

SunnyBrook Farms HOA

Meeting Agenda

October 5th, 2021

6:30 pm

Type of Meeting: Subdivision Meeting

Location: Rock Community Fire Station #5

- I. Call to order
- II. Roll call
- III. Approve Minutes from previous meeting
- IV. Approve Financials from previous month
- V. Reconciled Items – approvals outside of meeting
- VI. Open issues
 - a) Speed on Sunny Brook Dr. and Brook Ridge Dr. (Fire Marshal Jeff Delapp)
 - b) Road Repairs
 - a. Dura-Seal
 - b. Jefferson County
- VII. New business
 - a) Rules and Regulations
- VIII. Questions/Concerns
- IX. Executive Session
- X. Next Meeting date/time
 - A) November 2nd, 6:30pm – Rock Community Fire Station #5
- XI. Adjournment

Sunny Brook Farms Association Meeting Minutes

Board of Directors Meeting-September 7, 2021

1. Call to order: 7:05 PM, In attendance- Andrew Helgeson, Natalie Ventimiglia, Jose Ochoa (Trustees), 27 home owners
2. Agenda:
 - Results of election meeting announced and introduction of Trustees
 - Staggered terms of board to be tabled
 - A motion was made for Special Assessment to be tabled until board receives more proposals and clarification
 - New signs and fire lanes added as part of assessment will also be tabled
 - Contact information sheets to be sent out to owners for better means of communication
3. Questions/ Suggestions from owners:
 - Board to review proposals and do concrete sections of streets year by year by providing contractor map with worst areas first
 - Suggestion to raise yearly assessments to avoid special assessments for streets
 - Neighborhood watch program
 - Signage placement and traffic avoidance from Apple Valley cutting through subdivision
4. Schedule next meeting: October 5, 2021 (place and time TBD)

Adjournment at 8:00pm

Item IV

CODE # 3195

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
09/01/2021 through 09/30/2021**

Account Name: Primary

		09/01/2021 through 09/30/2021	YTD
Beginning Balance		\$22,661.45	\$9,489.10
Receipts			
0012	Trustee Assessment	\$200.00	\$18,230.00
0016	Special Assessment	\$4,600.00	\$12,700.00
0027	Recording & Releasing	\$0.00	\$4.50
0031	Late Fees	\$70.00	\$380.00
Total Receipts		\$4,870.00	\$31,314.50
Disbursements			
2000	Common Ground Maintenance	-\$500.00	-\$2,055.00
2010	Snow Removal	\$0.00	-\$5,860.00
3605	Postoffice Box Rental	\$0.00	-\$204.00
3710	Website Expenses	\$0.00	-\$614.12
5500	Electric Expenses	-\$333.10	-\$2,987.44
5600	Refund of Special Assessment Checks	-\$12,880.00	-\$12,880.00
5700	Postage	-\$229.30	-\$648.95
5720	Office and Copy Supplies	-\$78.58	-\$193.22
5725	Recording Fees	-\$108.00	-\$324.00
5900	Collection Fee	-\$113.60	-\$1,748.00
Total Disbursements		-\$14,242.58	-\$27,514.73
Ending Balance		\$13,288.87	\$13,288.87

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
09/01/2021 through 09/30/2021**

Account Name: Primary

Receipts

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Trustee Assessment	\$200.00	0012
	Collection	Special Assessment	\$4,600.00	0016
	Collection	Late Fees	\$70.00	0031
Total Receipts			\$4,870.00	

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
09/07/2021	31950280	Midlands Mainteance	-\$260.00	2000
09/13/2021	31950281	Ameren Missouri	-\$333.10	5500
09/15/2021	31950289		-\$1,000.00	5600
09/15/2021	31950291		-\$1,000.00	5600
09/15/2021	31950292		-\$1,000.00	5600
09/15/2021	31950293		-\$1,000.00	5600
09/15/2021	31950294		-\$1,000.00	5600
09/15/2021	31950296		-\$1,000.00	5600
09/15/2021	31950297		-\$100.00	5600
09/15/2021	31950299		-\$500.00	5600
09/15/2021	31950282		-\$500.00	5600
09/15/2021	31950283		-\$500.00	5600
09/15/2021	31950284		-\$500.00	5600
09/15/2021	31950285		-\$500.00	5600
09/15/2021	31950286		-\$500.00	5600
09/15/2021	31950287		-\$500.00	5600
09/15/2021	31950288		-\$1,000.00	5600
09/15/2021	31950290		-\$1,000.00	5600
09/15/2021	31950295	Chesterfield Title Agency LLC	-\$1,000.00	5600
09/15/2021	31950298		-\$100.00	5600
09/16/2021	31950300	City and Village Tax Office	-\$180.00	5600
09/16/2021	31950300	City and Village Tax Office	-\$229.30	5700
09/16/2021	31950300	City and Village Tax Office	-\$78.58	5720
09/21/2021	31950302	Midlands Mainteance	-\$130.00	2000
09/21/2021	31950301	Steiger Truck & Tractor	-\$110.00	2000

