

Stonebrook Home Owners Association  
Monthly Board Meeting  
February 13, 2018

1. Call Meeting to Order – Sue Fuller, President, called the meeting to order at 6:45 PM.
2. **Attendees:**  
Sue Fuller, President, Dan Suk, Board member, Patty Sullivan, Board member, Robin Stanko, Board member, Ewelina Szarkowicz, Vice President, Pat Robinson, Treasurer, Matt Menza, ACC, George Fuller, Landscaping
3. **Officer Reports:**
  - **Vice President** - Ewelina stated that she was resigning, as she was too busy with her work. She would continue to finish up the work on compensation for damage to the Neighbor's fence.
  - **Secretary** - Brenda was absent due to a home emergency (plumbing problem.)
  - **Treasurer Report** - Pat Robinson, reported on the amount in the checking account, and the expenses for the month of January 2018. He also reported on the progress of annual dues payment. He stated that by personally following up on owed dues, he was able to increase the amount of dues paid.
4. **Committee Reports:**
  - **ACC Committee** - Matt reported that he was having a problem with a homeowner who was concerned about using the approved roofing material.
  - **Landscape Committee** - George reported that there was an accident at the entrance which resulted in the tree on the island being destroyed. Two letters to the owner of the truck involved has had no response. Our insurance agent has said that the damage does not justify court action.  
Sue proposed switching landscape servicing to Earth Tech since Blue Sky was doing an inadequate job despite several requests to do or not do certain landscape services. Since the contract with Blue Sky ends this month, we should not renew it. The Board voted to approve this action.
  - **Social Committee** – Robin suggested we have a Spring Fling with a date to be determined.
  - **Neighborhood Watch** –
  - **City of Federal Way Interfacing** - Traffic calming bumps and a round-about have been installed on 329<sup>th</sup> Way. Hopefully this will slow down traffic on 329<sup>th</sup> Way.  
Also, several trees in the wetlands were cut down that presented a threat to the Neighbors, and surrounding properties.
5. **Neighborhood Reports:**
  - Walk throughs and violations will be delayed until later in the spring.

**Lawyer and Legal Issues:** Pat also mentioned that our current fine schedule letter is incorrect, even though it was cleared through Park 52 who had a lawyer look at it. He will talk more with our lawyer to make it correct.

6. Old Business: (President tracks all old business in action items)

Neighbors Fence – Ewelina said that we were waiting of our insurance company check so we can get a contractor to work on repairing the fence.

Fine Schedule – Pat was going to talk to our lawyer about a correct fine schedule/letter.

7. New business:

- Cancel Blue Sky contract, and initiate landscaping contract with Earth Tech - George
- Resolution of the roof issues – Matt, ACC

8. Next Meeting – March 13, 2018

9. Adjourn meeting at 7:45 PM

**Stone Brook Home Owners Association**  
**Monthly Meeting Agenda**  
**3.13.18**

1. **Call Meeting to Order – President, Sue Fuller 6:37PM**
2. **Officer Reports:**
  - **President-** Review action items list (this could be done at end of meeting, noting any that were closed during meeting. Should include any old business items, and track actions for other officers and committee members)
  - **Vice President-**
  - **Secretary-** Review communications taken, website status, letters written, letters needed, any follow up required, upcoming group communications, previous meeting minutes.
    - i. Pervious meeting Minutes Approved
  - **Treasurer Report-**
    - i. Process documentation need to be put on the website for each role
    - ii. New expense approval form – for reimbursement, attach receipts
    - iii. Decided on \$25 late fee, every month, after the first 30 days.
    - iv. Osses-Watson made payment
    - v. Address lien collections and removed old leins
3. **Committee Reports:**
  - **ACC Committee-** Submittals, Approvals, lack of submittals and approvals etc.
    - i. Manzanares roof approval – not the correct material.
  - **Landscape Committee-** Actions taken, plans, etc.
    - i. Blue Sky was replaced with Earth Tek
    - ii. They will work on the roundabout – no large boulders
    - iii. Trench on 47<sup>th</sup>, bad drainage, check with the city they may be responsible.
    - iv. One of the new trees died, it will be replaced
    - v. Sue will clean out the Ivy, otherwise \$65/hr for Earth Tek to do it.
    - vi. Pond pump – George is working on it. Maybe can be rebuilt
  - **Social Committee – Parties/Events**
    - i. A spring fling was discussed but cancelled to save on the budget
    - ii. Garage Sale – June 2<sup>nd</sup> 8am – 4PM, advertise on website, Robyn will advertise also. Maybe have a second Garage Sale in August.
    - iii. Welcome Committee – Debbie can mail and or drop off packets, Pat will notify. Brenda – get a packet together.
  - **Neighborhood Watch – crime**
  - **City of Federal Way Interfacing-** Traffic calming, wetlands, etc.
4. **Neighborhood Reports:**
  - Walk throughs and violations
    - i. Bring in reports in April
    - ii. Send postcard or Email reminder for Spring Cleaning and Garbage Cans
5. **Lawyer and Legal Issues: (if any)**

