

Sunny Brook Farms HOA

Meeting Agenda

October 20th, 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 (July, Aug, Sept)
- 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) January 12th, 6:30pm – Rock Community Fire Station #5
- XI. Adjournment

Item III

Sunny Brook Farms Association Meeting Minutes

Board of Directors Meeting-July 21st , 2022

1. Call to order: 6:30 PM, In attendance- Andrew Helgeson, Natalie Ventimiglia, Rachel Weber, and Tom Brinkmeyer (Trustees), 7 residents in attendance
2. Agenda:
 - Approval of the Minutes from April meeting. Motion by Helgeson, 2nd Ventimiglia
 - Approval of Financials from April, May, and June. Motion by Ventimiglia, seconded by Weber
 - Reconciled items:
 - Approval of bid for maintenance of common grounds including tree trimming for 2022 Season. Motion by Brinkmeyer, seconded by Ventimiglia. Approval for website renewal. Motion by Ventimiglia, seconded by Brinkmeyer
 - Open issues:
 - We are on the Jeffco road program. They have had trucks in the neighborhood to do a survey of traffic signage for fall traffic code update. The sign crew will replace faded signs or the wrong size. We requested a 4 way stop at Sun Tide and Sunny Brook per a request in 2021. The residents near this intersection agreed that something needed to be done at this intersection. Residents said multiple times that people don't stop at stop signs. Another resident said it would at least slow people down. Since the stop signs are free, the board feels it is worth a try to see how they work at Sun Tide and Sunny Brook and make a change based on the results. Jeffco also suggested three way stops at Sunny Brook Dr. and Sunny Brook Ct. and at Kleinschmidt and Sunny Brook. Weber and another resident are in favor of painted lines at the stop signs. The debate of the speed humps is not over, but we want to try the stop sign to start. Complaints can be made to the county if stop signs are ignored. They will patrol the intersection if enough complaints are made. We will get drawings on the 3 way stops before deciding. We need to be up to code on having a fire lane. Jeffco will eventually paint the curb for a fire lane.
 - Street repair- patching will be done until a plan is made for replacement for the worst sections. Patching before winter, then replacement next summer.
 - Ameren was contacted to update the lighting.
 - Neighborhood watch is around \$150 a year with training for volunteers to learn how to be proactive and aware to prevent criminal activity in the subdivision.
 - Updating the indentures needs to be done. The board is working on that, nothing can be changed without a vote of 75% of the residents. A mailer and meetings will follow.
 - Contract for winter plowing expired. We want to continue with 4 Way Snow Plow. Most residents are pleased with their price and service. Jeffco cannot promise speedy service like our contract promises.
 - New Business:
 - Jim Thacker- Non-Resident requested to cut the curb at Sunny Brook and Kelly Dr. to accommodate a low-riding car. There are concerns about drainage, storm sewers, and gravel on the road. We are uncertain that the county would allow this. The road is public now and needs to be up to Jeffco code.
 - After discussion a motion made to vote on approval of curb modification on Sunny Brook Dr. and Kelly. 4 votes no, 1 absent.
 - A resident expressed concern about their crumbling curb. Residents can go to the county website to put in requests for repair/replacement. The more requests Jeffco gets, the more likely they are to complete the work.
3. Scheduled next meeting: October 20th 6:30 pm @Rock Community Fire Station #5
4. Went to executive session at 7:24 pm

Adjournment at 8:10 pm

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
07/01/2022 through 07/31/2022**