09/23/2021	31950303	City and Village Tax Office	-\$108.00	5725
09/30/2021	00004581	City & Village Tax Office, L.L.C	-\$113.60	5900
Total Disbursements			-\$14,242.58	

Trustees of Sunny Brook Farm
Income & Disbursement Statement
09/01/2021 through 09/30/2021

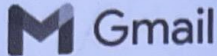
3195-00170			
Dep. #	Special Assessment	2021 Special Assessment 1st Installment	
12-09/21	Special Assessment		500.00
Dep. #	Special Assessment	2021 Special Assessment 2nd Installment	
12-09/21	Special Assessment		500.00
			1,000.00
3195-00220			
Dep. #	Trustee Assessment	01/01/2021 to 12/31/2021	
58-09/21CC	Late Fees		10.00
58-09/21CC	Trustee Assessment		200.00
			210.00
3195-00240			
Dep. #	Special Assessment	2021 Special Assessment 1st Installment	
23-09/21	Special Assessment		100.00
			100.00
3195-00320			
Dep. #	Special Assessment	2021 Special Assessment 1st Installment	
03-9/21	Special Assessment		500.00
Dep. #	Special Assessment	2021 Special Assessment 2nd Installment	
03-9/21	Special Assessment		500.00
			1,000.00
3195-00330			
Dep. #	Special Assessment	2021 Special Assessment 1st Installment	
09-09/21	Special Assessment		500.00
			500.00
3195-00470			
Dep. #	Trustee Assessment	01/01/2021 to 12/31/2021	
45-09/21	Late Fees		60.00
			60.00
3195-00620			
Dep. #	Special Assessment	2021 Special Assessment 1st Installment	
12-09/21	Special Assessment		500.00
			500.00
3195-00750			
Dep. #	Special Assessment	2021 Special Assessment 1st Installment	
22-09/21	Special Assessment		500.00
			500.00
3195-00900			
Dep. #	Special Assessment	2021 Special Assessment 2nd Installment	
14-09/21	Special Assessment		500.00
Dep. #	Special Assessment	2021 Special Assessment 1st Installment	
14-09/21	Special Assessment		500.00
			1,000.00

Totals

Late Fees: \$70.00
Special Assessment: \$4,600.00
Trustee Assessment: \$200.00

Reconciled Items –

1. Lien placed on resident home for continued non-payment
 - a. Requested by City and Village on 9/17
 - b. Approved by Dianne Beiter on 9/17
 - c. Second by Andrew Helgeson on 9/19



Andrew Helgeson [REDACTED]

Signed form and Code requirements for Speed Humps

1 message

Jeff Delapp <JDELAPP@rockfire.com>

To: [REDACTED] Fri, Sep 24, 2021 at 4:10 PM

F503.4.1.1 (Page 70) Traffic-Calming Devices:

All proposals shall meet the following criteria: Traffic-calming devices meeting the following requirements shall be allowed. All speed-calming devices shall be approved by the Fire Marshal. Traffic-calming devices shall not be allowed until an operational permit for such is approved and issued.

1. No devices shall be allowed to be below street grade.
2. Maximum height shall not exceed three (3) inches above street grade.
3. Width shall be twenty four (24) inches or more.
4. Traffic -calming devices shall extend across all lanes of traffic.
5. Traffic -calming devices shall be painted for visibility with "Highway Safety Yellow" with reflective glass beads.
6. Traffic calming devices shall be placed so that there is a minimum distance of one hundred and fifty (150) feet between devices measured from the center of the Traffic -calming device unless otherwise determined by the Fire Marshal.
7. Traffic -calming devices shall also comply with all applicable Americans with Disabilities Act specifications or guidelines.
8. Prefabricated "removable" Traffic -calming devices may be allowed if specifications are approved by the Fire Marshal.

