

April 25, 2022
4:30 p.m. at Stone Brooke Clubhouse

Board Members Present: Doyle Kepley, Cheryl Martin, Aaron Keller, Jeff Borgmeyer, Linda Thrailkill, Marlene Johnson, Fred Johnson

PSA Representative Present: Chad Marty

Absent: Jim Twedt and Jim Billings

Stone Brooke Residents Present: Sharon Axland, Betty Kepley, Dallas Rust, Jean Marsden, Bob Blattert, Lee Griffin, and Bill and Jan Andersen.

Call to Order - Determination of quorum: Confirmed

Summary of March 28, 2022 Board Meeting Minutes: Highlights of the last meeting were read by Cheryl Martin. The March minutes were approved via email April 11, 2022 and posted on the Stone Brooke website April 14, 2022.

Treasurer's Report:

-The income in the month of March was \$37,541.41 with total expenses of \$15,704.53.

Committee Reports:

Architectural Control - Marlene Johnson

-No requests have been made.

Building Maintenance - Sharon Axland (Chair stepping-in for Jim Twedt)

-Spring inspections are nearly complete and will be assigned based on damage priority. When the work order is finalized the involved homeowners will be contacted.

-Spring roof inspections showing damage and wear will be assessed before a final decision of which roofs will be replaced this year. A letter of explanation on skylight expense will be sent out the same as last year.

-PSA is in the process of obtaining quotes for gutter replacement.

-The Gutter Policy is on hold and will hopefully be tweaked by the May Board Meeting.

Clubhouse and Pool - Linda Thrailkill

-Settlement was received from Jarnagan for inferior pool painting.

-A contract with Area Professional Painting & Sandblasting, Sheldahl, Iowa was approved to sandblast and repaint the pool @ \$6.25/SF this spring.

-Voted and approved to deny requests for Clubhouse use that would extend beyond the confines of the building and pool area.

-Upcoming committee meeting is May 5, 2022 at 7:30 p.m. in the Clubhouse.

Investment - Fred Johnson

-Investment holdings were reviewed with no recommendation for a change. The volatile market has brought the investments short \$1,100.00.

Insurance: Jim Billings

-No report

Grounds - Jeff Borgmeyer

-Landscapes by Design (LBD) and Hawcott Lawn Service have been long time contractors for routine snow removal and lawn mowing services for SBHOA. Grounds wanted to align the management of these services with the Board Approved "Policy on Hiring and Managing Contractors" (Adopted March 22, 2010). Charts were drafted that delineated the roles and responsibilities (R&R) between Grounds Chairs, Liaison, PSA and Board President for management of these contracts consistent with the above referenced policy. Grounds chairs, Jeff and Chad Marty (PSA) met, reviewed, and agreed to the R&R as detailed in the charts on April 18, 2022; aligning management with board approved policy. Copies of the R&R charts were provided as information to the board.

-2022 Tree Planting Update: Zach Burhenn of Iowa Native Trees will arrive next week to learn where the six currently available trees are to be planted, with planting to occur within the next 2-3 weeks. The remainder of the trees on the list will be planted in the fall when they are expected to become available. The 2022 tree-planting list along with planting locations were provided to the board as information. Paperwork will be submitted to take advantage of the City of Ames' tree rebate program. The committee will continue to add to the plantings along the creek using donations of red twig dogwood and buttonbush seedlings supplied free from the city.

-Tree donations can be contributed to SBHOA with the memo notation "Tree Donation" to Klatt & Associates CPA PC, 617 Duff Ave., Ames, IA 50010.

-The Committee is assessing basic path maintenance with Chad to determine which cracks need to be filled and which areas need to be "knocked down." The repairs will be categorized, "High Risk, Low Risk, Annoyance" and contracted with the repair company over the next 3 years to stay within budget.

-Burning of the West Overlook Prairie (Cup Hill) this spring will be done by Iowa Native Trees and Shrubs.

-Hawcott will move mulch from the northwest brush pile to trees and beds in the northwest part of our property. A Service Day will be determined to help spread the mulch into place.

-"Clean out the Garage Day" to sort and organize the garage. This project will coordinate with Hospitality and Clubhouse Committees.

-Next Grounds Committee Meeting is Wednesday, May 18.

Hospitality - Jim Billings

-No report

Welcome - Jim Billings

-No report

PSA Report - Chad Marty

Reporting back on previous questions:

-Chad met and/or talked with the Grounds, Building/Maintenance, and Clubhouse/Pool Committees to determine the procedure of handling invoices and contracts. It was decided that all three committees would follow the same procedures for invoices. Two months before an annual contract renewal date there will be a review with the committee and PSA. Residents' concerns are addressed directly to PSA and then Chad will share with the appropriate committee.

-No PSA contract has been determined or signed at this time.

-Maintenance schedules for this summer: 12 gutters estimates for replacements, 10 unit estimates for painting, six unit roofs planned this June. When amounts are determined, the residences will be notified.

-The Ad Hoc contracts committee will work with Chad on the protocol of all contracts. Jeff developed a table to handle the responsibilities of concern to the Grounds Committee. This table format will work with each Committees' contracts.

New questions and actions:

-Each of the previous items are ongoing and will conclude at a future date.

-The wooden bridge replacement is on the calendar.

Old Business:

-Reserve Study - Aaron

-The Ad Hoc committee met last week reviewing the modified Reserve Analysis by Continuum-Hardy. There are two studies; Common Area items and Townhouse items. The Draft Reserve Study is still in the process of analyzing the data.

-Transition and Orientation of New Board Members

-Contract for PSA

-The Ad Hoc committee will write a draft contract and discuss it with PSA.

New Business

-Announcement of Board of Directors Nominations:

Kathreen Rathe - 1st term Townhouse representative

Devon Iddings -1st term House representative

Aaron Keller - 2nd term Treasurer

Comments From Audience:

-There was a question about snow removal damage to curbs in Waterbury Circle and who is responsible for repairs. Since the street is owned by the City, the resident was encouraged to contact the City of Ames.

-Lee Griffin brought up questions about the mailbox conformity to SBHOA Policy. Following discussion, it was recommended that Marlene

draft a reminder for inclusion in the Stone Brooke newsletter concerning SBHOA MailBox Policy.

Comments From the Board:

-It was moved, seconded, and approved that the secretary will receive the passwords for the two Stone Brooke emails.

Adjourn: 6:15pm

Annual Meeting is May 2, 2022.

Next Scheduled Meeting: May 23, 2022, 4:30 pm, at the Clubhouse.

Submitted by Cheryl Martin, Secretary to the Board of Directors