

STONEHILL COMMUNITY BOARD MINUTES

August 13, 2007

Present: Kathy Klein, Dick Koob, Larry Zettel, Keith Unangst, Janet Stecklein, Mike Neyens, Mary Jo Meyer, Pat Rollins, and Shirley Briggs also Darlene Conzett for the Architectural Committee

Meeting called to order at 7pm

Minutes of previous meetings

- **Correction** – Larry Z and Mike N are responsible for investigating entry doors not Keith U
- Motion to accept the minutes Made by Mike N 2nd by Keith U, Approved

Treasurer's Report by Larry Zettel

- **2nd Assessments** --- there are 5 past due assessments, a 2nd bill has been sent including interest.

Grounds Report by Dick Koob

- **Skunks** – several were trapped and removed
- **Drip line** – has been installed and being watered 2 hours each day
- **Trim Bushes** – Motion made to approve up to \$1,000 for the Landscaper to trim additional bushes. Larry moved, 2nd by Mary Jo Meyer, approved.
- **Moles** – if you see any mole activity in the lawns call Dick Koob.
- **Trim Trees** – Motion made to approve up to \$1,000 for a tree timing company to trim additional trees. Larry moved, Mike 2nd, approved.
- **Bldg #6 Drainage** – work is scheduled to begin next week
- **Gutters** --- will be cleaned next week

Buildings Report by Keith Unangst

- **Staining** -- completed
- **Roofs** --- the remaining roofs will be scheduled soon
- **Deck**--- Keith checked with City Hall to determine the procedure to determine the load limit of the deck in question. He will find out the additional information needed to make a determination of the load allowed by the current material.
- **Parking light #2 out** --- Kathy Klein will arrange for replacement bulb
- **Dumpsters** ---- Motion made to repair dumpster most in need of repair for a cost up to \$600. Motion by Larry, 2nd by Mike, approved.

Architectural Committee Report by Darlene Conzett

- **Items approved by polling the board between the regular scheduled board meetings.**
 1. # 855 – approved the use of an umbrella pole for drying wash (must conform to policies established regarding placement and use.)
 2. # 829 – approved the replacement of windows
- **New meeting time** – the architectural committee will plan on meeting in the evenings during the 4th or 1st week of the month. The walk arounds will still be held in the daytime
- **Members on the committee:** Karen Neyens, Paul Brimeyer, Ed Meyer, Neil McCullough, Jack Linden, Jane Locher, Bob McCune, Dave Rollins, Al Giegerich and Darlene Conzett.
- **Architectural minutes** – Darlene will e-mail them to the board members after each meeting.

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- **Review of Architectural walk around** – Kathy Klein (Board President) will send letters to address concerns that required homeowner action that have still not been corrected by the homeowner. Many of the Association responsibilities have already been corrected. Several of the issues involving grounds will be checked by Dick K. Remaining issues involving the buildings will be checked on by Keith U.
- **End of unit plantings**-Homeowners are reminded that the ground at the end of each unit is Association property. Occasionally, homeowners have received approval to plant shrubs, flowers, etc. on Association property with the stipulation that the homeowner cares for the plantings. Many areas in our community are well taken care of and add to the beauty. However, over the years, as units have been sold, some of these areas have fallen into disrepair with neither the homeowner nor the Association caring for them. The Board may choose to return some of these back to grassy areas in order to reduce the cost of upkeep and to eliminate the unsightly weeds, etc.

Old Business

- **Entry Doors – report by Larry Z and Mike N –**
- **The following options were reviewed:**
 1. **Frosted Glass (no design, no color)**
Motion made to add as an option Moved by Larry Z, 2nd by Janet S, Approved 5 to 3
 2. **Semi Circle curved glass on the top of the glass area.**
Motion to add as an option. Motion made by Larry Z, 2nd by Janet S **not carried**
 3. **Top half of glass to be divided by a rectangular or a diamond shaped sub panels**
Motion made by Larry Z, 2nd by Mary Jo M Approved 5-3.
Policies posted on the website will be updated to include these additions.

New Business

- **Legal Options for non compliance** --- Following previous Board discussion about this topic, Kathy contacted the attorney to explore Board options if a homeowner does not comply with Board requests to repair or replace unsightly or damaged property. He reported the covenants allow the Board to send a letter to a homeowner giving them 30 days to repair/replace the property in question. After that period of time the Board has the right to have the property repaired or replaced and then to bill the homeowner.
- **Options for management of the association:**
PLEASE READ CAREFULLY THE ATTACHED MEMO from Larry Z with suggestions for a list of sub committees that a homeowner could volunteer to assist the Board. Each sub committee would report to the Board, making recommendations and carrying out tasks that need to be done. This would spread out the work load of managing Association business. Several Board members have served several years and the work load of the Board has increased due to the buildings aging and needing more repairs etc. The alternative is to hire a management company to manage the business of the Association. The cost per homeowner would be from \$100 to \$200 a year. The Board understands its responsibility to enforce the covenants and to set policy. Subcommittees would take over some of the day to day tasks that need to be done and contacts that need to be made.

