

PINEBROOK HOMEOWNERS ASSOCIATION



REGULAR BOARD MEETING MINUTES October 27, 2018

PINEBROOK TOWN HALL

The meeting was called to order by Vice President Tony Gutierrez at 10:00 AM

Board Meeting Attendees

Present: Tony Gutierrez, Vice President Ken Kennard, Director
Jeff Gately, Director Mike Coffee, Director

Absent: Dale Pilgeram, President, Kirt Boynton, Treasurer,
Michelle Coy, Director, Brian Musgrave, Secretary

Also Present: Kristin Kovacs

Minutes

Mike Coffee made the motion to approve the Regular Board Meeting minutes from Sept 2, 2018 regular, and old Board Meeting Minutes Jeff Gately second the motion.

Ayes (4) Noes (0) Absent (3) Abstained (0)

Jeff Gately made the motion to approve the Old Board Meeting minutes from Sept 2, 2018 regular, and old Board Meeting Minutes Mike Coffee second the motion.

Ayes (4) Noes (0) Absent (3) Abstained (0)

Mike Coffee made the motion to approve the New Board Meeting minutes from Sept 2, 2018 regular, and old Board Meeting Minutes Jeff Gately second the motion.

Ayes (4) Noes (0) Absent (3) Abstained (0)

Treasurer's Report – Reviewed by Mike Coffee

Reviewed Year-to-date Actual vs. Budget and Balance Sheet.

- **HOA Dues:** 14 Delinquent, Second Notices will be sent out next week.
- **UFM's:** Invoices will be sent out middle of November.
- **Outlook Report:** Will make some changes to the financial report once our account is done with our accounts for the past year. The New printer and ink will come out of the R3 account instead of the General Account
- **Camp Host:** Last year spent \$9383.77. To finish the project it will be about another \$1,200 more.

President's Report – Dale Pilgeram

- **Review Planning Guide and Monthly Schedule of Events**
Reviewed September and October
Camp Host site poured
Culverts are concreted and fixed.
Will be resurfacing the beach parking lot soon
Fire Extinguishers are good until November 2020
- **Members communication:** None to report

Election Committee Report: None

Social Committee Report

- Labor Day weekend events went well.
- Oktoberfest -12 people RSVP. Event is Cancelled
- The Moose Lodge would like to cater the next events for July and Labor Day 2019
- Welcome and Education Program- Mike Coffee will have the three new Board Members, Jeff Gately, Brian Musgrave, and Ken Kennard attend a new members orientation to be able to give feedback and finalize the program.

Building Review & CC&R Compliance Committee Reports

- Reviewed Committee Reports on violations

Maintenance & New Projects Report - Dale Pilgeram

- Reviewed report

Projects Committee Reports

- Reviewed
- New Computer and printer are in full use.
- Camp Host project almost finished.
- Several inquiries on Camp Host
- Pinebrook will pursue to eliminate two water meters out of the four with CCWD

EPPOC/GABA Report

- Nothing to report

Old Business

- Reviewed Things To Do List.
- Trash Capacity and management
Mike Coffee made the motion to accept the modifications made to Policy and Procedure 3 to incorporate new garbage and dog policies, second by Ken Kennard.

Ayes (4) Noes (0) Absent (3) Abstained (0)

Discussion: Board agreed that the current garbage wooden screens would be removed from all locations and temporarily be stored behind the maintenance shed.

- Check Signing for El Dorado Savings Bank and State Farm Bank
Mike Coffee made the following a motion, second by Jeff Gately

Motion:

- A. Change the authorized check signers for Pinebrook General and Capital Accounts with El Dorado Savings and Loan, Account Numbers ***** and ***** as follows:
 1. **Delete** Jack Salvador and Katie Lively
 2. **Add** Tony Gutierrez, Jeff Gately, Brian Musgrave, Ken Kennard, Kirt Boynton, Mike Coffee.
 3. **Maintain** Mike Brashear, Frank Garibaldi, Dale Pilgeram

- B. Authorize Dale Pilgeram, as President of Pinebrook Homeowners Association, to write letter of assignment to State Farm Bank, P.O. Box 2316, Bloomington, Ill 61702, requesting the all current authorized check signers be removed from the account ***** and add the following authorized signers:
 1. **Full Service/ Action Access**
 - Dale Pilgeram
 - Kirt Boynton
 - Mike Coffee
 2. **Check Signing Only**
 - Tony Gutierrez
 - Jeff Gately
 - Ken Kennard
 - Brian Musgrave

The Controlling Pinebrook HOA Person is Dale Pilgeram

Note, in order to qualify as a check signer with either of the banks above requires detailed information from each proposed signer and in the case of El Dorado Savings a personal interview. Mike Coffee will draft both of the required letters.

Ayes (4) Noes (0) Absent (3) Abstained (0)

New Business

- Policy and Procedure For Staff Members

Mike Coffee made the motion to approve the changes made to Pinebrook's Policy and Procedures P&P 34, P&P 34-1, P&P 34-2, Jeff Gately second the motion.

Ayes (4) Noes (0) Absent (3) Abstained (0)

- **Meeting Adjourned: 11:32 AM**

**Next Board Regular Meeting: Saturday, February 9th at 10:00 AM
In the Pinebrook Town Hall**

**Respectfully Submitted:
Kristin Kovacs**

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