

Pine Brook Hills HOA Board Meeting Minutes April 18, 2022 7:00 PM

(Final: Approved by vote on 7/26/2022)

A. Welcome – Kevin Smith (via Zoom)

1. Attendees: Kevin Smith, Bob Loveman, Rob Quinn, Peter King-Smith, Kristen Gafric, Dave Mason, Mark Cronshaw

B. Meeting Minutes January 18, 2022 meeting minutes approved- Bob Loveman moved to approve, Rob Quinn seconded. All attendees approved by vote.

C. Discussion Topics – Kevin

1. Welcome to new members and introduction:
 - Kristen Gafric, Secretary
 - Mark Cronshaw Committee Chair of Pine Brook Press – last version of PB Press was sent to Mark by Dave
 - Paul Munding Fire Dept. Liaison- Paul took over for Alan Saville who has moved out of Pine Brook Hills
2. Review openings
 - Enhancements – Mike will continue as Committee Chair – this is not an open position.
 - Social Committee – Open- Thank you to Emeile Griffith for her service in this position.
 - **ACTION ITEM: Kevin** will send out an email announcing the opening and providing a short description of what the Committee Chair's scope.
3. General HOA Meeting is moved to Thursday April 28th
4. Review Budget (see treasurer report below by Bob Loveman)
5. Firewise as an active committee. Rob Quinn is the chairperson and is working with Mike Palamara.
 - Committee sent two documents out for review and feedback (please provide any feedback to Rob):
 - Community Risk Assessment
 - Three Year plan

D. Committee Reports:

1. **Aging in place** –should we continue this committee- This committee was formed after the flood and is no longer active. This committee does not have a Committee Chair.
2. **Pine Brook Press** – Welcome Mark Cronshaw and Joe Scoville
 - Thank you to Dave Mason for his service as PB Editor.
 - Peter will update email forward to new editor Mark Cronshaw.
 - Mark presented an idea for new section in the PB Press which would highlight a neighbor who would give a short bio about him/her so people can get to know their neighbors. Mark will kick off the new section by introducing himself. Discussed having a word limit for the section.
 - The last issue of PH Press was winter edition. We will be skipping the spring issue of the PB Press due to time constraints.

3. Firewise – Rob Quinn

- Introduction / Recap on the program- Firewise is a program which emphasizes and aids in educating homeowners on what action they can take for fire mitigation of their homes
- Mike Palamara will propose a budget to the HOA for fire mitigation.
- PB's application to be part of the Firewise program was submitted to the NFPA (National Fire Protection Association). The application included a 3 year plan for PB which includes education, volunteer hours and a fire mitigation program.
- April application update was that the application was received, but still "under review" status. It has been more than 11 weeks since the application was submitted.
- Colorado State Forest Service needs to review the Firewise application. Mike Palamara was going to follow up with CSFS.
- The Firewise Committee may move forward with the education aspects of the program although the application has not been approved yet. The goal would be to have the application approved by June so we can plan programs in May and roll them out in June and the programs will count towards our Firewise program requirements.
- Erik Erikson volunteered to work on the Firewise Committee. If anyone is interested in in volunteering please contact Rob Quinn.
- Rob would like to publish an article in the PB Press summer issue that introduces the Firewise Program and explains the goals.

4. Enhancements – Update? working on getting a Committee Chair

- Potential projects for 2022 include some paving work in community center and community center deck replacement
- \$5K spent in 2021 as HOA portion of Community Center roof replacement

5. Treasurer report – Bob Loveman

- HOA Dues: 54% collected at approximately: \$28,000. Budget is \$30,000 for HOA. Cash for HOA is currently at \$72,000.
- Community fund – no money dispersed this year. Community Fund plus Schwab account has no change with balance of \$5,565. King Soopers / Kroger contribution added and New Resident contribution added.
- Money was used to pay for PB Press winter issue, computer backup system and directory. Generally, 50% of the yearly budget goes to fire mitigation measures.
- Short discussion on how money will be spent this year including possible enhancements for the community (example: replacing signs, increase spend on fire mitigation measures). **ACTION ITEM: Bob** will follow up with Mike regarding possible enhancements for the community planned for 2022.

6. ARC - Rob Mohr

- 8 applications in the first quarter
- Preliminary Review performed for a house to be built on Linden and 2 additional new builds planned for this year on Pine Brook Rd.

