

Stone Brook Homeowner's Association Meeting – Board of Directors

Date/Month/Year: 02/21/2017 Start Time for Meeting: 6:02

Call to Order and Roll call of Association member present:

Patty Sullivan

Secretary Report and Reading of Minutes from previous month's meeting:

Brenda Guiranovitch

Waived by:

Second by:

Park 52 Updates and Review:

Homeowners give notice for Budget approval. Budget will auto approve without a quorum.

Dan Motioned for Budget approval, Robyn Stanko in Favor, John approved.

Treasurers Report:

ACC Committee:

Landscaping Committee:

New Trees

- Father Nature for replanting \$10,780
- \$9,900 Furneys
- Royal Raindrop Crabapple and Thunder Cloud Plum
- Discussion of water bags for trees on the east side of 47th. Do we need as many trees?

Neighborhood Watch:

Neighborhood Reports Review:

Old Business:

Manaznares Lien, \$4812, just hold onto the Lien, do not send for judgement.

New Business:

Board Structure

- Board structure needs to be in line with our current bylaws
- Need officers that are also board members?
- President and Vice President need to be a member of the board of directors
- We can have 3 members of the board that do not live in the neighborhood.
- Pat Robinson motioned to have an attorney review our bylaws – Dan Suk Seconded.
- Keri recommends an attorney to review bylaws to clarify board/members/directors
- Holding on Attorney to review for now.
- Cynthia Donohoe will be stepping down from the Board

Bill from Federal Way Public Schools –

- We were billed for April 2016 but did not use – doubled booked with the Boy Scouts
- Billed for 2 nights in December 2016

Curbs

- Plastic curbs with reflective letters \$14.75 per house, plastic guaranteed for 10 years
- Other option Use Highway Traffic Paint from Lowes/Home Depot, paint and stencil with 4" letters. Dan will do the whole neighborhood.
- Dan will submit a Bid, about \$10-\$15 per house
- President will authorize a one-time payment
- Notify Homeowners of painting – a couple will Opt out.
- Paint line around center island

Traffic counters

- Lisa got the traffic monitoring installed
- Tracks speed and # of cars in what time periods.
- Need to coordinate with the Fire Dept and city fir fire and aid access
- Gate at the end of 47th?
- Roundabouts or speedbumps? Are roundabouts safe with kids around?

Open Forum:

Planning for next Meeting:

Next Meeting March 28th @ Green Gables.

Motion for Meeting Adjourned:

Patty Sullivan

Second by: Robyn Stanko

Time of Adjournment: 7:32 PM

Attendance Signatures:

Patty Sullivan

President

Sue Fuller

Vice-President

Daniel Suk

Treasurer

Brenda Guiranovitch

Secretary

Robin Stanko

Board

Pat Robinson

Board

Board

Tom Donahoe

ACC

George Fuller

ACC

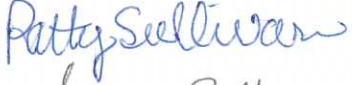
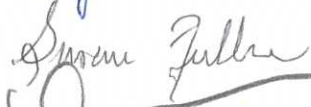
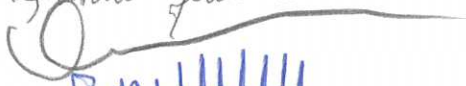




Debra Grimm

Landscape

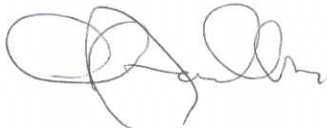
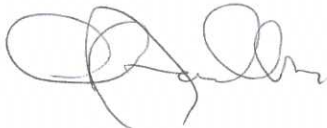
Homeowners:

Watch

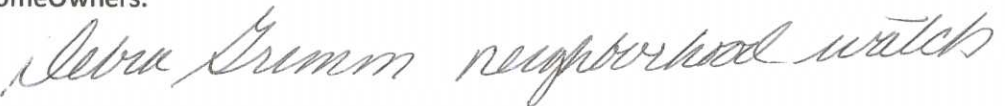
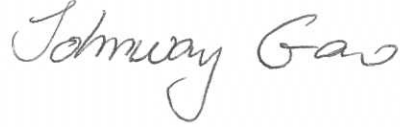

Attendance Signatures:

Patty Sullivan President 
Sue Fuller Vice-President 
Daniel Suk Treasurer 
Brenda Guiranovitch Secretary 
Cynthia Donahoe Board 
Robin Stanko Board 
Pat Robinson Board 

ACC

Tom Donahoe ACC 
George Fuller Landscape 
Watch

HomeOwners:

