

Meeting: Stoneybrook HOA – Regular Board Meeting

Location: West Donegal Township Building, One Municipal Dr, Elizabethtown, PA 17022

Date: **June 11, 2025 @ 7:30 PM**

Invitees/Attendees:

- Ross Greenawalt: President
- Josh Young: Vice President - **EXCUSED**
- Luke Grim: Secretary
- Dolph Printz: Treasurer
- Nicole Cradic: Board Member
- Bert Hanson: Board Member
- Doug Deibler: Board Member

Agenda:

1) Call to order: **Ross Greenawalt – 7:32 PM**

- a) Introduction of HOA Board Regular Meeting process to visitors

2) Regular Business:

- a) Approve board meeting minutes for: **May 14, 2025**
 - i) General Consent - **Approved**
- b) Approve financial reports for: **(Reviewed Quarterly)** See Appendix B
 - i) General Consent – **Approved**

2) Committee updates:

- a) Communications committee - Chairperson: **Luke Grim**
 - i) Meetings: **None this month**
 - ii) Additional items:
 - (1) To meet with Josh to review the newsletter templates.
 - (2) Will get access to the website
 - (a) Under FAQs and Documents, to update last several months agendas and meeting minutes
 - (b) To update 2023 financial statement with 2024
- b) Finance committee - Chairperson: **Dolph Printz**
 - i) Meetings: **Met with Kim Wolgemuth at Hollinger's**
 - (1) **Currently do 2.5 hrs. of work per month for Stoneybrook**
 - (a) **Increase in responsibility will push them up to approximately 4 hrs. per month**
 - (b) **The expense for the HOA will be approximately \$368 per month (they charge \$92 per hour)**
 - ii) Status of Hollinger's managing finances, **(Dolph P./Nicole C.)**
 - (1) Checking account responsibilities change
 - (a) **LUKE GRIM made a motion to change the financial responsibilities from Joyce Boyer to Hollinger's**

- (b) SECOND (Name): Dolph Printz
- (c) VOTE: In Favor: All; Opposed: None; Abstain: None; Passed unanimously
- (d) Joyce has given back 1 box of records, committee will need retrieve other 2 boxes.
 - (i) Hollinger's will maintain a box of records and turn it over yearly
- (e) Will need to send Hollinger's a template for late payment notification

iii) Status of Insurance coverage/limits (**Dolph P./Ross G.**)

- (1) General liability insurance invoiced \$2930 yearly Aug. 1st
 - (a) \$2 million limit, \$1 million per occurrence
- (2) Director & officer liability invoiced Dec 1st
 - (a) \$1 million limit
- (3) Last insurance review was a membership of 120 units
 - (a) will need to update insurance with membership of 170 units
 - (b) will also need to update points of contact for new leadership
 - (c) Will ask about fence/signage around retention ponds, is it a risk and/or is there a discount

iv) Status of PA Annual Filing (**Dolph P./Nicole C.**)

- (1) Nicole to do the filing by the end of June, Hollinger's may do this in the future.

v) Additional items: Will have all invoices directed to HOA email account, approve and then forward to Hollinger's for payment.

c) Grounds committee - Chairperson: **Bert Hanson**

- i) Meetings: None this month
- ii) Status of HOA Grounds:
 - (1) Mulch was added around trees and entrance ways
 - (2) Slow-release fertilizer was added under the mulch
 - (3) 47 of the newly plants trees showed no growth down from 53
 - (4) Signed paperwork for the Fall tree lay, waiting for Chesapeake to return the paperwork
 - (5) To revisit replacing dead trees in the fall depending on budget situation

iii) Environmental Coordinator Update (**Ross G.**):

- (1) See update in Appendix A

iv) Additional items: Grounds Committee Members for 2025 –

Annebel Ries, Doug Deibler, Elise Paul, Jim Binkle, John Recknagel, Marlin Donahey & William Pfundheller

3) Additional Business

- a) Enforcement (?): Ross G. Will send out information for Borad's review and discussion at July's meeting, depending on result will follow up with Aaron for additional information and direction.
- b) Homeowner concerns/requests: **Ross Greenawalt**
 - i) Review Communication Log
 - (1) Discussed the communications regarding the property at 112 Stoneybrook Ln. with grass that has grown over 12 inches. They will request Penway reset the property stakes so they know where to mow. Will mow when weather allows.
- c) Additional items: Skip August 2025 HOA Board meeting due to vacations, to be confirmed in July

4) Other business from the floor (5 minutes per topic):

a) [None](#)

5) Adjourn: [8:44PM](#)

a) MOTION: [Dolph](#)

b) SECOND (Name): [Luke](#)

c) VOTE:

Appendix A

Finally !

John Recknagel <jjreck@gmail.com>

Sun, Jun 8, 2025 at 4:27 PM

To: Stoneybrook HOA <StoneybrookHOA17022@gmail.com>, Bertil & Brenda Hanson <bhhanson17022@gmail.com>

Cc: David Good <goodd3612@gmail.com>

Reviewed all the phases' final drawings and updated the summary document (attached in case you're really bored).


