

PINEBROOK HOMEOWNERS ASSOCIATION

NEW BOARD MEETING MINUTES September 3, 2017

PINEBROOK TOWN HALL

The meeting was called to order by President Dale Pilgeram at 12:00 AM

Board Meeting Attendees

Present: Dale Pilgeram, President
Tony Gutierrez, VP
Steve Moore
Kirt Boynton, Treasurer
Kathy Maloney, Secretary
Amber Collins
Michelle Coy
Mike Coffee

Absent: None

Guests: Kristin Kovacs, Office Manager

Establish New Board and Committees

- **Elect Officers**
 - **President**
Kathy Maloney made a motion to appoint **Dale Pilgeram** to be President of the Board, Steve Moore seconded the motion. Motion carried.
 - **Vice President**
Steve Moore made a motion to appoint **Tony Gutierrez** to be Vice President of the Board, Amber Collins seconded the motion. Motion carried.
 - Treasurer**
Mike Coffee made a motion to appoint **Kirt Boynton** to be Treasurer of the Board, Steve Moore seconded the motion. Motion carried.
 - **Secretary**
Kathy Maloney made a motion to appoint Amber Collins to be Secretary of the Board, Michelle Coy seconded the motion. Motion carried.
- **Appointed All Committee Chairs**
 - **Finance and Insurance Committee**
Mike Coffee will be Committee Chair for the Finance and Insurance Committee, with support from Dale Pilgeram and Kirt Boynton
 - **Election Committee**
Tony Gutierrez will be Committee Chair for the Election Committee.
 - **Social Committee**
Michelle Coy will be Committee Chair for the Social Committee.

- **Building Review and CC&R Compliance Committee**
Tony Gutierrez will be Building Review and CC&R Compliance Committee Chair
- **Maintenance and New Projects Committee**
Steve Moore will be Maintenance and New Projects Committee Chair

Kathy Maloney made a motion to approve all the committee chairs, Amber Collins seconded the motion. Motion carried.

- **Approve Staff Members**

Mike Coffee made a motion to approve Kathy Skinner and Christine Snow to be Pinebrook's Social Directors for the 2017/2018 year under the staff member program, Tony Gutierrez second the motion. Motion carried.

Mike Coffee made the motion to approve 2 part time facility attendants (Carrie Fones plus one other , 1 cleaning person (Mechelle Wilson), Office Manager (Kristin Kovacs) and Maintenance (Robert De Cost), second by Michelle Coy.

Ayes (7) Noes (0) Absent (0) Abstained (0)

Treasurer's Report

Budget: 2017-18 for \$86,625 income from annual dues. Deposited \$57,760. Dues are delinquent with penalty starting October 1st.

- **UFM Plan**

- Kirt Boynton made the motion to keep the UFM to 26 for the year, Amber Collins seconded the motion. Motion unanimously passed.

President's Report

- Reviewed of Planning Guide and Monthly Schedule of Events
- Established the 2017/2018 Board Meeting Schedule

Social Committee Report

- Established upcoming Social Events for 2017/2018 date/time/content/volunteers
- Order medals for next summer

Old Business Carryover- None

New Business

- Establish any New Business for next meeting
- Mike Coffee has volunteered to go over every Policy and Procedure and Kirt will update the website when each policy and Procedure is approved with changes.
- Mike Coffee proposed to the Board of Director to think about a Camp Host for the RV area during the summer time.

Meeting Adjourned: 1:27 PM

**Next Board Meeting: Saturday, 10/28/17 at 10:00 AM
In the Pinebrook Town Hall**

Respectfully Submitted:

**Kristin Kovacs
Office Manager**