



PRESIDENT'S MESSAGE



Spring is the traditional time for cleaning and sprucing up and Mother Nature is finally supplying us with some moisture to green up the grass. So now is a good time to go out and take a look at our unit from our neighbors' vantage point. Cleaning up old flowerpots, junk stashed under decks, and other "eyesores," is not only considerate of our neighbors but also adds to the appeal of our community to potential homebuyers.

Spring is also the time for new projects, particularly in renovation and landscaping. If you are planning exterior renovations that in any way change the outside appearance of your unit or landscape, please remember that you must get ARC approval. The Grounds Committee is also available for help in choosing plants and shrubs that are known to do well here in Stoney Brook. If you need some advice on improving the landscape on your lot, talk to members of the Grounds Committee. They have had years of experience and are always happy to help with advice and ideas.

Finally, the Social Committee has set the following dates for 2009: Margarita Party on Sunday, June 14; Fondue/Football Party on Saturday, September 12; and Holiday Eggnog Party on Friday, December 4. Watch for more details.

Ginny

A Reminder from ARC

ARC would like to remind anyone thinking of doing some exterior work this spring and summer to plan ahead for ARC approval of your project. The approval process does take time and must be done before work is started.

Please read the reprint of the ARC Review Process later in this newsletter, and, remember, if you have any questions, call Jackie Richardson at 303-741-4693.

Parking Rule Reminder

Please refer to Rule #4 in your directory which states: "Parking is prohibited where posted. No vehicle shall be parked on any street during snowstorms or until after the streets have been plowed. **Vehicles shall not be parked overnight on streets.** Owners must notify the Management Office of any tradesman or contractor performing work on their units. Owners are further responsible for insuring that their contractors and tradesmen comply with the provisions of the 'Stoney Brook Contractor Parking Agreement'."

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Architectural Review Process

Regarding changes to the exterior of Stoney Brook units, the responsibilities of both the homeowners and the Architectural Review Committee (ARC) are as follows:

1. **Any change in the exterior appearance of a unit requires ARC approval.** The chairman or acting chairman of this committee should be contacted prior to the start of any alteration that affects the exterior appearance of the unit or surrounding property. The chairman will deliver the necessary forms, identify the appropriate neighbors from whom to solicit comments and describe the approval process. Please follow this process before signing any contracts relating to exterior changes.
2. The Stoney Brook declarations do not allow ARC to approve changes that fall **outside the owner's property envelope.** Such changes require a vote of the entire membership. Before contemplating an alteration the owner should contact the office for a copy of the plot plan to insure that the changes fall within the owner's plot.
3. Rule 12 of *Rules and Regulations* makes clear each owner's responsibility regarding **roof repair or replacement.** Please contact the office before signing any contracts relating to roof repair or replacement.
4. If an owner is planning the replacement of gutters and/or downspouts, please note that all replacement **gutters and downspouts must be paintable.** In addition, all **windows, doors and garage doors should be paintable,** if possible. Installation of non-paintable windows, doors or garage doors could preclude a change in the exterior color or trim style of a unit at some time in the future.
5. Unfortunately, failure to follow the process described above could result in the necessity to **undo completed work that was not properly approved.** We would like to avoid this very unpleasant circumstance. ARC will work hard to make the approval process smooth and fast. We ask that homeowners do their part by taking the necessary steps as outlined above.



Notes from the Stoney Brook Office

Tree and Grounds Spraying: Spraying will be ongoing until June. Flags will be placed in areas affected, then removed in about one hour after spraying is completed.

Pool/Clubhouse: We are getting the pool and hot tub started up for the season. It will be open by Memorial Day. Please remember that the computer database holding all the card information crashed. If you have not already done so, please call the office with your card number. If you access card is issued by Safe Systems, we need the five digits after "A5-" on the back. If it is a HID Prox II card, it is first set of seven digits we need in order to re-program your access cards. Lost cards can be replaced for a \$10 fee. And don't forget you may book your party or summer event at the Stoney Brook clubhouse. Contact the office for reservations.

Clubhouse Hospitality Room Maintenance: We need to remind you as you use the party room/kitchen this summer that Association staff is not responsible for daily housekeeping. We do employ a housekeeper once weekly for general cleaning, but Members are expected to leave the club-

house clean and in good repair. Often during the summer we will find crumbs, old sandwiches, wrappers, sticky counter and tabletops, full trashcans, etc. inside the building. And please, if you are with children, monitor their use of the restrooms to be sure all toilets are properly flushed.

