

Sent to board for corrections:5-5-2023

Sent ballot for approval:5-9-2023

Board Minutes approved by 8/9 vote:5-12-2023

Posted on Website:5-

## **Stone Brooke Homeowners Association Annual Meeting**

April 24, 2023

### **Approved Minutes**

**Call to Order:** The 2023 Annual Meeting of the Stone Brooke Homeowners Association, held at Stonebrook Community Church, was called to order at 7:00pm by President, Jeff Borgmeyer.

**Verification of Quorum:** Pat and Hal Long verified quorum as defined by the Association's Covenants. There were 57 townhouse households along with 7 house households represented. Board Members present were President Jeff Borgmeyer, Vice President Jim Billings, Treasurer Aaron Keller, Secretary Cheryl Martin, Liaison Marlene Johnson, Liaison Fred Johnson, Liaison Kathy Rathe, Liaison Dole Kepley, and Liaison Devon Iddings. All Directors were present.

**Introductions and Recognitions:** President Jeff Borgmeyer welcomed all in attendance and thanked the Hospitality Committee for hosting the Ice Cream Social. He recognized and introduced the Board of Directors along with the Committee Chairs.

**Appointment of Parliamentarian:** Jim Lohr was appointed as the Parliamentarian.

**Moment of Silence:** Jim Reynolds recognized Sara Weyer, Marjorie Uitermarkt, and Al Latuska as previous residents of Stone Brooke passing since May 2, 2022.

**Motion to approve agenda:** The 2023 Annual Meeting Agenda as distributed prior electronically was moved, seconded, and approved. MOTION CARRIED UNANIMOUSLY.

**Motion to approve 2022 Annual Meeting Minutes:** The minutes of the 2022 Annual HOA Meeting were approved as distributed electronically two times two weeks prior to the meeting date. MOTION CARRIED UNANIMOUSLY.

**President's Report:** President Borgmeyer thanked Doyle for his past leadership as President and also for stepping into the substitute Liaison role this past year. Jeff thanked the committee chairs and committee members for their service and shared appreciation of their efforts.

Looking over the past year, the key achievement of the Board was the enactment and funding of the Common Area Reserve. It is seen as the last major gap with respect to our financial health and with its enactment puts us in a much stronger financial position going forward. We've always had a reserve for Townhouse maintenance (roofs, siding, gutters, etc.) but not a reserve for our Common Area infrastructure. With the association pushing past 30 years old, the need was becoming very apparent.

The first Step was to hire a Certified Reserve Analysis Provider to conduct a 20 yr. forecasted reserve study. The study evaluated expected upcoming expenses emanating from our Common Areas; paths, bridges, clubhouse, pool, Fletcher Court, parking lots, prairies, and woodlands. This study also projected when various expenditures would be needed and estimated how much those expenditures would cost. Lastly it recommended a funding level to pay for these items.

The next step was the need for a board approved policy that would govern the management of the Common Area Reserve. A policy was drafted, circulated for review/comments by membership and eventually approved late last summer.

The funding of the reserve required a vote of the residents. With the first two steps finalized, The board was now in a position to seek the support of the residents to fund the reserve. Several well attended informational meetings were held and countless emails were sent out to explain the proposal. Culminating in a November vote which passed with 88% approval. (2/3 positive vote was needed for passage)

The study itself is posted on Stone Brooke's website. The four page appendix section is the summary of the 20yr project plan including what projects are to be done, how much the expected costs are and what year they are to be enacted.

It is a great planning tool for future boards and committees. It shows membership transparency of the board's future planning.

#### **Treasurer's Report: Aaron Keller**

The complete report is available for viewing on the website.

The report was sent to all residents prior to the meeting and also available at the meeting. It was moved to accept, seconded, and approved unanimously.

### **Committee Reports:**

**ARCHITECTURAL CONTROL:** Marlene Johnson-liaison, Dean McCormick-chair, Russ Richardson, Nathan Tosten, Candy Schainker, and Lyn Watson

The purpose of this committee is to assure that modifications to the townhomes are in context with the external style and design that is prevalent in Stone Brooke. Article VII of the Stone Brooke Covenants requires that "the nature, kind, shape, height, materials, and location are in harmony with external design and location in relation to surrounding structures and topography".

The committee reviewed and forwarded four requests to the Board of Directors for action during the period since the last Annual meeting conducted on May 2, 2022. Approval was recommended for all four of these requests.