Account Name: Primary

		07/01/2022 through 07/31/2022	YTD
Beginning Balance		\$26,809.92	\$18,315.07
Receipts			
0012	Trustee Assessment	\$0.00	\$18,200.00
0014	Miscellaneous	\$0.00	\$170.00
0027	Recording & Releasing	\$0.00	\$165.00
0031	Late Fees	\$220.00	\$2,089.00
Total Receipts		\$220.00	\$20,624.00
Disbursements			
1100	Legal Services	\$0.00	-\$1,203.26
1200	General Liability Insurance	\$0.00	-\$799.00
2000	Common Ground Maintenance	-\$770.00	-\$770.00
2010	Snow Removal	\$0.00	-\$5,110.00
2565	Subdivision Signs & Posts	\$0.00	-\$381.85
3605	Postoffice Box Rental	-\$232.00	-\$232.00
3710	Website Expenses	\$0.00	-\$120.00
5500	Electric Expenses	-\$360.05	-\$2,450.54
5700	Postage	\$0.00	-\$178.06
5720	Office and Copy Supplies	\$0.00	-\$83.37
5725	Recording Fees	-\$27.00	-\$351.00
5900	Collection Fee	-\$17.60	-\$1,636.72
Total Disbursements		-\$1,406.65	-\$13,315.80
Ending Balance		\$25,623.27	\$25,623.27

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
07/01/2022 through 07/31/2022**

Account Name: Primary

Receipts

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Late Fees	\$220.00	0031
Total Receipts			\$220.00	

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
07/07/2022	31950330	Ameren Missouri	-\$360.05	5500
07/13/2022	31950331	Midlands Maintenance	-\$770.00	2000
07/21/2022	31950332	Postmaster	-\$232.00	3605
07/25/2022	EFT	City and Village Tax Office	-\$27.00	5725
07/31/2022	00007264	City & Village Tax Office, L.L.C	-\$17.60	5900
Total Disbursements			-\$1,406.65	

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
07/01/2022 through 07/31/2022**

Dep. #

32-07/22CC

Trustee Assessment**01/01/2017 to 12/31/2017**

Late Fees

220.00

220.00**Totals****Late Fees: \$220.00**

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
08/01/2022 through 08/31/2022**

Account Name: Primary

		08/01/2022 through 08/31/2022	YTD
Beginning Balance		\$25,623.27	\$18,315.07
Receipts			
0009	Legal and Costs Recovered	\$131.75	\$131.75
0012	Trustee Assessment	\$600.00	\$18,800.00
0014	Miscellaneous	\$0.00	\$170.00
0027	Recording & Releasing	\$165.00	\$330.00
0031	Late Fees	\$1,475.00	\$3,564.00
Total Receipts		\$2,371.75	\$22,995.75
Disbursements			
1100	Legal Services	\$0.00	-\$1,203.26
1200	General Liability Insurance	\$0.00	-\$799.00
2000	Common Ground Maintenance	\$0.00	-\$770.00
2010	Snow Removal	\$0.00	-\$5,110.00
2565	Subdivision Signs & Posts	\$0.00	-\$381.85
3605	Postoffice Box Rental	\$0.00	-\$232.00
3710	Website Expenses	\$0.00	-\$120.00
5500	Electric Expenses	-\$360.05	-\$2,810.59
5700	Postage	\$0.00	-\$178.06
5720	Office and Copy Supplies	\$0.00	-\$83.37
5725	Recording Fees	\$0.00	-\$351.00
5900	Collection Fee	-\$166.00	-\$1,802.72
Total Disbursements		-\$526.05	-\$13,841.85
Ending Balance		\$27,468.97	\$27,468.97

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
08/01/2022 through 08/31/2022**

Account Name: Primary

Receipts

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Recording & Releasing	\$165.00	0027
	Collection	Late Fees	\$1,475.00	0031
	Collection	Trustee Assessment	\$600.00	0012
	Collection	Legal and Costs Recovered	\$131.75	0009
		Total Receipts	\$2,371.75	

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
08/05/2022	31950333	Ameren Missouri	-\$360.05	5500
08/31/2022	00007451	City & Village Tax Office, L.L.C	-\$166.00	5900
		Total Disbursements	-\$526.05	

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
08/01/2022 through 08/31/2022**

