

Sunny Brook Farms HOA

Meeting Agenda

January 4th, 2022

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) None
- VII. New business
 - a) Jefferson County Road transfer
- VIII. Questions/Concerns
- IX. Executive Session
- X. Next Meeting date/time
 - A) February 1st, 6:30pm – Rock Community Fire Station #5
- XI. Adjournment

Item III

Sunny Brook Farms Association Meeting Minutes

Board of Directors Meeting-November 2nd, 2021

1. Call to order: 6:31 PM, In attendance- Andrew Helgeson, Natalie Ventimiglia, Jose Ochoa, Tom Brinkmeyer (Trustees), 2 homeowners
2. Agenda:
 - Approval of the Minutes from October 5th meeting.
 - Approval of Financials from previous month.
 - One executive item from previous month requiring a vote. Helgeson made a motion and Ventimiglia seconded, one additional yes, two no responses.
 - No open issues, no new business.
 - Recognize and thank Rick Kerperien for cutting back bushes by the stop sign at Kleinschmidt and Sunny Brook Drive.
3. Questions/ Suggestions from owners:
 - Question about Jefferson County taking over the maintenance of the roads. Trustees waiting for further information from Jefferson County to share in the coming months.
 - Question about the purpose of the meeting and questions about the executive session. Resident asked if there would be a meeting every month. He expressed that monthly meetings were a burden and the reason there was low attendance. Helgeson explained that the meeting agendas and minutes are posted for residents to stay informed if they are unable to attend. Holidays are coming up, so we may have to push off the December meeting.
4. Scheduled next meeting: December 7th, 2021, 6:30 pm @Rock Community Fire Station #5
5. Went to executive session at 6:40 pm

Adjournment at 7:55 pm

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
11/01/2021 through 11/30/2021**

Account Name: Primary

		11/01/2021 through 11/30/2021	YTD
Beginning Balance		\$15,866.07	\$9,489.10
Receipts			
0009	Legal and Costs Recovered	\$0.00	\$101.44
0012	Trustee Assessment	\$0.00	\$19,030.00
0016	Special Assessment	\$0.00	\$12,700.00
0027	Recording & Releasing	\$0.00	\$169.50
0031	Late Fees	\$0.00	\$2,691.01
Total Receipts		\$0.00	\$34,691.95
Disbursements			
2000	Common Ground Maintenance	\$0.00	-\$2,165.00
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	-\$334.28	-\$3,655.09
5600	Refund of Special Assessment Checks	\$0.00	-\$12,880.00
5700	Postage	\$0.00	-\$648.95
5720	Office and Copy Supplies	\$0.00	-\$193.22
5725	Recording Fees	\$0.00	-\$432.00
5900	Collection Fee	\$0.00	-\$1,996.88
Total Disbursements		-\$334.28	-\$28,649.26
Ending Balance		\$15,531.79	\$15,531.79

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
11/01/2021 through 11/30/2021**

Account Name: Primary

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
11/05/2021	31950307	Ameren Missouri	-\$334.28	5500
		Total Disbursements	-\$334.28	

Income & Disbursement Statement

Dep. #

0.00Totals

Reconciled Items –

1. None

Open Issues –

1. None

Item VII

New Business –

1. Jefferson County Road Transfer

Exhibit A

SUNNY BROOK FARM PLAT ONE

Located in Section 5, Township 42 North,
Range 6 East, Jefferson County, Missouri

OWNER'S CERTIFICATE

The undersigned owners of the tract of land herein platted and further described in the foregoing surveyor's certificate have caused the same to be surveyed and subdivided in the manner shown on this plat, which subdivision shall hereinafter be known as **SUNNYBROOK FARM PLAT ONE**.

All easements and roadways on this plat, unless designated for other specific purposes, are hereby dedicated to PUBLIC WATER SUPPLY DISTRICT 10, ROCK CREEK SEWER DISTRICT, MIDWEST MISSOURI NATURAL GAS COMPANY, UNION ELECTRIC COMPANY, SOUTHWESTERN BELL TELEPHONE COMPANY, their successors and assigns as their interest may appear for the purposes of constructing, maintaining and repairing public utilities with the right of temporary use of adjacent ground not occupied by improvements for the excavation and storage of materials during installation, repair or replacement of said utilities.