7. Roads – Peter King-Smith

- November 2022 is the planned ballot initiative to include repairs for roads
- There will be polling of Boulder residences in the next several months to determine the best wording for the initiative. The ballot measure is to repave all subdivision roads. Cost of repaving is estimated at \$100 million for approximately 150 miles of subdivision roads in 120+ subdivisions that include over 10,000 Boulder County residents.
- More information will be available at the next HOA meeting

8. **Forest Health** – Jim Adams
 - Major myrtle spurge removal planned at 61 Wild Horse Circle
 - Contact Jim through email if you are interested in participating or if you have myrtle spurge in your yard to have it removed
9. **Fire** – Welcome Paul Munding
 - Fire Station 2 – update
 - Discussed what happened on December 30
10. **Welcome Committee** – Joyce Colson
 - Joyce reviewed the prior list of new residents (back to 2020). On the assumption that not all of them received hard copies of documents during the pandemic. She sent an individual email to each of the approximately 60 homeowners from 2020 to present which included an evacuation checklist, PBH evacuation map, and "10 things you need to know re Living in PBH".
 - There have only been 3-4 home sales since 2022 that she has received notification either through the PBH submission form on the website or through a call. She forwarded the same information to the 2022 homeowners where I have an email address.
 - Several residents have expressed gratitude for the helpful information the Welcoming Committee provides to new residents. We've also been able to add several residents to the directory now being revised.
 - Bob will forward email addresses to Joyce so we don't miss email addresses for new residents.
11. **Social** – New Chair to be filled- Thank you to Emeile Griffith for servicing in the past
12. **Web** – Peter King-Smith
 - Web is working smoothly. We are still looking for someone to take over this position since Peter has kindly been performing the function as "interim"
 - Committee members can log in and make updates to the web and post.
13. **Directory** – Rob Quinn
 - The PB Directory went to the publisher on April 18, 2022.
 - Thank you to Mark Cronshaw for proofing the directory
 - Rob should have a proof by April 29, 2022 and then okay it for printing shortly thereafter
 - New Directory should be mailed and delivered in early May
 - Directory will be mailed by printer because it is cost effective due to their license
 - Bob Oliver has made a request to the HOA for directory data including: name, phone and email addresses of residents to give to the Fire Department.
 - Residents are told that if they provide contact information to the PB Directory it will be provided to the Fire Department for emergency use only.
 - In the past this contact information has been provided, password protected and limited to only certain persons at the fire department (ie: not all fire personnel). The Fire Department has asked the HOA if they can make the data available to more fire personnel.
 - HOA Board; (**ACTION ITEM: Kristen Gafric**) will review Colorado privacy standards and requirements and discuss the Fire Department's request at the next meeting.
14. **Misc** – Kevin Smith – asked for suggestions on speakers for HOA general meeting. Suggestions were representative from(1) Open Space of Mountain Parks and(2) Wildfire Partners

Rob Quinn moved to adjourn meeting
Kristen Gafric seconds



Pine Brook Hills HOA

Proposed 2022 Budget

Final 2019/20/21 Budget & Actual & 2022 Budget

	BUDGET 2021	2021 Actual	BUDGET 2022
REVENUES			
HOA dues	32,000	36,300	33,000
Pine Brook Press ad revenue	3,000	1,700	2,000
Donations to Community Fd		1,019	500
Use of Prior Yr Reserves	3,000		5,400
Interest	100	20	10
TOTAL REVENUES	<u>38,100</u>	<u>39,039</u>	<u>40,910</u>
EXPENSES			
Memorial Garden	0		
Fire Mitigation	15,000	14,606	15,000
Weed whacking	3,500	3,690	3,700
Speeding/Road Issues	100	-	-
Enhancements	5,000	5,341	5,000
PB Press	7,500	7,453	7,500
HOA Meetings / Socials	3,000	2,799	3,000
PBH Directory	0	-	3,000
Legal and Professional Fees	250	-	250
Insurance	1,600	1,355	1,500
ARC related	200	274	300
Administrative mailings	300	605	600
Forest Health - BeetleBusters	200		200
Welcome Committee supplies	150	35	150
Bank charges (safe dep box)	75	75	-
Supplies and postage	100	-	100
Misc. incl. website	1,000	600	600
TOTAL EXPENSES	37,975	36,833	40,900
Excess of Income over Expenses	125	2,206	10

H. Reminders - Next Meeting April 19, 2022 – 7:00 PM

Adjourn