

Sunny Brook Farms HOA

Meeting Agenda

July 21st, 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 quarter (May, June, July)
- V. Reconciled Items – approvals outside of meeting
- VI. Open issues
- VII. New business
- VIII. Questions/Concerns
- IX. Executive Session
- X. Next Meeting date/time – Moving to quarterly meetings
 - A) October 13th, 6:30pm – Rock Community Fire Station #5
- XI. Adjournment

Item III

Sunny Brook Farms Association Meeting Minutes

Board of Directors Meeting-April 14th, 2022

1. Call to order: 6:30 PM, In attendance- Andrew Helgeson, Natalie Ventimiglia, and Tom Brinkmeyer (Trustees), 12 residents in attendance, including newly elected trustee: Rachel Weber.
2. Agenda:
 - Approval of the Minutes from 1-4-22 meeting.
 - Approval of Financials from January through March positive over \$25,000.
 - Items reconciled since last meeting: approval of driveway addition at 4031 Sun Tide Ct. and approval of fence replacement at 3996 Sunny Brook Drive.
 - Open Issues: Road program approval, paperwork completed and returned, waiting on expected start date of May 1st. First, they will assess the roads, back of curb to back of curb, same material, street signs, gutters all at no cost according to the contract.
 - Reminder of street parking for emergency use only. The fire lane needs to be clear. There have been resident complaints and we have been following up with them with letters for the past several months. Residents have noticed a big improvement. Continued, multiple days of parking on the street, then a notice is sent out. From there, if the vehicle is still parked on the street 10 days, then it is a \$10 fine each day after that. Our rules are dated, and it may need to be rewritten, especially if/when fire lanes are marked. Rewriting indentures to update the rules will take 75% approval from the residents and lawyer fees to amend and file changes.
 - Changes to exteriors, fences, driveways, additions need to be sent to the HOA to be approved first and a reasonable refundable deposit requested.
 - Replace streetlamps, perhaps with solar powered/led lights because our power bill is \$334/month.
 - Common grounds maintenance, we've had two companies mow last year. We need to get bids for the coming year and verify the boundaries of the common grounds. Getting residents to do is a liability, so we would have to check insurance
 - Speeding is still an issue. We will get quotes for speed humps. Now that we have public roads, you should call the police if you see drivers speeding in our subdivision.
 - New business: Welcome to our 5th trustee, Rachel Weber's term will be from April 2022 to April 2027. She will officially be on the board May 1st, 2022
3. Questions/ Suggestions from owners:
 - Will Jeffco install additional speed limit signs or just replacement of current signs? They will replace stop signs and street signs. Kleinschmidt sign is misspelled at Sun Tide.
 - Will Jeffco paint fire lanes? We will double check, but we think the HOA will have to do it.
 - Will laying of cable interfere with road maintenance? There could be overlap, but it may take time before road work begins. Cable will take longer than expected due to Push needing smaller equipment for the cul-de-sacs.
 - What are the rules for parking violations? Continued, multiple days of parking on the street, then a notice is sent out. From there, if the vehicle is still parked on the street 10 days, then it is a \$10 fine each day after that.
 - Are we going to have an official Neighborhood Watch program? We will see what the next step is to join Neighborhood Watch since we are having vandalism, break-ins, and checking of car doors. Police say when they check for open cars, they are looking for guns.
 - Can we include information about the Neighborhood Watch on the website? Yes, but we will only share the videos on the closed Facebook page.
4. Scheduled next meeting: July 14th 6:30 pm @Rock Community Fire Station #5
5. Went to executive session at 7:35 pm

Adjournment at 8:25 pm

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
04/01/2022 through 04/30/2022**

Account Name: Primary

		04/01/2022 through 04/30/2022	YTD
Beginning Balance		\$25,300.12	\$18,315.07
Receipts			
0012	Trustee Assessment	\$900.00	\$17,100.00
0014	Miscellaneous	\$0.00	\$30.00
0027	Recording & Releasing	\$55.00	\$110.00
0031	Late Fees	\$195.00	\$1,165.00
	Total Receipts	\$1,150.00	\$18,405.00
Disbursements			
1100	Legal Services	\$0.00	-\$1,071.51
1200	General Liability Insurance	\$0.00	-\$799.00
2010	Snow Removal	\$0.00	-\$5,110.00
2565	Subdivision Signs & Posts	\$0.00	-\$381.85
5500	Electric Expenses	-\$361.45	-\$1,368.17
5700	Postage	\$0.00	-\$173.42
5720	Office and Copy Supplies	\$0.00	-\$81.45
5725	Recording Fees	\$0.00	-\$270.00
5900	Collection Fee	-\$87.60	-\$1,463.60
	Total Disbursements	-\$449.05	-\$10,719.00
Ending Balance		\$26,001.07	\$26,001.07

