



**PINEBROOK HOA BOARD MEETING MINUTES  
SATURDAY, MAY 16<sup>TH</sup>, 2020, 8:00AM, TOWN HALL**

**1. Call to Order, Roll Call, and Acknowledgement of Guests by President Dale Pilgeram**

- . Call to Order at 8:05am by Dale Pilgeram
- . Kristin Kovacs absent, Dale Pilgeram to take minutes
- . Attendees:

Dale Pilgeram, President	Kirt Boynton, Treasurer	Brian Musgrave, Secretary
Jeff Gately, Director	Mike Coffee, Director	Michelle Coy, Director
- . Absent:
  - Ken Kennard, Director
  - Tony Gutierrez, Vice President (Connected via Phone)
- . Guests
  - Rich Logie, Camp Host
  - Carrie Lopez, Facilities Monitor

**2. Approval of Previous Meeting Minutes**

- Michelle Coy** made the motion to approve the Regular Board Meeting minutes from April 19, 2020.
- Jeff Gately seconded the motion:
- Ayes (6) Noes (0) Absent (1) Abstained (0)

**3. Treasurer's Report – Reviewed by Dale Pilgeram**

- . HOA and UFM Dues all paid with one remaining QuickBooks Admin issue to resolve
- . Early in the budget expense year but all accounts are in good actual and forecasted shape with changes noted for next fiscal year changes. Key underspending accounts: Snow Removal, Social, Beach Sand, Service Contractors, Misc/Contingency.
- . Capital expenditures of the Slide Unit Playground and the Amphitheater projects were reviewed.
- . Consistent with the requirements of AB 2912 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.
- Jeff Gately motioned to accept the Treasurer's Report with Brian Musgrave Second:  
Ayes (6) Noes (0) Absent (1) Abstained (0)
  
- . Fiscal year budget for 2020/2021 presented with no increase in any assessments/dues and an increase in 705 Federal Tax, 707 Property Tax, 709 Accounting Tax Prep, 730 R3 Account Funding, and a decrease in 725 Misc/Contingency.
- Brian Musgrave motioned to approve the budget for the next fiscal year with a second from Michele Coy.  
Ayes (6) Noes (0) Absent (1) Abstained (0)

**4. President's Report – Dale Pilgeram**

- . Skipped review of the Planning Guide and Monthly Schedule of Events
- . Members Communications:
  - Multiple questions about COVID-19 restrictions and facility usage
  - Multiple questions about previous NEWS items – referred to website for information
- . Fire Safety Inspections: First Pass
  - CalFire in process and sending out inspection pass/fail notices
  - EPFD bare lot inspections: 95 completed with 33 fail for minor issues
  - Note: Fire from burn out of control evening of May 15 behind the Fire Station, reminder of best practices to be sent out in a NEWS Distribution.
- . With the passing of the General Budget for next fiscal year and previous passing of the R3 Budget for the next year, the planned Board Meeting for June 13<sup>th</sup> is cancelled. The need for a special meeting in June or July is noted and can be called if necessary.

## **5. Social Committee report – Brian Musgrave**

- . Expect to be under budget this year due to cancelled events and COVID-19 restrictions
- . It is likely that large events at the 4<sup>th</sup> of July and Labor Day weekend will have to be cancelled due to COVID-19 restrictions. Bands are hired for these two events but are aware of likely cancellations. Continuing to pursue a caterer for Labor Day BBQ.
- . Fishing Derby and possible Movie Nights may be preserved as only 6' spacing is the issue.

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

- . Skipped this report – no change in status

## **7. Election Committee Report – Tony Gutierrez**

- . Skipped this report – no change in status with outlook that all positions are filled from previous meeting discussion.

## **8. Maintenance and New Projects Report – Dale Pilgeram**

- . The Work Item Status Report was reviewed for understanding of tasks, identifying owners, and adding tasks (Rake Ball Field for rocks was added – Rich to coordinate). Basketball Rim and Backboard need adjusting was added (Dale to coordinate). Picnic table stacking to enable construction and set up for COVID-19 spacing picnic rules (Dale to coordinate).
- . Key Maintenance
  - Dying tree removed at a cost of \$600
  - Debris cleaning along Flanders completed at a cost of \$600
  - Blacktop debris from Flanders repaving put in piles and County notified to pick-up
  - Majority of common area debris cleaned and burned by Camp Host
  - Majority of painting completed by Camp Host
  - Sand delivered and levelled
  - Teeter-totter propeller repaired by Camp Host
- . Major Projects – Dale and Mike
  - Amphitheater
    - . Two trees removed for \$1,000
    - . New electrical panel and circuits contracted to Arnold Electrical
  - Playground Slide Unit
    - . Ordered for June delivery – approximately \$17,000
    - . Design and materials for base established
  - EPFD firehouse sign – not pursued this month - Mike Coffee follow-up
  - Powered Security Cameras – on hold until after other projects

## **9. EPPOC & GABA Report – Dale Pilgeram**

- EPPOC meeting held via ZOOM because of COVID-19 restrictions
  - . short meeting, minutes not out yet

## **10. Old Business**

- OPT-OUT program status, no recent activity in pursuing non-reporters. Email process in place; need to review/train Kristin and Dale – Mike Coffee
- CCWD meter elimination progress/status - Dale
  - . Got variance from CCWD Board so merging lots/redoing plumbing not required
  - . Next issue is new effort by staff to say disconnect will cost from \$2,500 to \$4,000; will appeal to just do the padlock cut-off rather than removing all infrastructure.
  - . Then need to address the usage amount issue where CCWD staff says a bigger more expensive meter is needed
- COVID-19 Restrictions and Requirements with Processes
  - . Proposal presented from Rich, Dale, & Mike for discussion. Reviewed with changes by the Board. Mike will put out the PB NEWSFLASH this coming week detailing all the restrictions, requirements and Pinebrook processes which will evolve overtime as the State and County move through the defined STAGES of control.

## **11. New Business**

- Check signing change: Mike Coffee made a motion to remove Frank Garibaldi from check signing capability as Frank is not living in Pinebrook at this time. Seconded by Brian.  
Ayes (6) Noes (0) Absent (1) Abstained (0)
- Credit card Processing for Pinebrook – Mike Coffee
  - . El Dorado Check Card will be the vehicle – not functional in ATMs, and has \$2,500 daily limit
  - . Card in Dale Pilgeram name, acts against General Account, Mike/Dale/Tony approve card
  - . Card to be kept in office securedMile Coffee made motion to support check card processing and usage, Michelle Coy seconded
  - . Ayes (6) Noes (0) Absent (1) Abstained (0)

## **12. Motion to Adjourn:**

- . Meeting Adjourned at 10:25am. Motion by Brian, Second by Jeff
- . Next Board Meeting: 09/06/20: Sunday 8:00am Town Hall (4 Board Meetings this day)