**BUILDING MAINTENANCE:** Doyle Kepley (substitute for Jim Twedt)-Liaison, Sharon Axland-Chair, Darlene Schmidt, Gail Johnston, Dave Martin, Red Stenberg, Les Uhlmeier, Jim Reynolds and Doug Lawrence.

The general purpose of this committee is to oversee exterior maintenance of roofing repairs and replacement; rain gutter/downspout repairs and replacement; siding and trim repairs and replacement; and full unit or the touch-up painting of townhome units. This is stated in the Stone Brooke Homeowners Association Covenants Bylaws, and Policies. The committee also assists the Board with other special projects as needed.

Summary of the past year: replaced 8 roofs, replaced gutters and downspouts on 11 units, full paints on 15 units, replacement of siding and painting of an entire side of one unit, and approximately 89 small work orders for siding repairs, trim repairs and minor painting.

The Committee drafted an updated gutter/downspout replacement policy and presented it to the Board for approval. A thank you went out to Jim Twedt for all his assistance on committee work.

PSA will review and assign work orders for siding and trim repairs after completion of spring inspections.

The committee will assist the Board with 3 repairs on Fletcher Blvd water main leaks.

Projected plans for the following year: 6 roof replacements, 11 new gutter/downspout to include wrapping eaves behind gutters, 14 full paints, and 14-20 trim paints.

CLUBHOUSE/POOL: Devan Iddings-Liaison, Dave Martin-Chair, Vince Simon-Certified Pool Operator, Nathan & Neta Tosten (Treasurer), Kim Shrader (Scheduling), Carole Bunde (Secretary), and Alon Klekner

This committee oversees the maintenance and use of the Clubhouse and Pool.

Summary of the year:

Summer of 2022

- Front and pool door-closers installed.
- Pool was sandblasted and painted.
- Fence around the pool was power washed and treated with a preservative.

Spring of 2023

- A TV, a gift from Kathy Rathe, was installed in the Clubhouse. Metronet was installed for internet service.

Plans for the following year:

- A new coffee cabinet in place of the current moveable one.
- A utility cabinet added to the large bathroom.
- Installation of a bike rack by the pool fence.
- Pool opening Saturday, May 27th, WITH WEATHER PERMITTING.

INVESTMENT: Fred Johnson-Liaison, Ken Recker-Chair, Larry Cormicle, Bob Blattert, and Howard Levine

The purpose of this committee was authorized in 2008 by the SBHOA Board to invest \$100,000 at a higher rate of return than a bank savings account.

Subsequently a brokerage account was established with Vanguard. Since 2008 the total return on the original investment is 235%.

Started fiscal 2022 with a \$122,601.33 balance and ended fiscal 2022 with a balance \$113,892.45 resulting in a \$8,708.88 (7.1%) loss. No change in investments, withdrawals or additions during 2022.

Vanguard Healthcare	12/31/21 \$36,499.80	12/31/22 \$36,113.87	Gain/(Loss) (\$385.93)	%Gain/(Loss) (1.1%)
Vanguard Healthcare	\$36,499.80	\$36,113.87	(\$385.93)	(1.1%)
Vanguard Wellington Adm	\$65,577.38	\$54,510.39	(\$9,066.99)	(14.3%)
Berkshire Hathaway	\$22,425.00	\$23,167.50	\$742.50	3.3%
Vanguard Money Mkt.	\$99.15	\$100.69	\$1.54	1.6%
Total	\$122,601.33	\$133,892.45	(\$8,708.88)	(7.1%)

#### 2023 Action

Due to the recent increase of interest rates, in March approx. \$25,000 was sold from Vanguard Healthcare and Wellington funds to purchase 3 US Treasury Bills with due dates ranging from one to three years.

#### INSURANCE: Jim Billings-Liaison, Jim Lohr-Chair

Home insurance coverage for all Class A homeowners is monitored yearly. Every Class A homeowner should instruct their insurance company to provide the Association with **annual notification of home coverage**. In accordance with the Covenants and By-laws of the Association, every Class A home should include in its **policy a rider that has SBHOA as an additional insured**, and ensure that the dwelling **replacement amount is adequate to cover the full cost of rebuilding** the residence in case it is destroyed.

