

PINEBROOK BOARD MEETING MINUTES – 03/11/17
MEETING HELD AT 10:00AM IN THE PINEBROOK TOWN HALL
Latest Update: 03/20/2017

The meeting was called to order by President Dale Pilgeram at 10:00am, 03/11/2017.
(Office Support not available; Dale Pilgeram took the minutes)

Board Meeting Attendees & Guests

Present: Dale Pilgeram, President, EPPOC, GABA & Maint/New Projects Committee
Kathy Maloney, Secretary
Kirt Boynton, Music Man, Website Maintenance, Finance & Ins Committee
Michelle Coy, Social Committee Chair
Steve Moore, Director
Amber Collins, Director

Not Present:

Tony Gutierrez, VP & CC&R/Building & Election Committees Chair
Clem Lee, Treasurer

Guests: Mike Coffee

Special Actions – Dale Pilgeram

- . Clem Lee submitted resignation from Board. Resignation Accepted, Motion by Kirt and 2nd by Michelle, approved.
- . Kirt Boynton to be named Treasurer. Accepted and Approved, Motion by Steve and 2nd by Amber.
- . Mike Coffee to be appointed to the Board. Accepted and Approved, Motion by Kirt and 2nd by Michelle. Mike took seat on Board, bringing voting quorum present at this Board meeting to 6.

Secretary's Report - Dale Pilgeram

- . 10/22/2016 Meeting Minutes: Unanimous Approval; Motion Steve, 2nd Kirt

Treasurer's Report – Kirt Boynton

- . Report on Delinquent HOA dues: No dues delinquent, Recovery of funds on property sale hopefully in December as document filed with county for \$55.64 along with penalties.
- . Report on UFM status – All 26 paid, 4 new members this year, 18 on wait list
 - . Appeal case by previous member to be re-instated: Board decision to allow special case member for 2017 if good member status is maintained. No guarantee for 2018 unless there is at least one drop-out of current 26 members. Motion by Mike, 2nd by Amber, 5 approvals, 1 abstain. Dale to document position and get signature and check from member.
 - . New UFM notification and Invoice process to be documented with 12/31 being the Final Notice due date for post mark of mailed checks for continuing membership. Documentation to be reviewed at the next Board meeting.

- . Reviewed Balance Sheet, Actual vs Budget - using detail supplemental document
 - All items basically on track. Cleaning significantly under Computer failing components replacement and software upgrade costs covered in Capital Funds, other choice was R3 account. It was decided to save the R3 for needed computer upgrade and/or replacement.
 - Balance sheet needs adjustment from Tax Preparers in area of Prepaid Dues. Kirt to look into and understand the Equity statements source numbers.

- . Outlook Report: Insurance, Issues, Exposures, Recommend adjustments
 - Exposures: Cal-Waste garbage/re-cycle pickup plan costs, Tree Mortality costs, extra maintenance costs due to wet winter damage/repair – lake cleanup.
 - Annual Salary review for Contract Service and Part Time Employees
 - . Cleaning Person wage to be \$20/hour for employee or \$25/hour for 1099 valid contractor service.
 - . Facilities Attendants employees to be \$13/hour – current documented hours and process to remain in place.
 - . Office Manager to receive an increase of \$100/month

Motion to approve these increases by Steve with 2nd by Michelle. Unanimous Approval. Not by itself an impact on future budget and dues.

 - Approval motion for this 6 month fiscal year Treasurer report made by Steve with 2nd by Kathy. Unanimous approval of report.

President's Report - Dale Pilgeram

- . Review of Planning Guide and Monthly Schedule of Events: All items completed. Remaining March item is Physical Inventory.
- . Member Communications Report
 - Many questions dead/dying trees and needing neighbor's contact information.
 - Questions on Murphys Drive culvert fix and road conditions.
 - Dog and disabled vehicle situations
 - Long term Renter notification: Will need Facilities Attendants to block usage of facilities if renter attempts to use and we have no notice of renter.
 - Two complaints about having comments in NEWS on Crime, Marijuana, and Voting/Election needs.
- . Dale to contact Public Works on plans and safety concerns due to Murphys Drive Road being closed.
- . Dale reviewed new State laws with Bathroom and Address notification issues/processes currently being "worked". Pinebrook will make no changes in processes at this time.