Clogged Gutters + Poor Drainage = Mosquitoes and Water Damage: We would like to remind all of you to maintain your gutters and downspouts and to keep gutters cleaned out. Mosquitoes love those cluttered gutters! Spring is also a good time of year to take a look at your home's drainage situation. Are gutters and downspouts clean and in good repair? Is run-off from downspouts directed away from your home's foundation? Consider taking a look at the perimeter of your foundation and arrange for any repairs to help minimize settling and basement flooding.



Minutes of the Meeting of the Board of Directors

April 28, 2009

Preliminary – Not Approved By the Board

Directors Present: Virginia Schneider, Brien Gidlow, Donna DuHadway, Bob Austin, John Cowan, Dave Hutchison, Shirley Klotz, Art Otten and Jackie Richardson. (All present)

Homeowners Present: Jane Gibson (Unit 114)

Others Present: Tom Jaspers, Treasurer; Oliver Lynch, General Manager; and Glenda Beckner, Office Manager

Call to Order: Ms. Schneider called the meeting to order at 7:03 p.m. with a quorum present. There were no Homeowner comments.

Approval of the Minutes: Mr. Cowan noted that the second sentence under the Water Committee of the March minutes should be, "Sewer (not Water) costs are down..." A **motion (Klotz/Cowan)** to approve the Minutes of the March 24, 2009 meeting as amended unanimously passed.

President's Remarks: Ms. Schneider urged Directors to register to receive legislative updates and to review proposed HB09-1359 regarding HOA policies and procedures.

General Manager's Report: Mr. Lynch reported that completed projects include repairs to the pond near Unit 214 and that spring aeration and fertilization are complete. A handrail support has been installed at the mailboxes between Units 425-426. All electrical boxes and outlets to ponds are installed and meet code. Xeriscape planting and irrigation start-up are ongoing and repairs to the clubhouse wood deck continue. Painting will begin at the Terraces this week. He had provided a list of past due account balances. A **motion (Gidlow/Austin)**, to ratify the approval of an additional \$4,500, over the formerly approved cost of \$9,000, to complete the clean out of sediment for the pond passed unopposed. A unanimous email approval from the Board members had been obtained prior to this meeting. A **motion (Gidlow/DuHadway)** to ratify the placement of a lien on a unit with dues 60 days in arrears passed unopposed. It was noted that the current MLS listings for Stoney Brook are available on the website.

Treasurer's Report: Mr. Jaspers had provided a written report and a balance sheet and income statement for March along with a cash disbursement report and accounts receivable and payable aging summaries. He noted that there are a few minor over budget items in March, mainly pertaining to the Reserve account repairs. Maintenance costs are down, as Mr. Lynch's team is not currently fully staffed. The directory addendum printing costs have not yet posted. Timing differences account for remaining small differences. Mr. Jaspers noted he is work-

ing with Ms. Beckner to prepare an accounting procedures manual. Directors determined to allow the certificate of deposit with Nationwide Bank to renew. Mr. Jaspers strongly recommended closing the Money Market Account with Corus Bank and options were discussed. A **motion (Cowan/Klotz)** to move those funds into a liquid account with a local bank with a three-star or better rating, to be chosen by management staff, passed unopposed. The **motion (Gidlow/DuHadway)** to accept the Treasurer's report unanimously passed.

Architectural Review Committee: Mrs. Richardson had provided the Minutes of the April 13 meeting which outlined the committee's recent activities. The committee has recommended that "invisible" pet fences not be allowed, as the rule states pets are to be kept on a leash and under the owners' control at all times. The committee had been provided with a sample of the communications boxes proposed by the Education Committee and approved the design.

Insurance Committee: Mr. Gidlow has arranged for a committee meeting on April 30 with the Association's broker from Moody Insurance to discuss the renewal of the employee health insurance plan.

Communications Committee: Ms. Schneider stated the deadline for articles for the May newsletter is Monday May 4. She reminded Directors that the website now has a "classified" section for Members' use.

Social Committee: Ms. DuHadway provided minutes of the April 2 meeting. Scheduled events at the clubhouse are as follows: Margarita Party – Sunday, June 14, 5:30 to 7 p.m.; Fondue/Football Party – Saturday, September 12, from 5:30 to 7 p.m.; and Holiday Eggnog Party – Friday, December 4 from 5:30 to 7 p.m.

