

Pine Brook Hills HOA

Board Meeting Minutes

January 21, 2020, 7pm
PBH Community Center

Attendees:

Board Members:

Sylvia Andrejczuk, President
Kevin Smith, Vice President
Bob Loveman, Treasurer
Mike Von Hatten, Secretary
Rob Quinn, Member at Large

Committee Chairpersons:

Mike Von Hatten, Enhancement
Eric Erickson, ARC
Peter King Smith, Roads
Catherine Von Hatten, Pine Brook Press
Jim Adams, Forest Health
Allen Saville, BMFPD Liaison

A. Welcome

1. Kevin Smith – HOA Vice President

B. Recognize Guests: none

C. Public Comments: none

D. Review and Approval of Minutes from previous Board Meeting (October 22, 2019): approved

E. Major Discussion Topics

1. Firewise USA program

- a. Presentation delayed...Rob Quinn to follow up with Mike Palamara
- b. Program could benefit the community and residents

2. Shared drive for HOA document sharing among Board Members

- a. Sylvia will develop and present a system for sharing HOA documents and give a brief tutorial to the Board members and Committee chairpersons

3. PBH HOA IT

- a. The resident volunteer for IT may be unable to provide the services needed by the HOA due to other commitments
- b. The IT needs of PBH HOA have become extensive and critical to the HOA and community

- c. IT options for considerations:
 - ask for IT “volunteer” recommendations
 - contract for IT services; Catherine Von Hatten will contact the consultant used by the BMFPD Auxillary
 - Peter King Smith will define the HOA IT services needed and evaluate the best approach and assist in implementation
 - Sylvia Andrejczuk will contact the current volunteer to determine their status
- 4. 2020 PBH Directory
 - a. The Directory requires data collection/updating of resident information, updating of community information and layout.
 - b. Bob Olliver has done the layout for years but may not be available this year. Rob Quinn will contact Bob to discuss.
 - c. The layout might be done by the layout consultant for the Pine Brook Press; Catherine Von Hatten will make an inquiry and report back.
 - d. Resident data collection/updating would likely be included in IT services noted in C3 above
 - e. Rob Quinn volunteered to review directory articles for needed additions, revisions and updates
- 5. Treasurer’s Report
 - c. The 2019 budget was reviewed
 - revenues exceeded budget, expenses less than budgeted
 - d. The 2020 budget was reviewed and approved with the following revisions:
 - increase the Mitigation budget...Mitigation has obtained grants which could leverage HOA contributions
 - increase budget for 2020 Directory...anticipating increase cost
 - add budget for Meal train Plus...budget may need to be increased in coming years
 - e. 2020 budget will be presented at the HOA Membership Meeting on Tuesday, January 28 for approval by members

F. Committee Reports

- 1. Enhancement – Mike Von Hatten
 - f. Community Memorial garden – tree has been planted; kinetic sculpture installed
 - g. Community Center parking lot lighting – neighbors have approved lighting concept - five small solar, LED fixture mounted at 12 feet with either motion sensing on/off from dusk to dawn or dusk to dawn dim light with motion sensing full brightness. Poles and lights to be installed as weather permits. Total cost will be approximately \$1,500.
 - h. Proposed projects for 2020:
 - installation of parking lot poles and lights
 - redo entry sign
 - ceiling fans for Community Center meeting room
 - others...suggestion encouraged
- 2. ARC – Eric Erickson
 - a. Problems with online submittals for ARC review
 - b. IT issue...see C3 above
- 3. Roads – Peter King Smith
 - a. Patching has been completed...striping at the corner of Pine Tree Lane and Alpine to be done soon

- b. Large group of Boulder County subdivisions have formed the “Subdivision Paving Coalition” to promote the repair and repaving of County roads.
 - c. Funding for road maintenance should be in place in several years with small increase in taxes.
- 4. Pine Brook Press – Catherine Von Hatten
 - a. Winter issue has been delivered
 - b. Articles, photos and layout well received by residents
- 5. Forest Health – Jim Adams
 - a. Four spurge seed banks identified in PBH
 - b. Residents are encouraged to survey their property for spurge...Forest Health can assist with survey and removal
 - c. Residents should report spurge to Forest Health
 - d. PBH HOA and Boulder County can assist in enforcement of spurge removal
 - e. Jim Adams requested assistance with volunteer recruitment
- 6. BMFPD Liaison – Allen Saville
 - a. 143 calls in 2019
 - b. Bids for Station 2 have been rejected...will rebid with clarifications and modifications
 - c. Training event Saturday for 15 CPR “trainers” ...new CPR training equipment has been acquired
 - d. Allen Saville and Emilie Griffith (Social Chairperson) will coordinate CPR training at Social events
 - e. Allen Saville will discuss CPR training at the HOA Membership meeting on Tuesday, January 28th
- 7. Social
 - a. “Valentine Card” event in February
 - b. “Puppies and Popcorn” event in Spring
- 8. Welcome
 - a. Five new residents
- 9. PBH Online
 - a. See C3 above
- 10. Meal Train Plus
 - i. Nicole Staat will provide proposal for the program

G. Quarterly Programs

- 1. “State of PBH” and Committee comments at the PBH Membership meeting on January 28, 2020
- 2. Sylvia and Rob to discuss programs

H. Old Business

- 1. Recruiting needs
 - j. Enhancement
 - k. Forest Health
- 2. Check with Secretary as to outstanding assignments and tasks to be completed

I. Review of Action Items from Meeting

- 1. - C1a, C2a, C3c, C4b, C4c, C4e, D5e, D6e and E2

J. Reminders

- 1. PBH HOA membership meeting – Tuesday, January 28, 2020

2. PBH HOA board meeting – Tuesday, April 21, 2020
 3. PBH HOA membership meeting – Tuesday, April 28, 2020
- K. [Adjourn Meeting](#)