



## **PINEBROOK HOA 2024 ANNUAL MEETING MINUTES #1**

**SUNDAY, SEPTEMBER 15th, 2024, 10:00 AM, TOWN HALL**

**1. Call Meeting to Order 10:05 PM**

**2. Roll Call**

- Board and Committee Chairpersons Present - names and introduction - Pass around sign-up sheet for all attendees making sure Property Owners identify themselves.
  - i. Jeff Gately - Board Member
  - ii. Ken - Board Member
  - iii. Ed Caruso - Board Member
  - iv. Julie Kantorovskiy - Board Member
  - v. Steve - Board Member
  - vi. Mario Perez - Secretary
  - vii. Tony Gutierrez - President
- Show of hands of representative for one or more properties owned. Determine if a meeting quorum exists for the purpose of discussing new business (owners must represent 77 lots)
  - i. 5 guests:
    - 1. Jim Walten
    - 2. Robert Jozaitis
    - 3. Kathi Jozaitis
    - 4. John Paulson
    - 5. Renee Paulson
- State number of represented lots present for minutes.
  - i. 2 lots represented

**3. Secretary's Report : Mario Perez**

- Status of minutes of 2023-2024 Board Meetings (number held and locations where minutes are stored)
  - i. N/A

**The required 77 HOA qualified members to establish a quorum was not met and therefore no business could be conducted at this meeting.**

**Meeting Adjourned at 10:32 AM**

- 4. Read and approve minutes of 2023 Annual Meeting**
- 5. Treasurer's Annual Report: Kirt Boyton**
- 6. Make any key points on financials**
- 7. Request Motion and Vote to approve the Annual Financial Report**
- 8. Vice-President's Report**
  - Summary of physical assets
  - Cover major CC&R violation issues
    - i. A house on Manzanita has too many people living there. They probably have more people living in the house that is allowed and park 5-6 cars on the road. It's dangerous because the road is narrow. And there have been accidents in that area.
    - ii. Neighbors are reluctant to file formal complaints and they are afraid of retaliation from one of the people who live there
    - iii. HOA doesn't have any enforcement. We don't have a legal fund.
    - iv. HOA will send a letter
- 9. President's Report: Tony Gutierrez**
  - Cover election results and introduce new/continuing board members
  - Identify those officers, board members, and staff leaving their positions
  - Overview of the year
- 10. New Business (Feedback and Discussion)**
  - Capital Projects (In progress, planned, needed)
- 11. Camp Host Fifth year results**
- 12. Discuss need of Volunteers for Work Parties and Events**
- 13. Social Event Programs**
  - Continue with the more expansive events (Music, Bands, Games, Social Time, etc;)
- 14.**



## **PINEBROOK HOA OLD BOARD MEETING MINUTES #2 SATURDAY, SEPTEMBER 15th, 2024, 10:00 AM, TOWN HALL**

### **1. Call to Order at 10:33 AM, Roll Call, and Acknowledgement of Guests**

- Board Members present:
  - Jeff Gately - Board Member
  - Ken - Board Member
  - Ed Caruso - Board Member
  - Julie Kantorovskiy - Board Member
  - Julie Rogers -
  - Steve - Board Member
  - Mario Perez - Secretary
- Tony Gutierrez - President
- Guests
  - Lorene - Office Manager
  - Jim Walten
  - Robert Jozaitis
  - Kathi Jozaitis
  - John Paulson
  - Renee Paulson

### **2. Approved 2023 Annual Meeting minutes**

- **Jeff Motioned to approve 2023 Annual Meeting minutes. Ken seconded. All in favor. Motion passed**

### **3. Approve 2023/2024 Financial Report**

- **Tony Motions to approve 2023/2024 Financial Report. Jeff seconded. All in favor. No discussion. Motion Passed**

### **4. Adjourn Meeting**

- **Jeff motions to adjourn at 11:01 am. Ken seconded. All in favor. Adjourned.**



## **PINEBROOK HOA NEW BOARD MEETING MINUTES #3 SATURDAY, SEPTEMBER 15th, 2024, 10:00 AM, TOWN HALL**

### **1. Call to Order at 11:04 AM, Roll Call, and Acknowledgement of Guests**

- Board Members present:
  - Jeff Gately - Board Member
  - Ken - Board Member
  - Ed Caruso - Board Member
  - Julie Kantorovskiy - Board Member
  - Julie Rogers
  - Steve - Board Member
  - Mario Perez - Secretary
- Tony Gutierrez - President
- Guest
  - Lorene

### **2. Establish New Board and Committees**

- Elect President (new President takes over)
  - Jeff motions to elect Tony Gutierrez as president of the board. All in favor. Motion passes.
- Elect other officers (VP and Treasurer can be the same person)
  - **Julie K nominates Jeff to be VP. Ken seconded. All in favor. Motion passes.**
  - Treasurer TBD
  - **Julie R motions to nominate Julie K as secretary. Ed seconded. All in favor. Motion passes.**
- Appoint and approve all Committee Chairs
- Finance and Insurance Committee (President, Treasurer, and TBD)
  - Tony - President
  - Mario - Treasurer
  - Kirt - Lorene to confirm
- Election Committee (Usually VP)
  - Ed
  - Steve
- Social Committee
  - Kevin Zeman
    - 1. 4th of July Floats - Helene Teeve
- Building Review and CC&R Compliance Committee
  - Tony - Chair
  - Ken - Member
  - Mario - Member
- Maintenance and New Projects Committee
  - Chair - Ken Kennard
  - Kirt Boyton
  - Tony Gutierrez
  - Jeff Gately

