

Sent out for corrections:06-03-24
Sent ballot out for approval vote: 06-06-24
Board Minutes approved by 8/6 vote:06-10-24
Posted Minutes on Website:06-11-24
Sent by email:06-11-24

Approved
SBHOA Board of Directors
May 20, 2024
5:30 pm @ Stone Brooke Clubhouse

Call to Order

Directors are: Loren Donaldson (President), Jim Reynolds (VP & Liaison), Aaron Keller (Treasurer), Cheryl Martin (Secretary), Devon Iddings (Liaison), Bill Cahill (Liaison), Kathy Rathe (Liaison), Bob Bergmann (Liaison) and Marlene Johnson (Liaison). Jim Reynolds, Devon Iddings and Bob Bergmann are absent. Quorum is met.

Stone Brooke Residents Present

Jean Marsden, Doyle Kepley, Marilee & Rex Lawler, Dean & Sharon Axland

Approval of Agenda

Moved by Aaron, seconded by Bill, and the Board unanimously approved the Agenda.

The March Board Meeting Minutes and April Annual Board Meeting Minutes Statuses- Cheryl Martin

The March 25, 2024 Board Minutes were sent out to the Directors for corrections on 04-04-24. The Approval Vote was sent out 04-05-24 with an 8/8 present Directors approval. The Minutes were sent to each household by email and posted on the Stone Brooke Website as of 04-10-24.

The April 22, 2024 Annual Board Meeting Minutes were sent out to the Directors for corrections on 05-16-2024. The Approval Vote was sent out 05-20-24 with a 6/7 present Directors approval. The Minutes were sent to each household by email and posted on the Stone Brooke Website as of 05-22-24.

The votes are recorded by Google Forms and can be viewed by contacting the Board Secretary.

Treasurer's Report - Aaron Keller

● **Monthly Report**

Financial Statement Summary for the month ending April 30, 2024

Total Assets and Liabilities & Equity were \$463,999.

The total Current Assets were \$279,498. This figure includes Accounts Receivable of \$24,525 and prepaid insurance of \$2,084.

Total Liabilities include Net Accounts Payable of \$16,000, Prepaid Dues of \$209, and Accrued Real Estate Tax of \$4,311.

Statement of Operations reported a Net Operating Revenue of \$37,453 and a Total Net Revenue of \$46,509. The Total Net Revenue figure included YTD Change of Investment Value of \$3,869 and Insurance Reimbursements net of Hail Damage Expenses of \$4,524.

The Balance Sheet records due to/due from entry of \$15,294 which essentially is a loan from Roofing Reserve to TH Operations in order to eliminate a negative reserve in the

TH Operations Equity as of December 31, 2023.

Approval of Monthly Report

Moved by Marlene, seconded by Kathy, and unanimously approved by the board to accept the April Financial Report.

- **Investments**

The April 2024 Vanguard Summary Statement showed a \$3,968.07 loss and YTD \$4,914 gain. Ending balance is \$104,034.32.

Moved by Bill, seconded by Marlene and the board unanimously accepted the summary.

- **Townhouse / Common Area Reserve Analysis Review Update**

Ad Hoc Committee was established to address the significant shortfall in reserves.

Members of the committee include, Loren Donaldson and Aaron Keller (Co-Chairs), Jim Reynolds, Bill Cahill, will be on this committee with three community residents; Dave Martin, Jeff Borgmeyer, and Sharon Axland.

Chad volunteered to help by calling those residents on the accounts receivable list who are owing money for the completion of their roof.

Criterion-Hardy Engineers Update:

The analysis is in process of being written and the report should be available by June.

Old Business

- **Water Utility Line Expense Mitigation Strategy Roadmap - Loren Donaldson/ Jim Reynolds**

The significant economic impact of water utility line replacement on the association, along with a proposed cost mitigation strategy was presented by Jeff Borgmeyer at the March Board Meeting. As a review: The SBHOA Declaration of Covenants (Article VII, section 6) assign the association with the cost of water utility line repair from the street to the residence entry for Class A townhomes. SBHOA "Board Policy Concerning Exterior Utility Line Maintenance", adopted August 2017 provides further detail. In recent years 0 to 2 lines/year, averaging about <1 line/year required replacement. However in 2023, 7 lines had to be replaced due to leaks. The single cost of line replacement ranges from \$10-15,000 depending upon line location. The cost to the association in 2023 was greater than \$90,000. This is more than we spend on lawn care and represents more than \$500 per townhouse in dues.

The proposed Cost Mitigation Strategy is to encourage homeowners to include utility line coverage (approximately \$50/yr) as part of their homeowner's insurance. Some residents' insurance policies may already include this coverage and residents may not be aware that they have it. One proposal is that the SBHOA would pay the deductible for a water line insurance claim as an **inducement** to encourage residents to voluntarily add utility line coverage to their insurance and voluntarily file a claim. Also it is proposed to revise the SBHOA "Board Policy Concerning Exterior Utility Line Maintenance", adopted August 2017 to include that the SBHOA will pay the insurance deductible for any resident who has utility line homeowner's coverage and voluntarily files a claim. The process for revising a policy as described in Article V of the SBHOA Bylaws as well as a timeline was presented.