All streets are hereby dedicated to and shall be maintained by all present and future lot owners of ALL SUNNYBROOK FARM DEVELOPMENTS, their successors and/or assigns, and shall have unlimited access for emergency vehicles.

All lots in this subdivision shall be subject to a five foot (5') wide easement adjoining and parallel with all lot lines, a fifteen foot (15') wide easement adjoining and parallel with all roadways, and a ten foot (10') wide easement adjoining and parallel with the subdivision boundary.

All common ground areas, sidewalks and storm water detention basins to remain with and be maintained by all present and future lot owners of ALL SUNNYBROOK FARM DEVELOPMENTS.

IN WITNESS WHEREOF, we have hereunto set our hand and affixed our seal this 24th day of SEPTEMBER, 1991.

David Gutthard

DAVID GUTTHARD - PRESIDENT

STATE OF MISSOURI :
COUNTY OF JEFFERSON: SS

On this 24th day of SEPTEMBER, 1991, before me appeared DAVID GUTTHARD, to me personally known, who, being by me duly sworn, did say that he is the PRESIDENT of GUTTHARD BUILDING COMPANY, INC., a corporation of the State of Missouri and that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation, by authority of its partners; and said PRESIDENT acknowledged said instrument to be the free act and deed of said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and state aforesaid, the day and year first above written.

JANET L. HOSAN
NOTARY PUBLIC STATE OF MISSOURI
JEFFERSON COUNTY
MY COMMISSION EXPIRES 1/1/92

Notary Public

Name Printed

My Term Expires:

PLANNING AND ZONING COMMISSION CERTIFICATE
This is to certify that the plat of **SUNNYBROOK FARM PLAT ONE**, as shown hereon, has been approved by the Jefferson County Planning and Zoning Commission on the 26th day of September, 1991.

Michael Turley
Michael Turley, Chairman FP91-8

Please be advised that after researching our records, we find that there are no outstanding delinquent taxes on parcel number 01 20 05 01 000 000 01 9 025, last assessed in the name(s) of Robert L. Bly, Jr., for the years of 1988, 1989, or 1990.

BETH MAHN, Collector

Beth Mahn, Collector of Revenue

By: *Janet L. Hosan*
Deputy

Date 9-24-91

SURVEYOR'S CERTIFICATE

This is to certify to the best of my belief, knowledge, and ability that GOVERO LAND SERVICES, INC., at the request of GUTTHARD BUILDING COMPANY, INC., during the month of June, 1991, prepared a plat, based on field information obtained from field personnel under my direction, of a tract of land located in THE NORTHWEST QUARTER OF FRACTIONAL SECTION 5, TOWNSHIP 42 NORTH, RANGE 6 EAST, AND BEING PART OF THAT TRACT AS RECORDED IN DEED BOOK 457, PAGE 2308 of the Land Records of Jefferson County, Missouri.

I also declare that under my supervision and to the best of my ability and professional judgement that the results shown hereon are made in accordance with the current MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS as set forth by the MISSOURI DEPARTMENT OF NATURAL RESOURCES, DIVISION OF GEOLOGY AND LAND SURVEY.

IN WITNESS WHEREOF, we have set our firm name at our office in Jefferson County, Missouri on this 26th day of September, 1991.

GOVERO LAND SERVICES, INC. 2420

By: *Daniel L. Govero*
DANIEL L. GOVERO LS1778
MISSOURI REGISTERED LAND SURVEYOR

GOVERO LAND SERVICES	FIELD WORK BY	REVISED
	TIME LS#2269	
	DRAWN BY	REVISED
	EGG LS#2262	
SURVEYING * ENGINEERING	CHECKED BY	REVISED
	DLG LS#1778	
3605 WEST OUTER ROAD SOUTH P.O. BOX 1059, ARNOLD, MO. 63010 PH (314) 282-2372, FAX (314) 282-2372	DATE	REVISED
	SHEET NO.	JOB NO.
		90148
	SHEET 2 OF 2	