Dep. #	Trustee Assessment	01/01/2019 to 12/31/2019	
66-08/22	Late Fees		660.00
66-08/22	Recording & Releasing		55.00
66-08/22	Trustee Assessment		200.00
Dep. #	Trustee Assessment	01/01/2020 to 12/31/2020	
66-08/22	Late Fees		420.00
66-08/22	Recording & Releasing		55.00
66-08/22	Trustee Assessment		200.00
Dep. #	Trustee Assessment	01/01/2021 to 12/31/2021	
66-08/22	Late Fees		220.00
66-08/22	Legal and Costs Recovered		131.75
66-08/22	Recording & Releasing		55.00
66-08/22	Trustee Assessment		200.00
			2,196.75
Dep. #	Trustee Assessment	01/01/2017 to 12/31/2017	
45-08/22CC	Late Fees		175.00
			175.00

Totals

Late Fees: \$1,475.00
Legal and Costs Recovered: \$131.75
Recording & Releasing: \$165.00
Trustee Assessment: \$600.00

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
09/01/2022 through 09/30/2022**

Account Name: Primary

		09/01/2022 through 09/30/2022	YTD
Beginning Balance		\$27,468.97	\$18,315.07
Receipts			
0009	Legal and Costs Recovered	\$0.00	\$131.75
0012	Trustee Assessment	\$99.00	\$18,899.00
0014	Miscellaneous	\$0.00	\$170.00
0027	Recording & Releasing	\$0.00	\$330.00
0031	Late Fees	\$136.00	\$3,700.00
Total Receipts		\$235.00	\$23,230.75
Disbursements			
1100	Legal Services	\$0.00	-\$1,203.26
1200	General Liability Insurance	\$0.00	-\$799.00
2000	Common Ground Maintenance	-\$135.00	-\$905.00
2010	Snow Removal	\$0.00	-\$5,110.00
2565	Subdivision Signs & Posts	\$0.00	-\$381.85
3605	Postoffice Box Rental	\$0.00	-\$232.00
3710	Website Expenses	\$0.00	-\$120.00
5500	Electric Expenses	-\$360.05	-\$3,170.64
5700	Postage	\$0.00	-\$178.06
5720	Office and Copy Supplies	\$0.00	-\$83.37
5725	Recording Fees	-\$81.00	-\$432.00
5900	Collection Fee	-\$18.80	-\$1,821.52
Total Disbursements		-\$594.85	-\$14,436.70
Ending Balance		\$27,109.12	\$27,109.12

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
09/01/2022 through 09/30/2022**

Account Name: Primary

Receipts

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Trustee Assessment	\$99.00	0012
	Collection	Late Fees	\$136.00	0031
		Total Receipts	\$235.00	

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
09/09/2022	31950334	Midlands Mainteance	-\$135.00	2000
09/09/2022	31950335	Ameren Missouri	-\$360.05	5500
09/30/2022	EFT	City & Village Tax Office LLC	-\$81.00	5725
09/30/2022	00007625	City & Village Tax Office, L.L.C.	-\$18.80	5900
		Total Disbursements	-\$594.85	

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
09/01/2022 through 09/30/2022**

Dep. #	Trustee Assessment	01/01/2017 to 12/31/2017	
27-09/22CC	Late Fees		136.00
Dep. #	Trustee Assessment	01/01/2019 to 12/31/2019	
27-09/22CC	Trustee Assessment		99.00
			235.00

Totals

Late Fees: \$136.00
Trustee Assessment: \$99.00

Reconciled Items –

1. Approve Reserve Study for \$2500
 - a. Motion by Ventimiglia, Second by Ochoa
2. Approve Stop sign installation by Jefferson Count at Sun Tide Ct and Sunny Brook Drive
 - a. Motion by Helgeson, Second by Brinkmeyer
3. Approved Fence install at 4034 Sunny Brook Ct for Jesse Sower
4. Approved Exterior work for 4012 Sunny Brook Dr. for Bill Lowe and Maggie Ackland
5. Approved Jefferson County for Snow Removal
 - a. Motion Helgeson, Second by Brinkmeyer