The Ad Hoc Committee will consist of Jim Reynolds, Bill Cahill, and Loren Donaldson. Jim Reynolds will bring to the board the rationale and information to revise SBHOA "Board Policy Concerning Exterior Utility Line Maintenance," adopted August 2017. The timeline presented starts at the May Board meeting with confirming the Directors' endorsement of the general strategy.

At the March Board Meeting Jim Billings volunteered to call residents' insurance companies to check Utility Coverage. Bill Cahill as new Liaison will check on progress.

Committee Reports from Liaisons

Architectural Control: Marlene Johnson

No report

Building Maintenance: Jim Reynolds

TMJ has finished Hail Damaged roof repairs this spring.

PSA will be repairing siding in June.

Cutting Edge will hold off on any paintings at this time, maybe this fall.

Clubhouse and Pool: Devan Iddings

May 6 Committee Meeting

*New fire extinguisher was installed.

*Updated contact information of the Clubhouse Committee to be posted at the Clubhouse.

*Pool rules were sent to the residents prior to opening Saturday, May 25th.

*Paint touch-up on Clubhouse walls where needed was completed by Neta Tosten.

*Next meeting is scheduled for June 6, 2024 at 7PM.

Grounds: Marlene Johnson

- ***Dredging of Drainage Ditch (north on the East Wetland Path) Status***

Liz Cahill, Storm Water Resource Analyst, has taken the lead to communicate between city departments; Public Works and Joshua Thompson, Parks and Rec, to find resources and manpower for executing this project. We are in Wait Mode at this time. Last week Liz sent a request to the Streets/Utility Division regarding the cleaning of the waterway ditch. She followed up with them on Thursday, May 16 to see if they have it scheduled and Liz is waiting for a reply.

- ***Tree Trunks lodged in the Drainage Creek Status***

They have been removed by Dan's Custom Landscaping.

- ***Drainage Improvement Incorporating a Rain Garden to Resolve Erosion Issue***

This project is completed. They will continue to monitor it as it rains throughout this season. The total invoice was \$11,263. Funds for the payment of this project were used as follows: Grounds Operations Budget - \$6,263.50 and Common Area Capital Reserve -\$5,000.

Recent activities:

*Grounds members and volunteers moved and spread mulch on the beds next to the North Fletcher Parking Lot and under trees around the Clubhouse Parking Lot.

After surveying the Common Areas and mulch needs, a spreadsheet will be created to organize a rotating mulching schedule.

*Invasive Species - Volunteers pulled out invasive garlic mustard plants from the grounds to fill 5 large garbage bags and sprayed many patches. Burdock plants are also being sprayed. Honeysuckle removal will start May 22 in a specific area for a two hour time frame.

*The Grounds Committee is very grateful for all the support and help we continue to receive from Stone Brooke Residents.

New Project:

Replacement of timber bed around utility box by 4037 Fletcher as notified from the city. There is a quote from Central Landscaping for a modular block retaining wall. It is \$2,980 plus tax.

Hospitality: Kathy Rathe

Events held in April & May:

Spring Lunch Potluck - April 4, 12 residents attended

Ice Cream Social before Annual Meeting - 100 cups were served with the leftovers sold,

Quilts of Valor Sew-a-Thon - May 2 residents joined Ames Quilt Guild members in sewing red, white, and blue blocks for the quilts.

Rock Painting - throughout May intended for a future Surprise Activity

Come and Go Coffee/Tea and Treats - May 10 15 residents attended

Other Business_-

Beth Reynolds has resigned, but will continue to help when possible

So far there has been no success in lining up a food truck for an event

Contacting interested parties for the Progressive Dinner and Tour of Homes this fall for interest in proceeding with plans.

Insurance: Bill Cahill

There are eight residents who have yet to provide the HOA with up-to-date homeowner insurance certification.

Bill Cahill is the new Insurance Liaison and will be meeting with Jim Billings for turnover.

Welcome: Bob Bergmann

Bob Bergmann is the new Welcome Committee Liaison.

Lori Kappmeyer has joined the Committee.

The next meeting will review procedures for meeting new residents.

The Welcome Packet needs updating with new officers and perhaps other information added. The Chair plans to send portions to relevant committees for review. She will send updated materials to Cheryl Martin, Board Secretary, for Board review.

Comments from Property Service Agency: Chad Marty

- **Hail Damage - Repair Status**

There is a need to set up a group to write a plan for future big events like the Hail Damage.

Full roof claims that were filed in 2023 are completed.

***Concern over maintenance of garage doors and walk through doors.**

Emails from PSA will be sent out to Homeowners concerning these maintenance issues. Twelve have been identified.

Comments from Audience

None

Comments from the Board

None

Adjourn: Aaron moved to adjourn, Bill seconded, and the board unanimously approved at 7:10pm.

Submitted respectfully by Cheryl Martin, the Stone Brooke HOA Board secretary

Next scheduled BOD Meeting is June 27, 2024 5:30 p.m. at the Clubhouse