



**Stonebridge  
Property Owners Association**

**HANDBOOK**

Updated December 16, 2024

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# Stonebridge Board of Directors

As of January 1, 2025

President Steve Nelson MD

Vice President Harold Jones

Treasurer Terry Klefisch

Secretary Sarah Howe

Member Marcelo Cardoso

Member Marian Henry

Member Randy McBride

Scribe Linda Nelson

Property Manager Keith Lau

## **Stonebridge Property Owners Association**

The members of Stonebridge Condominiums want to welcome you!!

By moving into this unit, you have become associated with a style of living which may be different from anything you have experienced previously. Our small community is like an extended family, which grows and changes with time.

This booklet has been prepared to assist you and will hopefully answer most questions you may have concerning policies within our small community.

If there is any conflict between recorded documents, the Master Deed and the Bylaws, the Master Deed prevails.

The current roster with cell phone numbers, emails and some birthdays is included and will be updated as new homeowners come and go. If you note an error or there is a change in email or cell number, please let the property manager or a member of the board know.

We would also like you to share information of an emergency contact individual, in the event an emergency arises with you or your unit. Please let the property manager know or a member of the board.

Our Property Manager serves as our first contact for all issues related to Stonebridge and it is important to pass information along through the proper process in order to assure documentation and quick resolution of all issues.

Currently our Property Manager is Keith Lau, KCP Real Estate and Property Management, his cell is 479-806-7700, business is 479-242-4001. The portal link for placing your maintenance requests is: [krg.managebuilding.com/Resident/portal/](http://krg.managebuilding.com/Resident/portal/)

In addition, the portal contains important information. A copy of the current Master Deed and Bylaws, variance request forms, current copy of the Roster, approved Board meeting minutes are also uploaded to the portal. Your ability to access the portal is vital to us keeping records and assisting with informing the Property Management team.

If you have any questions or difficulties accessing the portal, please let Keith know. Keith or his staff will assist in your training and access to the portal.

## **Membership**

A person becomes a member of the Property Owners Association (POA) by acquiring title to a unit. If an assessment is necessary against the unit and the property owner elects NOT to pay it, a lien against your unit can be entered. You cannot transfer your POA membership unless you transfer the title of your unit. The homeowner is responsible for damages to POA property by renters.

## **Administration**

The affairs of Stonebridge are administered by a Board of Directors of three to seven members. They serve three years and are not compensated. No member of the Board is personally liable to any owner or any third party for any action or lack of action arising from the duties of his/her office as an officer of the POA.

## **Gate Information**

We have two gates that may be used by all homeowners. Please contact the property manager if you need to change your gate code or there are any difficulties in opening or closing the gates. We currently use controlled Access at 479-783-6522. They can also assist with individual access number and instructions on usage. Large trucks and delivery vans MUST NOT enter or leave through the Stonebridge Main Entrance Gate but MUST use the Maintenance Gate (Service Gate). This Service gate can also be used by all home owners and the code is #3211, for deliveries the code is #3699 and for emergencies it is #9111

## **Annual Meeting**

The regular annual meeting shall be held in December with ten days prior notice to all owners of date and location.

## **Special Meetings**

When the need arises, special meetings will be called, and all owners will be notified by text or email in advance.

## **Homeowners Monthly Assessment**

Monthly association fees are automatically withdrawn from each owners bank account information that has been entered into the portal by automatic draft the first day of each month. Please contact the property manager if a different method needs to be arranged to pay these monthly dues.

## **Special Assessments**

In accordance with the Bylaws Article VIII, Section 5 special emergency assessments may be made in the event that the board determines the need. Emergency assessments are payable within ten (10) days of written notice by the board and not subject to a vote of the membership.

## **Alterations, Variances and/or Additions**

No additions, variances or alterations to the structural interior or any exterior component of the units without written consent of the Stonebridge Property Owners Association Board of Directors. This is best described as the owners own everything from the “studs in” and the POA everything from the “studs out” as defined by the Master Deed. Likewise, the common areas of Stonebridge are the responsibility of the board.

