



# PINEBROOK HOMEOWNERS ASSOCIATION

## 2019-2020 ANNUAL BOARD MEETING MINUTES September 6, 2020

### 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, VP,  
Kirt Boynton, Treasurer                                      Brian Musgrave, Secretary  
Michelle Coy, Director                                        Mike Coffee, Director

**Absent:** Jeff Gately, Director                                      Ken Kennard, Director

**Guests:** Kristin Kovacs, Office Manager

**5 lots are represented, (0 non-Board Member lots), 77 lots are required to make a quorum for introducing new business not on the posted Agenda.**

#### Secretary's Report

- All Board meetings were held in the Town Hall at Pinebrook for 2019-20 There were 5 regular meetings scheduled, one virtual Board Meeting in July. There was no meeting scheduled for September, November, December, January, February, April, July and August. Zero Board meetings were cancelled. Board meeting Minutes are stored in the Town Hall office in a master manual. Minutes are also located on our website and on the office computer.
- **Approval of 2019 Annual Meeting Minutes**  
Mike Coffee made a motion to approve the 2019 Annual Board Meeting minutes, Tony Gutierrez seconded the motion. Motion was approved.

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

- General Account has \$8,937.15, including \$1,383.41 in payroll liability and \$7,553.74 in uncashed checks.
- Capital Account, has \$56,348.57
- R3 Account, \$116,034.43
- Moved \$12,868.53 from the General account to Capital per P&P 30
- **Key point on financials:**
  - No changes in annual dues for last 7 yearsExtra income came from Property Transfer Fees and RV rentals. Brian Musgrave made the motion to approve the Annual Financial Report, Michelle Coy seconded the motion. Motion was approved.

## **Vice-President's Report**

- **Reviewed summary of physical assets**
- **Election and Board appointed results**

Board Members will be returning: Michelle Coy, Kirt Boynton, Mike Coffee. Appointed Board Members for the next two years: Tony Gutierrez, Jeff Gately, Brian Musgrave, and Ken Kennard

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

- **Submitted and read President's Report**

## **Good of the Order**

- Discussion of Board sending letters to volunteers, Justin Dollars crew and Vantage Point for all the help on the Slide Project.
- Discussion on long time volunteers, Board of Directors send a thank you note to them and maybe have a perpetual plaque hanging in the Town Hall with names on it.

**Meeting Adjourned: 10:25 AM**

**Next Annual Board Meeting: Sunday, 9/5/21 at 10:00 AM  
In the Pinebrook Town Hall**

**Respectfully Submitted:**

**Kristin Kovacs  
Office Manager**