BOOK 117 PAGE 18

PLAT ONE
SUNNY BROOK FARM
 PART OF FRACTIONAL SECTION 5,
 TOWNSHIP 42 NORTH, RANGE 6 EAST
 Jefferson County, Missouri

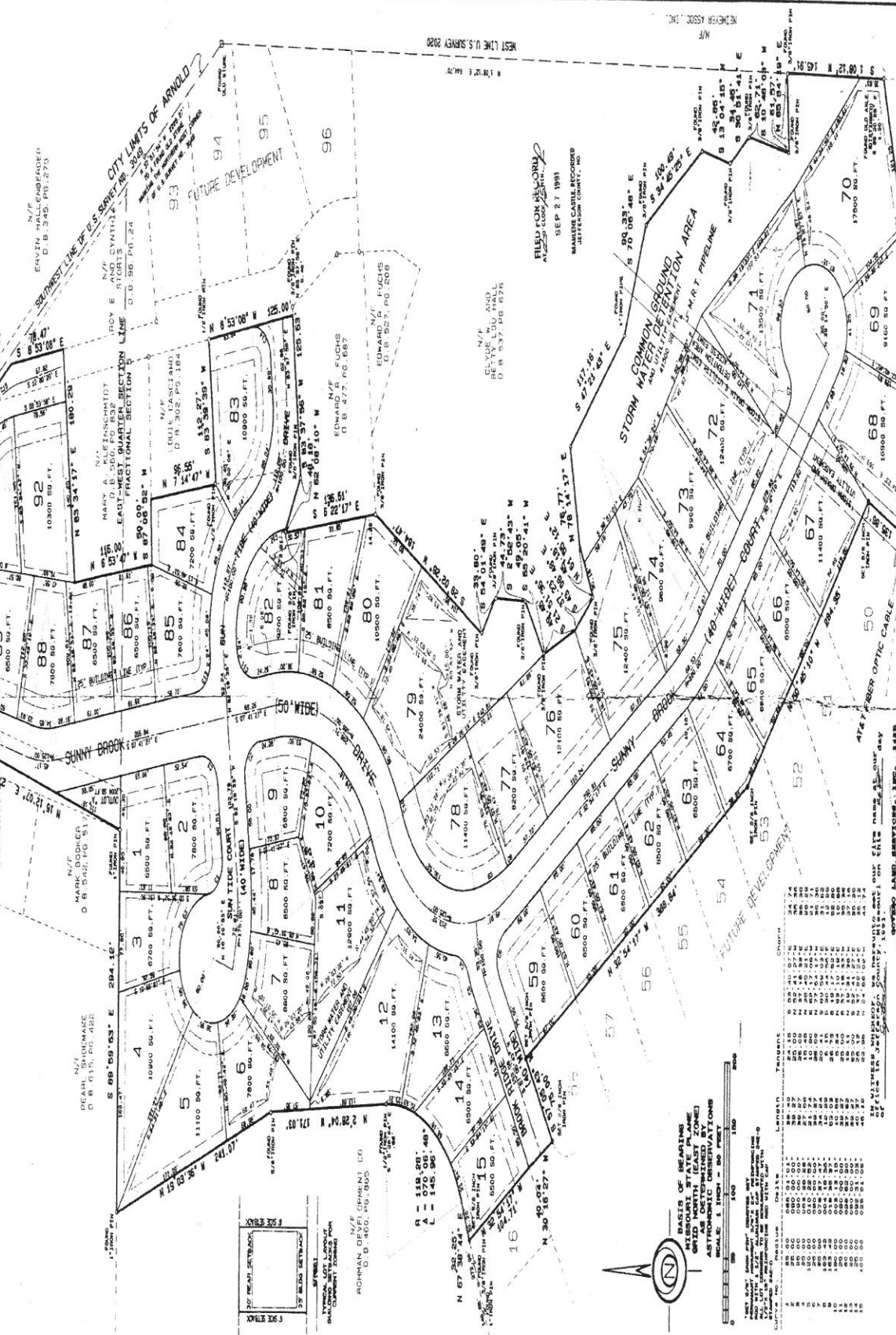


Exhibit A

SUNNY BROOK FARM
PLAT ONE

92

25.05'
N 83°34'17" E

SET 5/8" IRON PIN

MARY A. KLEINSMITH
DEED BOOK 800
PAGE 43

"SET 5/8" IRON PIN" DENOTES SET
PERMANENT MONUMENT 5/8" X 24" REINFORCING
ROD WITH 1 1/2" ALUMINUM CAP STAMPED 242-0
ALL LOT CORNERS TO BE MONUMENTED WITH
1/2" X 18" REINFORCING ROD WITH CAP
STAMPED 242-0

