

# Pine Brook Hills HOA

## Board Meeting Minutes

### April 17, 2018

#### ATTENDEES:

- **PBH HOA Board Members:**
  - -Rob Quinn, President
  - -Sylvia Andrejczuk, Vice President
  - -Mike Von Hatten, Secretary
  - -Brian Wahlert, Member at Large
- **Committee Chairpersons:**
  - -Allen Saville – BMFPD Liaison
  - -Erick Erickson - ARC
  - -Jim Adams – Forest Health
  - - Peter King Smith - Roads
  - - Catherine Von Hatten - Pine Brook Press
  - -Brian Wahlert – PBH Website and Directory
  - - Mike Von Hatten – Enhancement
- **Recognized Guests:**
  - -Steve Mestdagh – originator of PBH Forum website
  - -Mike Chard – Director of Boulder Office of Emergency Management

#### **WELCOME**

**PUBLIC COMMENT : NONE**

#### **APPROVAL OF MINUTES**

- board meeting minutes from 1/23/18 approved

#### **MAJOR DISCUSSION ITEMS**

- PBH HOA General Meeting – 4/24/18 - Presentations
  - -Mitigation -Mike Palamara, Director of BMFD Mitigation
  - -PB Water Board Candidate Forum
    - -Mike Chard will moderate, Sylvia will time responses
    - -format
      - -candidate introduction – 30 seconds each
      - -issues/questions – 1 minute each
        - -water quality

- -fees and rates
- -succession plan
- -infrastructure
- -community engagement and communication
- -long range planning
  - -closing comments – 1 minute each
- -Mike Hupka will be absent and will submit written responses to be read by someone else
- -Joyce Colson is running unopposed and will make only introduction and closing statements
- -question and answer will be after the meeting
- - Silvia will draft questions and forward to Rob
- -Rob will contact candidates with questions, format and time limits

## ***PBH FORUM WEBSITE***

- -Steve Mestdagh started and owns the PBH Forum website
- -Is HOA liable for content of Forum?
- -PBH Forum is useful for community communication...emergency notifications and shared information
- -Rob will discuss websites as a means of notification with Chief Benson
- -PBH HOA will disassociate itself from forum websites
- -PBH website will post a disclaimer stating that the HOA does not own, fund or support the forum...Rob will review the disclaimers; will request that the forum do the same

## ***COMMITTEE REPORTS***

- -Enhancement – Mike Von Hatten
  - -flood memorial
  - -official name of project?...HOA should determine
  - -significant private funding is in place
  - -work to proceed soon...complete this summer
  - -suggestions for other possible projects
  - - Rob and Mike to meet with Chief Benson and Bob DeHaas for Community Center projects
  - -Mike, Allen and Eric to determine other projects

## ***ARC – ERIC ERICKSON***

- -Eric will continue as chairman at this time
- - working on recruiting new committee members
- -new house to be reviewed in July

- -ARC has approved revisions to “accessory structures” ... accessory structures can have significant impact on the community; requested HOA approval...approved
- -Brian to revise website to reflect revision
- -Roads – Peter King Smith
  - - county wide initiative needed for funding road repair/maintenance
  - -ballot measure not this year...probably next year
  - -residents should submit needs for repair (potholes)

## **FOREST HEALTH – JIM ADAMS**

- -spurge on South Cedar Brook removed by Boulder County
- -spurge, hemlock and tangle bush are problematic
- -do not promote self-removal of toxic plants...Jim can provide a list of qualified vendors for weed removal
- -Jim is investigating organic herbicide and promoting Arizona Fescue

## **BMFPD – ALLEN SAVILLE**

- -department is in good shape
- -new track chipper purchased to access remote mitigation sites and slash piles...will reduce the need for burning of slash piles
- -Third Arm has been revised as “Scene Support” for BMFPD
- -replacement for Station 2 in Boulder Heights is underway...construction anticipated in 2019
- -17 members of the rookie class currently in training
- -Quarterly Report – Rob Quinn
  - -update of HOA finances
- -Directory – Brian Wahlert
  - -content is done...Bob Olliver will do layout ASAP
- -Community Issues - Rob Quinn
  - -short term rentals listed on websites
  - -four listings in January...all listing down
  - -several rental issues need to be addressed