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
04/01/2022 through 04/30/2022**

Account Name: Primary

Receipts

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Trustee Assessment	\$900.00	0012
	Collection	Recording & Releasing	\$55.00	0027
	Collection	Late Fees	\$195.00	0031
		Total Receipts	\$1,150.00	

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
04/07/2022	31950325	Ameren Missouri	-\$361.45	5500
04/30/2022	00006688	City & Village Tax Office, L.L.C	-\$87.60	5900
		Total Disbursements	-\$449.05	

Trustees of Sunny Brook Farm
Income & Disbursement Statement
04/01/2022 through 04/30/2022

Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022
56-04/22	Trustee Assessment	200.00
		200.00
Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022
23-04/22	Trustee Assessment	200.00
		200.00
Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022
05-04/22CC	Trustee Assessment	200.00
		200.00
Dep. #	Trustee Assessment	01/01/2019 to 12/31/2019
92-04/22CC	Trustee Assessment	100.00
		100.00
Dep. #	Trustee Assessment	01/01/2016 to 12/31/2016
34-04/22CC	Late Fees	56.00
34-04/22CC	Recording & Releasing	55.00
Dep. #	Trustee Assessment	01/01/2017 to 12/31/2017
34-04/22CC	Late Fees	139.00
		250.00
Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022
82-04/22	Trustee Assessment	200.00
		200.00

Totals

Late Fees: \$195.00
Recording & Releasing: \$55.00
Trustee Assessment: \$900.00

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
05/01/2022 through 05/31/2022**

Account Name: Primary

		05/01/2022 through 05/31/2022	YTD
Beginning Balance		\$26,001.07	\$18,315.07
Receipts			
0012	Trustee Assessment	\$670.00	\$17,770.00
0014	Miscellaneous	\$20.00	\$50.00
0027	Recording & Releasing	\$0.00	\$110.00
0031	Late Fees	\$215.00	\$1,380.00
Total Receipts		\$905.00	\$19,310.00
Disbursements			
1100	Legal Services	\$0.00	-\$1,071.51
1200	General Liability Insurance	\$0.00	-\$799.00
2010	Snow Removal	\$0.00	-\$5,110.00
2565	Subdivision Signs & Posts	\$0.00	-\$381.85
3710	Website Expenses	-\$120.00	-\$120.00
5500	Electric Expenses	-\$361.27	-\$1,729.44
5700	Postage	-\$4.64	-\$178.06
5720	Office and Copy Supplies	-\$1.92	-\$83.37
5725	Recording Fees	-\$54.00	-\$324.00
5900	Collection Fee	-\$72.40	-\$1,536.00
Total Disbursements		-\$614.23	-\$11,333.23
Ending Balance		\$26,291.84	\$26,291.84

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
05/01/2022 through 05/31/2022**

Account Name: Primary

Receipts

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Trustee Assessment	\$670.00	0012
	Collection	Late Fees	\$215.00	0031
	Collection	Miscellaneous	\$20.00	0014
Total Receipts			\$905.00	

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
05/08/2022	31950326	Ameren Missouri	-\$361.27	5500
05/10/2022	EFT	City and Village Tax Office	-\$0.24	5720
05/10/2022	EFT	City and Village Tax Office	-\$27.00	5725
05/10/2022	EFT	City and Village Tax Office	-\$4.06	5700
05/10/2022	EFT	City and Village Tax Office	-\$0.58	5700
05/10/2022	EFT	City and Village Tax Office	-\$1.68	5720
05/16/2022	EFT	City and Village Tax Office	-\$27.00	5725
05/27/2022	31950327	Andrew Helgeson	-\$120.00	3710
05/31/2022	00006902	City & Village Tax Office, L.L.C	-\$72.40	5900
Total Disbursements			-\$614.23	

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
05/01/2022 through 05/31/2022**

Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022	
48-05/22	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022	
12-05/22	Trustee Assessment		200.00
			200.00
Dep. #	Miscellaneous	March, 2022 Violation Fine - Street Parking	
30-05/22	Miscellaneous		20.00
			20.00
Dep. #	Trustee Assessment	01/01/2019 to 12/31/2019	
109-05/22CC	Trustee Assessment		70.00
			70.00
Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022	
06-05/22	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2017 to 12/31/2017	
43-05/22CC	Late Fees		215.00
			215.00