OWNER'S CERTIFICATE
The undersigned owners of the tract of land herein platted
and further described in the foregoing surveyor's certificate
have caused the same to be surveyed and subdivided in the
manner shown on this plat, which subdivision shall
hereinafter be known as SUNNYBROOK FARM PLAT TWO.

All easements and roadways on this plat, unless designated
for other specific purposes, are hereby dedicated to PUBLIC
WATER SUPPLY DISTRICT 10, ROCK CREEK SEWER DISTRICT, MIDWEST
MISSOURI NATURAL GAS COMPANY, UNION ELECTRIC COMPANY,
SOUTHWESTERN BELL TELEPHONE COMPANY, their successors and
assigns as their interest may appear for the purposes of
constructing, maintaining and repairing public utilities with
the right of temporary use of adjacent ground not occupied by
improvements for the excavation and storage of materials
during installation, repair or replacement of said utilities.

All streets are hereby dedicated to and shall be maintained
by all present and future lot owners of ALL SUNNYBROOK FARM
DEVELOPMENTS, their successors and/or assigns, and shall have
unlimited access for emergency vehicles.

PLAT TWO
SUNNY BROOK FARM
PART OF FRACTIONAL SECTION 5,
TOWNSHIP 42 NORTH, RANGE 6 EAST
Jefferson County, Missouri

All lots in this subdivision shall be subject to a five foot
(5') wide easement adjoining and parallel with all lot lines,
a fifteen foot (15') wide easement adjoining and parallel
with all roadways, and a ten foot (10') wide easement
adjoining and parallel with the subdivision boundary.

All common ground areas, sidewalks and storm water detention
basins to remain with and be maintained by all present and
future lot owners of ALL SUNNYBROOK FARM DEVELOPMENTS.

IN WITNESS WHEREOF, we have hereunto set our hand and affixed
our seal this 19th day of May, 1992.

DAVID GUTHREL, President
GUTHREL BUILDING COMPANY, INC.

STATE OF MISSOURI :
COUNTY OF JEFFERSON : SS

On this 19th day of MAY, 1992, before me
appeared DAVID GUTHREL, to me personally known, who, being by
me duly sworn, did say that he is the PRESIDENT of GUTHREL
BUILDING COMPANY, INC., a corporation of the State of
Missouri and that the seal affixed to the foregoing
instrument is the corporate seal of said corporation, and
that said instrument was signed and sealed in behalf of said
corporation, by authority of its partners; and said PRESIDENT
acknowledged said instrument to be the free act and deed of
said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and
affixed my official seal in the County and state
aforesaid, the day and year first above written.

