

**Approved Minutes  
SBHOA Board of Directors  
July 25, 2022**

**4:30 pm @ Stone Brooke Clubhouse**

**Call to Order**—Determination of quorum.

Jeff Borgmeyer, Jim Billings, Cheryl Martin, Aaron Keller, Kathy Rathe, Doyle Kepley, Fred Johnson are present.

Marlene Johnson and Devan Iddings are absent.

**Approval of Agenda** - Moved, seconded, and approved

**Summary of Jun 27, 2022 Board Meeting Minutes – Cheryl Martin**

Moved, seconded, and approved unanimously

**Stone Brooke Residents Present:** Loren Donaldson, Chad Marty PSA, Sharon Axland, Jeff Hanover, John Wilson, Dana Schumacher, Ron White

**Old Business**

*Reserve Subcommittee – Aaron Keller*

The purpose of the reserve study is to show the need and a process for funding a proposed Common Area and Amenities reserve to a level that would afford the necessary cash flow to pay forecasted common area capital improvements. Funding of the common area reserve fund would be shared equally by all 192 households (Class A and B). It should be noted that currently *no money* has been set aside for funding of known big ticket items coming due in the coming years for such things as path repair/replacement, bridge replacement, club house roof, siding and pool replacement, etc. Hence the need to establish a common area and amenities reserve. This study looked at a 20 year plan but also noted that the plan would need to be re-evaluated every 5 years in order to adjust for property conditions and changes in repair/replacement costs. Class A Townhome members are currently contributing to a reserve for roofing, siding and gutters.

The board needs to endorse three steps in order to continue with this effort to establish adequate reserves:

1. Endorse adoption of Alternate One of the Reserve Analysis Report for funding the proposed Common Area & Amenities Reserve. Alternate One calls for increasing Class A & B member assessments in January 2023 by \$30 per month as recommended by the Ad Hoc Reserve Subcommittee. Moved by Jim B, seconded by Fred, approved unanimously.
2. Endorse conducting two informational meetings prior to the Special Member Meeting to vote on the proposed assessment for Common Area and Amenities Reserve. The informational meetings will be held on September 7th at 3:00pm and September 22nd at 7:00pm. Residents will be provided the Reserve Study Report and the Draft Reserve Policy prior to September meetings.

The Members Special Meeting will be held on November 30, where members will vote to approve \$30/month funding for the Common Areas and Amenities Reserve to the 2023 budget.

Moved by Jim B, seconded by Fred, approved unanimously.
3. Endorse the creation of a policy governing the Common Area and Amenities Reserve.

Moved by Jim B, seconded by Fred, unanimously approved.

#### *Gutter/Downspout Policy Update – Cheryl Martin*

The thirty day presentation to the residents requirement has been met. Now this policy will be sent to Ed Adcock to be added to our Website under SBHOA Policies.

#### *Mailbox Post Appearance Update – Jeff Borgmeyer*

Jeff and Jim B sent out letters to fourteen residents stating non-compliance of the Mailbox Post Policy. It stated that the end of October is the date for compliance, excepting those mailbox posts which are new and need to cure for a year before painting or staining. Many members have already painted or stained their mailbox posts by the time of this meeting. It was noted that the Waterbury Circle mailbox compartment needs to be painted. Chad will check with the painters for possible time this fall to paint it.

#### *Website: Removal of Personal Info and Contact Portal Monitoring – Jeff Borgmeyer/Cheryl Martin*

Board and commiersonal info (phone numbers and email addresses have now been removed from SBHOA web site. Cheryl will discuss with Ed Adcock how to go about automatically routing questions to specific committees.

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

The Treasurer reported a YTD net income of \$75,644 through the end of June. This figure includes an unrealized loss on investments of \$15,279. Budgeted net income for the same period was \$6,196. The balance sheet reflects assets of \$488,460 which includes \$169,002 balance in checking. The invoices for painting, roofing, gutters and downspouts will reduce this number significantly.

Jim Billings moved, Fred seconded, and unanimously approved by the board.

#### **Committee Reports from Liaisons**

##### *Building Maintenance: Doyle Kepley*

TMJ completed four roof replacements. Total cost is \$50,435.

