



# **PINEBROOK HOA BOARD MEETING MINUTES SATURDAY, OCTOBER 30th, 2021, 10:00AM, TOWN HALL**

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

Call to Order at 10:00 by Dale Pilgeram; Kristin Kovacs absent, Dale to take Minutes

Attendees:

Dale Pilgeram – President, Tony Gutierrez – Vice President, Kirt Boynton – Treasurer,  
Mike Coffee – Director, Jeff Gately – Director, Michelle Coy – Director,  
Ken Kennard – Director

Absent:

Brian Musgrave - Secretary

Guests:

Mario Perez

## **2. Approval of Previous Meeting Minutes**

Tony Gutierrez made the motion to approve the following minutes from 09/05/2021

Meetings:

. Pinebrook Regular Board Meeting Minutes – 09/05/2021

. Pinebrook “Old Board” Meeting Minutes – 09/05/2021

. Pinebrook “New Board” Meeting Minutes – 09/05/2021

Jeff Gately seconded the motion

Ayes (6), Nays (0), Absent (1) Abstained (0)

## **3. Treasurer’s Report**

### **. Report on transition to new fiscal year budget**

#### **- Budget exposures: review actuals for new budget after 5 months of data**

. 711 Electrical budget will require more funding

. 625 Social Events: Adjust for more expensive events and higher meal costs and  
Fireworks increased costs.

. Adjust Electrical, Internet, & water which are all going up along with capital and  
maintenance costs of materials and labor.

### **. Report on Balance Sheet and Actual to Budget status**

#### **- HOA Dues delinquencies: status and plan for closure**

. (14) delinquent HOA Dues; (5) paid dues but not penalties

Kristin to continue with emails, phone calls, and mailing for Nov – Jan

. (10 of 26) UFM's have not indicated plan for next year. Invoices go out in November

### **. Review R3 activity to be done this year**

. No defined or anticipated activity this fiscal year.

. Annual R3 assessment to be done by Financial Committee before March, Mike Coffee  
leads

### **. Approve Treasurer’s report**

Jeff Gately made the motion to approve the Treasurer’s report.

Ken Kennard seconded the motion

Ayes (6), Nays (0), Absent (1) Abstained (0)

**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.**

#### **4. President's Report**

##### **. Review of Planning Guide and Monthly Schedule of Events**

- . Reviewed updated Guide and Schedule of Events document P&P 10-1 with all items completed or planned to be done
- . Mike Coffee requested that the annual R3 review be moved from March to November

##### **. Review of member communications and actions taken**

- . Dog issues in common area: clarified with member and Camp Host
- . In general, dog issues dominate the risks and complaints in Pinebrook
- . Many folks having trouble finding folks to help them:
  - . Folks seem to not know we have a website and contact list; We should keep sending NEWS items about using the website & email and don't call Pinebrook as the phone is not monitored.
  - . Change Contact List to cell phones to support more responsive communications.

##### **. Discussion items:**

###### **- Fire Safety Compliance for CalFire and EPFD**

- . VIP inspections were completed in September with 7 properties not in compliance.

###### **- Is Website current for all Events, Schedules, Documents**

- . Many items to update and include in the website. Documented to Kirt and Kristin.

###### **- COVID restrictions and practices for this fiscal year in Pinebrook**

- . A draft position has been developed and will be sent out in NEWS email and also be put on the website.

###### **. Facility Reservation system changes and printer capability for Camp Hosts**

- . Dale will go over website reservation system and suggest changes to Kirt
- . Kirt will come up with printer support options so incoming reservations can go straight to the Camp Hosts (via email and hard copy print).

#### **5. Social Committee Report**

##### **. Review events for this fiscal year: content, dates, caterer's, bands, etc;**

- . Next social event is scheduled for May 28th, but all events are subject to COVID-19 restrictions and changing conditions. Notifications and information will continue to go out via our NEWS emails.
- . The schedule of events will stay as currently defined and be reassessed at the March Meeting. The events need to be described and put on the website. Mike will handle and review with Dale, Brian, and Kevin.
- . Additional volunteer support is needed. Dale will pursue additional Staff Member to help out.
- . Fishing Derby will stay for now even though minimal participation. Fishing access on shore redefined and clarified for normal days and fishing derby day. Number of fish to be reduced as less than 50% were caught all this past year.