Janet M. Weisman
Notary Public

JANET M. WEISMAN
Name Printed

My Term Expires: JANET M. WEISMAN
NOTARY PUBLIC STATE OF MISSOURI
JEFFERSON COUNTY
EXPIRATION DATE: SEPT. 1995

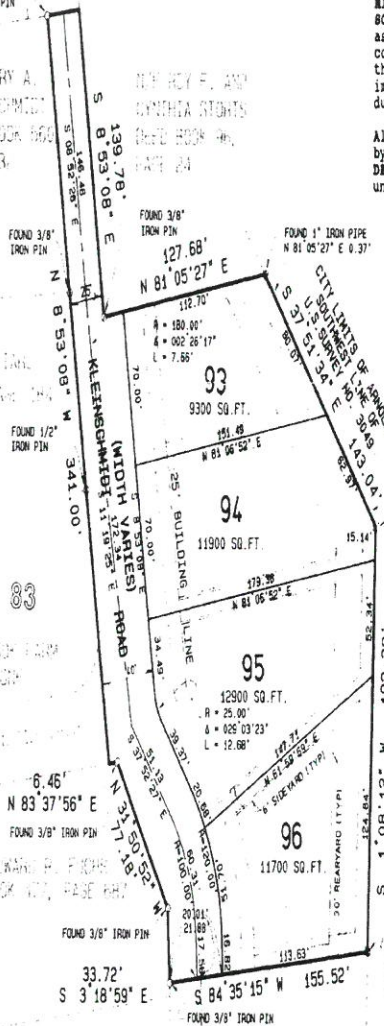
SURVEYOR'S CERTIFICATE

This is to certify to the best of my belief, knowledge, and
ability that GOVERO LAND SERVICES, INC., at the request of
GUTHREL BUILDING COMPANY, INC. during the month of June,
1991, prepared a plat, based on field information obtained
from field personnel under my direction, of a tract of land
located in THE NORTHWEST QUARTER OF FRACTIONAL SECTION 5,
TOWNSHIP 42 NORTH, RANGE 6 EAST, AND BEING PART OF THAT TRACT
AS RECORDED IN DEED BOOK 457, PAGE 2368 OF THE Land Records
of Jefferson County, Missouri.

I also declare that under my supervision and to the best of
my ability and professional judgement that the results shown
hereon are made in accordance with the current MINIMUM
STANDARDS FOR PROPERTY BOUNDARY SURVEYS as set forth by the
MISSOURI DEPARTMENT OF NATURAL RESOURCES, DIVISION OF GEOLOGY
AND LAND SURVEY.

IN WITNESS WHEREOF, we hereunto set our firm name at our
office in Jefferson County, Missouri on this 19th day
of May, 1992.

GOVERO LAND SERVICES, INC. 242D
By: Daniel L. Govero
DANIEL L. GOVERO L81774
MISSOURI REGISTERED LAND SURVEYOR



FOUND OLD STONE
MARKING THE INTERSECTION OF
THE SOUTHEASTLY LINE OF
U.S. SURVEY NO. 3049
AND THE WEST LINE OF
U.S. SURVEY NO. 2020
FOUND OLD STONE
MARKING THE NORTHERN MOST
OF U.S. SURVEY NO. 3049
FOUND 3/4" IRON PIN
N 81°05'27" E 844.70'

FILED FOR RECORD
MAY 8 1992
MARLENE CASTLE RECORDER
JEFFERSON COUNTY, MO

CONTRACTOR SHALL PROVIDE EROSION CONTROL DEVICES AS REQUIRED
BY THE JEFFERSON COUNTY SOIL & WATER CONSERVATION DISTRICT
URBAN AREA EROSION AND SEDIMENT CONTROL STANDARD
SPECIFICATIONS DATED MARCH 1988.

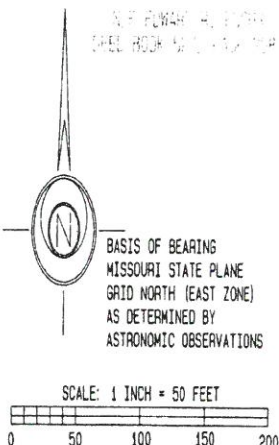
PLANNING AND ZONING COMMISSION CERTIFICATE
This is to certify that the plat of SUNNYBROOK FARM PLAT
TWO, as shown hereon, has been approved by the Jefferson
County Planning and Zoning Commission on the 26th day of
May, 1992.

Michael Hurley, Chairman
EP92-14

COLLECTORS CERTIFICATE

Please be advised that after researching our records, we find
that there are no outstanding delinquent taxes on parcel
number 9-3-5-1-2-240-81, last
assessed in the name(s) of Arthur H. Hays, Jr.
for the years of
1989, 1990, or 1991.

