



## **PINEBROOK HOA 2022 ANNUAL MEETING AGENDA**

**SATURDAY, SEPTEMBER 17th, 2022, 10:00AM, TOWN HALL**

**Updated: 9/06/2022**

- 1. Call Meeting to Order** **Dale Pilgeram**
  
- 2. Roll Call** **Dale Pilgeram**
  - **Board and Committee Chairpersons Present - names and introduction**
  - **Pass around sign-up sheet for all attendees making sure Property Owners identify themselves.**
  - **Show of hands of representative for one or more properties owned**
    - . **Determine if a meeting quorum exists for the purpose of discussing new business (77 lots must be represented by owners). State number of represented lots present for minutes.**
  
- 3. Secretary's Report** **Brian Musgrave**
  - **Status of minutes of 2021-2022 Board Meetings (number held and locations where minutes are stored).**
  - . **Read and approve minutes of 2021 Annual Meeting**
  
- 4. Treasurer's Annual Report** **Kirt Boynton**
  - **Give folks time to read reports provided**
  - **Make any key points on financials**
  - **Request Motion and Vote to approve the Annual Financial Report**
  
- 5. Vice-President's Report** **Tony Gutierrez**
  - **Cover summary of physical assets**
  - **Cover major CC&R violation issues**
  
- 6. President's Report** **Dale Pilgeram**
  - **Cover election results and introduce new/continuing board members**
  - **Identify those officers, board members, and staff leaving their positions**
  - **Overview of the year**
  
- 7. New Business (Feedback and Discussion)** **Dale Pilgeram**
  - . **Capital Projects (In progress, planned, needed)**
  - . **Camp Host Fourth year results**
  - . **Trash Management (Pack it In, and Pack it Out program)**
  - . **Lack of Volunteers for Work Parties and Events**
  - . **Social Event Programs – lack of participation – What to Continue?**
    - . **Continue with the more expansive events (Music, Bands, Games, Social Time, etc;)**
  
- 8. Adjourn Meeting**



# PINEBROOK HOMEOWNERS ASSOCIATION

## 2020-2021 ANNUAL BOARD MEETING MINUTES September 5, 2021

### PINEBROOK TOWN HALL

The meeting was called to order by President Dale Pilgeram at 10:07 AM

#### Board Meeting Attendees

**Present:** Dale Pilgeram, President  
Kirt Boynton, Treasurer  
Michelle Coy, Director  
Jeff Gately, Director

Tony Gutierrez, VP,  
Brian Musgrave, Secretary  
Mike Coffee, Director  
Ken Kennard, Director

**Absent:**

**Guests:** Carol Small, Kristin Kovacs, Office Manager

**8 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 2020-21 There were 4 regular meetings scheduled, there were no meetings 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 2020 Annual Meeting Minutes**  
Kirt Boynton made a motion to approve the 2020 Annual Board Meeting minutes, Michelle Coy seconded the motion. Motion was approved.

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

- General Account has \$2,016.92, including \$1,525.92 in payroll liability
- Capital Account, has \$44,378.15
- R3 Account, \$101,703.16
- Moved \$10,012.34 from the General account to Capital per P&P 30
- **Key point on financials:**
  - No changes in annual dues for last 8 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: Tony Gutierrez, Jeff Gately, Brian Musgrave, and Ken Kennard. Appointed Board Members for the next two years: Michelle Coy, Kirt Boynton, Mike Coffee.

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

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

## **Good of the Order**

- Carol Small thanked everyone on what they are doing for Pinebrook.

**Meeting Adjourned: 11.03 AM**

**Next Annual Board Meeting: Saturday, 9/17/22 at 10:00 AM  
In the Pinebrook Town Hall**

**Respectfully Submitted:**

**Kristin Kovacs  
Office Manager**



## CONTACT

## INFORMATION

## INFORMATION

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Board Approval Date

09/05/2021

DATE

9/08/2021

## 2021-2022 BOARD MEMBER & COMMITTEE LIST

### Pinebrook Homeowners Association

2108 Flanders Drive, P.O. Box 718 Arnold, CA 95223

Email: [pinebrook@pinebrookhoa.com](mailto:pinebrook@pinebrookhoa.com) Website: [www.pinebrookhoa.com](http://www.pinebrookhoa.com)

OFFICERS	NAME	PHONE	EMAIL
President	Dale Pilgeram	C-408-710-2148	<a href="mailto:pilgeram@sbcglobal.net">pilgeram@sbcglobal.net</a>
Vice President	Tony Gutierrez	C-209-662-8242	<a href="mailto:antgut@comcast.net">antgut@comcast.net</a>
Treasurer	Kirt Boynton	C-408-206-8365	<a href="mailto:kirt_boynton@hotmail.com">kirt_boynton@hotmail.com</a>
Secretary	Brian Musgrave	C-408-607.3833	<a href="mailto:brmusgrave@mac.com">brmusgrave@mac.com</a>
Director	Michelle Coy	C-510-449-4060	<a href="mailto:miccocoy62@yahoo.com">miccocoy62@yahoo.com</a>
Director	Jeff Gately	C-650-207-4361	<a href="mailto:injrc@yahoo.com">injrc@yahoo.com</a>
Director	Mike Coffee	H-209-795-3900	<a href="mailto:ainokeamike@comcast.net">ainokeamike@comcast.net</a>
Director	Ken Kennard	C-925-640-7342	<a href="mailto:kenkennar@gmail.com">kenkennar@gmail.com</a>