The “variance request forms” are available on the portal. They are to be submitted to the Property Manager for discussion and review at the next board meeting. Once all information has been gathered related to the variance request, the determination will be submitted to the homeowner in writing.

Everyone has different tastes; however, the outside appearance **MUST** stay the same to provide continuity and to protect everyone’s investment. Written approval from the Board of Directors is required **PRIOR** to starting any update or variance. All pertinent information, including sketches, engineer drawings, etc. will be submitted with the variance request. If approved, it will be filed as a variance to the specific unit. Any unauthorized changes to the exterior are expressly forbidden.

## **Specific Rules Established by the Bylaws**

1. All units shall be utilized for residential purposes only.
2. No resident shall post any advertisements or posters of any kind except as authorized by the Board of Directors in writing.
3. For sale and political signs are not allowed within the gated area.

## **General Conduct**

### ***Fishing***

Fishing at Stonebridge is the unique right of homeowners and they must be physically present with any guests that fish. Also, no guests are to be present without the homeowner also being physically present.

Any and all children fishing or walking on the *walking trail* MUST be personally attended to by the homeowner who then assumes full responsibility for their safety.

All Arkansas Game and Fish laws are applicable. Absolutely no cleaning of fish is allowed on common grounds. No dumping of fish carcasses in the lake.

A group of generous homeowners, initiated collaboration with the Arkansas Game and Fish Commission to scientifically manage and enhance the fish population in our lake. This effort is designed to ensure a healthy and balanced ecosystem, which will benefit not only the fish but also the overall environment of our community. In light of this ongoing project, we kindly request that all owners refrain from adding any fish to the lake. Introducing new fish without proper oversight could disrupt the balance we are striving to achieve and may have unintended negative consequences on the lake's ecosystem.

***Members canoes, float tubes and boats* are allowed on the lake under the following conditions:**

- Members must register the boat with the Stonebridge POA including a description and ID number affixed to the boat
- All boats or other floating devices must be legal for use under Arkansas law and abide by Arkansas Game and Fish.
- Boats not to exceed 12 feet in length; canoes not to exceed 17 feet in length.
- No gasoline propulsion is allowed.
- Boats may not be left in the water unattended for any length of time. When the owner is finished boating, they must remove the boat from the water and store it within their garage deck, dwelling, etc. It cannot be visible to other members while being stored.
- Boats may not be on the lake before sunrise or after sunset
- All homeowners who utilize boats are expected to practice safe boating and assure safety for all members in the boat.
- No vehicles are to be on the lake walking path as it is a walking path and is for pedestrian traffic only.
- Each homeowner is ultimately responsible for the safety and deportment of guests.

## Curbside Parking

Habitual curbside parking by residents in Stonebridge is prohibited. Owners are required to park inside the garage or within their immediate driveways. Owners, guest and employees should park within the same areas unless space is not sufficient. In those cases, temporary curbside parking is allowed provided such parking does not block the street or impair the normal use of the street, entrances and exits. Parking on the grass is never allowed.

## **Insurance**

Property Insurance – Stonebridge Property Owners Association insurance covers the brick, roofs, outside stud walls and liability for the common elements. The individual homeowner is responsible for windows and doors, interior walls, stairs, sheetrock, wall coverings, floor coverings, appliances, cabinets, fixtures, etc. Again, homeowners are responsible for everything they personally own from the “studs in”.

### Termite Policy

The termite coverage for each unit covers active verifiable termite activity and is carried by the Association.

## **Repairs and Maintenance**

All requests for repairs and Maintenance are to be placed in the Portal. If you are unable to do so, please contact the Property Manager or his staff to assist with this process. At each board meeting the repairs and maintenance request report is given by the Property Manager. This process allows for documentation and ongoing information related to each request. These requests will be evaluated and prioritized according to safety, urgency and funding.