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

##### **. Review "Tracker" status**

- No current issues being carried on the "Tracker"; however missing address signs and advertising signs violations exist and need to be addressed with a subdivision level inspection and citing. Potential violation of person living in tents addressed and should be resolved now.

#### **7. Election Committee Report**

- . Review Board for next year (Jeff, Ken, Tony, Brian in 2nd year of term)  
(Michelle, Kirt, Mike in 1<sup>st</sup> year of term)
- . We need to identify candidates for the Board. Ask potentials to attend some meetings.

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

### **. Discuss status and plans going forward**

- . Winter Closure planned for today: Weirs have been removed, Picnic Tables will be Stacked, water will be shut-off outside, and outstanding debris piles burned. Lake has been drained and docks placed in winter positions.
- . Mike suggested specific action to assess swing safety at chain connections and poles in concrete positions. This will be added to tracker.
- . Volunteers for work parties and specific tasks is problematic. The old guys cannot do many of the activities and Jeff cannot do it by himself. Discussed options which includes hiring folks for a few of the heavy lifting activities. Will be a budget impact and result in dues increase. We will discuss again at the March meeting.
- . The Maintenance Tracker contains a large list of items to be pursued this fall and winter
  - . Refinish wood coffee table in picnic area
  - . Put asphalt goop in parking lot cracks
  - . Patch/replace umbrella canvas (2)
  - . Check swing chain and ground poles for safety, rust, etc;
  - . Pick up and pile winter debris

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

### **. Small Projects Report**

- . Install new basketball rim Dale.
- . Build barrier (large rocks) in front of septic system lines
- . Replace slide tunnel part when it arrives
- . Base rock and gravel in front of Maint/Well sheds and around out buildings
- . Straighten or replace road signs on Flanders (leaning over)
- . Screw down beach shade structure on top (loose cap boards and nails)
- . Give away, trash or redefine use of boat trailer

### **. Approved Capital Projects (See all projects approved and defined in Tracker)**

#### **- Picnic area amphitheater: In Process**

- . Install fire pit cauldron and backfill around stage for safe access
- . Build structure, including lights and painting
- . Build seating around fire pit and straight in front
- . Movie screen and rear? projector

#### **- Security Cameras: Under Study**

- .. Project defined with requirements. Will dovetail off of improved WIFI service.

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

- GABA is resurrecting itself and will resume supporting events. They are planning on a 4<sup>th</sup> of July weekend parade next year (Saturday) and restructuring their membership with a focus on Community.
- EPPOC continues ZOOM monthly meetings for now. Key items:
  - . End of fire season with permit burning allowed, prescribed burns starting and finishing Arnold surrounding firebreaks. We are pretty well protected now from the outside, but from within there is a lot to do on individual parcels.
  - . Moose Lodge and White Pines Lake have resumed full operations now that Blagen Rd bridge is fixed.
  - . Arnold Rim trail continues development with grants
  - . New California 2023 law restricting sale of small petro engine products (lawn mowers, leaf blowers, snow blowers, chain saws, generators, weed wackers, small motorcycles & ATVs, etc;) could be a large impact on rural areas. Need county impact/plan – business opportunity for fixing and maintaining old products.

### **11. Old Business**

- . **Updated P&Ps 29, 29-1, 34,34-1 for setting Guest Usage Limits at 10**
  - . Mike made motion to approve, Jeff Seconded
  - . Ayes (6), Nays (0), Absent (1) Abstained (0)
- . **Discussion on Dogs in RV area will be continued at March meeting.**
- . **Rich and Hope Logue plan on returning next April as Camp Hosts**
- . **Review Town Hall Cleaning: Kristin to interview candidate next Tuesday**
- . **Review & report on THINGS TO DO from 09/05/21 Board Meeting**
  - . Did not review items on this Tracker. Many are administrative and project definition items to be addressed.

### **12. New Business**

- . **Discussed and approved pursuing new Staff Members for Social Events and' specific work parties help and small project help.**
- . **Dogs in common area continues as most significant problem. Deferred to March Meeting. Need to document policy and communicate about service Dogs.**
- . **Discussed Board communications: All on Verizon so Kirt to define method to send emails as text messages in order to expedite responses on time constraint items.**

### **13. Motion to Adjourn:**

- . 11:40pm Meeting terminated to handle work party. Items not handled go to next meeting as old business.
- . **Next Board Meeting: 03/26/22: 10:00am**