## **REVIEW OF OUTSTANDING AND ACTION ITEMS**

### **MEETING ADJOURNED**

6pm-Potluck Dinner, 7pm-General Meeting

#### **1. Welcome – Rob Quinn**

- a. Rob Quinn, the incoming HOA Board President, welcomed attendees
- b. Rob can be contacted at [President@PineBrookHills.org](mailto:President@PineBrookHills.org)

## 2. New Residents/Attendees – Rob Quinn

- a. Three new residents/attendees were introduced - two on Bristlecone and one on Hawk Lane

## 3. PBH HOA Budget for 2018 -Bob Loveman

- a. Bob presented a summary of the 2017 proposed and actual budget and the proposed 2018 budget (see attachment)
- b. Fire mitigation is the largest HOA expenditure
- c. Collection of HOA dues have increased due in part to the inclusion of a notice and mailing envelope in the Pine Brook Press
- d. The Community Fund has been put in place to fund community projects of a public nature such as mitigation and enhancement projects
- e. Donations to the Community Fund are tax deductible; note that your contributions are for the “Community Fund”
- f. Motion to approve the proposed budget for 2018 made by Veronique Foster; seconded by Kathy Eyster; motion passed

## 4. PBH HOA By-Laws – Rob Quinn

- a. Notice of proposed by-law changes was published in the Pine Brook Press
- b. The PBH HOA Board has unanimously approved the by-law revisions
- c. First proposed change is to Article VI, Section 2A changing the date of the HOA meeting from Wednesday to Tuesday.

“Meetings of the Association shall take place at least quarterly. The usual schedule, as provided in the Use Agreement for the Community Center, is for meetings to be held on the last **TUESDAY** of January, April, July and October”.

- d. Second proposed change is to Article IV, Section 2A changing the term limit of the Treasurer from no more than two (2) consecutive years to no more than six (6) consecutive years.

“The president shall serve no more than two years consecutively.  
**THE TREASURER SHALL SERVE NO MORE THAN SIX YEARS CONSECUTIVELY.**”

- e. Third proposed change is to Article VII, Section 6 regarding the ARC.

“The duties of the ARC are specified in the Declaration, Amended Covenants, Conditions and Restrictions of Pine Brook Hills Subdivision Units 1-7. As filed with Boulder County, Colorado, Recorder, **AND SUCH OTHER DUTIES DELEGATED BY THE BOARD TO THE ARCHITECTURAL REVIEW COMMITTEE RELATED TO ARCHITECTURAL CONTROL OF LAND USE AND BUILDINGS IN PINE BROOK HILLS, SUBJECT TO THE PINE BROOK HILLS COVENANTS.**”

- f. Motion to approve the by-laws changes was made by Bob Loveman; seconded by Mike Hupka; motion passed

#### 5. BMFPD – Chief John Benson

- a. Windy, dry conditions exist and are of concern
- b. Dangerous conditions are predicted for the near future...similar to 2002
- c. Residents should report any sign of smoke...call 911
- d. Mitigation in fire district has been very successful
- e. Call Mike Palamara for property evaluation and mitigation
- f. Mitigation is planned for Boulder Heights
- g. New rookie class for 14 well-qualified candidates to begin soon. Allen Saville will lead training of new rookies
- h. Burning of slash piles has been limited due to the lack of snow; minimum of six (6) inches of snow is required
- i. Alternative methods for dealing with slash piles are being investigated

