



**PINEBROOK HOA BOARD MEETING MINUTES  
SATURDAY, APRIL 14TH, 2018, 10:00AM, TOWN HALL**

**1. Call to Order, Roll Call, and Acknowledgement of Guests**

**Dale**

- . Call to Order at 10:04am by Dale Pilgeram
- . Kristin Kovacs absent, Dale Pilgeram to take minutes
- . Attendees:

Dale Pilgeram, President	Kirt Boynton, Treasurer	Amber Collins,
Secretary		
Mike Coffee, Director	Michelle Coy, Director	Steve Moore, Director
- . Absent:

Tony Gutierrez, Vice President	Kathy Maloney, Director	
--------------------------------	-------------------------	--
- . Guests:

Tom McLallen	Frank Cardenas, Maintenance	
--------------	-----------------------------	--

**2. Approval of Previous Meeting Minutes**

**Amber**

- . Approved 03/10/18 Board Meeting Minutes, Motion by Mike Coffee, 2<sup>nd</sup> by Steve Moore

**3. Treasurer's Report**

**Kirt**

- . Outlook Report: Insurance, UFM, Issues, Exposures
  - No issues or exposures and QuickBooks in line with bank accounts
- . Delinquent HOA dues status with action plans: (1) Bare Lot still Delinquent, continue to send Delinquent Penalties, Time now to send registered letter
- . Report on Tuning of R3 item allocation and Budget Mike Coffee
  - Asset Record Form presented with sample modified R3 report. The financial committee need
- Time to address this format, process and reports, will continue work effort.
- . Treasurer Report approved; Motion by Michelle, 2<sup>nd</sup> by Amber

**4. President's Report**

**Dale**

- . Review of Planning Guide and Monthly Schedule of Events
  - Inventory completed by Dale, communicated to Board Members. Report approved with motion
- By Kirt and 2<sup>nd</sup> by Mike
- . Weather depending, lake weirs, sand spreading, and new sand (2, truck and trailers) will be Done with volunteer workday along with picnic table unstacking after picnic area cleaning.
- . Most of winter debris collected and burned, annual cleaning of facilities to begin in May
- . Mike Brashear and Frank Garibaldi to be asked to check out the ATV
- . All other items completed or scheduled
- . Review of member communications and actions taken
  - . Lots of Nextdoor support questions and issues
  - . Lot cleaning activity starting with status sent to VIP Coordinator (Dale) by property owners
  - Still working to get final CalFire new cleaning requirements for 2018

**5. Social Committee Report**

**Michelle**

- . Readiness for Western round up Party Tonight
- . Event cancelled due to lack of RSVPs (need 30 to hold event). Attendance falling off on events, will

- Re-assess in September what and how many events to have next year. Might need a member survey to collect interest and ideas.
- . Status of Part Time Facility Attendant
  - . Will hold on search until status of "Camp Host" is known as that may provide support instead
- . Status of Staff Member Christine Snow for 2018
  - . Status still not clear as Christine has moved from area. Michelle to work with Kathy Skinner on idea for replacement if Christine will not be available.
  - . Next Social Event is "Spring Fling Party" Saturday May 26<sup>th</sup> at 2:00pm of Memorial Day Weekend

with potluck featuring Mexican Dishes, Provided Cheese and chips and Margarita Mix.

## **6. Building Review & CC&R Compliance Committee Report**

### **Dale**

- . Review "Tracker" status – Working (3) Compliance Issues
  - . No change in 2 that will be picked up in June Fire Safety Inspection
  - . Weekend rental AirB&B still has issues regarding renter control regarding neighbor Courtesy and CC&Rs. Will continue to monitor and ask owners to work with AirB&B and also be more critical on screening renters.
  - . Review CC&R & P&P Penalties and application process; P&P 7 & P&P 19
  - . Confirmed that HOA has no real practical and economical restriction process for CC&R violations.
    - For fire safety inspections CalFire and EPFD have increased the penalty of failure with higher fines and jail time for multiple failures.

