



PINEBROOK HOA BOARD MEETING MINUTES

SATURDAY, OCTOBER 31st, 2020, 10:00AM, TOWN HALL

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

Call to Order at 10:07 by Dale Pilgeram; Kristin Kovacs absent, Dale to take Minutes

Attendees:

Dale Pilgeram – President, Tony Gutierrez – Vice President, Kirt Boynton – Treasurer,
Brian Musgrave – Secretary, Mike Coffee – Director, Jeff Gately – Director
Ken Kennard – Director

Absent:

Michelle Coy - Director

Guests:

None

2. Approval of Previous Meeting Minutes

Mike Coffee made the motion to approve the following minutes from 09/06/2020 Meetings:

- . Pinebrook Regular Board Meeting Minutes – 09/06/2020
- . Pinebrook “Old Board” Meeting Minutes – 09/06/2020
- . Pinebrook “New Board” Meeting Minutes – 09/06/2020

Brian Musgrave 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

- . 515, 516 Contractors budgets will require more funding
- . 640 Adjust Facilities Attendant Budget lower for (1) attendant
- . 711, 718, 713 Adjust Electrical and Internet budget up and Water down

. Report on Balance Sheet and Actual to Budget status

- HOA Dues delinquencies: status and plan for closure

- . (10) delinquent HOA Dues; (3) for improved lot, (6) for bare lot and (1) for improved and bare lot. Kristin to continue with emails and mailing for Nov – Jan
- . (10 of 26) UFM’s have not indicated plan for next year. (2) have moved away so the Wait List can be used when sending out invoices in November.

. Review R3 activity to be done this year

- . Roof of Maintenance shed and carport is candidate for replacement
- . Annual 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

- . **Approve Updated P&P 10-1, Planning Guide**
- . **Approve P&P 28-4 HOA Comparison used in Annual Report**
 Brian Musgrave moved to approve updates to P&P 10-1 and P&: 28-4
 Kirt Boynton seconded the motion
 Ayes (6), Nays (0), Absent (1) Abstained (0)

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

. **Discussion items:**

- **Fire Safety Compliance and FIREWISE certification**
 - . Dale reported that FIREWISE compliance and certificate was achieved for the next year thanks to large programs by Kirt Boynton and Tim Haley.
 - . Pinebrook overall is fire safety compliant for improved and bare lots. There remains about 10 properties that need much more work and the volunteer program of cleaning the county road easements is only about 50% done.
- **Is Website current for all Events, Schedules, Documents**
 - . Many items to update and include in the website. Dale will document needs to Kirt and Kristin.

5. Social Committee Report

- . **Review events for this fiscal year: content, dates, caterer's, bands, etc;**
- . Next social event is schedule for May29th, but all events are subject to COVID-19 restrictions and changing conditions. Notifications and information will continue to go out via our NEWS emails.

6. Building Review & CC&R Compliance Committee Report

- . **Review "Tracker" status**
 No current issues being carried on the "Tracker"; however missing address signs and some fire safety violations exist on several lots. Potential violation of person living in RV at owner site – will be investigated.

7. Election Committee Report

- . **Review Board for next year (Kirt, Michelle, Mike in 2nd year of term)
 (Jeff, Ken, Tony, Brian in 1st year of term)**
 Everyone on board and solid for this fiscal year.

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

- . **Discuss plans going forward**
 - . **Winter Closure planned for today: Weirs removed, Picnic Tables Stacked**
 Lake successfully drained, Weirs removal and Tables stacked after this meeting.
 - . **Water shut-off outside**
 Has been done
 - . **Debris pile to remove or burn**
 Burning is planned in multiple common area places; tarp coverage for winter

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

- . **Report on EPFD Fire Station Sign Project**
 - **Painting done, most downspouts up, trim items back up**
 - . Sign help may not be available from Pinebrook. Fire Chief has been informed. Jeff to talk with Fire Chief..
- . **Approved Capital Projects**
 - **Picnic area amphitheater: Approve Design and entire cost estimate**
 - . Cost estimate provided: design package distributed. Motion to continue with project at a not to exceed \$45K by Mike Coffee, Second by Jeff Gately.
 Ayes (6), Nays (0), Absent (1) Abstained (0)
 - . Lots of discussion on Movie screen and projector, Cauldron Fire Pit (which is on site as donated by Roger Turcotte), lighting and water service. Mike and Kirt to investigate current Screen and Projector (rear projection?) and what is available on the market.

- Cameras and improved WIFI

- .. Project discussed and Mike Coffee and Kirt Boynton to move forward with study, feasibility and cost estimate. Goals and requirements established and effort defined as key Pinebrook owner project.
- . Motion by Mike to proceed with a \$3,500 not to exceed capital and a \$150 per month not to exceed utility bill. Seconded by Jeff Gately.
Ayes (6), Nays (0), Absent (1) Abstained (0)

- Common Area Signage

- . No Dogs and Members Only signs installed at Playground and Picnic Areas.
- . Mike Coffee to get (3) fish signs to describe rules and where to fish
- . Mike to look at some other signs for accuracy and location and take actions
- . Motion to support signage creation and maintenance by Tony, seconded by Jeff
Ayes (6), Nays (0), Absent (1) Abstained (0)

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

Nothing to report; Zoom meetings continue; next meeting 11/04

11. Old Business

. Status of elimination of two meters for CCWD (saves about \$1,400/year)

- . Dale reported that CCWD had agreed to removal of (2) not used meters which will save Pinebrook approximately \$1,400 annually.
- . One issue remains regarding capacity of current meter feeding Town Hall and landscaping

. Status of Fish and Wildlife Steam and Lake maintenance permit

- . Dale has talked with Fish and Wildlife staff regarding details of extension request (check for renewal has been processed for 5 more years of work).
- . Expedited acceptance of this permit is expected.

. Review Town Hall Cleaning

- . Previous UFM cleaner did not wish to continue.
- . A new UFM from the wait list who is full time resident wants the staff position.
- . Mike moves that we approve Maria Fernandes and David Moffitt as our Town Hall cleaners. Seconded by Brian Musgrave.
Ayes (6), Nays (0), Absent (1) Abstained (0)
- . Kristin to meet with these folks on 11/03 to discuss responsibilities, provide keys and obtain necessary document signatures.

. Review & report on THINGS TO DO from 09/06/20 Board Meeting

- . Did not review items on this Tracker. Many are administrative and project definition items to be addressed.

12. New Business (All # items)

. Review CampHost staffing plan going forward

- . New Camp Hosts selected for next season: Martha Bass and Harold Winkles
- . Mike Coffee moved that these candidates be accepted with conditions documented through discussions with the candidates. Seconded by Tony.
Ayes (6), Nays (0), Absent (1) Abstained (0)

13. Motion to Adjourn:

- . 12:15pm Motion to adjourn by Tony, seconded by Brian
- . **Next Board Meeting: 03/06/21: 10:00am**