#### 6. Pine Brook Water – Bob De Haas

- a. Bob presented an extensive and detailed overview of PB Water District operations and management
- b. A discussion was moderated by Allen Saville; topics discussed included:
  - i. Cost and fee structure of water
  - ii. Issues affecting the cost and quality of the water
  - iii. Fee increase is due to recent increase of fixed costs
  - iv. Alternatives to disposing of sludge from filtration plant
  - v. Conservation of water as related to fee structure
  - vi. Possible alternatives to source water; collaboration with other communities
  - vii. Status of infrastructure and future maintenance/replacement needs of the infrastructure
  - viii. Other benefits provided by water department
  - ix. Possibility of an outside review of the water department
  - x. Long-term plan of the water department
  - xi. Support of Bob De Haas, his staff, the PB Water Board and current operations
  - xii. Bob De Haas is willing to meet with residents to discuss issues and ideas
- c. The Pine Brook Water Board will vote on the proposed options for future water rates and fees at the meeting to be held February 15 at 4:30 pm

#### 7. BMFPD Liaison – Allen Saville

- a. Allen presented BMFPD statistics for 2017
- b. Statistics included number of calls, calls by neighborhood, type of calls, training events and training hours, top volunteer performers and cost benefits of the department to the community

#### 8. Enhancement – Mike Von Hatten

- a. Multiple projects were completed this Fall...see Pine Brook Press article for details
- b. Projects were successful due to resident volunteers
- c. Projects for 2018 include the completion of the memorial at Linden and South Cedar Brook as well as others under consideration
- d. Residents were encouraged to join the volunteer group and submit ideas for enhancement projects

#### 9. Pine Brook Press – Catherine Von Hatten, Editor

- a. Emilee Griffith has joined the PBP team as the design and layout coordinator.
- b. Param Singh is the advertising coordinator.
- c. Pine Brook Press is looking for contributors of articles and photos

#### 10. PBH HOA Recognition – Rob Quinn

- a. PBH HOA board presented Catherine and Mike Von Hatten certificates of recognition for their volunteer efforts in the community

#### 11. PBH Directory and Website – Brian Wahlert

- a. The new edition of the PBH Directory will be delivered in March
- b. Directory will be delivered to 410 households
- c. Directory will include valuable community information
- d. The PBH website has been upgraded to include information on emergency preparedness, the Community Fund and “Amazon Smile” which helps fund the Community Fund

#### 12. Social Committee – Sarah Wahlert

- a. The 2017 social events were a success
- b. The social events for 2018 will be much the same as those in 2017
- c. Block parties were successful and a valuable addition to the social program
- d. The social committee needs a coordinator for the Gala event

#### 13. Architectural Review Committee (ARC) – Rob Quinn for Eric Erickson

- a. ARC reviewed 20 “Fast Track” projects in 2017
- b. “Fast Track” submittals and reviews are easy to submit, quickly reviewed and the owner is notified in several days in most cases

#### 14. Roads – Rob Quinn for Peter King Smith

- a. Peter King Smith has continued working with Boulder County to have potholes repaired in PBH
- b. Peter has been working with Boulder County to develop and promote a County wide ballot issue for road maintenance

#### 15. Forest Health – Jim Adams



# Pine Brook Hills HOA

- a. Insects that infest trees are currently dormant
- b. Jim is raising the awareness of dangerous plants in PBH including Myrtle Spurge and Poison Hemlock
- c. Contact Jim for assistance in identifying these plants
- d. These plants should be removed in a careful/professional manner to prevent injury
- e. Jim is promoting the use of Arizona Fescue, a low growing bunch grass to minimize the spread of fire

## 16. Welcome Committee – Jo Wiedemann

- a. Jo and her daughter, Cindy Wiedemann continue to deliver welcome packets to new residents
- b. Jo encourages new residents to submit a personal bio for the Pine Brook Press

## 17. Recruiting needs include:

- a. Directory layout understudy – contact Rob Quinn
- b. Aging in Place chairperson – contact Allen Saville
- c. Articles and photos for Pine Brook Press – contact Catherine von Hatten
- d. Enhancement volunteers – contact Mike Von Hatten
- e. Social Committee, Gala coordinator – contact Sarah Wahlert

## 18. Meeting Adjourned

The next PBH HOA meeting will be held on Tuesday, April 24, 2018 at the J. Kirk Hendricks Community Center.