### ADMINISTRATION

Office Support: Kristin Kovacs (Office) (In Office on Tuesdays)	209-795-2900 C-209-768-9144	<a href="mailto:pinebrook@pinebrookhoa.com">pinebrook@pinebrookhoa.com</a> <a href="mailto:kkovacs95@att.net">kkovacs95@att.net</a>
Facilities Attendant: Carrie Lopez	C-209-352-9753	<a href="mailto:clynnfones@yahoo.com">clynnfones@yahoo.com</a>
Camp Host: Will Higdon	C-928-733-7047	<a href="mailto:salwilhig@yahoo.com">salwilhig@yahoo.com</a>
TH Cleaning: Josette Summersett	C- 209-985-4808	<a href="mailto:josettebelarmino@gmail.com">josettebelarmino@gmail.com</a>
Maint. Support: Antonio Lopez	C-209-454-9872	<a href="mailto:atlacatl_35@hotmail.com">atlacatl_35@hotmail.com</a>

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## CONTACT

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### INFORMATION

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Board Approval Date

09/05/2021

DATE

9/08/2021

## 2021-2022 BOARD MEMBER & COMMITTEE LIST

### COMMITTEES

#### BUDGET & INSURANCE

Chair	Kirt Boynton	See contact info above
Member	Mike Coffee	See contact info above
Member	Dale Pilgeram	See contact info above

#### CC&R (COMPLIANCE) & BUILDING REVIEW

Chair	Tony Gutierrez	See contact info above
Member	Ken Kennard	See contact info above
Member	Dale Pilgeram	See contact info above

#### ELECTION

Chair	Tony Gutierrez	See contact info above
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#### SOCIAL

Chair	Brian Musgrave	See contact info above
Member	Michelle Coy	See contact info above

#### MAINTENANCE & NEW PROJECTS

Chair	Jeff Gately	See contact info above
Member	Dale Pilgeram	See contact info above
Member	Mike Coffee	See contact info above
Member	Tony Gutierrez	See contact info above
Member	Ken Kennard	See contact info above

#### STAFF MEMBERS

David Gellerman	C-209-482-1500	<a href="mailto:davidgellerman@wildblue.net">davidgellerman@wildblue.net</a>
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Manuel Ferreira	C-209-649-4508	<a href="mailto:mcfconcrete.manuel@yahoo.com">mcfconcrete.manuel@yahoo.com</a>
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Kevin & Ardell Zeman	C-630-877-3490	ardell.zeman@gmail.com
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# PINEBROOK HOA ANNUAL FINANCIAL REPORT

September 17, 2022 for Fiscal Year 2021-2022

Latest Update: 9/09/2022

## EXECUTIVE SUMMARY

The annual assessment (HOA Dues) INCREASED for fiscal year 2022/2023 for the first time in 8 years. The fiscal year 2022/2023 budget is closed and approved with a fully funded Capital Budget of \$10K, and an extensive review and adjustment of our R3 needs. Utility cost increases, labor costs with reduced volunteers, and overall inflation resulted in the Dues Increase for fiscal year 2022/2023. Improved lot dues are now \$295, bare lot dues are \$175, and UFM calendar year dues are \$395. Enclosed with this report are these financial documents:

- . Annual Financial Report for fiscal year 2021/2022 (this document): See NOTE 1
- . Balance Sheet as of August 31, 2022 (key final account information below):
  - General Fund: \$ 2,464.33 (Checking) – This remainder covers Payroll Tax Liability of (\$ 1,973.33) and includes an outstanding QuickBooks carryover o (\$ 491.00)
  - Capital Fund: \$ 28,896.61 (Savings)
  - R3 \$ 104,889.12 (Reserve Fund Money Market and 2 CDs)
- . Balance Sheet and Actual vs Budget as of August 31, 2022
- . Financial Outlook with other Arnold HOA comparisons for 2022
- . Approved Operating and R3 Budgets for 2022/2023 fiscal year

## OPERATING BUDGET vs ACTUAL STATUS for this past fiscal year: See NOTE 2 & 3

- . The actual Operating Budget Income was \$102,183.83. This was \$2,993.83 over the budget due to Property Transfer Fees, late dues penalty payments, and RV space rentals.
- . Expenses were under budget by \$ 6,939.87 due to under spending on Fish planting, Snow Removal, Social Events, Contractor expenses, and Contingency not used.
- . The General Fund Cash Account maintained an excess of \$2,464.33 from the past fiscal year to cover the Payroll Tax Liability which will be paid in the new fiscal year and some QuickBooks carryover.
- . This total under budget of \$ 9,633.70 was transferred to the Capital Account from the General Account as specified in P&P 30.

The fiscal year 2022/2023 budget meets all known requirements; however Pine Beetle Tree Kill and other dying trees are an unknown budget exposure going forward for dead tree removal. General and Capital funds are managed to absorb tree removal cost to avoid a special assessment. NOTE 3.

## CAPITAL FUND BALANCE & EXPENDITURES for this past fiscal year:

Starting Capital Fund Balance 8/31/21	\$45,160.28
. Funding in 2021/2022	Total: \$19,633.70
. 9/01/21 Initial Budget allocation	\$10,000.00
. 8/31/22 Excess funds, fiscal year 2020/2021	\$ 9,633.70
Expenditures in fiscal year 2021/2022:	Total: (\$35,897.17)
. Amphitheater	\$34,832.47
. Playground Slide Unit taxes/fees	\$ 1,064.70
Capital Fund Ending Balance 8/31/22	\$28,896.81
Budget Income allocation for fiscal year 2022/2023	\$10,000.00
Total Available Capital Fund in fiscal year 2022/2023	\$38,896.81

## **R3 FUND BALANCE & EXPENDITURES for this past fiscal year 2021/2022:**

The R3 fund balance on 8/31/2022 (75% funded): \$104,889.12

- . Expenditures in 2021/2022: (\$ 5,816.04)
- . Items expensed in R3 Fund: Lake Dredging & Drain, Sprinkler system, Volleyball/basketball, Baseball drag, Slide replacement delivery, Gravel parking lot, Office heater

Fiscal year 2022/2023 Budget contribution for R3: \$ 16,604.00

### **NOTES:**

1. Pinebrook Operating and Capital expenses for the year were favorably affected by a few volunteers. It is conservatively estimated that these efforts saved more than \$50,000.
2. A Transfer of \$ 9,633.70 from the General Fund to Capital Fund zeroed out the General Fund cash Account while retaining funds of \$2,464.33 covering previous fiscal year QuickBooks payroll liability.
3. Inflation, Maintenance services, and Utility cost increases are built into the approved 2022/2023 budget. Key exposures are: Trees to be removed due to Pine Beetle Kill, Additional inflation, Increased wages, and losing current volunteers with no unpaid experienced volunteers to replace them. Need to hire services, repairs, and management. The Camp Host is a valuable addition but is costly.