F503.4.1.2 (Page 70) Unacceptable Location for Traffic -Calming Device

1. Cross Street:
Within fifty (50) feet of an intersection or cross street
2. Cul-de-sac or an eyebrow:
Within a cul-de-sac or an eyebrow (being a reconnected side street to the main thoroughfare, usually of short distance) or within fifty (50) feet of either such construction.
3. Fire Hydrant:
Within fifty (50) feet of any fire hydrant

F503.4.1.3 (Page 70) Signs:

Add a new sub-section: Signs shall have a diamond shape of twenty four (24) inches by twenty four (24) inches and have black letters on yellow reflective background. Signs shall be posted on both sides of the fire apparatus access road as required in the following;



Signs shall be located as follows:

- 1. On the side property line or in the road easement as approved by the Fire Marshal.
- 2. Seventy five (75) feet in advance of each speed calming device or as directed by the Fire Marshal.
- 3. Signs shall be mounted a height of seven (7) feet from the bottom of the sign to the surface of the pavement. The post shall be buried a minimum of two (2) feet into the ground.

F503.4.1.4 (Page 70) Sign Maintenance:

Add a new sub-section: All traffic calming device signs and markings shall be maintained in a clear and legible condition. This shall be the responsibility of the property owner or subdivision governing body.

F503.4.1.5 (Page 70) Petition Add a new sub-section:

A petition signed by the majority of Trustees or of Subdivision committee, or officers of a homeowners association, shall be presented with each application for a traffic -calming device. In the event that there are no elected or appointed trustees or a subdivision committee or association, then a majority of the property owners shall be required to have signed a petition to be presented applying for a speed-calming device. Each signature shall be accompanied by the individual's legibly printed name and address within the subdivision or development.

Each page of the petition shall state the following: "I/We agree with traffic calming device(s) being installed on the roadways of the subdivision; I/We understand that when the traffic calming device(s) is installed the fire department response can be lengthened by an extended period of time. I/we further agree to not hold any emergency service responder, including but not limited to fire district, ambulance district or police department and personnel responsible for damages to persons or property due to additional response time. This agreement shall be considered a covenant running with the land."

F503.4.1.6 (Page 70) Subdivision Indenture: Add a new sub-section: Subdivision trustees, or homeowner's association or other officers or committee members shall inform members of the subdivision requesting traffic-calming device that the district will not be responsible for any damages, or other liability as result of any increase response time needed due to the presence of a speed-calming device or gates, or gates operating system, or for damage to a speed-calming device or to gates in the answering of an emergency call within a subdivision. The District reserves all of its rights under the Missouri Sovereign Immunity Law.

If you have any questions, please feel free to contact me at 636-296-2211 extension 7103

Jeff Delapp
Fire Marshal
Rock Community Fire Protection District
3749 Telegraph Rd.
Arnold, MO 63010
636-296-2211 Extension 7103



From: rockfire7100@gmail.com <rockfire7100@gmail.com>



SCAN_20200...



* please email invoice
for payment. It will
come from City & Village
Tax Office, our
accounting
company.

**BID PROPOSAL**

July 13, 2020

Christina Sanderson
4216 Sunny Glen Ct.
Arnold, Mo. 63010

= Sunny Brook Farms Subdivision / HOA
PO Box 441
Arnold, mo 63010

Crack Filling

We will crack-fill existing cracks up to approx. 1200 Lf. of 3/8" to 1/2" wide cracks. We propose to use a 100 CFM air compressor to remove the dirt and old crack-fill material. We will use a crafcro hot rubber Commercial product to fill the cracks.

Total Cost: \$ 3,812.00**Asphalt Pothole Repair**

We propose to repair existing pothole by cleaning out any dirt and broken concrete before we spray a coat of SS-1 tack to the pothole to help the new asphalt bind to the old concrete. All labor and material and equipment included in this quote.

Total Cost: \$ 4,932.00

Christina Sanderson, Trustee @ SBF HOA

If you have any questions please call me

Please sign and return the proposal if you would like this work done.

Tax on materials is included

1 year warranty on materials and workmanship on the asphalt work.

Due to the unstable oil market; asphalt is based on the current asphalt cement index and is subject to change at the time of construction. We would ask only for the actual change in material increase. Bid Proposal is good for 30 days.