Given the volatile nature of our Iowa weather recently, it is imperative that every Association residence be adequately insured in the case of a severe weather event resulting in property destruction. At the same time, given the recent inflationary nature of our economy, the price of materials and labor have increased significantly resulting in an increased cost of home replacement.

The good news is that the large majority of Stone Brooke residents are in full compliance with our Association Insurance Requirements. At this time, however, six townhomes have not provided the required documentation, a small number of residents are under insured, and over a dozen of those who have indeed provided insurance certification do not have SBHOA included as an additional insured party on their policy. For those who have yet to fully comply, this committee continues to aggressively reach out to them.

**We encourage everyone to review their homeowners policy, and if necessary work with your insurance agent to ensure the policy amount is adequate and in full compliance with the Stone Brooke Association Insurance Covenants.**

GROUND'S: Marlene Johnson-Liaison, Jean Marsden-Chair, Sharon Knudsen, John Wilson, Cheryl Martin, Hal & Pat Long, Jeff Borgmeyer, Julie Larson, and Paul Domoto.

The purpose of this committee is to oversee the management of the lawn care and snow removal services, along with organizing care, improvements, and work teams for the common grounds.

Highlights of Grounds Committee Activities in 2022:

\*12 new trees were planted; 2 Big Tooth Aspen, 1 Jack Pine, 1 White Oak, 6 Low Grow Sumac, 1 Pin Oak, and 1 Yellow Birch.

\*Watering of these trees along with the 2021 young trees and surviving bareroot seedlings continued throughout the summer.

\*Some honeysuckle was removed along the East Wetland Path, and more removed from the West Overlook Trail.

\*Extensive understory mulching, tree trimming, weed removal, and mulched bed creation around the sumacs and evergreens were completed along the West Woodlands path.

\*Dan's Custom Landscaping removed several dead and dying ash trees and overhanging limbs that presented a threat to nearby homes, the path system, and the street. Dan's also removed three diseased trees and brush to make an open space for new tree plantings scheduled for this year.

\*TMJ made repairs to secure existing framing & bracing on the south bridge.

\*We coordinated a joint project between a homeowner and Hawcott Lawn Services to remedy an erosion problem.

\*There was an active snow season, which resulted in an expenditure of \$60,000 for snow removal, exceeding the budgeted amount anticipated. It is likely we'll need to increase the snow removal budget in the coming 2024 year.

\**The Committee recognizes a member, John Wilson, who has designed and donated several informative signs identifying the new trees to bring attention to where they are growing. **One sign, Pin Oak Tree, planted along the East Wetland Path is missing. If anyone has seen this "out of place" sign, Please let someone on the Grounds Committee know.***

#### Plans for 2023:

\*Dirk Snyder, part-time groundskeeper, has begun spring cleanup work.

\**The creation of a bioswale on Association land that lies between the residences at 1512 and 1514 Stone Brooke Road will begin this spring. Considerable rainwater runoff has rendered this area "un-mowable" and creates an erosion problem.*

*Planting perennial grasses, sedges, and water tolerant shrubs will allow water to infiltrate as well as move to a lower area, away from the homes in question. We hope this will also serve as a demonstration plot for residents with similar problem areas on their own properties to consider, and perhaps partnering with neighbors for joint landscaping efforts wherever possible. The Committee is waiting for the proposal from the landscaper.*

\*On Tuesday, April 18, an additional 19 trees and shrubs were planted throughout the grounds. More native trees in the common areas will be planted as they become available. Once again the Association is taking advantage of the City's Native Tree Rebate Program made possible through resident donations. **A grateful Thank You to all of those that have made donations for trees.**

\*Trail repairs have been contracted for this summer.

\*Continued efforts to remove as much honeysuckle as possible along the path system.

HOSPITALITY: Kathy-Glatz Chair, Kathy Rathe-Liaison; Crystal Iddings, Bob Bergmann, Nathan & Neta Tosten, Lynn Granco, Beth Reynolds, Mary Wilson, and Ed Folts are committee members.

This committee is responsible for planning periodic social gatherings for the enjoyment of residents and communicating through a monthly newsletter and other email communications.