### **PINEBROOK BOARD RESPONSIBILITIES:**

The voluntary Pinebrook Board is guided in its actions by four primary responsibilities defined by the Pinebrook governing documents (Articles of Incorporation, Bylaws, CC&Rs, and Policy & Procedures), and State law & statutes, as well as Calaveras County law & statutes.

- . Fiscal Responsibility; Includes not just budget and expense management but also legal obligations, insurance coverage, and reserve fund (R3) compliance.
- . Governing Documents Compliance; Establish and maintain operating policies for HOA facilities management and member support. Enforce compliance with Pinebrook CC&Rs and Policy and Procedures, State and County laws, statutes, and ordinances.
- . HOA Member Support; Provide information, services, and documentation in all areas needed by property owners to buy, develop, support and enjoy their Pinebrook property. Provide social events, area entertainment, and activity information.
- . Maintain and Enhance the Common Area Facilities; This first principle in the Articles of Incorporation defines and establishes this primary goal and requirement.

The Pinebrook Board measures its performance based on the satisfactory execution of these four primary responsibilities & expects HOA members to support these efforts. The Pinebrook Corporation was founded & qualified as "not for profit" with the purpose of providing recreation facilities & social events for the HOA members.

### **FINANCIAL RISKS for the Upcoming 2022/2023 Fiscal Year**

- . Dead tree removal costs due to mortality from the Pine Beetle, drought, and other causes
- . Dis-continuing the current Use Fee Member (UFM) program (26 members maximum)
- . Significant increase in cost of insurance, utilities, outside services, fireworks & entertainment.
- . Dwindling volunteers; the need to hire more contractor services is likely.

### **Legally Required Items for Annual Reports**

- . The Pinebrook office & computer contains names & addresses of the HOA members.
- . The statements and data contained in this report with attachments and referenced documents are prepared without audit from the books and records of the corporation.
- . The R3 fund is properly managed and accounted for in compliance with State statutes and laws. Replacement cost assessments on specific items are done annually.

Respectively submitted,

Kirt Boynton, Treasurer

Dale Pilgeram, President

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10/02/22

Cash Basis

**Pinebrook Homeowners' Association**  
**Balance Sheet 2020-2021**  
As of August 31, 2022

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	<u>Aug 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1.General ED-6306	7,649.33
2.Capital ED-1701	28,897.61
3.usbank 1% MM-3085	29,889.38
4.usbank CD 1 2.08% 9691	50,000.00
5.usbank CD 2 1.73% 8669	25,000.00
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<b>Total Checking/Savings</b>	141,436.32
<b>Accounts Receivable</b>	
Accounts Receivable	175.00
	<hr/>
<b>Total Accounts Receivable</b>	175.00
<b>Other Current Assets</b>	
Undeposited Funds	-5,180.00
	<hr/>
<b>Total Other Current Assets</b>	-5,180.00
	<hr/>
<b>Total Current Assets</b>	136,431.32
<b>Fixed Assets</b>	
Accumulated Depreciation	-223,011.00
AED	588.71
Amphitheater	1,666.71
Disc Golf Course	5,012.74
Fertigation System	1,285.00
Furn/Fixt., Equipment	84,696.52
Improvement/Ballfield	1,532.00
Improvements/Other	186,364.93
Installation of Moisture Sensor	382.00
Land	61,993.00
	<hr/>
Landscaping/Fencing	11,898.96
Livery & Bath Structure	45,307.88
PG Slide	32,391.99
Picnic Area Improvements	1,190.01
Signs	375.39
TH Lighting	1,410.81
	<hr/>
<b>Total Fixed Assets</b>	213,085.65
	<hr/>
<b>TOTAL ASSETS</b>	<b>349,516.97</b>
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10/02/22

Cash Basis

**Pinebrook Homeowners' Association**  
**Balance Sheet 2020-2021**  
As of August 31, 2022

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	<u>Aug 31, 22</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Payroll Liabilities	1,973.33
<b>Total Other Current Liabilities</b>	<u>1,973.33</u>
<b>Total Current Liabilities</b>	<u>1,973.33</u>
<b>Total Liabilities</b>	1,973.33
<b>Equity</b>	
Retained Earnings	360,439.89
Net Income	<u>-12,896.25</u>
<b>Total Equity</b>	<u>347,543.64</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>349,516.97</u></u></b>

