

STONEHILL COMMUNITY BOARD MINUTES

May 19, 2008

Present: Larry Zettel, Keith Unangst, Janet Stecklein, Mary Jo Meyer, Karen Griffin, Shirley Briggs & Darlene Konzett for the Architectural Committee

Excused: Mike Neyens, Dick Koob

Meeting called to order 7PM

Minutes of previous meetings

- Correction to March minutes Keith will find someone to reinforce the entrance sign, not Larry
- Motion to accept the minutes Keith, 2nd by Mary Jo, approved

Treasurer's Report by Larry Zettel

- **Budget report** – available on the web site. [http:// www.stonehillcommunity.org](http://www.stonehillcommunity.org).
- **Snow removal the last bill** –the bill is being held back until all the damage is repaired from plowing.
- **Assessments** --- one assessment has a balance due. Interest is being charged and a lien is on the property.

Grounds report by Dick Koob

- **Snow bids** – Dick is seeking bids for the snow removal next winter.
- **Brushes** ----- A person has been found to trim the bushes and small trees on the common areas. He will work for \$20.00 per hour and has liability insurance. Larry moved to approve up to 25 hours of trimming, 2nd by Keith, approved
- **Black Top** – ___ Most cracks have been sealed. Some areas were missed (especially by bld #8). Dick will follow up with the contractor.
- **Water shut offs** --- The architectural committee will be asked to note any problem shut offs when they do their spring rounds. Then a letter will be sent to notify the homeowners involved giving them 30 days to arrange to have the work done.
- **Alverno's new sidewalk that meets Stoneridge's** – the city sidewalk inspector will be asked to review the problem and make recommendations. The barricade needs to remain in place until the problem is solved. If Stonehill needs to make adjustments to our sidewalk Dick will be asked to seek 3 bids to either repair the problem or to replace any needed sidewalks.
- **Tree Trimming** --- Kaufman tree trimming company will be trimming some trees by Bld # 11 and Bld #1.
- **Drain splash boxes** – Homeowners are asked to check if their downspouts are allowing the water runoff to drain too close to their house. If the water drains away it helps avoid problems with water in the basement and damage to the blacktop. Splash boxes can be easily obtained at any home improvement store.

Buildings by Keith Unangst

- **Roofs** --- Keith received 3 bids for the 6 remaining buildings (2, 6, 7, 8, 14, 15) the bids ranged from \$69,020 to \$101,000. All three companies had good references from at least 3 sources. Larry moved to accept the bid from Professional Roofing and Construction for \$69,020, 2nd by Mary Jo, Approved.

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- **Siding** --- Esser gave an estimate of \$185 to repair damaged siding on the buildings to be stained. Motion made by Mary Jo to accept the bid, 2nd by Larry, approved.
- **Staining** --- Only one bid (despite repeated efforts seeking additional bids) was obtained for the 3 buildings scheduled to be stained (5, 6 & 7). Esser's bid was for \$11,725. Keith investigated oil stain vs. water based stain. He was advised by a professional that the oil stain does not come in the color we use. There are also some environmental concerns with oil base. There are only a couple of colors available in oil.
- **Major siding concerns** --- a unit in Bld #6 had a leak with appears to be due to siding allowing water into the building. Esser will provide an estimate to repair the damage to the siding after they do further investigating to find out the extent of the problem Bld #1 has some dry rot. That work will be done when the homeowners replace their deck, as the siding will be more assessable at that time.
- **Entrance sign** – Mr. Roger Meyer's has agreed to repair the sign.

Architectural Committee Report by Darlene Conzett (see attached sheet)

- **Skylights for open entryways** --- The committee approved a **Vleux Fixed Skylight Model QFS**. The optimum size is 23" w x 46" L. The cost of the skylight and installation will be the responsibility of the homeowner. Any future maintenance will also be the responsibility of the homeowner. The skylight costs \$276 at Lowes and \$225 at Spahn & Rose. The cost of the labor and material to install the skylight is \$680.00. Interested homeowners can obtain details of the required installation from Keith (583-4345)

Motion made to approve the skylight and method of installation made by Mary Jo 2nd by Janet, Approved

- **Unit 889** – The committee approved the following:
 1. Removal of lava rock (replaced with multi colored washed river rock).
 2. Remove the large bush at the entry way (re place with small plantings (homeowner will be responsible for maintenance)
 3. Replace entryway light with one purchased from the community
 4. Install 2 outdoor electrical outlets
 5. Install a Larson Screen away Full-View storm door (almond color)
 6. Replace 2 existing windows with PlyGem windows and later patio doors
 7. Replace the garage door in almond (an approved color)Motion made to approve made by Larry 2nd by Karen, approved
- **Unit 860** --- The committee approved the removal of an arborvitae at the corner of the patio.
Motion made to approve made by Larry 2nd by Mary Jo, approved
- **Unit 881** --- the homeowner requested permission to install a satellite dish per the guidelines in the homeowner's policy. This **request was tabled** pending further information. A through description of the placement of the dish has to be

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specified in the request. The homeowner was contacted and it was explained to her that the committee needs to meet with her to develop specifics.