Received gutter estimates for seven units. Total cost is \$13,184.

TMJ and PSA have received work orders for repairs. Working on the list in August.

Dutchman Painters will be doing full-unit and trim paintings in late August or early September.

##### *Grounds: Jean Marsden (Committee Chair)*

There was an Open House held at the Clubhouse July 14 to present the results of the grounds survey sent out by ISU. Twenty-five households attended and the report has been emailed to all residents. The committee reviewed the survey results and discussed the recommendations. This the first step in a long-range process for developing an integrated, comprehensive "master plan" that identifies tails, runoff water management, and habitats. The conversation of these interdependent elements need to be considered together for optimal performance of each. Creating this plan is essential to writing successful grant proposals.

There is a plan to ask Hospitality to use the survey results as a presentation during one of the potlucks.

Ongoing projects are treating weeds on the path system, watering the new trees, and removing fallen branches from the creek and paths.

Long-time Grounds Committee Chair/Co-chair, Andrea D'Onore, will be leaving SBHOA in August. We appreciate all Andrea has done and the relationships she has cultivated within the city community on behalf of SBHOA.

*Clubhouse and Pool: Devan Iddings*

The residents were notified of pool closing for the morning of July 19 for pool fence power washing.

The pool/clubhouse 2023 budget will be reviewed at the August meeting.

Neta will contact the pool aerobics leader on the necessity of the styrofoam noodles at the pool.

There is a desire to discuss with the board the possibility of clubhouse internet and the necessary budgeting.

*Hospitality: Kathleen Rathe*

There was no meeting this month. There is a possibility of a movie night yet this summer.

*Architectural Control: Marlene Johnson*

No report.

*Investment: Fred Johnson*

Even though there is a trend downward for the investments in this economy, the committee is not worried.

*Insurance: Jim Billings*

The committee continues to make progress in educating the residents in obtaining the appropriate homeowner insurance.

*Welcome: Jim Billings*

The Directory has been updated.

### **Comments from Property Service Agency: Chad Marty**

- *Maintenance schedules (gutter, paint, roofing)*  
Out of nine townhouses there are only seven to do, two residents replaced their own. Four more roofs yet to finish.
- *Fletcher Court approach update on new contractor*  
A new contractor has been contacted and will be able to do the work this fall.
- *Contract Renewal Update*  
PSA - An ad hoc subcommittee composed of Jeff, Doyle and Cheryl have been working with Chad and PSA on renewal of PSA's contract over the last several months. Chad confirmed PSA has agreed to all requests and suggested edits to the contract. PSA has now signed the contract. Jeff will forward a pdf of the contract via Email to Board Members and recommend their approval of the contract. Jeff Borgmeyer will sign the contract as President upon approval of the contract from the board.  
Grounds Contracts: Hawcott with lawn care, Landscape by Design with snow removal, RJ has three years left for tree maintenance.  
PSA will be reaching out to all committee chairs in August to obtain contract information and copies.
- *Grounds*  
Chad met with SPECK USA who will provide repairs on the paths.

Chad will be meeting with Andrea to go over all Ground's contracts and projects before she moves.

**Comments from Audience:**

\*During the Reserve Study discussion a couple of comments were presented. This Reserve would lend leverage when asking for grants and other monetary sources. There was a desire to receive a summary from the consultant to give an overview of the purpose and results. In response Aaron noted the reserve study report itself contains an executive summary. Also some method of asking questions. (This was answered by understanding that the intent is to hold two informational meetings before the final vote.) Members will be provided the reserve study report and a draft policy governing the proposed Common Area and Amenities Reserve with their informational meeting invite.

\*A Fletcher Court resident expressed concern that the northside driveways are slipping down toward the street. There is no curb and gutter on the northside of the road.

\*Kathy Glatz mentioned the interest in a bike rack for the clubhouse.

**Comments from the Board**

No additional comments from the board.

**Adjourned**

Moved, seconded, and approved at 6:00

Next scheduled BOD Meeting Aug 22, 2022 @ 4:30 PM

Respectfully submitted by Cheryl Martin, Secretary of the Board