BETH MAHN, Collector
Beth Mahn, Collector of Revenue
By: Janet M. Weisman
Deputy
Date 5-19-92



BOOK 121 PAGE 4A

GOVERO LAND SERVICES SURVEYING & ENGINEERING 3685 WEST OUTER ROAD SOUTH P.O. BOX 1058, ARNOLD, MO. 63010 PH (314) 282-2372, FAX (314) 282-2372	FIELD WORK BY	T. BRYANT/D. MONTGOMERY
	DRAWN BY	E. GRAHAM
	CHECKED BY	D. GOVERO
	SHEET NO.	1 of 1
JOB NO.	90148	

GRANT OF ROADWAY EASEMENT
FOR PUBLIC USE

SUNNY BROOK FARM-PLAT ONE, Jefferson County, Missouri

THE SUNNY BROOK FARM TRUSTEES, Jefferson County, Missouri (“Grantor”), for consideration given, do hereby grant for **PUBLIC USE**, a permanent right and easement over that portion of Grantor’s Premises located in Jefferson County, Missouri and shown as “Brook Ridge Drive”; “Kleinschmidt Drive”; “Sunny Brook Court”; “Sunny Brook Drive”; “Sun Tide Court”; and “Sun Tide Drive” (the “Roadway Easement Area”) on the Subdivision Plat entitled “Sunny Brook Farm Plat One” dated September 27, 1991, prepared by Daniel L. Govero, RLS, and recorded at the Jefferson County Recorder of Deeds (“Recorder”) in Deed Book 117, Pages 17-18; for the County and the general public for access, travel and use for all other purposes for which ways are used in Jefferson County, Missouri.

A copy of Sunny Brook Farm Plat One Subdivision Plat is attached hereto as Exhibit A.

EXECUTED under seal this _____ day of _____.

GRANTOR:

Andrew Helgeson, President
Sunny Brook Farm Subdivision

Natalie Ventimiglia, Vice-President
Sunny Brook Farm Subdivision

Tom Brinkmeyer, Secretary
Sunny Brook Farm Subdivision

Jose Ochoa, Member at Large
Sunny Brook Farm Subdivision

GRANT OF ROADWAY EASEMENT
FOR PUBLIC USE

SUNNY BROOK FARM-PLAT TWO, Jefferson County, Missouri

THE SUNNY BROOK FARM TRUSTEES, Jefferson County, Missouri (“Grantor”), for consideration given, do hereby grant for **PUBLIC USE**, a permanent right and easement over that portion of Grantor’s Premises located in Jefferson County, Missouri and shown as “Kleinschmidt Drive” (the “Roadway Easement Area”) on the Subdivision Plat entitled “Sunny Brook Farm Plat Two” dated May 26, 1992, prepared by Daniel L. Govero, RLS, and recorded at the Jefferson County Recorder of Deeds (“Recorder”) in Deed Book 121, Page 4A; for the County and the general public for access, travel and use for all other purposes for which ways are used in Jefferson County, Missouri.

A copy of Sunny Brook Farm Plat Two Subdivision Plat is attached hereto as Exhibit A.

EXECUTED under seal this _____ day of _____.

GRANTOR:

Andrew Helgeson, President
Sunny Brook Farm Subdivision

Natalie Ventimiglia, Vice-President
Sunny Brook Farm Subdivision

Tom Brinkmeyer, Secretary
Sunny Brook Farm Subdivision

Jose Ochoa, Member at Large
Sunny Brook Farm Subdivision

GRANT OF ROADWAY EASEMENT
FOR PUBLIC USE

SUNNY BROOK FARM-PLAT THREE, Jefferson County, Missouri

THE SUNNY BROOK FARM TRUSTEES, Jefferson County, Missouri (“Grantor”), for consideration given, do hereby grant for **PUBLIC USE**, a permanent right and easement over that portion of Grantor’s Premises located in Jefferson County, Missouri and shown as “Apple Hollow Drive”; Brook Ridge Court”; “Brook Ridge Drive”; and “Sunny Glen Court” (the “Roadway Easement Area”) on the Subdivision Plat entitled “Sunny Brook Farm Plat Three” dated September 22, 1992, prepared by Daniel L. Govero, RLS, and recorded at the Jefferson County Recorder of Deeds (“Recorder”) in Deed Book 122, Page 26; for the County and the general public for access, travel and use for all other purposes for which ways are used in Jefferson County, Missouri.