Stone Brook Homeowner's Association Meeting – Board of Directors

Date/Month/Year: My 22nd, 2017 Start Time For Meeting: 6:35PM

Call to Order and Roll call of Association member present:

Patty Sullivan

Secretary Report and Reading of Minutes from previous month's meeting:

Waived by:

Dan Suk

Second by:

Patty Sullivan

Park 52 Updates and Review:

Treasurers Report:

- 114,000 in Assets
- Need to spend money or lower HOA Dues – Pat & Robyn to revisit (lower from \$350 to \$300)
- Manzanares owes 4,400
- Donny's Boat 1,500 Overdue – receives a letter every Monday with Boat violations. Letters sent to the owner and the residence. Every letter sent costs us. Step 1 – send registered letter, step 2 – send notice of intent to lien.
- Jason & Holly Rose overdue
- Transfer fee for new homeowners – Agent needs to know what is owed to the HOA, \$200 fee to talk to both parties and \$125 transfer fee to transfer to new owner.

ACC Committee:

Pat Nominates Ewelina for ACC, Dan second's.

Improve speed of ACC responses now that we have an ACC Committee

Matt Menza is interested in joining the board. Maybe start on ACC and move into Board position

Landscaping Committee:

- Drains are clean
- Trees flowering
- New Lights in cul-de-sacs
- Old pump out – new pump in for fountain.

Neighborhood Watch:

- Trespasser entered Robyn's Neighbor's yard
- Others stranger lurking around
- Be sure to keep Garage doors/windows and sliders locked.
- Have vantage email residents when there are break-ins.

Neighborhood Reports Review:

Old Business:

Traffic Calming:

- Traffic meeting was discussed
- 2 round-a-bouts
- 1 speed bump – not going to happen
- May add a Chicane to 329th Way entrance
- City Budget is still in negotiation – about 15,000
- Close off 47th – wait for the next fiscal year and make 2 separate projects. Can only be done if Fire and Police have access.
- City to fund round-a-bout, HOA to fund smaller project
- Eric from the city will help us with funding and design, ask the city to do the landscape. July\August Voting Starts

New Business:

Walk Through:

Pat will resend out map, do walk through before next meeting.

Garage Sale 6/3/17 post ad on craigslist

Ice Cream Social – National night out & Ice Cream August 1st 6-8, Robyn to call police and fire.

Annual BBQ Sept. 16th time TBD.

Open Forum:

Planning for next Meeting:

6/26/17 6:30 PM Pat's Deck

Motion for Meeting Adjourned: Dan Suk

Second by: Pat Robinson/Brenda

Time of Adjournment: 7:31 PM

Attendance Signatures:

Patty Sullivan

President

Sue Fuller

Vice-President

Daniel Suk

Treasurer

Brenda Guiranovitch

Secretary

Board

Robin Stanko

Board

Pat Robinson

Board

Ewelina Szarkowicz

ACC

ACC

George Fuller

Landscape

Watch

HomeOwners:

Stone Brook Homeowner's Association Meeting – Board of Directors

Date/Month/Year: June 26th 2017 Start Time For Meeting: 6:34 PM

Call to Order and Roll call of Association member present:

Patty Sullivan

Secretary Report and Reading of Minutes from previous month's meeting: Waived by: Patty Sullivan

Second by: Susan Fuller

Vantage Updates and Review:

- Find out what vantage charges for letters and do they track them?
- Send summaries to Keri

Treasurers Report:

- 24 delinquent accounts, 20 owe for 2017
- Refine Budget for next year to be more accurate
- Daix – Due \$633, cost \$800 to enforce Lien so we will leave it.
- Financial Audit – In Process

ACC Committee:

- 2 applications approved
- Incorrect roofing was corrected by contractor
- Donny's boat?
- Make note of Sullivan boat storage. There is a 3-day grace period. The Sullivan's asked for a longer grace period and board approved.
- Ewelina had to apologize to a homeowner for a delay in response

Landscaping Committee:

- 47th is a mess, needs to be cleaned up.
- Sidewalk on Hoyt needs to be cleaned up, city is responsible, George will call the city.
- Landscaping company not doing a good job. Contact Manager to Discuss.
- Some Islands are completed
- Peter Has referral for a new landscape company
- New pump is working

Neighborhood Watch:

- Grey Toyota pickup speeding in neighborhood. Get license plate next time.

