

Sunny Brook Farms HOA

Meeting Agenda

April 13, 2023

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
- V. Reconciled Items – approvals outside of meeting
- VI. Open Issues- Reserve Study Results- Guest Speaker
- VII. New business
- VIII. Resident Comments/Concerns
- IX. Executive Session
- X. Adjournment

Sunny Brook Farms Association Meeting Minutes

Board of Directors Meeting- January 19th, 2023

1. Call to order: 6:30 PM, In attendance- Andrew Helgeson, Natalie Ventimiglia, Rachel Weber, Jose Ochoa, and Tom Brinkmeyer (Trustees), 2 residents in attendance.
2. Agenda:
 - Approval of the Minutes from 10-20-2022 meeting. Motion by Ventimiglia, 2nd Helgeson
 - Approval of Financials from October, November, and December. Motion by Helgeson, seconded by Ochoa.
 - Slowly gaining money, dues will go out next month by March 1st. Another \$1200 to pay on the reserve study, about \$1300 for the upgrade on lights in March or April, so we should be around \$24,000.
 - **Reconciled items:** HOA insurance was approved it went up about \$50 from last year for general coverage. Helgeson wants to investigate if it covers property damage.
 - **Open issues:** The board is working on indentures with a meeting before the holidays. 4 items were looked at and a mailing will go out with a letter of intention. Discussion of what will take place at the next meeting in April with general meeting, election, and study results.
 - Snow removal is now done by Jeffco. We had a salting and a plow and that would have been about \$500 we saved by having the county doing it for us.
 - The fire lane signs would be our responsibility if we want it since it is not a county requirement.
 - The reserve study was just completed. To avoid special assessments for emergency expenses, they are recommending raising the assessment in 2024 to \$350 annually or raising it 3% each year over the next 20 years. It is a 70-page document, and the board received it the day of the meeting. The board will have to review it for any changes before the study is finalized. We will request that the company who did the study come to our next meeting to share their results.
 - Mr. Ochoa got quotes from trash removal companies. Some of the damage to the roads could be from having so much traffic of these large trucks, so he wanted to investigate and see who has competitive prices and service. Waste Management is \$97.66 quarterly for trash removal only (they did not respond to messages for other prices), American Eagle \$109 quarterly for trash, recycle, and a can. Republic \$99.18 trash, recycle quarterly, \$15 extra for yard waste. We have 3 different services, and some come multiple days per week. If we want to negotiate a deal with one, then a change in the indentures would be required.
 - Light poles- 16 total, 3 are already LED, we will be getting the other 13 updated in March or April. The pole on Kleinschmidt and Telegraph is not our pole, but it is currently out. The city of Arnold said it could be months before it is fixed. A couple of the residents are requesting light poles in darker areas of the subdivision. Sun Tide intersection, Sunny Brook, Brook Ridge, and Sunny Glen are spots that are dark. Each pole would add around \$25 per month in cost.
 - **New Business:** Brinkmeyer volunteered to go up for re-election early since we would like the terms to be staggered. We would like to amend the indentures to make the term 3 years instead of 5 years to make it easier to stagger the terms.
3. Scheduled next meeting: April TBD 6:30 pm @Rock Community Fire Station #5
4. Went to executive session at 7:23 pm

Adjournment at 8 pm

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
01/01/2023 through 01/31/2023**

Item IV

Account Name: Primary

		01/01/2023 through 01/31/2023	YTD
Beginning Balance		\$26,088.54	\$26,088.54
Receipts			
0012	Trustee Assessment	\$489.00	\$489.00
0031	Late Fees	\$61.00	\$61.00
	Total Receipts	\$550.00	\$550.00
Disbursements			
1200	General Liability Insurance	-\$832.00	-\$832.00
5500	Electric Expenses	-\$361.83	-\$361.83
5900	Collection Fee	-\$44.00	-\$44.00
	Total Disbursements	-\$1,237.83	-\$1,237.83
Ending Balance		\$25,400.71	\$25,400.71

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
01/01/2023 through 01/31/2023**

