

**Minutes - Stoney Brook HOA Board Meeting**

January 15, 2023, 7:04pm

| Agenda Item   | Information  | Notes  |
|---|--|--|
| <p>Welcome<br/>Call to Order<br/>Establish Quorum</p> | <p>First meeting of 2024</p>                                 | <p>The board met in person at the clubhouse.<br/>The meeting was called to order at 7:15 pm.<br/>Meeting minutes for Dec 04 meeting Approved.</p> <p><u>In attendance:</u></p> <ul style="list-style-type: none"> <li>● Richard Carswell, President &amp; Treasurer</li> <li>● Michelle Stewart, Secretary</li> <li>● Sameer Kapoor, ACC Chairperson</li> <li>● Stephen Gundersen, Grounds Chairperson, ACC Committee</li> <li>● Johanna Sjoestroem, ACC Committee, Social Committee</li> <li>● Melissa Shanahan, Pool Chairperson, Social Committee</li> <li>● Regina Valdez, Clubhouse Chairperson</li> </ul> <p><u>Not in attendance</u></p> <ul style="list-style-type: none"> <li>● Michael Vogler, at large</li> </ul> |
| <p>Roles Review</p>                                   | <p>Review core board positions and other volunteer roles</p> | <p>Roles &amp; Responsibilities reviewed (attached as Appendix)</p>  |
| <p>President / Treasurer</p>                          | <p>Welcome</p>   | <ul style="list-style-type: none"> <li>● Objectives &amp; goals for 2024 - bring your good ideas in Feb!</li> <li>● Level set - dues credit for volunteer service on board will be directly correlated to contributions (time/attention) - typically core officer/chair roles</li> <li>● Project decisions to be made for 2024 (stain/paint new bridge, store pool furniture, path to pool, thorny olive hedge opposite tennis)</li> </ul>   |
| <p>Clubhouse &amp; Pool</p>                           | <p>Update</p>  | <p>Tasks planned for Q1:</p> <ul style="list-style-type: none"> <li>● Clubhouse inventory (chairs, tables, etc.)</li> <li>● Safety equipment check (smoke detectors, etc.)</li> </ul>  |
| <p>ACC Committee</p>                                  | <p>ACC Requests, Approvals and Violations</p>                | <ul style="list-style-type: none"> <li>● ACC will work with CAM to refresh the inspection &amp; notice letter process</li> <li>● ACC will update design standards document in 2024</li> </ul>  |
| <p>Secretary / Security</p>                           | <p>Update</p>  | <ul style="list-style-type: none"> <li>● Tennis court locks required service call in early January</li> <li>● Newsletter topics: <ul style="list-style-type: none"> <li>○ Pets running loose</li> </ul> </li> </ul>  |
| <p>Grounds</p>  | <p>Update</p>  | <ul style="list-style-type: none"> <li>● Flowers planted at entrance</li> <li>● Spot lighting at entrance to be replaced (3)</li> </ul>  |
| <p>Social</p>   | <p>Update</p>  | <ul style="list-style-type: none"> <li>● Need notification of new neighbors</li> </ul>   |
| <p>Adjourn</p>  | <p>Next Scheduled Meeting - on Mon, Feb 19, 2024</p>         | <p>Meeting adjourned 8:30pm</p>  |

**Appendix: Board Roles**

| <b>Stoney Brook HOA Board Roles</b> |  |                                   |                                 |
|-------------------------------------|--|-----------------------------------|---------------------------------|
| <b>Role</b>                         | <b>Responsibilities</b>  | <b>Estimated time (per month)</b> | <b>Board member</b>             |
| President                           | <p>Monitor &amp; respond timely to email for president@stoneybrookptc.com.<br/>           Ensure monthly board meetings occur &amp; meet required quorum.<br/>           Serve as the primary point of contact for municipal or law enforcement interaction.<br/>           Approve payments for CAM (with Treasurer).<br/>           Coordinate and manage cross-functional projects and activities.<br/>           Ensure the board continues to meet obligations, per governance documents.</p>   | 3-8 hours                         | Richard                         |
| Treasurer                           | <p>Monitor &amp; respond timely to email for treasurer@stoneybrookptc.com.<br/>           Collaborate with CAM to ensure that bills are being paid properly and monthly bookkeeping is accurate.<br/>           Evaluate monthly expenses against budget to ensure minimal variance.<br/>           Approve payments for CAM (with President).<br/>           Present Association financial report during monthly board meeting.<br/>           Prepare &amp; present annual budget proposal for annual meeting.</p>   | 3-8 hours                         | Richard                         |
| Secretary                           | <p>Monitor &amp; respond timely to email for secretary@stoneybrookptc.com.<br/>           Send calendar invitations to board members for monthly meetings.<br/>           Set a meeting agenda for monthly board meetings.<br/>           Document meeting minutes for monthly board meetings.<br/>           Post PDF of Approved meeting minutes (monthly &amp; annual) to Association website.<br/>           Update content on Association website.<br/>           Draft, obtain board approval &amp; send quarterly newsletters to members.</p>   | 3-8 hours                         | Michelle                        |
| Committee Chair - ACC               | <p>Monitor &amp; respond timely to email for acc@stoneybrookptc.com.<br/>           Schedule &amp; execute ACC Reviews as needed.<br/>           Respond to applicants with decisions within the required timeframe.<br/>           Schedule &amp; participate in neighborhood ride-through inspections.</p>   | 3-8 hours                         | Sameer<br>(Johanna,<br>Stephen) |
| Committee Chair - Clubhouse         | <p>Monitor &amp; respond timely to email to poolandclubhouse@stoneybrookptc.com.<br/>           Monitor &amp; respond timely to calendar requests sent to poolandclubhouse@gmail.com.<br/>           Respond to requests for clubhouse rentals &amp; scheduled events.<br/>           - Check resident eligibility to rent the clubhouse (cannot be rented if the resident has violations or fees).<br/>           - Check resident completed the required Stoney Brook HOA Clubhouse Rental Agreement form (online Google form).<br/>           Monitor cleaning vendor &amp; ensure the clubhouse is being properly cared for during member rentals.</p> | 2-4 hours                         | Regina<br>(Michelle)            |

|                            |  |                       |                                |
|----------------------------|--|-----------------------|--------------------------------|
| Committee Chair - Pool     | <p>During pool season:</p> <ul style="list-style-type: none"> <li>- ensure the pool is ready for summer (maintenance &amp; county inspection)</li> <li>- document tasks required for Pool Minders</li> <li>- interview candidates for Pool Minder positions</li> <li>- schedule coverage for Pool Minders</li> <li>- monitor activities &amp; effectiveness of Pool Minders</li> <li>- compile and request payment for Pool Minders</li> <li>- ensure the pool equipment continues to function as expected - schedule repair if necessary</li> </ul> | seasonal<br>2-8 hours | Melissa<br>(Regina)            |
| Committee Chair - Grounds  | <p>Monitor &amp; 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 &amp; 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<br>(Stephen & Sameer) |
| Committee Chair - Social   | <p>Initiate "Welcome" contact with new members. Provide, plan and execute Association events.</p>  | 1-3 hours             | Melissa & Johanna              |