Totals

Late Fees: \$215.00
Miscellaneous: \$20.00
Trustee Assessment: \$670.00

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
06/01/2022 through 06/30/2022**

Account Name: Primary

		06/01/2022 through 06/30/2022	YTD
Beginning Balance		\$26,291.84	\$18,315.07
Receipts			
0012	Trustee Assessment	\$430.00	\$18,200.00
0014	Miscellaneous	\$120.00	\$170.00
0027	Recording & Releasing	\$55.00	\$165.00
0031	Late Fees	\$489.00	\$1,869.00
	Total Receipts	\$1,094.00	\$20,404.00
Disbursements			
1100	Legal Services	-\$131.75	-\$1,203.26
1200	General Liability Insurance	\$0.00	-\$799.00
2010	Snow Removal	\$0.00	-\$5,110.00
2565	Subdivision Signs & Posts	\$0.00	-\$381.85
3710	Website Expenses	\$0.00	-\$120.00
5500	Electric Expenses	-\$361.05	-\$2,090.49
5700	Postage	\$0.00	-\$178.06
5720	Office and Copy Supplies	\$0.00	-\$83.37
5725	Recording Fees	\$0.00	-\$324.00
5900	Collection Fee	-\$83.12	-\$1,619.12
	Total Disbursements	-\$575.92	-\$11,909.15
Ending Balance		\$26,809.92	\$26,809.92

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
06/01/2022 through 06/30/2022**

Account Name: Primary

Receipts

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Recording & Releasing	\$55.00	0027
	Collection	Late Fees	\$489.00	0031
	Collection	Miscellaneous	\$120.00	0014
	Collection	Trustee Assessment	\$430.00	0012
		Total Receipts	\$1,094.00	

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
06/08/2022	31950328	Ameren Missouri	-\$361.05	5500
06/09/2022	31950329	Sandberg Phoenix	-\$131.75	1100
06/30/2022	00007106	City & Village Tax Office, L.L.C	-\$83.12	5900
		Total Disbursements	-\$575.92	

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
06/01/2022 through 06/30/2022**

Dep. #	Trustee Assessment	01/01/2021 to 12/31/2021	
95-06/22CC	Late Fees		110.00
95-06/22CC	Recording & Releasing		55.00
Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022	
95-06/22CC	Late Fees		60.00
95-06/22CC	Trustee Assessment		200.00
			425.00
Dep. #	Miscellaneous	February, 2022 Indenture Violation - Street Parking	
53-06/22	Late Fees		24.00
53-06/22	Miscellaneous		120.00
			144.00
Dep. #	Trustee Assessment	01/01/2019 to 12/31/2019	
64-06/22CC	Late Fees		80.00
64-06/22CC	Trustee Assessment		30.00
			110.00
Dep. #	Trustee Assessment	01/01/2017 to 12/31/2017	
48-06/22CC	Late Fees		195.00
			195.00
Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022	
95-06/22CC	Late Fees		20.00
95-06/22CC	Trustee Assessment		200.00
			220.00

Totals

Late Fees: \$489.00
Miscellaneous: \$120.00
Recording & Releasing: \$55.00
Trustee Assessment: \$430.00

Item V

Reconciled Items –

1. Approve Midlands Maintenance – Common Grounds for 2022 Season
 - a. Motion by Brinkmeyer, Second by Ventimiglia
2. Approve Midlands Maintenance – Tree Trimming, \$770 for Sun Tide/Sunny Brook Dr. Commons
 - a. Motion by Helgeson, Second by Ventimiglia
3. Approve \$120 website renewal reimbursement to Helgeson for HOA website
 - a. Motion by Ventimiglia, Second by Brinkmeyer

Open Issues –

1. Update – Jefferson County Road Program
 - a. Jeffco took on several HOA's May 1st – will be through neighborhood
 - b. Requested Stop signs at Sun Tide/Sunny Brook
 - c. If there are any big issues, reminder to utilize Jeffco service site for requests
2. Updating of Indentures
 - a. Trustees are meeting and reviewing
 - b. Will set meeting dates for all residents to review
 - c. Will need 75% approval by residents for changes to go in to affect
3. private Snow Removal
 - a. Working to get new contract – previous contract expired in April
 - b. Looking for another 2 year contact

Item VII

New Business –

1. Jim Thacker – Non-Resident request
 - a. Buying new car – sits low, concerned will not clear
 - b. Requesting cutting of curb at Sunny Brook and Kelly Dr
 - c. Discussion and potential vote needed

Questions and Concerns –

1. Open for questions