- **Unit 850** --- a request to replace the patio which was in agreement with the community's policy for patio.
Motion made to approve by Larry 2nd by Karen, approved
- **Unit 855** --- request to landscape the front corner retaining wall with sculptured limestone pieces & landscaping. The wall and the plantings will be the responsibility of the homeowner.
Motion made to approve by Larry 2nd by Janet, approved
- **Unit 840** ---
 1. Request to install new composite deck flooring, pending approval of the color by the architectural committee, with 3 deck joists to bring the deck up to code.
 2. Replace the front entry door and the patio door with approved doors.Motion made to approve by Larry 2nd by Janet, approved
- **Unit 838** --- Replace the storm door with an approved model.
Motion made to approve by Larry, 2nd by Keith, Approved.

Other concerns noted:

Sidewalk along Windsor --- appears to be eroding

Sidewalk that meets Alverno's new sidewalk --- there is a 4" to 5" step off where the 2 sidewalks meet.

See section on grounds which addresses this issue.

NEXT MEETING: A date will be set up for later in the month. Darlene will be contacting Architectural committee members to determine a new date for the regular meeting. Contact Darlene (583-9436) after June 1st if you have questions concerning the date for the regular meeting.

The walk around is set for Tuesday, May 27 at 4:30pm. Meet in front of building #1.

Rain date is Tuesday June 3 at 4:30pm.

ANYONE WISHING TO JOIN THE GROUP IS MOST WELCOME

Old Business

- Treasurer position—Larry has resigned as treasurer as of June 1st. Karen has volunteered to serve as temporary treasurer until the November election. Larry will continue to maintain the web site and will serve as a “bookkeeper” and to continue some of the tasks associated with the treasurer's position. See the attached sheet for the details of this change. Larry will be paid \$50.00 per month for his services. Motion made by Mary Jo to accept this resignation and to have Karen serve as the treasurer, with Larry receiving \$50.00 per month for his services, 2nd by Janet, Approved.

New Business

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- **Visiting each homeowner** --- Mary Jo has made a good start on meeting each homeowner and seeking help with various duties related to the business of running the association. She will be making additional visits this month.

Next meeting Monday June 23rd at 7pm.

This is the Bi-Annual Homeowners meeting held at Mt St Francis

Call Mary Jo if you would like a ride. (556-3302)

Meeting adjourned 9pm

Memo

TO: Board of Directors
FROM: Larry Zettel
DT: May 10, 2008

1. The Board needs to elect a new Treasurer. As part of the transition, that individual will need to contact our bank to change authorized signatures and the post office to change mail delivery. I am willing to assist with those tasks. I also have six large boxes of records and materials for the new officer.
2. I am willing to continue to maintain and update the Association web site, if the Board so desires. One part of the web site I would like to expand is the section whereby owners give referrals to other owners. If possible, I would like a statement included in the minutes encouraging owners to participate and to submit names. I would also like the following page distributed with those minutes

3. I repeat the proposal I made in March:

To deal with some of the functions I have performed as Treasurer, I offer myself to the Board for contracted services as "Bookkeeper" to carry out some of these tasks. These would be:

- a) Preparation of monthly reports similar to those which I have provided in the past. These would be based upon information regarding checks and revenues which the new Treasurer provides me. It would not include the actual preparation, signing, nor mailing of checks. It would also not include collection and deposit of assessments nor the management of the Association reserves, currently invested in certificates of deposit.
- b) Maintenance of homeowner directory information, mailing lists, and web site. This would again use information provided to me by the board on a form of my design. Mailings to new owners would not be included.
- c) Preparation of labels for general mailings: a November mailing regarding the annual Association meeting, a December mailing including information on payment of the annual assessment, and a June mailing on the payment of assessment for the second half of the year. It would not include the preparation of the actual documents used in those mailings.

I would not participate nor regularly attend the monthly Board meetings

My fee for these services would be \$50.00 per month beginning ~~May~~ (June), 2008. I suggest that any initial agreement be for no longer than three months so that both the Board and myself may re-evaluate the benefits of such an agreement at that time.

I do not think it appropriate that I be present while the Board considers these proposals but if the Board wishes, I am willing to further discuss the specific tasks which would be included under such an agreement. I await hearing of your decision so that our Association may continue to function properly.

**Stonehill Community Association
Homeowner Referral**

As a service to your neighbors, you may suggest individuals or firms for other owners to contact regarding work to be done on their units. This information will be posted on the Homeowners' Association web site. It will include your name so that interested individuals may contact for further information.

Neither Stonehill Community Association nor its Board of Directors endorses any listing.

Area of work (Check all that apply)

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Painting | <input type="checkbox"/> General Cleaning |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Window Replacement |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Heat Pump Service |
| <input type="checkbox"/> "Handyman" | <input type="checkbox"/> Other _____ |

| | |
|-------------|--|
| Vendor Name | |
| Address | |
| Telephone | |

Comments

Referred by

| | |
|------------|--|
| Owner Name | |
| Address | |
| Telephone | |

Copies of this document available at <http://www.stonehillcommunity.org/forms>

e-mail as an attachment to webmaster@stonehillcommunity.org

or

mail to **Stonehill Community Association 800 Stone Ridge Place Dubuque, IA 52001**