**Pinebrook Homeowners' Association**  
**Actual to Budget**  
**September 2021 through August 2022**

	<u>Sep '21 - A...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>200-INCOME</b>				
201 HOA Member Dues	86,625.00	86,625.00		100.0%
202 Use Fee Member Dues	8,840.00	8,840.00		100.0%
203 Dues Penalties	1,352.75	500.00	852.75	270.6%
205 Property Transfer Fees	2,000.00	1,000.00	1,000.00	200.0%
206 Facilities Use Rental	2,551.00	1,000.00	1,551.00	255.1%
207 Donations/Apparel	89.22	200.00	-110.78	44.6%
220 Interest on Checking	9.75	10.00	-0.25	97.5%
221 Interest on Capital	15.88	15.00	0.88	105.9%
225 Interest on Money Market	891.49	1,000.00	-108.51	89.1%
<b>Total 200-INCOME</b>	<u>102,375.09</u>	<u>99,190.00</u>	<u>3,185.09</u>	<u>103.2%</u>
<b>Total Income</b>	<u>102,375.09</u>	<u>99,190.00</u>	<u>3,185.09</u>	<u>103.2%</u>
<b>Gross Profit</b>	102,375.09	99,190.00	3,185.09	103.2%
<b>Expense</b>				
<b>500 MAINTENANCE</b>				
501 Paint/Stain-all facilities		400.00	-400.00	
502 Lake Weed Control	1,329.00	1,400.00	-71.00	94.9%
503 Lake Docks, Weir, Drain	222.84	400.00	-177.16	55.7%
504 Beach Sand & Spreading	3,722.87	3,000.00	722.87	124.1%
505 Beach Structures	14.29	100.00	-85.71	14.3%
506 Beach Livery & Bath Air		200.00	-200.00	
507 ATV, Tools, Gas, Mileage	354.73	750.00	-395.27	47.3%
508 RV Area, Bocce, Horseshoes	28.13	150.00	-121.87	18.8%
509 Ballfield		100.00	-100.00	
510 Main Picnic Area	42.88	300.00	-257.12	14.3%
511 Town Hall		100.00	-100.00	
512 Plumbing & Lighting	74.27	200.00	-125.73	37.1%
513 Landscaping	343.18	300.00	43.18	114.4%
514 Snow Removal		500.00	-500.00	
515 Service Contracts		2,000.00	-2,000.00	
516 Contractor Common Area	1,046.00	5,500.00	-4,454.00	19.0%
517 Debris Clean Up and Removal	4,060.00	100.00	3,960.00	4,060.0%
518 Sprinkler Service	1,785.60	1,700.00	85.60	105.0%
519 Town Hall Cleaning	400.00	500.00	-100.00	80.0%
<b>Total 500 MAINTENANCE</b>	<u>13,423.79</u>	<u>17,700.00</u>	<u>-4,276.21</u>	<u>75.8%</u>

**Pinebrook Homeowners' Association**  
**Actual to Budget**  
**September 2021 through August 2022**

	Sep '21 - A...	Budget	\$ Over Bu...	% of Budget
<b>600-RECREATION</b>				
605 Lake Testing	535.00	600.00	-65.00	89.2%
608 Lake Fish Stocking		1,500.00	-1,500.00	
625 Social Events	6,056.43	8,000.00	-1,943.57	75.7%
630 Equipment & Supplies	540.38	300.00	240.38	180.1%
640-FacilityAttendant Payroll	7,710.00	7,000.00	710.00	110.1%
<b>Total 600-RECREATION</b>	14,841.81	17,400.00	-2,558.19	85.3%
<b>650-OFFICE &amp; TOWN HALL</b>				
651 Contractor Office Manager	19,000.00	19,000.00		100.0%
654 IT	174.10	300.00	-125.90	58.0%
657 Equipment/Supplies/Postage	1,202.92	750.00	452.92	160.4%
658 TH Supplies, Equipment	215.83	300.00	-84.17	71.9%
<b>Total 650-OFFICE &amp; TOWN HALL</b>	20,592.85	20,350.00	242.85	101.2%
<b>700-GENERAL</b>				
701 D&O & HOA Liability Insura	8,095.48	8,100.00	-4.52	99.9%
702 Workers Comp Ins.	1,014.36	1,500.00	-485.64	67.6%
705 Federal Tax	762.52	400.00	362.52	190.6%
706 California State Tax	480.00	15.00	465.00	3,200.0%
707 Property Tax	234.84	235.00	-0.16	99.9%
708 Payroll Tax	928.46	1,000.00	-71.54	92.8%
709 Accounting Tax Prep	965.00	1,000.00	-35.00	96.5%
711 Electricity Utility	2,964.65	2,800.00	164.65	105.9%
712 Propane Utility	1,396.96	1,000.00	396.96	139.7%
713 Water Utility	2,190.33	2,400.00	-209.67	91.3%
718 Internet, Phone, TV	3,589.40	3,600.00	-10.60	99.7%
725 Miscellaneous/Contingency	2,067.68	2,688.00	-620.32	76.9%
730 R3 Account Funding	9,002.00	9,002.00		100.0%
735 Capital Account Funding	19,633.70	10,000.00	9,633.70	196.3%
<b>Total 700-GENERAL</b>	53,325.38	43,740.00	9,585.38	121.9%
<b>Total Expense</b>	102,193.83	99,190.00	3,003.83	103.0%
<b>Net Ordinary Income</b>	181.26		181.26	100.0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Special Funds</b>				
<b>A1-R3 Fund Transfers</b>				
1st Initial Transfer	9,002.00		9,002.00	100.0%
<b>Total A1-R3 Fund Transfers</b>	9,002.00		9,002.00	100.0%

**Pinebrook Homeowners' Association**  
**Actual to Budget**  
**September 2021 through August 2022**

	<u>Sep '21 - A...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Budget</u>
<b>B1 Capital Fund Transfer</b>				
1st Initial Transfer	10,000.00		10,000.00	100.0%
<b>Total B1 Capital Fund Transfer</b>	<u>19,633.70</u>		<u>19,633.70</u>	<u>100.0%</u>
<b>Total Special Funds</b>	<u>28,635.70</u>		<u>28,635.70</u>	<u>100.0%</u>
<b>Total Other Income</b>	28,635.70		28,635.70	100.0%
<b>Other Expense</b>				
<b>Capital Fund Expenses</b>	35,897.17		35,897.17	100.0%
<b>R3 Expenses</b>				
LB- Lake Dredging & Drain	1,150.00		1,150.00	100.0%
RF- VBall-Baseball-Basketball	277.04		277.04	100.0%
<b>Total R3 Expenses</b>	<u>5,816.04</u>		<u>5,816.04</u>	<u>100.0%</u>
<b>Total Other Expense</b>	<u>41,713.21</u>		<u>41,713.21</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>-13,077.51</u>		<u>-13,077.51</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>-12,896.25</u></u>		<u><u>-12,896.25</u></u>	<u><u>100.0%</u></u>



## **PINEBROOK HOA FINANCIAL OUTLOOK**

**September 17th 2022 for Fiscal Year 2022-2023**

**Latest update: 9/09/2022**

After eight years in a row, the annual assessment finally had to increase. It is now \$295 for improved lots & \$175 for bare lots. The annual fee for Use Fee Members (UFM) increased to \$395 for the 2023 calendar year. The Capital account is funded at \$38,897. While there are some significant risks in the current economic conditions and outlook, we are confident that the current HOA annual assessment level (Dues) will be sufficient for a few years, but may have to increase in the future if the inflation rate continues to grow and we need to hire and buy services as our experienced (aging) volunteers continue to retire from “active duty. We have increased the Social Event budget to cover expanded entertainment events but if costs continue to increase, we may need a minimal charge or donation for event attendance.

