

Minutes - Stoney Brook HOA Board Meeting

December 04, 2023, 7:15pm

Agenda Item	Information	Notes
Welcome Call to Order Establish Quorum	First meeting of new 2024 Board	The board met in person at the clubhouse. The meeting was called to order at 7:15 pm. <u>In attendance:</u> <ul style="list-style-type: none">• Richard Carswell, Treasurer• Michelle Stewart, Secretary• Sameer Kapoor, ACC Chairperson• Stephen Gundersen, Grounds Chairperson, ACC Committee• Melissa Shanahan• Johanna Sjoestroem <u>Not in attendance</u> <ul style="list-style-type: none">• Michael Vogler, at large• Regina Valdez
Roles Review	Review core board positions and other volunteer roles	Roles & Responsibilities reviewed (attached as Appendix)
Role Assignments	Role assignments and committee memberships	Role Assignments (in Appendix) <ul style="list-style-type: none">• Key Board positions assigned (President, Treasurer, Secretary, ACC Chair)• Other committees formed (chairs & members determined).
Adjourn	Next Scheduled Meeting - on Mon, Jan 15, 2024	Meeting adjourned 8:15pm

Appendix: Board Roles

Stoney Brook HOA Board Roles			
Role	Responsibilities	Estimated time (per month)	Board member
President	<p>Monitor & respond timely to email for president@stoneybrookptc.com.</p> <p>Ensure monthly board meetings occur & meet required quorum.</p> <p>Serve as the primary point of contact for municipal or law enforcement interaction.</p> <p>Approve payments for CAM (with Treasurer).</p> <p>Coordinate and manage cross-functional projects and activities.</p> <p>Ensure the board continues to meet obligations, per governance documents.</p>	3-8 hours	Richard
Treasurer	<p>Monitor & respond timely to email for treasurer@stoneybrookptc.com.</p> <p>Collaborate with CAM to ensure that bills are being paid properly and monthly bookkeeping is accurate.</p> <p>Evaluate monthly expenses against budget to ensure minimal variance.</p> <p>Approve payments for CAM (with President).</p> <p>Present Association financial report during monthly board meeting.</p> <p>Prepare & present annual budget proposal for annual meeting.</p>	3-8 hours	Richard
Secretary	<p>Monitor & respond timely to email for secretary@stoneybrookptc.com.</p> <p>Send calendar invitations to board members for monthly meetings.</p> <p>Set a meeting agenda for monthly board meetings.</p> <p>Document meeting minutes for monthly board meetings.</p> <p>Post PDF of Approved meeting minutes (monthly & annual) to Association website.</p> <p>Update content on Association website.</p> <p>Draft, obtain board approval & send quarterly newsletters to members.</p>	3-8 hours	Michelle
Committee Chair - ACC	<p>Monitor & respond timely to email for acc@stoneybrookptc.com.</p> <p>Schedule & execute ACC Reviews as needed.</p> <p>Respond to applicants with decisions within the required timeframe.</p> <p>Schedule & participate in neighborhood ride-through inspections.</p>	3-8 hours	Sameer (Johanna, Stephen, Michael)
Committee Chair - Clubhouse	<p>Monitor & respond timely to email to poolandclubhouse@stoneybrookptc.com.</p> <p>Monitor & respond timely to calendar requests sent to poolandclubhouse@gmail.com.</p> <p>Respond to requests for clubhouse rentals & scheduled events.</p> <ul style="list-style-type: none"> - Check resident eligibility to rent the clubhouse (cannot be rented if the resident has violations or fees). - Check resident completed the required Stoney Brook HOA Clubhouse Rental Agreement form (online Google form). <p>Monitor cleaning vendor & ensure the clubhouse is being properly cared for during member rentals.</p>	2-4 hours	Regina (Michelle)

Committee Chair - Pool	<p>During pool season:</p> <ul style="list-style-type: none"> - ensure the pool is ready for summer (maintenance & county inspection) - document tasks required for Pool Minders - interview candidates for Pool Minder positions - schedule coverage for Pool Minders - monitor activities & effectiveness of Pool Minders - compile and request payment for Pool Minders - ensure the pool equipment continues to function as expected - schedule repair if necessary 	seasonal 2-8 hours	Melissa & Regina
Committee Chair - Grounds	<p>Monitor & respond timely to email for grounds@stoneybrookptc.com. Collaborate with groundskeeping vendor to ensure effective performance. Respond to member inquiries about Association grounds. Schedule repair of lighting or sprinklers as needed.</p>	1-2 hours	Stephen
Committee Chair - Security	<p>Monitor & respond timely to email for security@stoneybrookptc.com. Configure access system as necessary to provide amenities access to members in good standing (or remove access for members not in good standing). Respond to security incident reports timely. Conduct investigation via access logs and video monitoring data. Provide an incident report to the Board, with root cause and response recommendations (if warranted).</p>	1-2 hours	Michelle (Stephen & Sameer)
Committee Chair - Social	<p>Initiate "Welcome" contact with new members. Provide, plan and execute Association events.</p>	1-3 hours	Melissa & Johanna