Item IV

Account Name: Primary**Receipts**

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Trustee Assessment	\$489.00	0012
	Collection	Late Fees	\$61.00	0031
		Total Receipts	\$550.00	

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
01/11/2023	31950339	Auto Owners Insurance	-\$832.00	1200
01/24/2023	EFT	Ameren Missouri	-\$361.83	5500
01/31/2023	00008662	City & Village Tax Office, L.L.C.	-\$44.00	5900
		Total Disbursements	-\$1,237.83	

CODE # 3195

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
01/01/2023 through 01/31/2023**

Item IV

[REDACTED]			
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
113-01/23PPC	Trustee Assessment		200.00
			200.00
[REDACTED]			
Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022	
65-01/23	Trustee Assessment		100.00
			100.00
[REDACTED]			
Dep. #	Trustee Assessment	01/01/2019 to 12/31/2019	
39-01/23CC	Late Fees		61.00
Dep. #	Trustee Assessment	01/01/2020 to 12/31/2020	
39-01/23CC	Trustee Assessment		189.00
			250.00

Totals

**Late Fees: \$61.00
Trustee Assessment: \$489.00**

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
02/01/2023 through 02/28/2023**

Account Name: Primary

		02/01/2023 through 02/28/2023	YTD
Beginning Balance		\$25,400.71	\$26,088.54
Receipts			
0009	Legal and Costs Recovered	\$131.75	\$131.75
0012	Trustee Assessment	\$9,011.00	\$9,500.00
0027	Recording & Releasing	\$55.00	\$55.00
0031	Late Fees	\$184.00	\$245.00
Total Receipts		\$9,381.75	\$9,931.75
Disbursements			
1200	General Liability Insurance	\$0.00	-\$832.00
5500	Electric Expenses	-\$361.84	-\$723.67
5700	Postage	-\$119.70	-\$119.70
5720	Office and Copy Supplies	-\$36.86	-\$36.86
5725	Recording Fees	-\$27.00	-\$27.00
5900	Collection Fee	-\$735.60	-\$779.60
Total Disbursements		-\$1,281.00	-\$2,518.83
Ending Balance		\$33,501.46	\$33,501.46

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
02/01/2023 through 02/28/2023**

Account Name: Primary

Receipts

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Recording & Releasing	\$55.00	0027
	Collection	Legal and Costs Recovered	\$131.75	0009
	Collection	Trustee Assessment	\$9,011.00	0012
	Collection	Late Fees	\$184.00	0031
		Total Receipts	\$9,381.75	

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
02/08/2023	31950340	Ameren Missouri	-\$361.84	5500
02/15/2023	EFT	City & Village Tax Office LLC	-\$36.86	5720
02/15/2023	EFT	City & Village Tax Office LLC	-\$61.11	5700
02/17/2023	EFT	City & Village Tax Office LLC	-\$58.59	5700
02/17/2023	EFT	City & Village Tax Office LLC	-\$27.00	5725
02/28/2023	00008916	City & Village Tax Office, L.L.C.	-\$735.60	5900
		Total Disbursements	-\$1,281.00	

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
02/01/2023 through 02/28/2023**

Item IV

Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
61-2/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
78-02/23CC	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
74-02/23CC	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
61-2/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
54-2/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
56-02/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
22-02/23CC	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
55-02/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
75-2/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
44-2/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
34-02/23CC	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
87-02/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
78-02/23CC	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
101-2/23	Trustee Assessment		200.00

			<u>200.00</u>	Item IV
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
124-02/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
73-2/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
61-2/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
49-2/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
39-2/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
103-02/23CC	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
37-2/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
64-2/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
89-2/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
103-02/23CC	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
44-2/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2022 to 12/31/2022		
63-02/23	Legal and Costs Recovered		<u>131.75</u>	
			131.75	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
75-2/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
61-2/23	Trustee Assessment		<u>200.00</u>	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
123-2/28	Trustee Assessment		<u>200.00</u>	

