



## Pine Brook Hills HOA Board Meeting Minutes October 14, 2025 7pm

### Participants:

#### Board Members:

Ethan Lake, President  
Andy Minden, Treasurer  
Cory Tann, Secretary

#### Committee Chairpersons:

Website – Cindie Baker

### Welcome

- A. **Recognize Guests:** David Downing
- B. **Public Comments:** none
- C. **Review and Approval of Minutes from previous Board and Public Meetings (August 2025):**  
Motion to approve by E. Lake, all board members unanimously accepted the minutes
- D. **Committee updates:**

#### **Treasurer's Report** – Andy Minden

- YTD Review of budget – Andy's EOY forecast estimate came in +\$1K vs flat to budget but this is pending feedback from the Committee Chairs
- Agreed to transfer funds from prior calendar year (2024 earnings and put into 2025 budget – use actuals, not forecast)
- Discussed 2026 Budget – Estimate \$11K from the Community Fund (agreed to put in reserves)
  - Savings from PB Press (due to finding an alternative vendor)
  - We increased Enhancements budgets (i.e., reflective mirrors/signage, LED lights in parking lot, little library boxes)
  - Fire mitigation
- Andy proposed that we trim down/match Year End forecast for 2026 budget but add in monies for the directory. Cut back Enhancement from \$3K to \$2K and boost fire mitigation to come up with a balanced budget.
  - Jan meeting will formalize budget for formal approval

**Website** – Discussed the complaints received on how difficult it is to read and that it needs an overhaul. Current website has a very difficult CMS (hard to make changes), not ADA compliant, etc. Agreed to find Cindie help, leverage CU Intern, AI



# Pine Brook Hills HOA

**Firewise Community** – Rob Quinn (not present) sent a reminder to President E. Lake that we will be renewing Firewise in November (no other reports), need to announce that people need to update the spreadsheet.

**HOA** – Need to recruit an Enhancements Committee Chair and Social Committee Chair

- All aligned on signs to announce future HOA meetings
- Appeal to the younger families that are moving into the neighborhood
- Motion moved to appoint David Downing as Vice President as interim appointment
  - All in favor

No other Committee reports or business was presented

**E. Reminders**

PBH HOA Membership Meeting – Tuesday, October 21 at 7PM

**F. Adjourn Meeting:** All members made a unanimous motion to adjourn the meeting