



# PINEBROOK HOMEOWNERS ASSOCIATION

## REGULAR BOARD MEETING MINUTES

September 1, 2019

### PINEBROOK TOWN HALL

The meeting was called to order by President Dale Pilgeram at 8:00 AM

#### Board Meeting Attendees

**Present:** Dale Pilgeram, President  
Kirt Boynton, Treasurer  
Michelle Coy, Director  
Ken Kennard, Director

Tony Gutierrez, Vice President  
Brian Musgrave, Secretary  
Mike Coffee, Director  
Jeff Gately, Director

**Absent:**

**Also Present:** Kristin Kovacs

#### Minutes

Mike Coffee made the motion to approve the June 15, 2018 Board Meeting Minutes, Brian Musgrave seconded the motion.

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

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

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

- **HOA Dues:** No Delinquent dues
- **Year-End Final Report with Actual vs Budget and Balance Sheet** - Reviewed Michelle Coy made the motion to approve the Year-End Final Report with Actual vs Budget and Balance Sheet, Jeff Gately seconded the motion.  
Ayes (7) Noes (0) Absent (0) Abstained (0)

**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 and the previous months, Tony Gutierrez second the motion.

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

- **Approve Documents and Statements for Annual Report**  
Michelle Coy made the motion to approve Documents and Statements for Annual Report, Tony Gutierrez seconded the motion.  
Ayes (7) Noes (0) Absent (0) Abstained (0)
- **Outlook Report:** will be covered in Annual Meeting

- **Approve any employee year-end compensation** Brian Musgrave made the motion to give a \$500 bonus to Carrie Lopez for her extra efforts this year, Jeff Gately seconded the motion.  
Ayes (7) Noes (0) Absent (0) Abstained (0)
- **Approve Capital Plans with expenses into next year**  
Tony Gutierrez made the motion to approve Capital Plans with expenses into next year, Michelle Coy seconded the motion.  
Ayes (7) Noes (0) Absent (0) Abstained (0)
- **Changes to Policy and Procedures 4 and R3 with new forms**  
Mike Coffee made the motion to approve the changes made to Policy and Procedures 4 – finance Reserve for Repair and replacement - R3 and the new forms Policy and Procedures 4-3, Brian Musgrave seconded the motion.  
Ayes (7) Noes (0) Absent (0) 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 concerning fire safety inspection.

### **Approval of the entire Annual Report Package**

- Reviewed. Mike Coffee made the motion to accept the Annual Report, Tony Gutierrez second the motion.  
Ayes (7) Noes (0) Absent (0) Abstained (0)

### **Election Committee Report**

- We have seven Board members. It rotates 4 go out on even years (Tony, Jeff, Ken and Brian) and three go out on odd years (Kirt, Michelle, Mike ) Serving a two year term.

### **Social Committee Report**

- Discussion of Labor Day dinner –325 people RSVP
- Moose Lodge will cook for the second year
- First year with a Band (trial)

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

- 3 outstanding CC&Rs

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

- Reviewed report

### **Projects Committee Reports**

- Reviewed report

### **EPPOC/GABA Report**

- Nothing to report

**Old Business**

- Reviewed Things To Do List.
- Discussion Pack-in and Pack-out Trash  
Michelle Coy made the motion to continue pack-in pack-out trash program, Brian Musgrave seconded the motion.  
Ayes (7) Noes (0) Absent (0) Abstained (0)

**New Business**

- Discuss removal of large cedar tree in front of Town Hall

**Meeting Adjourned: 9:41 AM**

**Next Board Regular Meeting: Saturday, October 19th at 10:00 AM  
In the Pinebrook Town Hall**

**Respectfully Submitted:  
Kristin Kovacs**