			200.00	Item IV
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
19-02/23ACH	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
98-2/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
37-2/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
74-02/23CC	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
128-2/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
65-2/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
101-2/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
88-02/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
74-02/23CC	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
130-02/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2020 to 12/31/2020		
48-02/23CC	Late Fees		184.00	
48-02/23CC	Trustee Assessment		11.00	
Dep. #	Trustee Assessment	01/01/2017 to 12/31/2017		
48-02/23CC	Recording & Releasing		55.00	
			250.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
28-2/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
61-2/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
18-02/23	Trustee Assessment		50.00	
112-02/23CC	Trustee Assessment		150.00	

200.00

Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
71-2/23	Trustee Assessment		200.00
			200.00

Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
61-2/23	Trustee Assessment		200.00
			200.00

Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
45-2/23	Trustee Assessment		200.00
			200.00

Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
32-2/23	Trustee Assessment		200.00
			200.00

Totals

Late Fees: \$184.00
 Legal and Costs Recovered: \$131.75
 Recording & Releasing: \$55.00
 Trustee Assessment: \$9,011.00

CODE # 3195

Item IV

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
03/01/2023 through 03/31/2023**

Account Name: Primary

		03/01/2023 through 03/31/2023	YTD
Beginning Balance		\$33,501.46	\$26,088.54
Receipts			
0009	Legal and Costs Recovered	\$0.00	\$131.75
0012	Trustee Assessment	\$4,319.00	\$13,819.00
0027	Recording & Releasing	\$0.00	\$55.00
0031	Late Fees	\$196.00	\$441.00
Total Receipts		\$4,515.00	\$14,446.75
Disbursements			
1200	General Liability Insurance	\$0.00	-\$832.00
3500	Reserve Study	-\$1,200.00	-\$1,200.00
5500	Electric Expenses	-\$364.42	-\$1,088.09
5700	Postage	-\$61.11	-\$180.81
5720	Office and Copy Supplies	-\$23.28	-\$60.14
5725	Recording Fees	-\$27.00	-\$54.00
5900	Collection Fee	-\$361.20	-\$1,140.80
Total Disbursements		-\$2,037.01	-\$4,555.84
Ending Balance		\$35,979.45	\$35,979.45

CODE # 3195

Item IV

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
03/01/2023 through 03/31/2023**

Account Name: Primary**Receipts**

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Trustee Assessment	\$4,319.00	0012
	Collection	Late Fees	\$196.00	0031
		Total Receipts	\$4,515.00	

Disbursements

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
03/08/2023	31950341	Criterium Hardy Engineers	-\$1,200.00	3500
03/13/2023	EFT	City & Village Tax Office LLC	-\$27.00	5725
03/15/2023	31950342	Ameren Missouri	-\$364.42	5500
03/23/2023	EFT	City & Village Tax Office LLC	-\$23.28	5720
03/23/2023	EFT	City & Village Tax Office LLC	-\$61.11	5700
03/31/2023	00009205	City & Village Tax Office, L.L.C.	-\$361.20	5900
		Total Disbursements	-\$2,037.01	

**Trustees of Sunny Brook Farm
Income & Disbursement Statement
03/01/2023 through 03/31/2023**

Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
40-03/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
142-3/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
91-3/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
01-03/23ACH	Trustee Assessment		100.00
			100.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
15-3/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
48-3/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
123-03/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
114-03/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
62-3/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
78-03/23CC	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
135-3/23	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
27-03/23ACH	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
133-03/23CC	Trustee Assessment		200.00
			200.00
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023	
22-3/23	Trustee Assessment		200.00

			200.00	Item IV
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
91-3/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
114-03/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
44-03/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
110-3/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
50-03/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
63-3/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
41-3/23	Trustee Assessment		200.00	
			200.00	
Dep. #	Trustee Assessment	01/01/2020 to 12/31/2020		
52-3/23CC	Late Fees		196.00	
Dep. #	Trustee Assessment	01/01/2021 to 12/31/2021		
52-3/23CC	Trustee Assessment		19.00	
			215.00	
Dep. #	Trustee Assessment	01/01/2023 to 12/31/2023		
05-03/23CC	Trustee Assessment		200.00	
			200.00	

Totals

Late Fees: \$196.00
Trustee Assessment: \$4,319.00