i. Neighbors – fence repair, our insurance issued a check - \*Resolved\*

6. **Old Business:** (President tracks all old business in action items)

7. **New business:**

- New actions items and who is responsible
- New Residents (moving in/moving out)
  - i. Insurance was not paid, need to give them new address, park 52 did not notify – Dan to follow up
  - ii. Fine Schedule – Pat to work on it.
  - iii. Matt- working on Roof Issues
  - iv. Hoy Rd Sidewalk cleanup
  - v. Bus Stop at Hoyt Rd, will the city install one, or can we? – Sue
  - vi. Replacing entrance signs in the future, if not maybe a “facelift”
  - vii. Graffiti removal – Pat

8. **Review action items open and closed (President maintains list)**

9. **Next Meeting Planning – April 10<sup>th</sup> 6:30 GG**

10. **Adjourn meeting - Sue Fuller 7:50 PM, Dan Suk, Second**

Stone Brook Home Owners Association  
Monthly Meeting Agenda  
4.10.18

❖ **Call Meeting to Order – President – Sue Fuller 6:49PM**

❖ **Officer Reports:**

- **President-** Review action items list (this could be done at end of meeting, noting any that were closed during meeting. Should include any old business items, and track actions for other officers and committee members)
- **Vice President-**
- **Secretary-** Review communications taken, website status, letters written, letters needed, any follow up required, upcoming group communications, previous meeting minutes.
- **Treasurer Report-**
  - 3 people overdue on annual dues
  - 3 people haven't paid in 2 years goal this year is no liens
  - Past amounts due have been notified by US mail and email.
  - Roses – monthly payment agreement
  - If fines are paid by June/July we will waive late fees
  - List is shorter because we reached out to homeowners personally and resolved some address issues
  - Entire insurance bill for the year was paid
  - Web hosting was paid
  - 990 EZ form need to be filed by 4.15.18 – need to make sure we are not collecting too much money or we could possibly lose our tax exemption.

❖ **Committee Reports:**

- **ACC Committee-** Submittals, Approvals, lack of submittals and approvals etc.
  - roofing issues with incorrect material – roof is now being repaired not replaced.
- **Landscape Committee-** Actions taken, plans, etc.
  - Cleaned up Ivy in North pond- need to remove/dump dead ivy.
  - Pump repair next month
  - Sandblast/clean signs
  - Graffiti cleaned up
  - Tree stump removed
- **Social Committee – Parties/Events**
  - Garage sale June 2<sup>nd</sup> – Robin to put add on craigslist
  - Get A-boards for garage sale
  - Have 2 garage sales each year – Aug 11<sup>th</sup> 8-4
  - Robin will send out notice
- **Neighborhood Watch – crime**
  - No new issues
  - Pat went to the Twin Lakes meeting – biggest issues were marijuana grow houses
- **City of Federal Way Interfacing-** Traffic calming, wetlands, etc.
  - **Trench** – our responsibility
  - Remove maple trees
  - Hoyt Sidewalk

- ❖ **Neighborhood Reports** - Walk throughs and violations
  - All voted, Dan will take this over. He will create letters. Dan will get it all set up. Officers and board members to notify Dan when there are violations.
  - No Odd colored bark should be allowed – only Natural Medium bark
  
- ❖ **Lawyer and Legal Issues: (if any)**
  
- ❖ **Old Business:** (President tracks all old business in action items)
  - Bus Stop – contact Metro to see if they will pay – Sue
  - Entrance Signs
  - Graffiti?
  
