

Pine Brook Hills HOA

Board Meeting Minutes

October 17, 2017

ATTENDEES:

BOARD MEMBERS:

Brian Wahlert, President (BW)
Rob Quinn, Vice President (RQ)
Mike Von Hatten, Treasurer (MV)
Dr. Allen Saville, Member at Large (AS)

COMMITTEE CHAIRPERSONS:

Eric Erickson (EE)
Jim Adams, Forest Health (JA)
Peter King Smith, Roads (PKS)
Jo Wiedemann, Welcome (JW)
Mike Von Hatten, Enhancement (MV)

A. Welcome (BW)

-BW thanked the board for their support during his two-year term. The board thanked BW for his service. RQ will assume the role of President of the HOA when elected at the HOA membership meeting.

B. Recognized Guest:

1. Sylvia Andrejczuk

-Candidate for PBH HOA Vice President was introduced to board.

2. Tim Triggs

-Tim described the problem of lack of water for irrigation at the PBH entry sign. Approximately half of the plantings were lost over the summer.

-Tim presented several possible solutions:

-install a 500-gallon water tank and drip irrigation system which would require refilling of tank twice a month at \$100 per refill plus the cost of the tank plus the cost of irrigation system (approximately \$1,000).

-replant with “Xeriscape”, drought resistant plantings. Replanting would cost approximately \$2,000 plus \$200 per month for maintenance.

-the proposed BMFPD Flood Memorial will have the same or similar irrigation issue.

-funding for solution to the landscaping at the entry sign could be funded through the

Enhancement budget for 2018.

C. Public Comments (MV)

1. The BMFPD Arts and Craft Fair sponsored by the Auxillary will be held Nov. 11 and 12 at the Elks lodge. The HOA was asked to support the event especially assisting in promoting attendance at the event.

D. Review and Approval of Minutes from Previous Board Meeting (8/22/17): approved with the revisions suggested by RQ.

E. Business:

1. 2018 meeting schedule (RQ)

-See E2 below

-Board: 1/23, 4/17, 7/24, and 10/23

-HOA Membership: 1/30, 4/24, 7/31 and 10/30

-Meeting dates will be posted on PBH website this week

2. Changes to Bylaws (RQ)

- See [“Changes to bylaws” attachment.](#)
- Increase treasurer’s term limits
 - The board discussed increasing the term limit of the HOA Treasurer from two years to four years. The board determined that the term limit of six years would best serve the HOA.
 - The board unanimously approved the motion.
- Change weekday for HOA meetings
 - The HOA, BMFPD and Pine Brook Water recently entered into a use agreement for the Community Center. The agreement gives the HOA first rights to the community center meeting room on Tuesdays.
 - The current bylaws are out of date and state the HOA meetings are on Wednesday. The proposed new text would revise the days from Wednesday to Tuesday.
 - The board unanimously approved the motion.

- Changes of the Bylaws will be advertised in the winter issue of the Pine Brook Press and voted upon at the winter membership meeting.

3. Insurance review (RQ)

-RQ received written clarification of the PBH HOA insurance coverage which states:

Ultimately, all liability coverages, including directors and officer's coverage, will extend to the named insured while they are completing operation according to the exposure. Although, the form says "premises" we are referring to the HOA premises, so essentially this refers to any premises in accordance to the buy laws of the association, or any home/condo that belongs to the association. The rate also indicates this. We are currently rating for 300 home/homeowners.

-It was noted that there are 400+ homes in PBH.

-RQ stated that the policy is the best we can get. The HOA, its officers and directors are covered for suits brought by homeowners.

-RQ to confirm with insurance carrier that all committee chairpersons and members are covered by policy.

-RQ to draft a change to the bylaws to state that committee chairpersons and members are considered directors/officers. Board will vote via email to include this change with the other changes to be presented to membership at the winter membership meeting.

-The HOA board will formally reelect all committee chairpersons and members at the board meeting on January 24, 2018

4. Requested dues for 2018

-The board discussed whether to increase the suggested/voluntary \$75 HOA dues to a larger amount for 2018. It was decided that the dues would remain at \$75.

-The PBH Community Fund, a 501(c)3, could provide additional funding.

5. Aging in place (AS)

-Current and projected PBH demographics indicate a need for an "Aging in Place" program.

- BMFPD receives calls for aging in place issues; however, this reduces their resources to respond to other events. AMR and BMFPD respond to medical emergencies.
- Program should coordinate with other agencies providing services especially Boulder County.
- A presentation at a HOA membership meeting would be beneficial and provide a chance to recruit participants and volunteers.
- Dave Davies has information on various programs and should be contacted.
- The board agreed that an Aging in Place program should be pursued. A chairperson needs to be identified.

F. Committee Reports

1. Treasurer

- Report was submitted by Bob Loveman
- As of 9/30 the HOA had \$56,656 in the bank plus a nominal PayPal balance.
- Since 10/1, we deposited \$2,600 and received some additional checks and PayPal payments not yet posted.
- Since 10/1 the HOA has made large budgeted payments: liability insurance (\$1521), fire department mitigation (\$14,995), station one shades (\$650), station one window tint, community center signage, street directional signs (\$2,990 - \$400 from BMFPD and Pine Brook Water), social expenses (\$909), and stamps to mail the very successful fall dues solicitation (\$87).
- To date, the HOA has collected: nearly \$31,000 in dues (\$28,000 budgeted), \$3,185 Pine Brook Press ad revenue (\$2,500 budgeted) and \$75 in interest (\$50 budgeted for year).
- All budget categories are within budget.