## **Landscape, Flower Beds and Owner shrubs**

All landscape issues must go through the property manager as the point of contact. The landscape contract is negotiated each year, and the enforcement of the specific contractual arrangements are performed by the property manager.

Flowerbeds previously established by individual owners must be maintained by the current owners. Any special items outside the normal yard maintenance, which the association POA dues pays for, must be maintained at the owners expense.



## **Pets**

As a pet owner you are responsible for your pet's actions and safety. When outside the owner's immediate area, your pet must be under owner control at all times. It is the owner's responsibility to ensure they do not use your yard or your neighbor's yard as their toilet . Use a "pooper scooper" or plastic bag to pick up after them.

### **Helpful Hints**

- Regular trash pickups are made on Friday of each week. Both recyclables and regular trash.
- Remember to REMOVE TRASH containers as soon as possible after collection. Trash receptacles should be stored in the garage.
- Homeowners are kindly requested to diligently monitor and report any suspected water leaks to the property manager.

**Stonebridge Commons Roster**

**Homeowner Information updated December 2024**

Home	Name	Cell	Secondary	Email	BD (Month/Day)
1	Paul Duncan	360.703.1505		<a href="mailto:peduncan61@icloud.com">peduncan61@icloud.com</a>	13-May
2	Sandra Hunter	479-353-1421		<a href="mailto:as1953@reagan.com">as1953@reagan.com</a>	13-Jun
	Alan Williams	918-497-9883			
3	Monte Babitzke	479.461.1059	479-452-6221	<a href="mailto:monte.babitzke@gmail.com">monte.babitzke@gmail.com</a>	24-May
5	John Martinkus	479-255-8961		<a href="mailto:jfm2@mtks.ltd">jfm2@mtks.ltd</a>	24-Apr
	Cathy Martinkus	479-414-6361		<a href="mailto:cathylm@cox.net">cathylm@cox.net</a>	9-Apr
*7	Cherre' Thompson	479.461.8350		<a href="mailto:cherrefsmith@aol.com">cherrefsmith@aol.com</a>	21-Mar
	Dusty Robinson- Owner	479.459.6655	479.452.4050	<a href="mailto:dusty@dpm.arcoxml.com">dusty@dpm.arcoxml.com</a>	
8	Michael Johnston	407-744-5001		<a href="mailto:johnstonmichaelc@yahoo.com">johnstonmichaelc@yahoo.com</a>	
9	Maggie Malloy	479.883.9482		<a href="mailto:maggiemalloy0@gmail.com">maggiemalloy0@gmail.com</a>	14-Aug
10	Linda Nelson	479.414.4967	479.222.6772	<a href="mailto:linda.nelson2307@icloud.com">linda.nelson2307@icloud.com</a>	24-May
	Steve Nelson	479.926.1616		<a href="mailto:snelsonermd@me.com">snelsonermd@me.com</a>	31-Jan
11	Sarah Howe	479.459.7247		<a href="mailto:skhowe22@gmail.com">skhowe22@gmail.com</a>	14-Jul
12	Pat Dowell				20 Oct.
	Dean Dowell	702.624.4423		<a href="mailto:dowelldean@my.yahoo.com">dowelldean@my.yahoo.com</a>	17-Dec
13	Amy Jordan	479.650.4461	479.434.6345	<a href="mailto:ajordan5@luc.edu">ajordan5@luc.edu</a>	27-Jan
14	Mary Ann Klefisch	479.806.1632			13-Feb
	Terry Klefisch	479-806-0479		<a href="mailto:terryklefisch@yahoo.com">terryklefisch@yahoo.com</a>	7 Oct.
18	Ethel Long	479.222.2300	479.308.2788	<a href="mailto:elong129@gmail.com">elong129@gmail.com</a>	29-Jan
19	Sarah Botsch	908.581.1131		<a href="mailto:sbotsch3@gmail.com">sbotsch3@gmail.com</a>	18-Sep
	Alan Botsch	908.566.8930		<a href="mailto:alanbotsch@optonline.net">alanbotsch@optonline.net</a>	10 Oct.
20	Chloe Kirksey	479.651.8362	479.434.5191	<a href="mailto:cakirksey@cox.net">cakirksey@cox.net</a>	2-Aug
	Myron Kirksey	479.414.1348		<a href="mailto:myronkirksey@outlook.com">myronkirksey@outlook.com</a>	
22	Jerry Fleming	479-629-3685		<a href="mailto:Fleming111@yahoo.com">Fleming111@yahoo.com</a>	20 Jan.
	Karen Fleming	479-629-3735		<a href="mailto:dabney111@yahoo.com">dabney111@yahoo.com</a>	11 Feb.
Home	Name	Cell	Secondary	Email	BD (Month/Day)
25	Sandy Spears	770.855.3778	479.434.2043	<a href="mailto:sondrajspears49@gmail.com">sondrajspears49@gmail.com</a>	12-Mar
28	Jean Mendenhall	479.806.7593		<a href="mailto:jonithomas23@gmail.com">jonithomas23@gmail.com</a>	25-Feb
29	Jean Beck	479.461.5757	479.434.6092	<a href="mailto:jb3987@aol.com">jb3987@aol.com</a>	13-Oct
30	Janie Evitts	479.414.2028	479.484.5634	<a href="mailto:evitts@cox.net">evitts@cox.net</a>	22-Feb
32	First National Bank				