Neighborhood Reports Review:

- 4621 (Holly) Trailer in yard visible from the street
- No boats or trailers stored in yards
- Garbage in front 4621

Old Business:

- Traffic – homeowners will receive a letter from the city to vote
- The city will create a layout then we will see how to budget.
- Dan – paint addresses
- Vantage – Keri contact Blue sky about contract

New Business:

- Have another Garage Sale – August 19th Saturday and Sunday?
- Need doggie bags on 49th
- Website access? Send info to homeowners
- Ice Cream social – Robin send out Evite 6-8 PM
- BBQ 9/16
 - Susan and George need help
 - Create a sign-up list
 - Port-a-potty - Brenda

Open Forum:

- City Noise ordinance?
- Height restriction on trees plants that obstruct view? (contact the homeowner to work it out)
- Contact the other side of Stonebrook HOA about yards/fence/hedges?
- Astroturf? Is it allowed? Do we need approvals for it?

Planning for next Meeting: Thursday July 27, 2017 6:30PM Pat's

Motion for Meeting Adjourned: Patty Sullivan

Second by: Dan Suk

Time of Adjournment: 7:43 PM

Attendance Signatures:

Patty Sullivan

President

Sue Fuller

Vice-President

Daniel Suk

Treasurer

Brenda Guiranovitch

Secretary

Robin Stanko

Board

Board

Pat Robinson

Board

ACC

ACC

George Fuller

Landscape

Margie Jordan

Watch

HomeOwners:

Stone Brook Homeowner's Association Meeting – Board of Directors

Date/Month/Year: September 26th 2017 Start Time For Meeting: 6:36 PM

Call to Order and Roll call of Association member present:

Patty Sullivan

Secretary Report and Reading of Minutes from previous month's meeting: Approved by: Patty Sullivan

Second: Dan Suk

Vantage Updates and Review:

- Keri not present
- Check on Audit status and cost
- Welcome packets not being received
- Closing was delayed for a homeowner who could not obtain CCR's
- Review Yearly dues notice, make sure it is correct.

Treasurers Report:

- Operating Budget 60,000 receivables 21,000, reserves 20,000
- Holly Rose payment: 2 years behind, asked for late charges to be waived
- Donnie \$,4000 owed
- Manzaneres owes
- Special projects need to be included in 2018 budget
- Need to spend money on traffic and landscaping

ACC Committee:

- Donny's boat, still in driveway

Landscaping Committee:

- Research new landscaping company
- Trees need to be removed from wetland, encroaching into south pond, commons areas and can harm healthy trees
- Bid from tree cowboys \$20,000 to clean up/remove 100 + trees
- Pat Motion to move forward with Tree removal, Dan 2nd motion.
 - This will add value to the property and will look better
 - We have the money available

Neighborhood Watch:

- No Report

Neighborhood Reports Review:

- Boat storage – Donny
- Boat and garbage cans in front of house cul-de-sac of 49th

Old Business:

- BBQ successful! 55 Adults, 20 kids. If we plan to have more than 70 people we will need to increase food for next time.
- Fire Pit and S'mores was great idea
- Signs to remind residents worked
- Move port-a-potty to greenbelt area next time
- Obtain Liquor license for next event \$10 online Banquet permit
- Dog poop bags were replaced

New Business:

- Annual Meeting will be on December 5th 7PM – Green gables
- Need to create agenda. Highlight projects that have been completed this year
- Have PowerPoint presentation
- Send noting to residents
- Show where the money goes

Open Forum:

- SOP's Needed, need to start documenting - Dan

Planning for next Meeting: Tuesday Nov 7th, 2017 6:30PM Green Gables

Motion for Meeting Adjourned: Patty Sullivan

Second by: Dan Suk

Time of Adjournment: 7:46 PM

Attendance Signatures:

Patty Sullivan

President

Sue Fuller

Vice-President

Daniel Suk

Treasurer

Brenda Guiranovitch

Secretary

Robin Stanko

Board

Pat Robinson

Board

Ewelina Szarkowicz

Board

Matt Menza

ACC

George Fuller

ACC

Debbie Grimm

Landscape

HomeOwners:

Watch



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PROJECT

TITLE

BY

SCALE

JOB #

DATE

REF. DWG

SHEET

9/26 HOA MTG SIGN-IN

BRENDA GUIRANOVITCH

SEC.

Patrick Robinson

Board

Patty Sullivan

Pres.

Daniel Suk

Pres

Ewelina Szamowicz

ACC

Susan Fuller

MAN MENZA

ACC

Robin Stanke

Board Director

George Fuller

Landscaping

STONE BROOK Homeowner's Association Meeting - Board of Directors

Date/Month/Year: November 7th 2017 Start Time For Meeting 6:54PM

Call to Order and Roll call of Association members present:

Reading of Minutes by Robin Stanko from previous month's meeting : Approved by Robin Stanko
Second: Dan Suk

Treasurers Report:

- Have not yet received October numbers from Vantage; due November 15
- Receivables \$22,300; don't see us recovering
- \$53,000 operating budget; owe Tree Cowboys \$18,000; \$35,000 cash on hand
- \$25 charged monthly for late dues
- Pat had opened investment account at BECU for reserves but it was showing on his personal statement so reserves account opened at Bank of America
- Major improvements for 2018 that reserves could cover include traffic calm devices and round about.
- Discussion of possibility of reducing annual dues. 162 homes. If we discontinue Vantage services that would be a savings of \$66/home. Dan is afraid to drop below \$300.
- Review possible utility increases for proposed 2018 budget.