Open Issues –

1. Updating of Indentures
 - a. Trustees continue to meet and review
 - b. Will have meetings after 1st of year for all residents to review
2. Update - Snow Removal
 - a. Four-Way snow plow has seized to exist
 - b. Working to get new contract – previous contract expired in April
 - c. Contacted others
 - i. only one contractor that provided a quote close to previous
 - d. Will use this as opportunity to “try out” Jefferson County
 - i. No cost to HOA
 - ii. All trucks can plow and do so along their normal routes
3. Ongoing Traffic Calming Discussions
 - a. Letter received from County advising Speed humps go against Code of Ordinances
 - i. Must work with County to provide best “traffic calming” measures
 - ii. Could affect Snow Removal and/or termination of Maintenance contract
 - b. Approved Stop Sign installations – County to install soon
 - i. 4-way stop at Sunny Brook Dr. and Sun Tide Ct/Dr.
 - ii. 3-way stop at Sunny Brook Dr., Brookridge Dr., and Sunny Brook Ct.



Jefferson County, Missouri

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

Dennis Gannon
County Executive

DEPARTMENT OF PUBLIC WORKS

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Daniel Naunheim, P.E. – Deputy Director

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Matt Stinchcomb
Facility Services Manager
636-797-5574

Mike Cook
Stormwater Manager
636-797-6318

September 21, 2022

To: Trustee of
County-Maintained Subdivision

RE: Traffic Calming Measures on County-Maintained Subdivision Streets

The Department of Public Works is aware of certain locations on County-maintained subdivision streets where traffic calming measures, primarily in the form of speed bumps, have been installed. These traffic calming measures were not approved by the County prior to installation and were implemented after the execution of the Subdivision Maintenance Agreement between the Subdivision Trustees and County Officials. The County is addressing this issue with each impacted Subdivision.

As a result, please be hereby reminded of certain Sections within the Subdivision Maintenance Agreement related to constructing improvements within the street right-of-way:

- (6) **PUBLIC IMPROVEMENTS:** By execution of this AGREEMENT, the COUNTY accepts maintenance and improvement responsibilities for the vehicular street pavement, closed storm drainage systems within street easement, bridges or box culverts and traffic control signage within the platted right-of-way or easements of the designated streets.

And;

- (9) **RIGHTS OF THE COUNTY:** The COUNTY maintains all rights granted under the Code of Ordinances of the COUNTY and Revised Statutes in the State of Missouri that affect COUNTY operations as they pertain to public improvements within the right-of-way or easements of a publicly maintained facility. The OWNER/DEVELOPER holds the COUNTY harmless in any and all legal matters that result from operations undertaken by the OWNER/DEVELOPER within the shared right-of-way or easements of the publicly maintained facilities. The OWNER/DEVELOPER agrees that any installation, removal, relocation, maintenance, or repair of Community Improvements within the shared right-of-way or easements shall be done only in accordance with the Code of Ordinances of the COUNTY, the platted or recorded restrictions of the subdivision, or any indentures established by the subdivision, and without detrimental impact to the Public Improvements.

It must be noted that Jefferson County is aware of speeding issues within subdivisions, and we are not opposed to working with the Trustees to discuss available options to try to curtail the speeding.

Please note that installing traffic calming measures without the prior written approval of the County Department of Public Works Director will result in the Department ceasing snow-removal operations and may result in the Subdivision Maintenance Agreement between County and the Subdivision Trustees being terminated. If you have any questions, then please feel free to contact our office at 636-797-5340 for further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Naunheim", with a stylized flourish at the end.

Daniel Naunheim, P.E.

Deputy Director of Public Works

New Business –

1. Reserve Study for HOA – Ventimiglia
 - a. Will provide summary of overall health of the HOA/Subdivision
 - b. Future goals/plans
 - c. Provides financial health outlook in hopes to avoid further special assessments
2. Special Meeting Paperwork for Annual Assessments
 - a. Paperwork has been submitted back to CVTO for dues to be sent in February
 - b. Dues remain \$200 per residence

Questions and Concerns –

1. Open for questions