2. Enhancement (MV)

- Window film in BMFPD office installed
- Blinds in BMFPD office and North windows of Community Center installed
- New Community Center sign completed

- Street directional signs completed

- Applause and thanks were directed to MV, EE, and AS for their excellent work installing the new signs

- Flood Memorial site has changed due to installation of new culvert under South Cedar Brook. Revised site plan to be prepared and submitted to Boulder County.

- Start of Flood Memorial construction will hopefully start this Fall.

3. Social

- A Halloween craft event for children was held last weekend. The next event will involve cookie decorating and making of thank you cards for the fire department to be distributed at their holiday party. The event will be held in early December.

- Two block parties were held this Fall; four total for the year.

- Block parties and children events were noted as social priorities in PBH. The other priority was a gardening group. A chairperson needs to be recruited to lead this effort.

- The social committee has spent \$2,600 of the \$3,000 budget for 2017.

4. Legal (RQ)

- See E2 and E3 above

5. ARC (EE)

- EE welcomed Sylvia to the ARC. (HOA Vice President also serves on the ARC)

- Applications for review are down from last year.

- Few violations have been noticed.

- Five new homes currently in the design/construction process.

- The ARC will be rewriting their policies published on the PBH website to reflect the discussion regarding ARC reviews at the previous HOA board meeting.

- It was noted that a driveway has collapsed on Pine Needle Way. The situation could be considered unsafe and unsightly...a violation of PBH Covenants. The

board discussed what if any actions the HOA should take to address the issue. BW will contact the property owner to determine the status.

6. Roads (PKS)

-PBH has a good relationship with Boulder County Commissioners and the Road Department due to PKS's efforts.

-PKS and BW submitted a listing of desired road repairs to Boulder County Roads Department. The County has recently made road repairs in several areas of PBH.

-PKS will meet with the Commissioners to discuss a county wide ballot issue for funding of road maintenance.

-There are several areas on PBH roads where guardrails would provide greater safety. PKS will investigate the method of requesting and acquiring additional guardrails.

7. Pine Brook Press

-Feedback on new format: very professional (several), love it (several), print is small (1)

-Current issue (Fall 2017) is at printer. Scheduled to be delivered between Oct. 20 and 31 prior to the Nov. HOA meeting.

-Appreciate getting HOA schedule set for 2018 since the PBP schedule is tied to the meeting schedule. Regular interval between meetings should help with contribution of articles.

8. Forest Health (JA)

-Insect infestation of trees has subsided.

-JA has identified poison hemlock in PBH. JA will submit article for the Pine Brook Press to educate residents on the hazards, identification and proper removal of hemlock.

-JA will identify areas of growth and concern. JA to contact Mitigation crew to inform them of hemlock.

-JA recommended Arizona fescue as a good choice of grass. The grass is a short, clump grass that reduces the spread of fire. AS suggested that JA inform the

Mitigation crew of the grass for possible use. Garden Committee could also promote the purchase and use of grass.

-Grass seed is expensive to order in small quantities, so a group buy for 2018 was discussed, similar to the group buy of verbenone packets that Beetle Busters organized in the past. We would publicize in the summer 2018 Pine Brook Press.

9. Quarterly Programs

-Presentation at the November 7 general membership meeting will be made by Don Hassler. The topic will be "Space Exploration".

10. BMFPD Liaison (AS)

-BMFPD is in good shape.

-Mitigation crew is profitable this year. Fifteen members are now on the crew. Mike Palamara has obtained several grants for mitigation.

-There are one thousand burn piles in the district. Burning of burn piles has been hindered due to weather conditions not conducive to burning. Piles will be burned this winter if/when conditions permit.

-call volume is 200+ for 2017.

-PBH HOA should promote volunteering including volunteering for BMFPD.

-Chief Benson has recommended that the PODS program be reenergized. HOA could help by promoting the program. Block parties would be a good opportunity to promote the program.

-BMFPD does not have a vehicle for emergency medical transportation...currently contracts with AMR for these services. The city of Boulder is not renewing their contract with AMR. AMR's services to BMFPD could be compromised.

-City of Boulder has moved the "blue line" in the Sanitas trail area. BMFPD is concerned that they be informed of fire hazards in the area due to potential risk to PBH.

-By agreement, BMFPD will not respond to non-fire events in adjacent fire districts. BMFPD will respond to fires in adjacent district to fight fires in those areas and prevent the spread of fires into BMFPD district.



11. Welcome (JW)

-sixty new residents have moved to PBH in the last two years

-Additional copies of the PBH Directory are needed. New directory should be available January/February.

12. History

-Kevin Smith has interviewed additional long-term residents and is searching for historic items and artifacts.

G. Recruiting Needs

1. Directory layout understudy
2. Enhancement team
3. Aging in place (see E5)
4. Gardening Committee (see F3)

H. Review of Action Items from Meeting (MV)

-2, 3, 5, F2, F3, F6, F8

I. Evaluation of Meeting

J. Reminders

1. General membership meeting – November 7
2. Board meeting – January 23

K. Adjourn Meeting: 9:20pm