



# PINEBROOK HOMEOWNERS ASSOCIATION

## REGULAR BOARD MEETING MINUTES

October 19, 2019

### PINEBROOK TOWN HALL

The meeting was called to order by President Dale Pilgeram at 10:00 AM

#### Board Meeting Attendees

**Present:** Dale Pilgeram, President                      Tony Gutierrez, Vice President  
                 Brian Musgrave, Secretary                      Mike Coffee, Director  
                 Ken Kennard, Director                      Jeff Gately, Director

**Absent:** Kirt Boynton, Treasurer, Michelle Coy, Director

**Also Present:** Kristin Kovacs

#### Minutes

Mike Coffee made the motion to approve the Regular Board Meeting minutes from Sept 1, 2019 Minutes, Brian Musgrave second the motion.

Ayes (5)    Noes (0)    Absent (2)    Abstained (0)

Brain Musgrave made the motion to approve the Old Board Meeting minutes from Sept 1, 2019 approval of new Board Members, Tony Gutierrez second the motion.

Ayes (5)    Noes (0)    Absent (2)    Abstained (0)

Brian Musgrave made the motion to approve the New Board Meeting minutes from Sept 1, 2019, Jeff Gately second the motion.

Ayes (5)    Noes (0)    Absent (2)    Abstained (0)

#### Treasurer's Report – Reviewed by Dale Pilgeram

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

- **HOA Dues:** 17 Delinquent, Second Notices has been sent out by email and USPS.
- **UFM's:** Invoices will be sent out middle of November.
- **RV Rentals:** Paid for Camp Host power

**Consistent with the requirements of AB2912 the Pinebrook Board of Directors certifies that the financial statements (income statement and balance sheet) have been reviewed approximately monthly; and that on this date are approved by the Board of Directors**

Brian Musgrave made the motion to approve the financial report for this month, Tony Gutierrez second the motion.

Ayes (5) Noes (0) Absent (2) Abstained (0)

#### **President's Report – Dale Pilgeram**

- **Review Planning Guide and Monthly Schedule of Events**
  - Discussed all tasks completed
  
- **Members communication:**  
Dale Pilgeram handled all emails
  
- **Fire Safety Compliance:**
  - Pinebrook Fire Wise status was approved
  - 6 properties were cited for lack of CalFire compliance

#### **Election Committee Report**

- No discussion

#### **Social Committee Report**

- Oktoberfest/Halloween event cancelled, not enough interest
- Band on Labor Day was huge success. Will look into another one for Fourth of July and Labor Day. Need to start the Band playing around 5:30
- Brian Musgrave, Social Director, needs to update the detailed Social Calendar for the website

#### **Building Review & CC&R Compliance Committee Reports**

- 1 property is in the process of being sold. Hopefully new owners will clean up property

#### **Maintenance & New Projects Report - Dale Pilgeram**

- Reviewed report
- Limb Cedar Tree at beach project approved

Tony Gutierrez made the motion not to exceed \$2,500 to limb and cleanup of Cedar tree at beach, Jeff Gately second the motion.

Ayes (5) Noes (0) Absent (2) Abstained (0)

#### **Projects Committee Reports**

- Reviewed report

#### **EPPOC/GABA Report**

- EPPOC minutes emailed out.
- GABA Nothing to report

## Old Business

- **Reviewed Things To Do List.**
- **Eliminate two meters from CCWD**

Jeff Gately made the motion to get started on the processes of combining three lots (corner, picnic and Town Hall lots), getting County permit, Surveyor and CCWD, Mike Coffee second the motion.

Ayes (5) Noes (0) Absent (2) Abstained (0)

- **Reviewed RV reservation process and conditions**  
Mike Coffee will look over the online reservation form request for RV area to include payment and forms to be filled out.
- **Solution for Town Hall Cleaning**  
Add another Staff Member from the UFM list to check the Town Hall once a week, before and after each event. Make sure the bathrooms (Kitchen) are stocked with paper towels and toilet paper, trash is emptied, vacuum and dust when needed; report on conditions after usage before deposit return.

Brian Musgrave made the motion to approve another staff member for Town Hall cleaning, Tony Gutierrez second the motion.

Ayes (5) Noes (0) Absent (2) Abstained (0)

- **Changes to Policy and Procedures 16**  
Mike Coffee submitted changes for Policy and Procedures 16.

Jeff Gately made the motion to accept changes that were submitted to Policy and Procedures 16, Tony Gutierrez seconded the motion.

Ayes (5) Noes (0) Absent (2) Abstained (0)

- **Removal of large cedar tree in front of Town Hall**  
Mike Coffee will keep in contact with PG&E

## New Business

- **County Red Tag compliance North end of Lake**  
Need more chips to cover up north end of lake
- **VRBO& Airbnb**  
It is required that Pinebrook property owners let the office know if they are renting their cabin out with the correct information on their renters, for both short term and long term rentals.

Brian Musgrave made the motion to no longer accept UFM's to have renters use the Pinebrook facilities, Ken Kennard seconded the motion.

Ayes (5) Noes (0) Absent (2) Abstained (0)

- **County Road easement cleaning project**  
Dale looked into county inmates to do cleaning, will have to look at another avenue.
- **Fish and Wildlife permit**

Mike Coffee made the motion for Pinebrook to apply for extending the permit for Fish and Wildlife, Tony Gutierrez seconded the motion.

Ayes (5)    Noes (0)    Absent (2)    Abstained (0)

**Meeting Adjourned: 1:06 PM**

**Next Board Regular Meeting: Saturday, March 14, 2020 at 10:00 AM  
In the Pinebrook Town Hall**

**Respectfully Submitted:  
Kristin Kovacs**