

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 7:13 PM.

Roll call: Brittany, Tony, Mario, Jeff, Julie, Kevin, and Bob attended in person. Josie, Deborah, and Julie Kintrowski attended by phone.

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	Jeff Gardner motioned to approve the prior meeting minutes, Mario seconded, all approved. Motion passed.
Fourth of July fireworks budget	Approved	Julie motioned to approve a Fourth of July fireworks budget of \$2,970, Tony seconded, all approved. Motion passed.
Beach policy update	Approved	Jeff motioned to approve the updated beach policy, Julie R. seconded, all approved. Motion passed.
Event and office systems	Deferred	No motion taken. ManageCasa/Pay HOA/email-system decision deferred until Steve returns and comparison questions are answered.

Fourth of July Barbecue and July 3 Games

- HOA will supply hot dogs, hamburgers, and drinks; members are asked to bring sides and desserts.
- Final RSVP email should go out this week and clearly state the six-meal family cap and \$10 per extra meal.
- Volunteer shortage remains a serious issue for grilling, serving, setup, and cleanup; the RSVP email should include a direct volunteer request.
- Multiple members reported not receiving RSVP emails. The office should check whether both historical distribution lists are active and use Josie's email as a test case.
- July 3 games are confirmed for 1:00 PM. Bob will bring a large speaker system; Sarah Thomas and Helene's daughter are confirmed to sing; possible band support remains in discussion.
- Band rehearsal is scheduled for June 20 and needs a board member on-site to help with setup.

Fireworks

- The board approved a fireworks budget of \$2,970.

- Pickup is from a church in West Sacramento and requires a large vehicle. The family who sets off fireworks should be asked to handle pickup if they are traveling through the area.
- Early key access must be confirmed to avoid setup delays. Cleanup will occur the next day because fire in cans needs to simmer overnight.
- Brittany still needs to send the donation request email.

Beach Policy

- The board approved the updated beach policy.
- Key rules: bracelets every day; no loud music; no feeding, hitting, or harassing ducks/geese; no glass bottles; fill sand holes; remove toys and umbrellas by end of day.
- When camp host or attendant coverage is absent, enforcement should include obtaining name/address and documenting the person and license plate when needed.
- Ken should receive the updated policy and be told that bracelets are required every day, including slow days.

ManageCasa, Pay HOA, and Email Systems

- Aaron reviewed ManageCasa and identified open questions around added fees for payments and budgets, ACH transaction fees, check printing, bank transaction downloads, accountant reporting, and dues deposit timing.
- Aaron will review Pay HOA as a competing platform for HOAs in Pinebrook's size range.
- Brittany will review platform fit from the email and homeowner-management perspective.
- Decision is deferred until Steve returns from vacation and the comparison work is complete.
- Current Outlook email appears limited to roughly 130 emails/day while Pinebrook needs to reach about 600 recipients. Gmail limits should be confirmed; Constant Contact may be a longer-term option.

Roles, Responsibilities, and Staffing

- The board discussed workload imbalance, with Jeff and Mario carrying multiple operational functions.
- Roles needing clearer ownership include personnel, treasurer, social director/volunteer committee chair, maintenance, and office support.
- Debra Lucie is not eligible for the board because she is not zoned in Pinebrook, but she is willing to volunteer as social committee chair. The board needs to clarify the role and time commitment.
- EDD payroll access remains problematic because two-factor authentication goes to an unknown email. A paper contact-update form is needed with a board member name and signature.
- Camp host housing value is being treated as taxable, and payroll treatment needs confirmation. Hours over 20/week were discussed as minimum wage, consistent with Ken's prior contract.
- Jeff, Mario, and Julie K/note-taker will meet this week to discuss offloading responsibilities.

Maintenance, Campground, and Other Items

- Task spreadsheet review noted: beach policy done; Zelle workflow needs trial run; campground closure dates published; election committee flyer in progress; budget/R3 materials and SI filings in progress.
- Blacktop resealing is not needed at this time.
- Lake weed treatment is complete, with copper sulfate and Lake Clear to be applied weekly going forward.
- Fireworks permit is obtained.
- J&R/JNR Painting project scope is confirmed and work is done.

- Bathroom/front-door lock remains unresolved; Jeff will buy one at Home Depot.
- Office computer/software review is deferred to July for review with Steve.
- Reserve and dues rate increase write-up is complete in the Google folder and should be sent to Jeff Gardner for communications review.
- Campground deposit process: deposit checks are held and refunded based on behavior; reservation is forfeited if no deposit check is received.
- Fishing dock removal should be considered at end of season instead of spending about \$9,000 on repairs.
- Board agreed to suspend Daniel Craft's lake access and add him to the not-allowed list after he used another member's name to access the lake.
- UFM wait list of approximately 28 people needs cleanup, including rate-increase awareness and volunteer-priority review.

Action Items and Follow-up

Owner	Task	Timing
Josie / Brittany	Send Josie's email to Brittany and spot check July 4 distribution list.	Immediate
Brittany	Send final July 4 RSVP email with six-meal cap, \$10 extra-meal language, volunteer ask, sides/desserts note, and donation request.	Immediate
Jeff	Contact fireworks family about West Sacramento pickup logistics and confirm early key access.	Immediate
Aaron	Review Pay HOA and compare with ManageCasa; confirm payment, ACH, budget, check-printing, reporting, and fee questions.	Before next board meeting
Brittany / Steve / Office	Confirm whether Pinebrook HOA Gmail can handle bulk email better than Outlook's daily limit; consider Constant Contact longer term.	Before next board meeting
Julie K / Board	Send dues/rate increase Google folder link to Jeff Gardner for communications review.	Immediate
Aaron / Board / Office	Prepare EDD paper contact-update form and identify board member name/signature for account contact.	Immediate
Jeff / Mario / Julie K	Meet to offload workload and clarify owners for personnel, treasurer, maintenance, social/events, and office support.	This week
Board / Debra Lucie	Clarify social committee chair role, time commitment, authority, and communication structure.	Before next event planning cycle

Owner	Task	Timing
Brittany / Office / Ken	Send approved beach policy to Ken and confirm bracelets are required every day.	Immediate
Mario / Ken / Brittany	Clean up UFM wait list, confirm interest, explain rate increase, and prioritize volunteer willingness.	Next operating cycle
Board / Maintenance	Revisit fishing dock removal at end of season instead of \$9,000 repair.	August or September
Board / Office / Ken	Suspend Daniel Craft lake access and add him to the not-allowed list.	Immediate

Next Meeting and Adjournment

Next meeting: Not captured in the pasted notes.

Adjournment: Adjournment time was not captured in the pasted notes.

Source Note

Prepared from pasted June 16, 2026 meeting notes and reconciled against the Pinebrook task follow-up tracker. This is a draft for board review, not approved official minutes.