

PINEBROOK HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes

June 16, 2026 | Called to order at 7:13 PM

1. Call to Order and Attendance

Call to order: The meeting was called to order at 6:33 PM.

Roll call: Brittany, Erin, Steve Tony, Mario, Jeff, Julie R, and Bob attended in person.

Prior minutes: The vote approving the prior minutes is recorded in the highlighted motions table below.

Priority Decisions and Votes

Item	Result	Highlighted motion / notes
Previous minutes	Approved	Steve Linquist motioned to approve the prior meeting minutes, Jeff seconded, all approved. Motion passed.
Adding rental fees to amenities starting Jan. 1st, 2027 (On top of current deposits) - Town Hall = \$100 per event - Picnic Area and Amphitheater = \$50 per day - Ball Field = \$200 for official events	Approved	Mario motioned to Approve. Ed Seconded. All approved. Motion passed.

Guest Comments

- Josilyn from EPFD - Talked about potential inspections the fire district is considering around Arnold short term rental properties.

5. Priority Decisions and Votes

A. Board Structure, Roles, Voting Authority, and Spending Limit

Proposal: Four voting directors for Treasurer, Social Director, IT Director, and Maintenance Director; associate roles for Secretary, Assistant Treasurer (second person on bank accounts) and other volunteers; Elimination of President, Vice President and CCR-compliance roles; spending limits of \$2,500 for Treasurer/IT/Maintenance and \$500 for Social Director per event.

- Jeff agree to hold both role of president and Maintenance
- Jeff motioned to approve. Steve Seconded. Mario and Ed voted: Yes | Julie R. voted: No
- Motion Passed

B. 2027 Fireworks, BBQ, Donations, and Social Event Policy

Proposal: If a Social Director is not identified for 2027 all Social Events cancelled.

If a Social Director is elected to the board

Donation-only fireworks. Fireworks happen only if \$2,000 is donated 30 days prior.

BBQs prepaid or potluck if not enough people prepay. Need 100 people to prepay or the event turns into a potluck. If potluck, HOA will supply drinks and entertainment.

- Jeff motioned to approve. Mario Seconded. All Approved. Motion Passed

C. Lake/Beach Access, Cards, Guest Fees

Proposal eight Pinebrook (TBD Identification Items) per home. \$10/day for additional guests.

Possibly wait for the voting feature of Pay HOA or Manage Casa and let residents vote and make a decision on how the lake is run with pros and cons presented by the Board. Takes the Board off the hook for decision. Majority rules.

- NOTES: Board decided to punt this discussion to a future meeting.

D. OFFICE REPORTS

- PayHOA / ManageCasa / Maximizer Path
 - Proposal: Buy and Implement either Manage Casa or Pay HOA.
 - Jeff motioned to approve moving forward with Manage Casa. Mario Second. All approved.
- Office hardware- computer system, and doc scanner
 - Scanner: Steve Motioned to approve Erin having a budget of up to \$500 dollars to purchase a scanner
 - Computer update: Brittany is reaching out to Kirk for guidance on a Dell computer.
- P&P reviews, By Laws and CC&Rs -
 - Erin and Brit going through documents for updating needs when moving to a new system.
- Social director and incoming board members
 - Brit reaching out to interested parties.
- Ask account - Erin
 - Erin looking into El Dorado account possibilities.
 - Inquire Eldorado, bill pay?
- Comcast phone
 - Mario ordering a new phone.

- TownHall fee, air conditioning. Sign on wall regarding rules?
 - Brit to provide status on when this is done
- Davis-Stirling Act
 - All board members advised to read up on this as it changes every year.

6. Treasurer / Financial Report

- Current balances, actual-to-budget, reserve/R3 update, and next-year General/R3 budget status

7. Operations and Maintenance Updates

- Try to repair top of weir in house - Looking for concrete help
- Replace ½ of rotted grey lake seats - Jeff in process of repairing
- Remove and dump fishing dock - Jeff looking into dragging out at end of the season before lake drain and discarding.
- Removing dirt around lake drain - Need to assess after lake drain
- Winter shutdown - Lake drain date tbd depending on upper lake schedules.