- ❖ **New business:**
- ❖ New actions items and who is responsible
- ❖ New Residents (moving in/moving out)
- ❖ What do you want the HOA to accomplish this year?
- ❖ What are you personally going to accomplish for the HOA this year?
  - **Goals this year:**
    - Pat – Bus stop, no liens, all dues paid, spend budget, get both fountains working, Better lighting, New entry sign.
    - Ewelina – dog poop bags, get another dispenser
    - Robin – Social events, Entrance sign, new color scheme?
    - Patty – Entrance, center island pond, pond as a project.
    - Sue – more mutual support, Landscape, Roundabout, Entrance, Volunteer cleanup day/work party?
    - Debra – help Dan with walk throughs, introduce new people, welcome packets.
    - Brenda – website, violations tracking.
  
  
- ❖ **Review action items open and closed (President maintains list)**
  
- ❖ **Next Meeting Planning**
  
- ❖ **Adjourn meeting**  
Dan & Sue 8:02 PM

**Stone Brook Home Owners Association**  
**Monthly Meeting Agenda**  
**6.12.18**

- ❖ **Call Meeting to Order – President – Sue Fuller 6:37PM**
  
- ❖ **Officer Reports:**
  - **President-** Review action items list (this could be done at end of meeting, noting any that were closed during meeting. Should include any old business items, and track actions for other officers and committee members)
  - **Vice President-**
  - **Secretary-** Review communications taken, website status, letters written, letters needed, any follow up required, upcoming group communications, previous meeting minutes.
  - **Treasurer Report-**
    - 4 people overdue on annual dues
    - Under Budget for Water
    - \$1750 for Audit
    - Grounds upgrades money usually spikes in July
    - Next year allocate for more legal fees in budget
  
- ❖ **Committee Reports:**
  - **ACC Committee-** Submittals, Approvals, lack of submittals and approvals etc.
  - **Landscape Committee-** Actions taken, plans, etc.
    - Back flow testing scheduled
    - Pond in middle entrance, maybe large grasses, or trees
    - We were having issues from the landscapes but those have been resolved.
    - Round-a-bout planting in progress
    - Get more plants for north and south pond
    - George – Pumps
    - Brenda – sidewalk on Hoyt.
  
  - **Social Committee – Parties/Events**
    - National Night Out Aug 7<sup>th</sup> 6-8:30 PM
    - Annual BBQ September 8<sup>th</sup> 4PM – get liquor license
    - Garage Sale – August 11<sup>th</sup> 8-4
  - **Neighborhood Watch – crime**
    - Facebook page
    - Stolen bike
    - Car prowl
    - Traffic speed on 47<sup>th</sup> and how to slow it down.
      - Orange cones, flags, local access only signs, higher speed bumps, put a gate in, contact city of federal way for speed monitoring.
  - **City of Federal Way Interfacing-** Traffic calming, wetlands, etc.
    - Hoyt Sidewalk - Brenda
  
- ❖ **Neighborhood Reports - Walk throughs and violations**
  - All voted, Dan will take this over. He will create letters. Dan will get it all set up. Officers and board members to notify Dan when there are violations. Need template for violations.

- Donny's short sale?
- For sale by owner signs not allowed, only realtor signs

❖ **Lawyer and Legal Issues: (if any)**

❖ **Old Business:** (President tracks all old business in action items)

- Bus Stop – contact Metro to see if they will pay – Sue
- Entrance Signs
- Graffiti?

❖ **New business:**

- ACC Losing Matt – George will take over
- Sue Fuller nominated Dan Suk nominated as Vice President, Pat Robinson seconds
- Dog bags got moved to a better spot sign still comping.
- Give new residents a different kind of gift card or a choice between Lowe's/ Home Depot
- Reports of multiple unlicensed cars - needs to be addressed.

**Review action items open and closed (President maintains list)**

❖ **Next Meeting Planning**

Sue's house

❖ **Adjourn meeting**

Sue 7:43 PM

Stonebrook Home Owners Association  
Monthly Board Meeting Agenda  
~~March 13, 2018~~  
Apr 14