Old Business: Mr. Otten gave a full report on the status of the two units currently involved in foreclosure proceedings. Lucille Zwanzig had submitted a comment to Mrs. Klotz, Chair of the Education Committee, expressing a concern with the use of communication boxes to post notices of special events. Directors discussed the concern and decided to continue the practice of using the boxes. A **motion (Klotz/Cowan)** to order a total of 17 boxes at a cost of approximately \$188 passed unopposed.

Adjournment: At 7:50 p.m. there being no further business, a **motion (DuHadway/Austin)** to adjourn until May 26 at 7:00 p.m. unanimously passed.

Respectfully submitted,
Glenda Beckner, Recording Secretary

Financial Report

**STONEY BROOK HOA
FINANCIAL REPORT (SUMMARY)
MARCH YEAR TO DATE 2009**

| | <u>MARCH</u> | <u>BUDGET</u> | <u>VARIANCE</u> | <u>JAN-MAR</u> | <u>BUDGET</u> | <u>VARIANCE</u> |
|--|---------------|-----------------|-----------------|----------------|----------------|-----------------|
| <u>OPERATING INCOME</u> | | | | | | |
| Homeowner Dues | 101,520 | 101,520 | - | 304,560 | 304,560 | - |
| Other Income | 1,640 | 1,591 | 49 | 4,543 | 4,773 | (230) |
| Allocation to Reserves | (25,871) | (25,871) | - | (77,612) | (77,612) | (0) |
| TOTAL OPERATING INCOME | 77,289 | 77,240 | 49 | 231,491 | 231,721 | (229) |
| <u>OPERATING EXPENSE</u> | | | | | | |
| Salaries & Benefits | 31,923 | 35,217 | (3,294) | 100,188 | 111,338 | (11,151) |
| Administrative | 1,521 | 4,248 | (2,727) | 9,402 | 12,292 | (2,889) |
| Maintenance | 3,793 | 3,509 | 284 | 9,767 | 11,530 | (1,763) |
| Pool/Clubhouse Expense | 426 | 582 | (157) | 842 | 1,347 | (505) |
| Utilities | 2,451 | 2,782 | (331) | 18,395 | 19,881 | (1,486) |
| Fixed Expenses | 9,750 | 9,750 | 0 | 29,250 | 29,250 | 0 |
| Income Taxes | - | - | - | - | - | - |
| TOTAL OPERATING EXPENSE | 49,864 | 56,089 | (6,225) | 167,844 | 185,638 | (17,794) |
| NET OPERATING INCOME | 27,425 | 21,151 | 6,273 | 63,647 | 46,083 | 17,564 |
| <u>RESERVE INCOME</u> | | | | | | |
| Reserve Allocation, Dues | 25,871 | 25,871 | - | 77,612 | 77,612 | - |
| Interest-Reserves | 1,095 | 776 | 319 | 2,549 | 2,328 | 221 |
| Total Reserve Allocation | 26,966 | 26,647 | 319 | 80,162 | 79,941 | 221 |
| <u>RESERVE EXPENSES</u> | | | | | | |
| Landscape | 3,976 | 18,000 | (14,024) | 33,617 | 48,000 | (14,383) |
| Site Improvements | 7,500 | 9,644 | (2,144) | 18,797 | 21,931 | (3,135) |
| Exterior Painting | - | - | - | - | - | - |
| Clubhouse & Maint Bldg | - | - | - | - | - | - |
| Operating Equipment | - | - | - | - | - | - |
| Pool and Tennis Courts | - | - | - | - | - | - |
| Ponds & Streams | 10,287 | 10,000 | 287 | 16,495 | 18,000 | (1,505) |
| TOTAL RESERVE EXPENSE | 21,763 | 37,644 | (15,880) | 68,909 | 87,931 | (19,023) |
| NET RESERVE INCOME | 5,203 | (10,997) | 16,199 | 11,253 | (7,990) | 19,243 |
| <u>COMBINED OPS & RESERVE INCOME</u> | | | | | | |
| | 104,256 | 103,887 | 368 | 311,653 | 311,662 | (9) |
| <u>COMBINED OPS & RESERVE EXPENSE</u> | | | | | | |
| | 71,628 | 93,733 | (22,105) | 236,753 | 273,569 | (36,816) |
| OPS & RESERVE CASH FLOW | 32,628 | 10,155 | 22,473 | 74,899 | 38,092 | 36,807 |