

**Pinewood Lakes Master Board Meeting
Meeting Minutes
May 16, 2022, 4pm Star Firehouse**

4pm Call to order

Location: Star Fire

Board Members Present: Pat Rounds, Danielle Smith, Ben B Gagnon, Danyelle Thayer, Jim Mora
Reserve Board Member:

Minutes from March 28, 2022 meeting. Pat motion to approve as written. Jim 2nd. All approved.

Minutes from April 28, 2022 ANNUAL meeting. – waiting on AMI's notes.

Visitor forum:

Reserve Report: not in attendance.

Old Business

- RFP for management company -
 - committee (John and Bill – Ben and Pat) met and re wrote RFP
 - got a list of companies to send to
 - AMI asked to meet. Tammy doesn't want to lose us.
 - 90 day out.
 - committee decided we wont have that 90 day out.
 - conversation about 2 boards – complicates our community there really is not a good reason financially or community.
 - committee recommendation is to meet with AMI.

Ben made a motion to set a date than June that all the board members can meet with AMI at an agreed upon time, after receiving draft of new contract to review. Danyelle 2nd. All Agreed.

- RFP will be sent out per last meeting vote. deadline for 3 weeks.

- AMI: gross violation of contract was discussed.
 - Motion to send out RFP for management services by Danyelle, Pat 2nd motion. All in favor: YES.
 - RFP to be reviewed and sent out by Friday
 - Committees to review and present proposals to Board for approvals
- Pool
 - Access Integration key system is installed. All other cards are shut off. Jonathan is vendor for training. Need to coordinate with Mark – plan.
 - Plan to integrate there is no plan. Pat said she'll talk to mark.
- Landscape
 - Trees on W Carlisle Drive. No meeting has been set.
- Financials.
 - No financials Jan-April
- Capital improvements:
 - Todd, estimate for 32x36
 - Swings 10 week lead time. \$5932+\$850+labor+rock outline+rubber mulch \$2800.

- Bench being delivered August 25th for basketball court area.

New Business

- Pat makes a motion for Danielle Smith for 3 year term. Jim 2nd. All in favor.
- Pat makes a motion for Danyelle for President. All in favor.
- Ben makes a motion for Danielle to be Secretary. Jim second. All in favor.
- Jim makes a motion for Pat to be treasurer. Danielle second. All in favor.
- Ben makes motion for Jim to be VP. Pat 2nd. All in favor.

Meeting adjourned

To do's from Board meetings:

- ~~1. Danielle to send pictures of cabana ideas for pool area~~
 2. Exist button compliance documentation from Star Fire
 - ~~3. Pat to confirm quote for pool key cards and email everyone~~
 - ~~4. Pat to order new bench for basketball area~~
 5. Pat to schedule canal dredge for Nov 2022 – They scheduled us for August – A letter needs to go out to members explaining process and what to expect.
 6. Jamie regarding issues with tree requests – needs a field meeting
 - ~~7. Pat to email everyone revised budget for review and approval~~
 8. Additional quotes for Christmas lights from vendors
 9. Ben to get boxes of archived documents and scan – in progress
 - ~~10. Everyone to review proposal from new management company~~
 - ~~11. Danielle to find CC&R redline version~~
 12. Ben to draft a new letter for CCR revival– or revise existing (on google drive)
 13. Danielle look for DocuSign costs to include in info for CCR committee.
 - ~~14. Annual meeting: Notice of meeting combined w CCR letter?~~
 - ~~15. Annual meeting, announce on FB~~
 - ~~16. Annual meeting, email blast.~~
 - ~~17. Everyone to review AND approve annual meeting agenda – Danielle will then send to AMI~~
 - ~~18. Pat to contact Glenda to set up food truck event~~
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- ~~19. Review language in CC&R revision:~~
 - ~~20. Ben to create PowerPoint for annual meeting to include agenda, pictures of capital improvements, etc.~~
 - ~~21. Follow up on food trucks with Glenda.~~
 22. Ben and Pat to review RFP and send out to management companies.
 23. Danyelle to meet with Aloha to talk about the flower / bulb situation
 24. Contact CCR revision volunteers for the committee to get a plan in motion
 25. Access integration key system for POOL plan and execution
 26. Pool vendors to look at the surface of the pool
 27. Plant flowering ground cover and bulbs
 28. Someone needs to drive around and note the houses that everyone is complaining about for painting their house
 29. Need estimate from Todd for swing set area
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