ASPHALT-CONCRETE-PAVEMENT MAINTENANCE

7026-A Highway 61/67 Barnhart, MO 63012 Phone 636-464-1733 Fax 636-464-7212

Accept payments by cash or check, we do not accept credit cards

1 of 2

**BID PROPOSAL**

Acceptance Signature: Christina Sanderson, Trustee

Date: 8-7-2020

Keith Grass

Dura Seal Paving Contractor

keith@durasealpaving.com

636-464-1733 Office

314-808-4763 Cell



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July 13, 2020

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4216 Sunny Glen Ct.
Arnold, Mo. 63010

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BID PROPOSAL

Acceptance Signature: _____

Date: _____

Keith Grass

Dura Seal Paving Contractor

keith@durasealpaving.com

636-464-1733 Office

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County of Jefferson

State of Missouri

Maple Street Annex
725 Maple Street · PO Box 100
Hillsboro, Missouri 63050

Ken Waller
County Executive

DEPARTMENT OF PUBLIC WORKS

Jason Jonas, P.E. – Director

Daniel Naunheim, P.E. – Deputy Director

Telephone: 636-797-5340 · Fax: 636-797-5565
Web Address: www.jeffcomo.org

Kurt Wengert, P.E.
Highway Division Superintendent
636-797-5427

Christopher Ehlen, P.E.
Technical Division Manager
636-797-5570

David C. Mikusch
Fleet Services Manager
636-797-6017

Kerry W. Rogers
Facilities Services Manager
636-797-5011

Stormwater Division
Help Line
636-797-6226

SUBDIVISION STREET ACCEPTANCE PROGRAM

To: Ms. Christina Sanderson, Sunny Brook Farms Subdivision Trustee
Ms. Dianne Beiter, Sunny Brook Farms Subdivision Trustee
Phil Hendrickson, Council District #3 Representative

From: Daniel Naunheim, Jefferson County Public Works Deputy Director

Date: November 26, 2018

Subject: Preliminary Review of the Street Acceptance Request
Sunny Brook Farms Subdivision Trustee

PRELIMINARY REVIEW SUMMARY

The Trustees of Sunny Brook Farms Subdivision have requested consideration and review of their privately maintained streets to become publicly maintained by the Highway Division of the Jefferson County Public Works Department. We received an email on September 5, 2018, from Mr. Phil Hendrickson, wherein he expressed his endorsement of the trustee's desire for Jefferson County street maintenance.

Sunny Brook Farms Subdivision is a fully built-out residential subdivision of 96 lots located south of Telegraph Road (Mo. Rte. 231) and east of US Rte. 61-67, in the northeast area of unincorporated Jefferson County, in Council District No. 3. We believe the streets and homes were constructed in the early 1990's. The total named street length is 5,723 feet, or approximately 1.084 miles. A review of the various subdivision record plats indicated that none of the subdivision streets have been dedicated for public use. Sunny Brook Farms Subdivision has been entered into the Jefferson County Code of Ordinances, Chapter 300 Traffic Code, for traffic control enforcement.

The administratively-approved *Procedure for Subdivision Street Maintenance Acceptance* was used to review your request. The Department first inspected the Oaks subdivision streets on May 29-30, 2018. The streets were inspected for surface pavement quality, pavement width, and pavement thickness. The following table is a summary of the initial review:

Street Name	Length (feet)	Width (feet)	PASER Rating (1 thru 10)	Pavement Depth (inches)	Comments
Apple Hollow Road	120	26.0	5.5	6	Major joint deterioration; moderate cracking; slight patching
Brook Ridge Drive	1,265	26.0	4.5	6	Major joint deterioration; moderate cracking and patching
Kleinschmidt Drive	840	26.0	4	6	Severe joint deterioration; moderate cracking and patching
Sunny Brook Court	831	26.0	4	6	Severe joint deterioration; moderate cracking and patching
Sunny Brook Drive	1,313	26.0	4	6	Severe joint deterioration; moderate cracking and patching
Sunny Glen Court	705	26.0	4	6	Severe joint deterioration; moderate cracking and patching
Sun Tide Court	322	26.0	5	6	Moderate joint deterioration and cracking; slight patching
Sun Tide Drive	327	26.0	5.5	6	Moderate joint deterioration and cracking; slight patching

1. Road Condition – Average Pavement Section Rating (PASER)

Overall, the streets of Sunny Brook Farms Subdivision have an average pavement surface rating of 4.3/10.0. **This application receives 5 points out of 15 points possible for this category.**

2. Road Condition – Average Pavement Section Width

Overall, the streets of Sunny Brook Farms Subdivision have an average pavement section width of 26.0 feet. **This application receives 13 points out of 15 points possible for this category.**

3. Road Condition – Average Pavement Section Depth

The Department could not find records of the approved development plans to verify the planned pavement section depth. Assumptions are being made for this preliminary review. The streets of Sunny Brook Farms Subdivision have an assumed pavement section depth of 6 inches of Portland cement concrete pavement on compacted subgrade.