Next steps -

- Contact Brial Cooley @ D.C. Gohn, at Bob Gruber's suggestion, to request his review and help in clarifying grey areas, conflicts, and missing info.
- Update summary based on results of above.
- Contact Charity Hahn @ David Miller Assoc., WDC's MS4 manager, for her review, which she offered.
- Revise based on results of above.
- Contact Nick Meyers @ LandStudies, with Board approval, to schedule site visit and report, as previously offered.

During the above contacts, I plan to solicit suggestions regarding a partner to help us develop a comprehensive landscape plan for the ridgefield park area. I presume Rebecca returned the completed contract for Phase II of riparian buffer tree planting for Fall '25. I will also contact her replacement POC.

This constitutes my monthly report to the Board. I'm available to appear at the next Board meeting if that would be helpful. Please let me know
Thanks for your patience.

John

 **Stormwater chart.docx**
21K

Appendix B

05/21/25

STONEBROOK OF ELIZABETHTOWN HOA, INC
Balance Sheet
As of April 30, 2025

	<u>Apr 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating Cash in Bank, M&T, Checking	26,996.38
Reserve Cash, M&T Market Adv 6063	55,488.05
Capital Cash, M&T, Market Adv 6435	<u>7,920.95</u>
Total Checking/Savings	90,405.38
Other Current Assets	
Accounts Receivable	<u>3,083.75</u>
Total Other Current Assets	<u>3,083.75</u>
Total Current Assets	<u>93,489.13</u>
TOTAL ASSETS	<u>93,489.13</u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	27,821.66
Undistributed earnings of the corporation	47,724.10
Net Income	<u>17,943.37</u>
Total Equity	<u>93,489.13</u>
TOTAL LIABILITIES & EQUITY	<u>93,489.13</u>

06/21/25

STONEYBROOK OF ELIZABETHTOWN HOA, INC.
Profit & Loss by Class
January through April 2025

	Common	Townhouses	TOTAL
Ordinary Income/Expense			
Income			
Fees, Homeowners, Townhouses	0.00	20,505.00	20,505.00
Fees, Homeowners, Common	24,800.81	0.00	24,800.81
Total Income	24,800.81	20,505.00	45,305.81
Expense			
Administrative	864.50	0.00	864.50
Turf Care, Townhouses	0.00	9,548.00	9,548.00
Grounds Maintenance Services, Common Areas	11,520.00	0.00	11,520.00
Snow Removal, Townhouses	0.00	4,640.00	4,640.00
Snow Removal, Common	92.00	0.00	92.00
Billing Services	1,791.15	0.00	1,791.15
Bank Service Charges	37.50	0.00	37.50
Total Expense	14,386.15	14,188.00	28,574.15
Net Ordinary Income	10,405.66	6,317.00	16,722.66
Other Income/Expense			
Other Income			
Interest Income	20.71	0.00	20.71
Fees Initial	1,200.00	0.00	1,200.00
Total Other Income	1,220.71	0.00	1,220.71
Net Other Income	1,220.71	0.00	1,220.71
Net Income	11,626.37	6,317.00	17,943.37

09/21/25

STONEBROOK OF ELIZABETHTOWN HOA, INC.
STATEMENT OF INCOME VERSUS BUDGET
YTD INCOME VERSUS YTD BUDGET

	Jan - Apr 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Fees, Resale Certification	0.00	100.00	(100.00)
Fees, Initial	0.00		
Fees, Homeowners, Townhouses	20,505.00	20,280.00	225.00
Fees, Homeowners, Common	24,800.81	25,650.00	(849.19)
Total Income	45,305.81	46,030.00	(724.19)
Expense			
Insurance, Liability	0.00	1,033.36	(1,033.36)
Common Area Projects	0.00	1,333.36	(1,333.36)
Legal	0.00	2,233.36	(2,233.36)
Bank Service Charges	37.50		
Snow Removal, Common	92.00	100.00	(8.00)
Administrative	954.50	300.00	654.50
Billing Services	1,791.15		
Snow Removal, Townhouses	4,640.00	2,600.00	2,040.00
Turf Care, Townhouses	9,548.00	9,566.64	(18.64)
Grounds Maintenance Services, Common Ar...	11,520.00	11,533.36	(13.36)
Total Expense	28,583.15	28,700.08	(116.93)
Net Ordinary Income	16,722.66	17,329.92	(607.26)
Other Income/Expense			
Other Income			
Interest Income	20.71		
Fees Initial	1,200.00	2,000.00	(800.00)
Total Other Income	1,220.71	2,000.00	(779.29)
Other Expense			
Transfer to Capital	0.00	4,020.00	(4,020.00)
Total Other Expense	0.00	4,020.00	(4,020.00)
Net Other Income	1,220.71	(2,020.00)	3,240.71
Net Income	17,943.37	15,309.92	2,633.45