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- **Comment sheet** ---We have enclosed a sheet for your comments regarding the sub committee proposal. **We encourage you to fill it out and mail it to 800 Stone Ridge Place.** At our November Homeowners meeting there will be 2 proposed assessments for 2008, one with the system of elected board members and sub committee volunteers and the second which includes the cost of hiring a management firm to oversee the operation of the association and report to the elected board.
- **November home owners meeting car pool** – Mary Jo Meyer has offered to set up a car pool for homeowners who want to attend the November meeting
- **Christmas party** – Pat Rollins will work with Irene Sigwarth and her committee to plan the party.
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Next meeting September 10, 2007 at 7pm at Unit 805

Meeting adjourned 9:15pm

***Don't forget the Association Picnic September 22!
Contact Janet Stecklein Unit 801 to make your reservation***

**THE CURRENT BOARD OF DIRECTORS WELCOMES YOUR
COMMENTS & SUGGESTIONS
FOR THE FUTURE DIRECTION
OF MANAGEMENT OF THE ASSOCIATION**

SIGNED _____ **UNIT** _____

Please Mail your comments to ---- 800 Stone Ridge Pl Dubuque, Iowa 52001

Memo

TO: Board of Directors of Stonehill Community Association
FR: Larry Zettel: Treasurer
DT: July 26, 2007
RE: Association Operations

As has been mentioned at recent meetings, I think we need to consider ways that we can improve the efficiency of operation of Stonehill Community Association. Ever since our community was established, we have depended upon the Board of Directors to manage the upkeep and development of our property. Usually, and especially for the past several years, we have been fortunate to have a group of individuals able and willing to serve on our Board. This has involved numerous hours of work with no material remuneration and most times without any recognition by our fellow owners of these efforts. As our buildings age and our grounds mature, the time required to maintain them has increased. I am greatly concerned that we are imposing greatly on the individuals on our Board and that they will soon decline to further serve and that we will be left without individuals to lead our efforts.

One option is to hire a professional management firm to oversee operation of our Association. When I did a preliminary investigation of this options four years ago, I found two firms who might be willing to serve in that capacity. They did not present specific proposals, but they estimated their fees at \$750 to \$1000 per month. If we were to employ them it would require an increase in each units annual assessment of at least \$100 (and probably more) and we would still need a Board of Directors to advise and supervise the management firm. In spite of these factors, perhaps we need to re-visit this option.

Another option for us is to increase the number of individuals participating in management of our community. This could reduce the amount of time and effort of those who are willing and able to serve as Board members. I would like to present some possibilities on how this reorganization might be accomplished. This is meant as a starting point for discussion and not as a final proposal. Any changes from our current structure would need to be accepted by a significant portion of our community. Individuals must be willing to offer services albeit on smaller tasks than those performed by current Board members.

Again, I emphasize the need for open, extensive discussion by our entire community and the willingness of owners to publicly commit to participate in this revised structure.

Stonehill Re-Organization Ideas

- Maintain a Board of Directors as specified in the by-laws of our association.
- Establish an Executive Committee of the Board consisting of officers to deal with emergency situations that might arise.
- Maintain an Architectural Committee to approve modifications to buildings and grounds with modified deadlines for responding to owner proposals, but without specifying one representative from each building.
- Establish the following committees of owners: Grounds; Buildings; Finance; Hospitality; and Communication.
- Each of these new committees would be chaired by a Board member and might have additional Board members on it.
- Specific tasks would be the responsibility of individual members subject to review of the appropriate committee. This would mean a limited time commitment and often be only during fixed portion of the year e.g. no mowing during winter, no snow removal during summer.
- Each committee would be authorized to spend funds according to a budget adopted by the Board of Directors.
- Each committee would usually meet once per month and minutes of those meetings will be distributed to all members of the Board of Directors.
- The Board of Directors would meet bi-monthly to review the actions of all committees.
- Possible responsibilities for these committees are listed below. Each of these responsibilities might be assigned to a specific committee member.

Grounds:

Snow Removal; Mowing; Tree & shrub care; Flowers; Drainage; Parking Lot; Sidewalks; Fertilizer/Weed Control; Moles, skunks etc.

Buildings

Staining; Roofs; Gutters/Downspouts; Siding; Bees etc; Dumpsters

Hospitality

Picnic; Lunches; Welcoming

Finances

Assessment Collection; Reserve Investment; Budget Proposal; Bill Paying; Insurance

Communication

New Owners; Meeting notices; Contact Info; Newsletter; Proof of Insurance; Legal/Policy documents; Web site

Architectural

- Again, I emphasize the need for open, extensive discussion by our entire community and the willingness of owners to publicly commit to participate in this revised structure.