Sue  
Robin  
George  
Dan

1. Call Meeting to Order – President
2. Officer Reports:
  - President- Review action items list (this could be done at end of meeting, noting any that were closed during meeting. Should include any old business items, and track actions for other officers and committee members)
  - Vice President-
  - Secretary- Review communications taken, website status, letters written, letters needed, any follow up required, upcoming group communications, previous meeting minutes.
  - Treasurer Report- Expenditures, status, actuals vs. budget, EAC at end of year. Billing status.
3. Committee Reports:
  - ACC Committee- Submittals, Approvals, lack of submittals and approvals etc.
  - Landscape Committee- Actions taken, plans, etc.
  - Social Committee – Parties/Events - Sp. 25
  - Neighborhood Watch - crime
  - City of Federal Way Interfacing- Traffic calming, wetlands, etc. - pond work study 8/21
4. Neighborhood Reports:
  - Walk throughs and violations ?
5. Lawyer and Legal Issues: (if any)
6. Old Business: (President tracks all old business in action items)
  - ~~Status of Neighbor's fence.~~
  - Status of Fine Schedule letter - Done
  - Landscaping of new Round-About - Done
  - Walk throughs and violations
7. New business:
  - New actions items and who is responsible - New Signs
  - New Residents (moving in/moving out) New Resident at 11160 O'Brien email Dan to send letter for fence
8. Review action items open and closed (President maintains list)
9. Next Meeting Planning
10. Adjourn meeting

Jury Lane Roof 7/20 33114 1211  
Vlad Borosovlar 2/30 4930 329  
Alan Nypa 8/15 33012 48  
Robin Slava 8/6  
Saraandy long paint 8/11 32023 47

Email Patty for ACE App

**Stone Brook Home Owners Association  
Monthly Meeting Agenda  
9.18.18**

**1. Call Meeting to Order – President, Sue Fuller 6:34 PM**

**2. Officer Reports:**

- **President-** Review action items list (this could be done at end of meeting, noting any that were closed during meeting. Should include any old business items, and track actions for other officers and committee members)
- **Vice President-**
  - i. Cross Training for officers
  - ii. More frequent email blasts
  - iii. Fine Schedule letter
- **Secretary-** Review communications taken, website status, letters written, letters needed, any follow up required, upcoming group communications, previous meeting minutes.
  - i. Pervious meeting Minutes Approved
- **Treasurer Report-**
  - i. Schedule Annual Audit
  - ii. \$72,000 total
  - iii. All combined accounts we are under budget
  - iv. Anderson house – sale fell through, house has been secured and all utilities turned off.

**3. Committee Reports:**

- **ACC Committee-** Submittals, Approvals, lack of submittals and approvals etc.
  - i. Enforce Covenants
  - ii. Brenda/Dan to work on tracking and sending letters
- **Landscape Committee-** Actions taken, plans, etc.
- **Social Committee –** Parties/Events
  - i. BBQ was a success-best turnout yet. (70+) people
  - ii. X-Mas party
  - iii. Seahawk/Huskies Football
- **Neighborhood Watch –** crime
  - i. Mailbox broken into
  - ii. Home break in in Tuscany (Not Stone Brook)
  - iii.
- **City of Federal Way Interfacing-** Traffic calming, wetlands, etc.
  - i. Review speed bumps, rumble strips, other ways to slow traffic.
- Fence issue with Renter and homeowner. Homeowner has acknowledged that the fence needs to be repaired – need to follow up.

**4. Neighborhood Reports:**

- Walk throughs and violations

- i. Bring in reports in April
- ii. Send postcard or Email reminder for Spring Cleaning and Garbage Cans

**5. Lawyer and Legal Issues: (if any)**

- i. Homeowner was concerned about the association preventing Political signs in the yards. It is Washington law that HOA's cannot ban political signs. Send an email revising.
- ii. Robert Bohm motioned to make an amendment to the bylaws. It was second. HOA will research and bring to matter to a vote for the homeowners.

**6. Old Business: (President tracks all old business in action items)**

- Update on Hooks rental house
  - i. Some cars have moved
  - ii. All residents need to be listed on the lease
  - iii. Vehicles without current tabs will be towed
  - iv. Email current CCRs to Lynn
  - v. Complaints of loud talking and parties – check Noise ordinance

**7. New business:**

- i. Trees on 49<sup>th</sup> AVE were trimmed
- ii. Contact city for de-icing and snow plowing

**8. Review action items open and closed (President maintains list)**

**9. Next Meeting Planning –**

**10. Adjourn meeting - Sue Fuller 7:55 PM, Dan Suk, Second**

**Stone Brook Home Owners Association**  
**Monthly Meeting Agenda**  
**10.9.18**

**1. Call Meeting to Order – President, Sue Fuller 6:34 PM**

**2. Officer Reports:**

- **President-** Review action items list (this could be done at end of meeting, noting any that were closed during meeting. Should include any old business items, and track actions for other officers and committee members)
- **Vice President-**
  - i. Cross Training for officers
  - ii. More frequent email blasts
  - iii. Fine Schedule letter
- **Secretary-** Review communications taken, website status, letters written, letters needed, any follow up required, upcoming group communications, previous meeting minutes.
  - i. Previous meeting Minutes Approved
- **Treasurer Report-**
  - i. Annual Audit
  - ii. \$70,000 cash, all accounts paid
  - iii. All combined accounts we are under budget