8. Next Meeting

- Inform interested candidates what Board Positions are open and provide written descriptions of required tasks and estimated time required per year

- Brit is moving forward with reaching out.

- Proposed Open Positions:

Social Director: Voting Board position that has overall responsibility for all Social Events. Responsibilities include creating flyers announcing social events including menus and cost per plate. Budgets event based on pre paid sign ups and orders and picks all necessary food, drinks, paper products, charcoal and any other items required . Coordinates volunteer signups for set up, take down, clean up, cooks and check in If not enough people sign up (100 person minimum) and event turns into a potluck coordinates volunteers and sign ups of what dishes to bring, set up, clean up. Expected to attend all Board Meetings. Estimated time per year: 30 hours.

- They will need to form a committee

Associate Social Entertainment: Non voting Board member. Reports to the Social Director. Hires Band or equivalent for Fourth of July BBQ within budget established by Social Director . May attend Board Meetings but not required. Estimated time per year, less than 10 hours

Associate Social Fireworks: Non voting Board Member. Reports to the Social Director. Coordinates donations for fireworks. If minimum \$2000 donations received obtains a fire works permit through EPFPD, orders and picks up fireworks and coordinates with the family that sets up and lights fireworks. Responsible for cleaning the ball field morning after fireworks . May attend Board Meetings but not required. Estimated time per year, less than 10 hours.

Associate Social BBQ: Non voting Board Member(s). Reports to the Social Director. Assists Social Director as needed. Coordinates kids games during fourth of July . May attend Board Meetings but not required. Estimated time per year 20 hours

- Zeamans interested in helping.

Secretary: Non Voting Board Position. Sets up board meetings as scheduled and sends out zoom invites. Records meeting minutes including those present and absent, results of formal board votes , and TBD future board actions . Forward meeting minutes to the IT director for posting to the website. Estimated time per year 15 hours

Associate Treasurer: Non voting Board Member . Reports to the Treasurer. Assists Treasurer with annual budgeting and reporting . Will be the second person on the HOAs bank accounts. Has check signing authority when the Treasurer is not available . Permanent resident preferred but not required. May attend Board Meetings but not required. Estimated time per year 30 hours

Associate Maintenance Volunteer. Non voting Board Position. Reports to Maintenance Director . Assists Maintenance Director with all maintenance activities including annual spring clean up, raking, weed eating, burning, moving of docks, moving of sand, moving of picnic tables, inserting weir boards and filling lake, having septic system tested and tank pumped, mowing of grass weekly, trimming trees and tree removal, dragging sand and ballfield, controlling weeds on ball field, maintaining pickleball courts and disc golf course, general painting, plumbing, electrical as required. Winter shut down activities include final raking of beach, picnic area and disc golf course, moving docks, moving sand, storage of beach and pickleball equipment and picnic tables, draining water supply and winterizing bathrooms, draining of lake and checking

lake drain weekly to prevent clogging Assists with obtaining quotes for work beyond volunteer capabilities . May attend Board Meetings but not required. Permanent residents preferred. Estimated time per year minimum 40 hours possibly more depending on the number of people who show on volunteer days .

Fire Wise Inspectors: Non Board Position. Uses Cal Fire issued iPads to inspect Pinebrook Homes for compliance with CalFire regulations. Less than 10 hours depending on the number of volunteers for this position.

Labor Day BBQ will proceed.

- Email to go out for RSVP
- Moose Lodge will cater Chicken and Tri-Tip
- Any lot over 6 RSVP's need to pay \$15 per plate over their allotted 6
- Email to go out with request for volunteers
- Steve to work with Brit on ordering Ice. Brit to order. Steve to pick up the day of.

9. Adjourn

Meeting adjourned 9:56