The R3 annual budget will be increasing as we need to replace and repair failing infrastructure. The largest exposure would be a resurrection of the Pine Beetle tree kill causing a large cost in tree removal. Our Capital projects are moving forward with the completion of the picnic area Amphitheater and more recreational projects that are defined and approved.

Almost all HOAs in the Ebbetts Pass Area have increased their annual dues. See the next page for a comparison of dues and facilities offered. Even with the increase this year, Pinebrook remains a low cost, high value bargain in comparison to all others. This status was possible in the past with a large volunteer work force and donations. Volunteer help has dropped off so contractors have been hired for maintenance, office support, social events, & capital improvement projects.

Here is a summary of budget “drivers”:

- Utilities (water, power, heat) continue to increase beyond forecasts. Of specific concern is PG&E as they have forecasted multiple increases to cover forest fire lawsuit expenses.
- Much of the capital improvement project work has shifted from volunteers to contractors.
- Annual cleanup, and regular maintenance is now performed by our Camp Host and hired Contractors/Employees. Required/competitive salary increases occur annually.
- Liability and fire insurance did not increase significantly this past year, will this continue?
- Seasonal employee (W2) tax and workman’s compensation costs increase every year.
- Much of office management, project management, maintenance, financial, IT, cleaning, legal compliance, and operations work load is still handled by a couple of volunteers. Most other HOAs use high cost professional hires to manage these needs and obligations.
- We are a recreational/social “not for profit” corporation. The social budget for our main events has increased for entertainment, food/material & service costs. These events are a high priority that will be maintained and carefully managed.
- Some property owners continually want to eliminate the 26 member UFM program which provides about \$9K in revenue each year plus some of our most active volunteers.

Our HOA is top rated for functionality and attractiveness and we aim to keep it that way. The usage of our Town Hall, Picnic Areas, the Recreational Facilities, the Beach and Lake, and the RV park continues to grow. Facility improvements are planned and approved for the future. You all should be proud to own property and be a part of the Pinebrook experience.



# POLICY and PROCEDURE

P & P # <b>28-4</b>
Page # 1 of 1
Date 09/01/2022
Original P&P Date 04/6/2006

## HOA DUES & FACILITY COMPARISON

### ARNOLD AREA HOA PROFILE COMPARISON

HOA	HOA NAME	CABIN	BARE LOT	TOTAL	FULL TIME	CABIN DUES/YR	BARE LOT DUES/YR	COMMENTS
FM	Forest Meadows	589	137	726	588	\$1,924	\$1,924	Incl Road Maint: Note 3
MS	Mill Site	194	2	196	68	\$1,008	\$1,008	Note 1
BLS	Blue Lake Springs	1,697	328	2,025	400	\$ 772	\$ 772	
BTV	Big Trees Village	1,550	410	1,960	100	\$ 925/175	\$ 925/175	Note 2
SS	Snowshoe Springs	298	71	369	40	\$ 911	\$ 684	incl water
LMP	Lakemont Pines	418	130	548	150	\$ 475	\$ 408	
PB	Pinebrook	280	105	385	100	\$ 295	\$ 175	
LP	Lilac Park	175	31	206	45	\$ 200	\$ 180	Incl \$10 maint fee
FIA	FlyIn Acres/Lakeside	213	50	263	81	\$ 100	\$ 100	
MM	Meadowmont	1,164	258	1,422	261	\$ 24	\$ 24	
GR	Grizzly Ridge	30	6	36	15	\$ 20	\$ 20	
LC	Love Creek							
MT	Meadowview Twnhse	17	0	17	5	\$ 600	\$ N/A	Incl Outside Maint
SHR	Sky High Ranch	100?	146?	249	?	\$1,165	\$1,165	Incl water
BL14	Blue Lake 14, 15, 16	245	72	317	192	N/A	N/A	
IH	Indian Hills 1,2, Misc	48	2	50	36	0	0	Have Road Maint

- Note: 1. Millwoods: Mill Site Owners Assoc (Master Assoc.) Mill Site Townhomes (Sub HOA). For the Townhouse section of Mill Site (32 units) dues are \$2,280 to cover ext building paint, shell, roofs, and structure, fire & CA liability insurance. Mill Site covers other aliases like Mill Woods and Mill Creek.
- Note: 2. Membership for facilities is not required, second rate is for no use of facilities; \$660 for rental property; \$725 for unaccompanied guest pass fee. Non- BTV resident use(UFM) is \$425 or \$575
- Note: 3. Five Condo association (48 units) which pay separate condo dues in addition to HOA dues. Also, 70 of full timers are long term renters.

#### MM, GR, MT, and SHR No Facilities, some have annual social functions

HOA	LK	PL	CH	SS	TC	VB	BB	BsB	HS	SB	PG	BC	DG	BBQ	PA	PT	RV	SP	GF	RF	RR
FM		2	1		4		2		2		2	2		3	2	24		Y	Y	N	Y
MS		1	1		1		1		1					1	1	3		N	Y	N	Y
BLS	2	1	1	1	4	2	1		2	1	1	1	Y	6	1	20		Y	N	Y	Y
BTV		2		1	2	2	1	1	2	2	1			6	1	35		N	Y	Y	Y
SS	1						1							2	1	4		N	Y	N	Y
LMP	1		1	1		2	1		1	2	1			4	1	6		Y	\$5	N	Y
PB	1		1			1	2	1	3		2	1	6	5	2	44	5	Y	Y	Y	Y
LP		1		1		1			1		1			2				Y	Y	N	Y
FIA	1															3		Y	?	N	Y

- BBQ - BBQ pits
- BB - Basketball Court
- BsB - Baseball Field
- BC - Bocce Ball Court
- CH - Clubhouse
- DG - Disc Golf Course Holes
- GF - Guests w Owner Free?