33	Debbie Hall	479.459.5793	479.646.5793	<a href="mailto:debbiehall2014@gmail.com">debbiehall2014@gmail.com</a>	14-Feb
34	Cherie Jones	479.651.5476	479.452.0818	<a href="mailto:cherie1jones@aol.com">cherie1jones@aol.com</a>	27-May
	Harold Jones	479.651.8176		<a href="mailto:hp.jones@aol.com">hp.jones@aol.com</a>	10-Mar
35	Danielle Dixon	479-650-2358		<a href="mailto:thirdsis3@yahoo.com">thirdsis3@yahoo.com</a>	
	Dave Dixon	479-883-3496			
36	Marian Henry	918.728.5844		<a href="mailto:marianhenry15@icloud.com">marianhenry15@icloud.com</a>	24-Feb
40	Melinda Thompson	479-231-9382		<a href="mailto:thompsonmelinda07@gmail.com">thompsonmelinda07@gmail.com</a>	
	Jeff Thompson	479-368-6411			
41	Randy McBride	479-221-7914		<a href="mailto:randy.mcbride@ATT.net">randy.mcbride@ATT.net</a>	22 Oct.
	Shannon McBride	469-450-7743		<a href="mailto:shannonmcbride2015@gmail.com">shannonmcbride2015@gmail.com</a>	20-Aug
42	Gerry Scholes	731.336.6906		<a href="mailto:gerryscholes42@gmail.com">gerryscholes42@gmail.com</a>	6-Jul
	Randy Scholes	731.336.4368		<a href="mailto:rgscholes11@gmail.com">rgscholes11@gmail.com</a>	16-Apr
44	Sue Hale	501.276.0902		<a href="mailto:shale@hslink.net">shale@hslink.net</a>	19-May
45	Louisa Cardoso	843-325-0562			6-Apr
	Marcelo Cardoso	843.855.3478		<a href="mailto:marc.murta@gmail.com">marc.murta@gmail.com</a>	20-Jul
46	John McFarland	479-462-6375		<a href="mailto:johna.mcfarland@gmail.com">johna.mcfarland@gmail.com</a>	4 Oct.
	Kim McFarland	479-806-2441		<a href="mailto:jjamkam@aol.com">jjamkam@aol.com</a>	31 Oct.

# **Stonebridge Annual Homeowner Meeting**

**December 16, 2024**

## **Agenda**

Location: Fort Smith Public Library

- 1. Vote for Board Member**
- 2. Newly updated Homeowner Handbook**
- 3. 2024 Repairs and Projects**
- 4. 2025 Budget**
- 5. Q & A**