A copy of Sunny Brook Farm Plat Three Subdivision Plat is attached hereto as Exhibit A.

EXECUTED under seal this _____ day of _____.

GRANTOR:

Andrew Helgeson, President
Sunny Brook Farm Subdivision

Natalie Ventimiglia, Vice-President
Sunny Brook Farm Subdivision

Tom Brinkmeyer, Secretary
Sunny Brook Farm Subdivision

Jose Ochoa, Member at Large
Sunny Brook Farm Subdivision

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:

State of Missouri
Jefferson County, ss.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signature issued by federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose names are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My commission expires:



The Highway Division is comprised of approximately 90 County employees who are assigned to operate a variety of equipment and maintain Jefferson County's approximately 668 miles of roads and 167 bridges.

Employees of the Highway Division perform various maintenance and construction activities that include pavement repair, maintaining traffic signs and signals, snow removal, and maintaining pavement markings.



Jefferson County Missouri Public Works
Highway Division
PO BOX 100
Hillsboro MO 63050-0100

Jefferson County Department of Public Works



Subdivision Street Resident Guide to the Highway Division

*pworks@jeffcomo.org
(636)-797-5340
Maple Street Annex
725 Maple Street, Room 104
Hillsboro, MO 63050*

Welcome to the subdivision street maintenance program! The streets within your community will now be maintained and improved by the Highway Division of the Jefferson County Public Works Department. There are many activities that this maintenance will include, and many others that it does not. This brochure will help educate you on what is included now under public maintenance and what is still left up to the community and individual lot owners to continue maintaining.

It is important to understand that your streets, easements, storm drainage, bridges/culverts, traffic signs, etc. are still owned by your community. The County does not own your community improvements or easements; instead, you have just put your trust in us to maintain them for you. The County works within your community under a street maintenance agreement. We will strive to meet and exceed your expectations



Our county maintenance crews will review, inspect and maintain your streets on a routine basis. However, we cannot catch every problem as they occur. Should you discover an issue with any of the maintenance areas that the county is now responsible for, Please feel free to submit a customer service request by any of the following methods:

- Visit www.jeffcomo.org; then select Road Maintenance Issues under 'Hot Topics', then click on the 'Online Service Center' link at bottom of the page
- Call our customer service hotline at (636)797-5340
- Mail in your service request to:

Jefferson County Public Works
PO Box 100
Hillsboro, MO 63050



The following is a list of maintenance and improvement services that we will provide along the streets of your community:

- Winter weather response for snow and ice removal
- Pavement repairs such as pothole patching, crack sealing, curbs, etc.
- Concrete slab replacements or asphalt overlays
- Maintenance of all traffic control signs and pavement markings
- Maintenance and future replacement of all major culverts or bridges
- Closed drainage system repairs and replacements

The following is a list of responsibilities that are not offered under the service agreement with the County and will remain with the community:

- Pedestrian sidewalks and curb ramps
- Community street lighting
- Street-side trash or litter removal
- Dead animal removal
- Storm drainage that is outside of the street easements
- Development amenities and common grounds
- Landscaping, tree trimming, brush clearing, mowing, etc.

COMMON QUESTIONS ABOUT THE PETITION PROCESS:

Is there a timeline/deadline to return the completed petition to the County?

There is no timeline/deadline. Take your time to give all lot owners a chance to understand what you are requesting. It is highly recommended that you approach each lot owner, so that they have a chance to understand what is going on. Please do not get a minimum simple majority to sign and then stop. You run the risk of your community getting frustrated with the Trustees.

In the cases where multiple people are on the deed/mortgage such as husband and wife, do we need to have both sign for each lot or will one signature be sufficient for the petition?

One signature per lot will do, just as long as the one who signs is actually on the recorded deed.

Will husband and wife signatures for the same lot count as one or two signatures toward the total count in what is needed toward the simple majority?

We count lots in the simple majority, not total signatures. Again, just have one owner per lot sign the petition.

Is it acceptable to the County for us to make copies of the petition so multiple people can canvas the subdivision for lot owner signatures at once?

