80</b> | <b>14,901.83</b> |

**Stoney Brook Homeowners' Association, Inc.**  
**Balance Sheet**  
As of January 2022

|                                       | Jan 31, 2022      |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| Current Assets                        |                   |
| Checking/Savings                      |                   |
| Operating Funds                       | 164,925.80        |
| Reserve Cash Accounts                 | 220,275.00        |
| Total Checking/Savings                | 385,200.80        |
| Accounts Receivable                   |                   |
| HOA Accounts Receivable               | 3,300.90          |
| Total Accounts Receivable             | 3,300.90          |
| Other Current Assets                  |                   |
| Comcast Commission Rec'v              | 4,334.13          |
| Fidelity-G.M. Deferred Comp           | 120,063.09        |
| Prepaid Expenses                      | 186,511.62        |
| Total Other Current Assets            | 310,908.84        |
| Total Current Assets                  | 699,410.54        |
| <b>TOTAL ASSETS</b>                   | <b>699,410.54</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| Liabilities                           |                   |
| Current Liabilities                   |                   |
| Accounts Payable                      | (5.16)            |
| Total Accounts Payable                | (5.16)            |
| Other Current Liabilities             |                   |
| Income Tax Payable                    | 1,873.00          |
| Deferred Revenue                      | 8,851.56          |
| Accrued Expenses                      | 0.00              |
| Accrued Expenses - Reserves           | 0.00              |
| Payroll Liabilities                   | 15,741.40         |
| Prepaid Dues                          | 5,390.00          |
| Total Other Current Liabilities       | 31,855.96         |
| Total Current Liabilities             | 31,850.80         |
| Long Term Liabilities                 |                   |
| Fidelity-G.M. Def'd Comp Liab         | 120,063.09        |
| Total Long Term Liabilities           | 120,063.09        |
| Total Liabilities                     | 151,913.89        |
| Equity                                |                   |
| Reserve Fund Balance 12-31-2021       | 43,959.00         |
| Operating Fund Balance 12-31-2021     | 443,385.05        |
| Contributions & Exp Capital Reserve   | 11,167.00         |
| Year To Date Cash Flow                | 48,985.60         |
| Total Equity                          | 547,496.65        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>699,410.54</b> |

# Residential Heat Producing Devices

## Denver Fire Department

**This guideline is meant to provide a basic reference for the most common conditions and situations. In any given occupancy, many other Fire Code requirements may be enforced.**

### **General Information**

1. Is the residence a multifamily (more than three) or a single-family home?
2. What is burning? What is the fuel? LPG or Items in a fire-pit?
3. Single family home. Allowed two 20-pound propane bottles in aggregate. Generally considered to be one for use and one spare. You may not have more than 40 pounds of propane on site.
4. Items that are installed according to the Fuel Gas Code and attached to the homes natural gas supply are allowed
5. Heat producing devices should be placed 10 feet away from the structure
6. Many Single-Family homes may have an outdoor kitchen with a wood fired pizza oven or fireplace. Must be installed with a permit from the building department. May not burn on State mandated no burn days.
7. Charcoal grills, propane fire pits, and mushroom heaters are allowed at single family homes if they are not located under an overhang. (Pergola, covered patio, gazebo etc.)
8. Multifamily homes may not have more than 3 one-pound cylinders of propane on their balconies. One for use and two spares. No 20-pound cylinders are allowed on balconies.
9. Gas grills attached to the building's natural gas supply are allowed.
10. Charcoal grills, chimineas, propane fire pits, and mushroom heaters are all illegal on balconies
11. No open flame devices are allowed on balconies with an overhang even if attached to the building's natural gas supply.
12. Multifamily residences with a pool area or barbeque area are allowed one 20-pound cylinder for use and one spare to be in a detached building or shed. At no time will full bottles of propane be allowed to travel through an occupied building to their point of use in such outdoor recreation areas.
13. UL listed electrical devices such as Traeger smokers, electric hibachi grills and infrared heaters are allowed on balconies. They should be located as far from the structure as the balcony will allow. Some HOA's will prohibit this and that is their prerogative and the rights of management.

14. Chimineas are illegal in the City and County of Denver
15. Burn Barrels are illegal in the State of Colorado
16. Chimineas and open burning should be reported to the Department of Health and Environment. Complaints should be e-mailed to **EQcomments@denvergov.org** with any violations of the open burn policy. Fire companies who issue an Order to Comply should attach the order to the e-mail.
17. Contact Fire Prevention Division (720) 913-3474 for further questions or clarification. If you feel the issue provides an immediate danger to life or property, dial 911. Fire companies who cannot gain compliance contact Denver Police who enforces the Denver Revised Municipal Code or your Assistant Chief or Shift Commander, who will notify the Fire Prevention Duty Officer.