- HS - Horseshoes
- LK - Lake
- PA - Picnic Area
- PT - Picnic Tables
- PG - Playground
- PL - Pool(s)
- RR - Restrooms - Lake / Pool

- RF - Rent Facilities to outsiders?
- RV - RV spots
- SB - Shuffleboard
- SS - Snack Shack
- SP - Social Program
- TC - Tennis & Pickleball Courts
- VB - Volleyball

**Pinebrook Homeowners' Association**  
**Approved Operating Budget 2022-2023**  
 September 2022 through August 2023

	Sep '22 - Aug 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>200-INCOME</b>	
201 HOA Member Dues	100,975.00
202 Use Fee Member Dues	10,270.00
203 Dues Penalties	1,000.00
205 Property Transfer Fees	1,200.00
206 Facilities Use Rental	1,400.00
207 Donations/Apparel	350.00
220 Interest on Checking	10.00
221 Interest on Capital	15.00
225 Interest on Money Market	1,000.00
	116,220.00
<b>Total 200-INCOME</b>	116,220.00
<b>Total Income</b>	116,220.00
<b>Gross Profit</b>	116,220.00
<b>Expense</b>	
<b>500 MAINTENANCE</b>	
501 Paint/Stain-all facilities	200.00
502 Lake Weed Control	1,500.00
503 Lake Docks, Weir, Drain	400.00
504 Beach Sand & Spreading	4,200.00
505 Beach Structures	100.00
506 Beach Livery & Bath Air	200.00
507 ATV, Tools, Gas, Mileage	750.00
508 RV Area, Bocce, Horseshoes	100.00
509 Ballfield	200.00
510 Main Picnic Area	200.00
511 Town Hall	200.00
512 Plumbing & Lighting	200.00
513 Landscaping	300.00
514 Snow Removal	500.00
515 Service Contracts	3,000.00
516 Contractor Common Area	3,000.00
517 Debris Clean Up and Removal	5,000.00
518 Sprinkler Service	2,160.00
519 Town Hall Cleaning	500.00
	22,710.00
<b>Total 500 MAINTENANCE</b>	22,710.00
<b>600-RECREATION</b>	
605 Lake Testing	500.00
608 Lake Fish Stocking	1,600.00
625 Social Events	8,000.00
630 Equipment & Supplies	400.00
640-FacilityAttendant Payroll	7,000.00
	17,500.00
<b>Total 600-RECREATION</b>	17,500.00
<b>650-OFFICE &amp; TOWN HALL</b>	
651 Contractor Office Manager	20,000.00
654 IT	250.00
657 Equipment/Supplies/Postage	800.00
658 TH Supplies, Equipment	400.00
	21,450.00
<b>Total 650-OFFICE &amp; TOWN HALL</b>	21,450.00

**Pinebrook Homeowners' Association**  
**Approved Operating Budget 2022-2023**  
**September 2022 through August 2023**

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	<u>Sep '22 - Aug 23</u>
<b>700-GENERAL</b>	
701 D&O & HOA Liability Insura	8,600.00
702 Workers Comp Ins.	1,500.00
705 Federal Tax	500.00
706 California State Tax	500.00
707 Property Tax	235.00
708 Payroll Tax	1,000.00
709 Accounting Tax Prep	1,000.00
711 Electricity Utility	3,000.00
712 Propane Utility	2,000.00
713 Water Utility	3,600.00
718 Internet, Phone, TV	3,800.00
725 Miscellaneous/Contingency	2,221.00
730 R3 Account Funding	16,604.00
735 Capital Account Funding	10,000.00
<b>Total 700-GENERAL</b>	<u>54,560.00</u>
<b>Total Expense</b>	<u>116,220.00</u>
<b>Net Ordinary Income</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>