- Establish any needed new Committee
  - Office Support: Ann Smith
  - Landscaping Committee:
    1. Arturo Herrera
    2. Zack Wallace
      - a. **Julie R motions to add Zack Wallace to the landscaping committee. Ed seconded. All in favor. Motion passes.**
- If not done in the last Old Board Meeting; Appoint and approve Staff Members (#, Candidate Names, Jobs)
- Discuss roles and needs for additional Staff Members
  - Bring list to next board meeting
- If not done in the last Old Board Meeting: Appoint and approve Contract Employees (Office manager, Maintenance, other?)
  - **Julie K motions to approve Lorene as an office manager. All in favor. Motion passes.**
  - **Julie R motions to approve Erin Felby as payroll contractor. Jeff seconds. All in favor.**
- If not done in the last Old Board Meeting: Appoint and approve Part-Time Employees (Facility Attendants)
  - N/A
  - Need to review the procedure and new JD for summer of 2025
- If not done in the last Old Board Meeting: Approve CampHost candidate or vote to allow the President to approve a new candidate.
  - No available candidates at this time

### 3. Treasurer's Report

- Number of dues paid out of approximately 337 property owners (Captive Lots: 51) (280 Improved Lots, 105 Bare Lots): Total # Delinquent
- Review and approve UFM plans for the year (26 active UFM's) (4 Staff Members)
  - Around 36 people on the waiting list. Lorene will confirm if anybody is going to move from active and who is going to be on list.
  - **Jeff motions to continue the UFM program. Julie Rogers seconded. All in favor. Motion passes.**
  - We have people who are staff and provide services for use for facilities:
    1. Currently have 6 staff members
    2. **Anne Smith - needs to be approved by the board**
      - a. **Ken motions to accept Anne Smith as a staff member. Ed seconded. All approved. Motion passed.**
    3. Debora Lucy and Russel Mills are in BLS West are offering to do painting, and maintenance to be a staff member.
      - a. **NEED to make a maintenance list. Lorene will contact and let them know that we're interested. Jeff will create a list**
      - b. We will vote on getting Debora and Russel part of staff sometime in the Winter or Spring
- Approve open funding amount for committee discretionary actions with only President and Treasurer approval:
  - Maintenance:
    1. **Ken motions for a \$1,500 limit for discretionary spending**

**without discretionary spending. Steve seconded. All in favor. Motion passed.**

- Social
  1. Social shouldn't spend anything outside of budget and board approval. No discretionary funds for social in 2024/2025
- New Projects
  1. No discretionary funds for new projects in 2024/2025

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

- Review of Planning Guide and Monthly Schedule of Events: changes needed?
  - 2024/2025 - not doing any new projects, only maintenance
  - Arturo - Winterizing
  - Dredging
  - Keys list
    1. New lock for the office
    2. New Padlock for the shed
    3. Have to reset the code key in October and board members can get an emergency key
  - Check signing authorization
    1. Tony, Jeff, Ken - currently have and will keep authorization
    2. Kirt - need to remove check signing authorization
    3. Mario Perez, Treasurer - needs to receive check signing authorization
    4. Lorene Camp has access to the accounts to view only
    5. Need to set up an online account with View Only priveledges
- Establish the 2024/2025 Board Meeting Schedule
  - updated and will be posted
- Request reading/review of Articles, Bylaws, CC&Rs, P&Ps, Annual Report

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

- Establish upcoming Social Events for date/time/content/volunteers
  - done
- Provide input for next NEWS/ALERT/NEWSFLASH email distribution
  - No input
- Review expense and volunteer needs and present a plan
  - Ask the social committee and VP to complete and present offline

#### **6. Old Business Carryover**

- Review all pending and active items of business from Old Board (CC&R, Maintenance, New projects, Building report, Financial, etc;)
  - Need to follow up with Tricia to get a "dedicated to Coffee" sign
- Make any pending decisions, if possible, as passed on by Old Board
- Review funding available and list of capital projects
  - establish priorities and assign needed study efforts with schedules.
    1. NO capital projects planned in 2024/2025
- Review Compensation and bonuses for personnel and contractors:
  - **Julie R motions to approve \$2000 bonus for Lorene and \$400 bonus for Ken for 2024. Ed seconded. All approved.**

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#### **7. New Business**

- Establish/confirm date/time of October or November meeting
  - Done
- Establish any New Business items for next meeting agenda, especially for items that were not handled by the Old Board

- Future items:
  1. Campers can't leave their tents on the beach for a week
  2. Blowup toys can't stay on the sand when not used - keep the beach clean
  3. Need to increase fees for RV sites - Treasurer needs to review
  4. Add to CC&R and process for RV site -
    - a. Consider deposit
    - b. Consider the reservation system (what does BLM do?)
    - c. Consider canceling RV site reservations
    - d. ADD discussing RV site as agenda item
  5. Google drive / gmail

**8. Motion to Adjourn**

- **Julie R motions to adjourn at 1:22 PM. Ken seconded. All in favor.**