ACC

- Approve roof for Rick Bondon
- Need contractor final for materials 4609 SW 329th Place
- Shed from Lowe's needs permit from city and other enhancements
-

Landscape

- Trimmed underbrush that had become overgrown
- Removed alders from south pond as nothing had been done in 25 years
- Will slowly add flowering trees
- Tree from greenbelt fell onto a fence due to wind because roots rolled. Owners homeowner insurance paid him \$300 for damage to fence. Threaten to sue HOA. Tree cowboys looked. Fence fell because posts rotted and had previous repair to hold panel up. Is it our responsibility to maintain 50' buffer? Discuss with insurance company and city of Federal Way to see what is our liability.
- Plum trees hanging over sidewalk are homeowners responsibility. We could send letters

George turned water off

Social

- Sue requested funds to purchase 4 tables @ \$55 72x30 for the BBQ, social and holiday party as we have been renting. Also, 16 chairs @ \$20 each. Chafing dishes for Christmas party are \$27 to rent. Debbie approved and Pat 2nd

- Christmas party December 16th at 6pm but no location determined.

Neighborhood Watch

- Nothing reported the past 30 days

New Business

- Annual meeting will be on December 5th 7PM at Green Gables
- Pat proposed to terminate Vantage. Unanimous vote to pass
- Robin email save the date for Christmas party
- George will update email addresses

Motion for Meeting Adjourned : Debbie Grimm

Second by : Pat Robinson

Time of Adjournment 8:08pm

Stone Brook Homeowner's Association Meeting – Board of Directors

Date/Month/Year: December 7th, 2017 Start Time For Meeting: 7:10 PM

Call to Order and Roll call of Association member present:

Patty Sullivan

Quorum of Homeowners meet :18

Secretary Report and Reading of Minutes from previous month's meeting:

Brenda Guiranovitch

Waived by:

Second by: Pat Robinson

Treasurers Report: Annual Budget Approved

- 42,000 above recommend reserve amount
- Review estimated legal fees for 2018
- Add special landscaping projects to budget
- New website in place
- No longer using Vantage (Park 52) as management company – we will do it on our own.
- Reduce yearly homeowner dues
- Need Audit From Vantage and post to webpage.

ACC Committee:

- Walk throughs and letters will resume in January – 1st notification, 2nd notification, 3rd \$50 fine send certified letter.
- Need to bring back welcome baskets
- Do we have a sample product of the roofing that is approved?
- Sheds?
- Add ACC Form to website.
- HOA has the right to make necessary repairs and charge the homeowners if they do not respond
- Check view Obstruction in CCRs

Landscaping Committee:

- 48th CT Electrical problem – will be fixed next week
- Pumps are being worked on
- City dredged the pumps in August
- City finally cleaned up along Hoyt rd., need to keep it up.
- Massive tree clean up this year
- The ponds have shrubs with too many leaves? – these are non-evasive.
- We will be doing the landscaping in the new round-about.
- Dan – repainted house #'s

Neighborhood Watch:

- Solicitors – be more diligent
- Packages
- Get license plates of suspicious cars
- Call the police
- Car prowls on 47th

Social Committee:

- Robin – Ice Cream Social, National Night out – very successful
- Annual BBQ George and Sue – catering was good – fire pit great idea
- Christmas Party – Dec. 16th
- Light contest at Christmas party
- Facebook page
- Nextdoor.com

Old Business:

- Traffic calming construction about to start
- No large boulders in round about
- No Soliciting sign in round about?
- Contact the city about de-icing 47th St.

New Business:

- Pat Robinson to be new treasurer
- Patty will be a board member
- Board will meet tomorrow to appoint new officers

Open Forum:

- View protection – follow up with CCRs – lot 22 div 2 have view protection
- Legal Issue with falling trees on HOA property and city of federal way property
- Trees need to be removed and replace fence
- We need to contact insurance to see what is covered.

Planning for next Meeting:

Action Items:

Tree damage – Ewelina

View obstruction – Brenda

Audit - Brenda

Motion for Meeting Adjourned: Patty Sullivan

Second by: Dan Suk

Time of Adjournment: 8:30 PM