### 2022-2023 R3 Budget -- Reserve for Repair and Replacement

Item Description	1st Yr	Original Estimated Life in Yrs	Original Cost	Original Estimated R3 Cost	Total R3 Accrued	Current Estimated R3 Cost	Current Life Left in Yrs	R3 Cost This Year	Infl %	Inflation Cost This Year	Total R3 Cost This Year
<b>LB - Lake / Beach Area</b>											
Beach Bath Exterior Paint	2013	10	800	800	1,749	1,666	1	800	5.0%	83	883
Beach Bath Interior Paint	2013	10	500	500	568	541	1	0	5.0%	27	27
Beach Bath Roof	2013	30	1,889	1,889	471	2,165	21	90	5.0%	108	198
Beach Retaining Walls & Seats	2002	10	1,000	500	770	733	16	0	5.0%	37	37
Beach Shade Structure	2007	15	4,500	3,500	3,718	3,541	6	0	5.0%	177	177
Beach Toddler Shade Umbrellas - 3	2014	5	450	450	502	478	0	0	5.0%	24	24
Lake Diving Dock	2002	20	4,500	1,500	1,706	1,624	1	0	5.0%	81	81
Lake Dredging and Drain	2006	15	25,200	25,200	39,857	39,737	1	0	5.0%	1987	1,987
Lake Fishing Dock	2002	20	6,055	6,748	7,477	7,121	0	0	5.0%	356	356
Lake Boat Dock	2021	4	1,500	1,500	450	1,500	4	375	5.0%	75	450
Lake Swimming Docks - 2	2021	20	6,055	6,055	1,023	6,055	19	296	5.0%	303	599
Lake Toddler Swimming Fence	2006	10	2,300	600	922	878	6	0	5.0%	44	44
Pinebrook Entrance Sign	1999	10	1,800	1,800	2,490	2,371	6	0	5.0%	119	119
<b>OE - Office Equipment</b>											
Computer	2018	5	1,321	1,321	1,387	1,321	1	209	5.0%	66	275
Copier	1997	5	400	400	489	466	0	0	5.0%	23	23
Copier/Printer/Fax/Scanner	2011	5	345	350	398	379	0	0	5.0%	19	19
Laser Printer	2018	5	903	903	957	903	2	-9	5.0%	45	36
WIFI Routers - Antennas	2021	5	600	600	600	2,000	4	500	5.0%	100	600
<b>PM - Pavement Maintenance</b>											
Town Hall - Beach - Basketball Court	1999	20	44,830	44,830	9,462	24,000	8	2,351	8.0%	1920	4,271
<b>PG - Picnic Area</b>											
Large Group Barbecue	2019	10	1,284	1,284	906	1,284	6	88	5.0%	64	153
Picnic Tables	1998	30	11,900	4,000	1,418	4,000	7	464	5.0%	200	664
Trough Serving Structure	2017	20	2,000	2,000	746	2,000	16	90	5.0%	100	190
<b>RF - Recreation Facilities</b>											
Disc Golf Course	2017	20	5,300	4,000	1,525	4,000	15	191	5.0%	200	391
Playground Equipment	1993	10	4,000	1,000	4,526	4,310	6	0	5.0%	216	216
Volleyball / Baseball / Basketball	2007	20	3,000	1,000	2,548	3,196	3	404	5.0%	160	563
Slide Playground Complex	2020	10	2,000	2,000	536	2,000	9	196	5.0%	100	296



### 2022-2023 R3 Budget -- Reserve for Repair and Replacement

Item Description	1st Yr	Original Estimated Life in Yrs	Original Cost	Original Estimated R3 Cost	Total R3 Accrued	Current Estimated R3 Cost	Current Life Left in Yrs	R3 Cost This Year	Infl %	Inflation Cost This Year	Total R3 Cost This Year
<b>SS - Sprinkler Systems - Water Supply</b>											
All Sprinkler Systems	2007	20	12,000	2,000	-437	3,000	7	366	5.0%	150	516
Fertigation System	2016	10	1,650	600	682	650	4	0	5.0%	33	33
<b>TH - Town Hall and Out Buildings</b>											
AED Device	2016	5	600	600	402	400	3	0	5.0%	20	20
Coach Stop	1987	10	800	400	444	500	3	40	5.0%	25	65
Folding Chairs Tables	2006	10	1,500	1,500	2,076	1,977	6	0	5.0%	99	99
Floor Covering	1999	10	2,568	3,000	4,595	4,376	1	0	5.0%	219	219
Heaters, Water - All Hot Water Heaters	2009	10	738	738	823	784	0	0	5.0%	39	39
Heaters, Wall (3)	1995	15	1,500	1,500	1,929	1,980	0	0	5.0%	99	99
Kitchen Appliances	2010	15	3,065	3,065	3,350	3,190	4	0	5.0%	160	160
Maint./Well Shed Ext Paint	2009	5	500	500	430	600	3	100	5.0%	30	130
Maint./Well Shed Roof	2021	30	6,892	4,700	639	4,700	29	153	5.0%	235	388
Town Hall Interior Paint	2009	7	1,500	2,000	2,280	2,171	0	0	5.0%	109	109
Town Hall Exterior Paint	2012	5	2,000	2,000	1,424	2,000	3	338	5.0%	100	438
Town Hall Roof	2013	30	8,600	8,600	4,456	8,600	21	229	5.0%	430	659
Septic Systems, Town Hall, Livery & Bath, Car	1978	15	4,000	4,000	2,229	2,123	0	0	5.0%	106	106
<b>TO - Tools</b>											
ATV	2006	10	5,200	5,000	7,520	7,162	6	0	5.0%	358	358
Lawn Mower, John Deere E130 Mulching	2019	10	2,158	2,158	1,089	2,158	7	196	5.0%	108	304
Beach/Ball Field Drag/Harrow	2018	15	270	270	122	270	11	16	5.0%	14	30
Combo Stilh Tools	2018	10	793	793	614	1,063	6	100	5.0%	53	154
<b>Total</b>				<b>158,154</b>	<b>123,256</b>	<b>165,973</b>		<b>7,585</b>		<b>9,019</b>	<b>16,604</b>
					<b>121,867</b>						16,604
<b>2022-2023 R3 Budget Accrual Status</b>											
1. Funds in R3 Bank Accounts are equal or greater than required accrued funds when the R3 account funding in September 2022 is effected.											
2. Performed a detailed review of all R3 Assets for adequate accrual on March 28, 2022, made and documented adjustments.											
3. Purchased and installed office wall heater at a cost of \$150 from R3 account TH - Heaters, Wall											
4. Repaired lake valve threaded rod at a cost of \$1,150 from R3 account LB - Lake Dredging & Drain											
5. Purchased and graded 60 yards of gravel to repave upper lake parking area at a cost of \$2,949 from R3 account PM - Pavement Maintenance											
6. Purchased replacement Ball Field Drag and modified for strength at a cost of \$350.00 from R3 account PG - Volleyball - Baseball - Basketball											
7. Interest on R3 Bank Funds for 2022-2023 estmated at \$ 1,100.00											
Expenditure after Board Approved Budget for 2022-2023											
8. Sprinkler System Controllor failed and had to be replaced - Cost \$1,388 versus accrual of \$951 over by \$437											



## **PINEBROOK HOA PHYSICAL INVENTORY – June 2022**

Last Inventory Basis – March 1, 2021  
Current Inventory Final – June 15, 2022

**ONLY REQUIRED TO REPORT MISSING/DISCARDED/NEW ITEMS FOR  
THE ANNUAL REPORT – COMPLETE PHYSICAL INVENTORY  
AVAILABLE FROM OFFICE**

