

**Pinewood Lakes Master Board Meeting  
Meeting Minutes  
March 23, 2021 via Zoom**

**5:00pm Call to order**

Location: Zoom

Board Members Present: Pat Rounds, Danielle Smith, Ben Gagnon

Reserve Board Member: none.

Guests: Samantha Ruby

Minutes Feb 9, 2021 meeting. Not approved because meeting was started without a quorum.

Visitor forum: no visitors

**Reserve Report:**

- Samantha reported reserve welcome package requested.
- Discussed concerns that master and reserve need to be congruent
  - Danielle will send welcome letter previously sent to Brenda to be sent out

**Old Business**

- Pool
  - Rules were emailed to board with no response
  - Pool key process needs to be documented with Samantha
    - Brenda did not complete
- RV Lot:
  - Security
    - ACTION: Christian: Quotes to get some cameras in place for the theft problem. With sign saying cameras are present.
- Landscaping
  - Tree treatment is schedule for next couple weeks
  - Spring planting is scheduled
- Spring community Yard sale
  - May 22<sup>nd</sup> or June 5<sup>th</sup>
  - New banner being ordered -
  - Committee – a member offered to do the marketing of the garage sale.
- DMC:
  - 2 submittals need response
  - Make sure Danyelle Thayer is being sent the requests
- CC&R courtesy letter
  - Letter needs to be drafted - Parking – park in garage, rv courtesy, keep our neighborhood clean, clean out sprinkler heads, holiday lights, weeds/watering
    - Action: Samantha to draft the letter and will send with annual meeting notice as well as email
  - Parking Policy

- Present one similar to reserves.
- Election Committee
  - There is zero interest in volunteering for this committee
  - Pat made a motion to discontinue the use of the Declaration of PWL HOA Election Policy adopted August 11 2016 as it creates more work for the Board and does not generate many volunteers. The management company as the biased 3<sup>rd</sup> party should be handling volunteers for the Board.
- Annual Meeting
  - April 22<sup>nd</sup> 630 – Star Community center reserved
  - Samantha to complete meeting notice, call for volunteers form, proxy ballot
  - Samantha to finalize agenda
    - Danielle to send over draft that has been completed so far
  - Board recruit – 3 open positions
    - Christian is filling in Jaime’s position. Expires 4/2022
    - Danielle’s position expires 4/2022
    - Ben needs to be officially voted in
    - Pat’s position open – rerunning
    - Empty seat open
- Financials:
  - 47 s Selwood has caught up on assessments and requested to waive fees. Pat made a motion to waive fees. Ben second. All in favor.
  - Aloha has quoted \$2K for pump house maintenance, parts, dredge sand out, adding a new part to automatically dredge out.
- Violation Reports
  - no violations
  - vandalism needs to be cleaned up
  - Violation process needs to be discussed and document with Samantha
    - Brenda did not complete

## **New Business**

- Basketball hoop
  - Pat ordered one that is shatterproof
- Playground
  - Swings should be added to the playground
    - Pat to get quote
    - It is not in budget for this year but depends on cost.
- Street lights
  - Street light project is way to big and is grandfathered in
- Next meeting is the Annual meeting scheduled for 630pm, April 22nd, 2021

**Adjourned**

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