Yes, that would be fine. I would only ask that you don't go crazy with it. Several would be okay for us to piece back together as one complete petition, but a dozen or more will be too much.

Besides the County website and your Preliminary Review Memo, is there a brochure or other description material that we can share with homeowners during the signature signing to answer their general questions about the programs?

I would suggest that everyone reads the policy on the website. It clearly states what is involved and what is excluded. If they have other questions, then I would suggest gathering them up as you get them, then send them to me. I'll answer them and perhaps you could go back and get the signature when they are satisfied. Please do not send folks my way directly with questions. You are the point of contact that I am working with in this subdivision.

Would you or your team be available to respond to questions from homeowners as needed should they come up during the signature signing that we can't answer?

See above. Please do not send them directly my way. I cannot field that many questions from all the individual lot owners of each applicant we are receiving. Your process will take a long time if you do.

Would you be willing to attend our meeting to explain any reservations our residence have?

My schedule is extremely busy with many night meetings for county business already. I would suggest that maybe you hold an initial meeting to discuss the results of the preliminary review. There are many details in there that your community will want to know about. Gather up any questions/concerns they have about agreeing to the program and send them to me collectively.

The Jefferson County Snow Removal document indicates that parking is not allowed on any County road or on County right-of-way. Does this include subdivisions taken over by Jefferson County?

Jefferson County does not consider parking regulations within subdivisions to be impacted under this Policy. Therefore, whatever parking regulations that currently exist in the subdivision will not be affected. It should be noted that vehicles parked in a street greatly impact our ability to effectively clear snow. We would highly recommend that, when inclement winter weather is forecasted, the Trustees encourage the homeowners to park their vehicles in the driveway and keep the street clear for our snow-clearing crews.

If Jefferson County were to take over maintenance of our streets, would repairs consist of replacing the concrete, or is an asphalt overlay a possibility?

Jefferson County strives to spend the taxpayer's dollars in a cost-effective manner. However, with that in mind, we also understand that residents would be dismayed to see concrete slabs replaced with an asphalt patch, simply because it was a cheaper option.

It is our intention to replace existing pavement with like materials (concrete with concrete; asphalt with asphalt). Over time, if we believe that the best maintenance treatment for a concrete road is an asphalt overlay, we will contact the trustees to obtain their input prior to proceeding with an overlay.

Does this maintenance agreement include all storm water sewers?

Jefferson County will only maintain the storm sewers that lie within the roadway easement. We will not maintain any sewers that lie outside the roadway easement (for example, between houses, within common ground, etc.).

If, for some reason, the subdivision would choose to resume maintenance on its own, what would be the procedure?

The maintenance agreement will provide an "opt-out" option for both parties, which will define how each party can void the agreement.

If Jefferson County assumes the responsibility for the roads, how are needed repairs submitted? Are their work orders? A phone number? Or is the condition automatically monitored by the county?

Our maintenance forces will keep an eye on the subdivision streets and determine if any maintenance activity needs to be implemented...whether these needs are immediate (potholes) or longer-term (slab replacement). You are also always welcome to call in to our office and place a work order.

How swiftly would snow be removed? We do have a fairly steep hill. The reason we felt it was necessary to ask is because the company that we currently employ takes care of our subdivision very quickly. Should we or can we keep their service?

When it comes to snow removal, our first priority will be the major County roads, then we will move on to our minor roads, which will include subdivision streets. You are welcome to retain your snow-removal contract with your current provider. The decision to do so will be stipulated in our agreement, if this is the direction you decide to go.

Once the required signatures are collected is there a waiting period or does that finalize the process?

We will verify the signatures on the petition. If all look good, we will send you an agreement for the trustees to execute. Then the agreement will go through the County's legislative process.

We, the undersigned lot owners of the Sunny Brook Farm Subdivision located in unincorporated Jefferson County, Missouri, do hereby petition the County Council to enact legislation to allow the Highway Division of the Jefferson County, Missouri Public Works Department to publicly maintain our current privately-maintained streets under the Jefferson County, Missouri Subdivision Street Acceptance Program.

[illegible]

Item VIII

Questions and Concerns –

1. Open for questions