Social Committee Report – Michelle Coy

- . Saint Patrick's Dinner Event CANCELLED for 3/11/17 due to lack of RSVPs – 15 with a minimum of 30 required to hold an event. Assessment of changing date of Western Roundup Event from April 15th to April 22nd to be done.
- . Michelle to contact Jorgensen's regarding catering for July 4th and Labor Day events.
- . Following Staff/Employees approved for 2017 – Kirt motion, Steve 2nd
 - Carrie Fones - returning primary Facilities Attendant employee
 - Kathy Skinner - Lead Social Events Staff Member
 - Christine Snow – Social Events Staff Member & Backup Facilities Attendant employee
 - Mechelle Wilson – if accepting Cleaning or Facilities Attendant employee position

- . **Motion: Fishing Derby is cancelled for Memorial Day Weekend based on July survey results from members. Fishing is limited to before 9:00am and after 7:00pm (fish or no fish). Based on water clarity conditions in July, a decision to stock fish and hold a Derby in late July or early August will be made. Motion made by Steve and 2nd by Kirt. Unanimous Approval.**
- . **July 8th evening social event (Movie?) not discussed, will be covered at April Board Meeting.**

Building Review & CC&R Compliance Committee Reports – Dale Pilgeram

- . **Some properties still without address signs visible from driveway**
- . **Some properties still have contractor signs up long after work completed**
- . **Many properties still have dead trees due to the drought and Pine Beetle Kill.**
- . **Un-documented Renter issues with Dogs barking and down tree.**
- . **Increasing disabled vehicles at a currently in violation location.**

Election Committee Report - Tony Gutierrez

- . **Next year term-out Board Members (Kirt, Michelle, Mike) – Discussed possibility of them “re-upping” for another term.**

Maintenance Contractor Report - Dale Pilgeram

Closed Items:

- . **Initial cleanup of down trees and branches completed**
- . **Floating lake docks repaired**
- . **Work Party cleaned out the main drain – lots of green and mud debris in lake**
- . **Locks replaced/rekeyed on Beach Bath Facility – winter usage thru unauthorized access became a cleaning and maintenance issue.**

Open Items:

- . **Lots of winter damage to repair and do cleanup**
- . **Beach Sprinkler valve repair and protection barrier**
- . **Road failure on Murphys, Douglas, and Flanders: Safety issues with traffic**
- . **Secure contract from Cal-waste for garbage and re-cycle pickup. Wooden containers are being filled by household garbage. Garbage and cleaning not sufficient from Pinebrook sponsored outside events.**

Projects Committee Report - Dale Pilgeram

Items on Hold while Tree Mortality is Assessed (Need Capital Funds?)

- . **Amphitheater development affirmed as top priority with initial design activity to start this spring.**
- . **Interest in playground slide, Disc Golf course, and extending beach picnic area continues. Some of these to be researched by Board members.**

Small Items to Continue

- . **Remove 4 round BBQs in main picnic area and replace with 3 tables and 1 small usable BBQ.**
- . **Porch daylight control light modification**
- . **Tree Mortality Spray Experiment – see results in Spring then respray?**
- . **With grant funding, define more Fire Safety fuel reduction and watershed management projects within Pinebrook or adjacent to Pinebrook properties.**

Items Completed

- . Stokes property along Moran Road and Creek cleaned for Fire Safety and also Watershed management. Could not do entire project as some property owners would not grant access to the acreage. With new property owners, might try to do more next year if funding available.

EPPOC & GABA Report - Dale Pilgeram

- . Discussed sensitivity of some folks to receiving minutes and information from these outside groups. Will continue to provide NEWS from these groups.
- . Fire Safety/Compliance event to be held May 6th 9:00 to 12:00 at Independence Hall
- . GABA Cedar Creek Venue announced for summer concerts – see website www.artsandadventure.org

Old Business - Dale Pilgeram

- . Things To Do Tracker reviewed. No issues with remaining work items being tracked.
- . Reviewed experience of disk drive failure and recovery in February. Lots of Volunteer hours on this recovery issue but all backups worked and were applied.
- . Discussed going forward plan for Maximizer database application and consideration for replacing the office computer. No decisions made at this time.
- . Did not discuss previous old business of making the Board meetings paperless.

New Business - Dale Pilgeram

- . Discussed Town Hall Cleaning options with employee or contract services. Will carry forward as Old Business while staffing is being pursued.
- . Discussed IT hardware and software operation and needs. Kirt to do some research and make future recommendations to the Board.

Meeting Adjourned: 12:30pm

- . Next Board Meeting: 04/22/2017 10:00am

Respectively Submitted: Dale Pilgeram