The drilling of pavement core samples will only be necessary if final acceptance is contingent on this category

This application receives 10 points out of 15 points possible for this category.

4. Road Condition – Geometric Alignment, Utility Obstructions, Fixed Objects or Other Safety Concerns

The Department inspected the constructed streets for any existing safety concerns. Our inspection disclosed that there are no safety concerns along the Sunny Brook Farms Subdivision streets.

This application receives 15 points out of 15 points possible for this category.

5. Community Considerations – Average Daily Traffic Usage

The Department evaluated the daily traffic of this subdivision using Section 400.2540 of the Jefferson County Code of Ordinances. Given 96 lots within this development, the total expected trip generation is 768 vehicles per day.

This application receives 8 points out of 10 points possible for this category.

6. Community Considerations – Access to Other County-Maintained Roads

The Department evaluated the community's access to other County roads to determine how much existing support the community receives from the County in terms of critical infrastructure. The

assumed path evaluated considers the presumed best commute route to employment, shopping, etc. The subdivision entrance fronts along Telegraph Road (Mo. Rte. 231), which ties into US Rte. 61-67 0.5 miles west of the subdivision. The subdivision also has access onto Telegraph Road via streets within the Apple Valley Subdivision. Commuters then are perceived to head towards US Rte. 61-67. The routing utilizes all MoDOT-maintained roads.

This application receives 10 points out of 10 points possible for this category.

7. Community Considerations – Streets support Schools, Parks, Residential Subdivisions, Commercial Businesses, Industrial Businesses, or Emergency Services

The Department evaluated the support that these streets offer the community in terms of schools, parks, residential subdivisions, commercial businesses, industrial businesses, or emergency services. The streets of Sunny Brook Farms Subdivision support the access of their subdivision and the Apple Valley subdivision.

This application receives 8 points out of 10 points possible for this category.

8. Community Considerations – Interconnectivity of the Private Streets

The Department evaluated the interconnectivity of the streets of Sunny Brook Farms Subdivision. The subdivision has connectivity to Telegraph Road and the Apple Valley Subdivision.

This application receives 8 points out of 10 points possible for this category.

The summation of all categories above yields a total application scoring of **77 points out of 100 points possible**. The minimum points needed to receive recommendation for approval from the Department is 72 points of 100 points possible. However, the request for street maintenance acceptance by the Trustees of Sunny Brook Farms Subdivision cannot be recommended for approval without the streets being dedicated to public use.

Based on the rating criteria of the program, these streets within Sunny Brook Farms Subdivision are good candidates for acceptance. It is highly recommended by the Public Works Department that the Sunny Brook Farms Subdivision work with an outside legal counsel or professional surveyor in representing them in the process of amending the recorded plats for the subdivision. The plats simply need to be amended to state that the streets are dedicated to public use. Examples of properly recorded plats showing streets being dedicated to public use can be provided upon request.

For the moment this request for public maintenance has to be rejected; however, the Department looks forward to reapplication from Sunny Brook Farms Subdivision if the required plat amendment is achieved.

Item VIII



Andrew Helgeson [REDACTED]

Questions

Jeremy Hermann [REDACTED]

Sun, Sep 19, 2021 at 1:12 PM

To: sunnybrookfarmsHOA@gmail.com

To whom it may concern,

Does our subdivision have any rules about what can be parked in front of our homes? Can you park ATV's in your front yard 24/7? Can you have multiple trailers parked in your driveway? Can you just put gravel down as a extension of your driveway? I understand it's your property and you should be able to do what you want but we are in a subdivision with small lots with close by neighbors. I have done a lot to clean up my home when I bought it over 4 years ago and hope it helps bring more value to it and to the others around it. You expect the same when you move into a subdivision like Sunny Brook Farms. Not sure if there any rules with these issues but would like some to be proposed if needed.

Thank you for your time

Jeremy Hermann
4217 Sunny Glen Ct
Arnold, MO 63010
[REDACTED]

Sent from my iPhone