Activities held this past year include:

- \*Ice Cream Social at the Annual Meeting
- \*Memorial Day Celebration - food truck, music
- \*Hawaiian Luau - catered meal, music
- \*Fall Potluck/Speaker - Ames Police Department's Resource Officer
- \*ISU Tailgate before Away Kansas Game
- \*Outdoor Fall/Halloween Displays & Tick-or-Treating
- \*2 Family Movie Nights
- \*Holiday Crafts & Open House
- \*Holiday Wine & Cheese
- \*Come and Go Coffee/Tea with Treats
- \*Spring Potluck
- \*Easter Egg Hunt

Community Service Opportunities

- \*Overflow Truck for Non-Furniture Donations
- \*Holiday Gift Giving to YSS

Plans for 2023:

- \*June 27 at the Clubhouse, pool, and parking lot there will be a Country Western Night featuring catered dinner by Whatcha Smokin BBQ, Luther along with country music by Royce Johns. Advanced ticket in May for \$20. There is a carry out option for the food.
- \*Along with the normal events a couple of NEW events are being planned. In August: a BACK-to-School Drive for Teachers. In the fall: a variety of Stone Brooke neighborhood block parties held on the same day.

WELCOME COMMITTEE: Jim Billings-Liaison, Char Hulsebus and Dean Sampson-Co-chairs

The Committee is responsible for connecting with new Stone Brooke residents. Dean personally visits newcomers and provides a Welcome Packet containing information about Stone Brooke which includes governance, dues, waste



management, and activities. He also provides a printed copy of the most recent Stone Brooke directory. When residents are thinking of selling their townhouse or house, contact either Dean or Char to receive a *Stone Brooke Check-off List* to help follow the exit procedure. Char updates the information in the welcome packet and Stone Brooke Directory.

\*In the past year Stone Brooke has welcomed 10 new households.

\*The Welcome Packet was updated.

#### Welcome Packet Contents:

##### Payments:

- ACH Authorization Agreement to provide direct payment of dues to Stone Brooke and garbage fees to the provider.
- Information concerning Association dues, garbage service, and insurance responsibilities.

##### Governance:

- Stone Brooke Board of Directors
- List and descriptions of committees and with contact information.
- Communications through *The Stone Brooke Connection*, monthly newsletter.

##### Social:

- Clubhouse inventory/procedures
- Pool and Clubhouse rules
- Social activities list

##### People and Map

- Current list of residents which is updated each quarter, sent by email, and not available to the public outside of Stone Brooke residents.
- A Stone Brooke map showing streets, units, and walking paths.

#### Looking Forward:

\*The Committee welcomes new committee members to help with spotting residences for sale and providing Welcome Packets to new residents.

PSA-Chad Marty:

Chad and Chris are the primary contacts to field any townhouse or Common Grounds concerns.

There was a recent storm meeting to identify the procedure for inspecting any damage to roofs in Stone Brooke. Rookie Contractor is working on the initial inspection. If there is damage, there is a two year window with homeowner insurance to fix or replace roofs.

**Presentation of Board of Director Candidates:**

Cheryl Martin, second term

Marlene Johnson, second term

Jim Reynolds, first term

**Election of Directors:**

It was moved, seconded, and a show of hands showed unanimous acceptance of the candidates.

**Comments and Discussion from the Floor:**

The floor resolutions should be submitted to the Secretary in writing preferably before the meeting. There were none.

**Comments from the Board:**

The Board extended gratitude to Jim Lohr's work on the Insurance Committee as he stepped down from that position. Thank you, Jim!

**Adjournment:** Moved, seconded, and voted to adjourn at 8:00 p.m.

**Good of the Order**

A short meeting of the 2023-2024 Board members was held immediately following adjournment of the annual meeting to elect the board officers and determine liaison committee assignments.

The following officers were elected

Jim Billings - Vice President      Treasurer - Aaron Keller

Jeff Borgmeyer - President      Secretary - Cheryl Martin

Assignment of board liaisons to committee's were agreed upon as follows,

Grounds Liaison - Marlene Johnson

Architecture Control Liaison - Marlene Johnson

Building Maintenance Liaison - Jim Reynolds

Clubhouse/Pool Liaison - Devan Iddings

Hospitality Liaison - Kathy Rathe

Welcome Liaison - Jim Billings

Insurance Liaison - Jim Billings

Investment Liaison - Fred Johnson

Jeff shared that he may have a job obligation at the end of the year that could keep him from performing presidential duties. If that should happen, then VP Jim Billings would step up and finish out the term.

No Orientation meeting was set because most people were keeping their same duties.

Adjourned 7:45

Respectfully submitted by Cheryl Martin, Secretary to the Board.