**3. Committee Reports:**

- **ACC Committee-** Submittals, Approvals, lack of submittals and approvals etc.
  - i. Enforce Covenants
  - ii. Brenda/Dan to work on tracking and sending letters
  - iii. 1 shed approval
- **Landscape Committee-** Actions taken, plans, etc.
  - i. Landscape company did not send invoice
  - ii. Pump was replaced
  - iii. Power on 48<sup>th</sup> CT, powerline underground is damaged.
  - iv. Need to remove grass from around ponds, can we use weed killer?
  - v. Maybe excavate? Can we do it and then bill the city?
  - vi. Silt level is too high – may damage pump
- **Social Committee – Parties/Events**
  - i. X-Mas party Dec. 16<sup>th</sup> – Sue’s house
- **Neighborhood Watch – crime**
  - i. Truck is cutting through the neighborhood, speeding, using compression brakes.
- **City of Federal Way Interfacing-** Traffic calming, wetlands, etc.
  - i. Review speed bumps, rumble strips, other ways to slow traffic.
  - ii. Add another Round-a-bout – Debbie will work on.

**4. Neighborhood Reports:**

- Walk throughs and violations
  - i. Garbage cans – Dan will do letters

**5. Lawyer and Legal Issues: (if any)**

**6. Old Business:** (President tracks all old business in action items)

- Fence issue with Renter and homeowner-trustee has contacted owner to repair.

**7. New business:**

- i. Rental Houses? Can we set a certain % of rentals in the neighborhood?
- ii. Sales to international buyers – that do not plan to live in the house
- iii. Lawn Care? Offer it to homeowners as a courtesy? Look into it in the new year.

**8. Review action items open and closed (President maintains list)**

**9. Next Meeting Planning –**

- i. Traffic at Annual Meeting
- ii. Police at annual meeting?
- iii. Review Board and Officers
- iv. Annual Meeting Dec 4<sup>th</sup>
- v. Next Meeting Nov 13<sup>th</sup>.

**10. Adjourn meeting - Sue Fuller 7:37 PM, Patty, Second**

**Stone Brook Home Owners Association**  
**Monthly Meeting**  
**12.04.18**

**1. Call Meeting to Order – President**

- Sue Fuller 7:08 PM

**2. Officer Reports:**

- **President-**
- **Vice President-** Focusing on Upkeep, how the neighborhood looks, violations, ACC
- **Secretary-** Website and Violations.
- **Treasurer Report-** Expenditures, status, actuals vs. budget
  - i. QuickBooks audit will schedule annual audit, all accounts 100% paid, cash reserves 51,000, Proposed annual budget was presented, and approved. Pat Motioned to approved, Ewelina 2<sup>nd</sup>.

**3. Committee Reports:**

- **ACC Committee-** Submittals, Approvals, lack of submittals and approvals etc.
  - i. All forms sent in, 1<sup>st</sup> solar panels this year.
- **Landscape Committee-** Actions taken, plans, etc.
  - i. Round a bout, Pond areas, need more overhead lighting.
- **Social Committee – Parties/Events**
  - i. 2 garage sales in 2018, 2 good BBQ with good turnouts, Christmas party.
- **Neighborhood Watch – crime**
  - i. Ring Doorbell? mailboxes broken into.
  - ii. Who is responsible for repair, HOA Insurance?
- **City of Federal Way Interfacing-** Traffic calming, wetlands, etc.
  - i. Traffic survey petition for 47<sup>th</sup>.

**4. New business:**

- Capital improvements for 2019
- Modern entry signs
  - Wooden structure is rotten, homeowners want to vote on design. Vote on design on Website. Don't want to spend too much money
  - Summit Signs
- More Overhead lighting/street lights. 48<sup>th</sup> & 47<sup>th</sup> Dark.
- Voted to review by laws in January to review board members and review by-laws. Have a lawyer interpret.

**5. Adjourn meeting Dan Motion to Adjourn**

- Dan Motion to Adjourn 8:36, Jeff Second