

Pine Brook Hills HOA

Board Meeting Minutes

January 21, 2020, 7pm

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](#)