### **ITEMS MISSING/DISCARDED SINCE MARCH 2021 INVENTORY**

- Speed Control Kid on Flanders (1) – Stolen
- Firewise Sign (1) Stolen

### **NEW ITEMS SINCE MARCH 2021 INVENTORY**

- Metal Picnic Tables (4)



## **President's Annual Report 2021-2022 Fiscal Year Highlights**

September 17<sup>th</sup> 2022    Latest Update: 9/07/2022

### **Major New Projects/R3 Items Completed:**

- . Repair to lake drain valve
- . Repair to sprinkler system
- . New gravel on the RV parking area
- . Amphitheater in picnic area completed (New Capital Project)

### **Recreational Events:**

Brian Musgrave, our Social Director, continued planning unique events. Our 4<sup>th</sup> of July and Labor Day events were outstanding and our social gathering movie nights are catching on. We also had to cancel some events due to a lack of RSVP signups and we had to rely on a small group of volunteers to “make happen” the events. We reduced the number of events in order to put emphasis on having unique and quality affairs. We have had band music at most events. Our 4<sup>th</sup> of July celebration was outstanding with a float in the parade, kid’s games, adult games, a no potluck BBQ, music during dinner by a one man band, and an outstanding Fire Works Display. The lake was very clear this year with minimal weeds and a good flow considering a less than normal wet winter and spring. Keeping the polluters (geese and fish) at a minimum helped. A new approach to discourage the geese was very successful. RV sites usage continues to grow.

To help with the “lack of volunteers”, the Board continued the unpaid position of “Pinebrook Staff Member” to help with new project and maintenance efforts as well as social events. We have four now and they receive free access to Pinebrook facilities and events for their effort and must be UFM candidates on the “wait list”.

#### **Events scheduled this past fiscal year:**

- . Labor Day BBQ live band on Sept 5<sup>th</sup>, 2021
- . Memorial Day Weekend Band Social – Held
- . Movie Night Social June 25<sup>th</sup> - Held
- . 4<sup>th</sup> of July Independence Day: Parade Float, Kids Games, BBQ, Band, Fireworks OUTSTANDING
- . Movie Night July 24<sup>th</sup> Held
- . Fishing Derby, Pancake Breakfast July 25<sup>th</sup> Cancelled, no fish available
- . Movie Night Aug 20<sup>th</sup> – Held
- . Labor Day BBQ and Dance Band Sept 4<sup>th</sup>, 2022

The Pinebrook Board will have to focus on a calendar of events that attracts participation. A lack of volunteers to drive and make these events happen is a continual challenge. On the positive side, use of the picnic areas, Town Hall, and RV Sites is growing. However, use of recreational facilities except for the Basketball Court, and Playgrounds is low (Horseshoes, Volleyball, Baseball, Bocce Ball, and Disc Golf). We have a large number of new members in Pinebrook with young families and/or hosting grandkids and guests. We need to receive their input regarding events and facilities that they will take advantage of. It seems our most popular feature is the open WIFI across the entire common area.

### **Summary Report:**

We will continue to focus on maintaining and improving our recreational facilities and offering social events that will provide entertainment, participation and fellowship. We are challenged with increasing costs, and employment taxes/control while trying to keep our operating costs and Annual Dues low. It is difficult to offer facilities and services that will meet a demand of 3 or 4 crowded days a year. A small number of aging volunteers continue to manage the organization and facilities maintenance & development. Volunteers to be Board members and help with social events are always needed. The crime continues at a low rate in our area and community, but not so in the rest of the county. We are managing with remote law enforcement services so diligence in protecting your property and reporting suspicious activities, vehicles, and people is still needed. The county is dealing with managing legal and illegal Marijuana commercial growers.

Sale of Pinebrook properties has continued at a high rate and the inventory is low. Many new families joined our community this year along with a number of retiring folks with visiting grandkids. It is fantastic to see a continued increase in young children taking advantage of our facilities. We need everyone to read and understand the CC&Rs and Policies and Procedures which are on our website, especially renters and guests, [www.pinebrookhoa.com](http://www.pinebrookhoa.com). Make your facility reservations, report issues, and review Pinebrook events on the website. Click on "Greater Arnold Area Services and Entertainment" to find what you need. Communicate via email as we have minimum staff to handle phone calls.

The fire danger is very high in this drought year. We really need all properties to be in compliance and take on the additional responsibility of cleaning the County Road Easement Property along the paved roads where the majority of fires start.

Our evacuation route exits are in place with SPI exits through their land to Love Creek Road and even connecting to HY108 in the Sonora area. Print your copy of evacuation routes from the website.

We rely on emails and our website to provide you with needed information and services. Tour our site ([www.pinebrookhoa.com](http://www.pinebrookhoa.com)) and see what we have to offer. We receive daily requests for information and services or NextDoor questions, when the answers are all on the website. Please go there first.

It has been outstanding weather this summer for recreating on the trails, streams, and lakes and the reopening of concerts and festivals with event locations. So far we have escaped any major fires or even smoke from fires in the distance. Let's hope for the best in the fall.

Our capital investment improvement in facilities continued with the Amphitheater construction now completed. Due to Firework donations of \$3,255 we were able to offset about a 40% increase in cost and add to our program. Thanks to all who donated; we will need this kind of support again.

We really appreciate the efforts of our excellent support team:

- . Kristin Kovacs - Office Manager
- . Carrie Lopez – Facilities Attendant
- . Wil Higdon – Camp Host
- . Ardell & Kevin Zeman, David Gellerman, & Josette Summersett – Pinebrook Staff Members
- . Our responsive and supportive Board of Directors
- . Of course our aging Volunteers and the new Members who have stepped up to help us out
- . And all of you who donated to the Fireworks display event fund

Respectfully submitted,

Dale Pilgeram, Pinebrook HOA President