## **7. Election Committee Report**

### **Tony**

- . Review Board for next year (Kirt, Michelle, Mike) signed up for 2 yr term; (Steve, Tony, Kathy, Amber) – serving 2<sup>nd</sup> year of term
  - . At this time Tony and Amber believe they can serve another term. Steve will think about it and Kathy based on previous attendance conflicts may need to drop out..

## **8. Maintenance Contractor (Primary Open Items) – See Tracker for all items**

### **Dale**

- . Trim up dead limbs 15', live limbs 6' or 1/3<sup>rd</sup> tree if < 18' tall Frank
- . Clean debris in common area and trim TH front bushes Frank
- . Trim dead limbs on Cedar Trees & large beach tree live limbs Frank
- . Evaluate welding old Harrow as back-up for new one above Dale
- . All primary items to be addressed this spring. A new Harrow has been purchased and the old (2) Harrows will be addressed for repair potential in order to provide backup capability.

## **9. Projects Committee Report (Assigned & Small Items, See Tracker)**

### **Dale**

- . Paint or put canvas on MOVIE NIGHT screen (On TO DO list, June 30<sup>th</sup> 1<sup>st</sup> Event)

### **Dale**

- . Obtain compatible DVD player for MOVIE NIGHT Projector (On TO DO list)

### **Mike**

- . Procure new Harrow for the Beach (COMPLETED)

### **Mike**

- . Build/Install table on lawn between two benches (Open, non-critical item)
- . New Computer and Applications purchase/installation

### **Kirt & Mike**

- . Motion Lights procurement and installation (Dale and Mike did walkthrough and have

### **Mike & Dale**

Procurement and implementation plan)

- . Security Cameras procurement and installation (Dale and Mike did walkthrough and have

### **Mike**

Implementation plan

- . Camp Host Project Status

### **Mike**

- Electrician engaged – plan established by Mike, Dale, and Norm Rector
- Site tree removal completed along with levelling of site with donation of time and equipment

- by David Gellerman. All debris burned.
- Septic contractor notified of readiness
- Materials determined and to be ordered by Mike

**10. EPPOC & GABA Report (Board to suggest items on behalf of Pinebrook)**

**Dale**

- . Minutes sent out via NEWS
- . Current focus is on Fire Safety community event on 5/5/18
  - VIPs in place: Dale, Tony, Roger Turcotte, Frank Cardenas, Molly Pilgeram, Norm Rector
  - Lot clearing requirements updated and on website
  - Evacuation information and maps created and on website
  - Lot Cleaner contact information updated and on website

**11. Old Business & Report on THINGS TO DO from previous Meeting**

**Dale**

- . Fish planting, Derby, Volunteers Plan and readiness, July 28<sup>th</sup>

**Kathy**

- . Permit obtained, fish ordered, have volunteers
- . Lake filling readiness (Weirs, Materials, Debris, Sand fill, etc;)

**Dale**

- . Lake and Beach cleaned and all materials obtained
- . Wet weather has prevented drainage of lake and spreading of sand
- . Target date to fill lake after work party is around first week in May
- . Maintenance Contractor Transition

**Dale**

- . Frank Cardenas has been hired as Pinebrook Maintenance Contractor
- . Work has been started according to the schedule
  
- . 4<sup>th</sup> of July week and activities plan, Dale out of town
  - Will need lead person for fireworks coordination and cleanup
  - Will need lead person for cleanup, dump runs, shutting down the facility after Fireworks with cleanup.
  - Will need volunteers to run a collection of games

**12. New Business**

**Dale**

- . Discuss CalFire VIP process for 2017 and 2018
  - Do not have CalFire process and from decided yet, hope to close on 4/24
- . Participation in Firewise Event on May 5<sup>th</sup>
  - Pinebrook will have a booth with handouts. Everyone is encouraged to attend This May 5<sup>th</sup> event at 9:00am at Independence Hall, especially new property owners.

**13. Motion to Adjourn:**

- . Meeting Adjourned at 12:30am
- . Next Board Meeting: 05/26/18: 10:00am