

Pinewood Lakes Master Board Meeting Meeting Minutes January 23, 2023, 4pm Star Firehouse

4:05pm Call to order

Location: Star Fire

Board Members Present: Danyelle Thayer, Jim Mora, Danielle Smith, Ben Gagnon, Vickie Shaw

Reserve Board Member: John Tensen

Visitor forum:

Reserve Report:

- Design guideline more design guidelines to include storage must be attached to house.
- Solar policy guidelines being made
- Assets – replacement funds looks ahead 20 years. Inflation is more than can invest. Another policy to take \$7K year to invest in a fund. Should gain at least 5%. Example given of paving roads
- Policy: write the policy to follow CCR and enhances how implementing the CCR. For fidelity, wrote policy to explain how bylaws say and what is being changed. Then it is approved at annual meeting.
- Gates will be repainted in 2025- touch up in meantime if removing the Christmas lights clip does any damage.
- Reserve meetings must meet on a Tuesday. But will look at possibly another Tuesday so Master board member can attend.

Old Business

- **Financials** : Ben
 - Monthly Report: Have not received financial for January.
 - When can we expect to receive financial from NWC.
 - Manifold – invoice dan's pump – ask Samantha to follow up and get clarity on project.
 - Investing: Look into Horizon for investing.
 - Ben will do his research and talk with Bill Kinard.
 - EIN issue with Bank: waiting to hear from Kristine.
- **Pool** : Vickie
 - Exit button status –
 - Vickie – checking on with Integrated Access.
 - Plan for repairs:
 - Dan the pool man: Pool lights, buffing bottom, any will check on any other repairs along with timeline
- **RV lot** - Ben
 - Updates –
 - Gate keeps getting stuck when it snows.
 - New rollers because they are getting old. Cost of new ones is \$1700
 - Look at a platform for the rollers to go on when gates open to see if this will solve

the gate opening/closing issue when we have weather.

Ben makes a motion to replace the rollers on the RV gate for \$1700. Danyelle 2nd. All in favor. Motion passes.

- **Landscape / Irrigations – Danyelle**
 - Waterfall – need a bid for clean up before turning it back on.
 - Christmas lights – being removed last week of Jan.
 - Get black and yellow bins for storage of lights
 - Clips from the gates will be removed and replaced next year with magnet ones. Any damage done will be touched up by the Reserve.
 - Reserve has been asked to not unplug the lights on the gates.
 - Aloha :
 - Given the perennial bush of roses for front of fountain and the medians on Highbrook. And fill in with annuals in front of them.
 - Cleaning up again in February / March
 - Requesting a meeting at begin of Spring to go over property, townhome villas, and other areas for communication purposes.
 - Irrigation Dredge –
 - Should be completed in February.
 - Patio Homes:
 - Fall clean up was not in All Pro's bid.
 - We need more proposals to include ALL of scope of work. .
 - Possible patio home resident to be a liaison for landscaper.
 - Mailboxes:
 - Vendor: need to be bought flat back.
 - Need a new vendor for future purchases.
 - Most recent ones purchased needed to be painted.
 - Baseball bat issue? Please follow up with member about this incident
 - Add to ANNUAL Meeting announcement: about seeing someone damage your mailbox.
- **Townhome Villas:**
 - Discussion regarding responsible for replacement – interpreting Supplement 8. And possible solutions:
 - We will replace the roof per CCR if roof failure is due to lack of gutter maintenance to be cleared out at least once a year.
 - Maintenance of gutters are not included in budget. If you would like for HOA to maintain the gutters, then we need to have assessments accessed.
 - Assessments of Townhomes need to be analyzed.
 - If NWC does not do this, then Request NWC to get quotes.
 - Need to get quotes for maintenance.
 - Include Todd to give a bid.

Much discussion over if we have homeowners be responsible for gutters and they cause damage to roof things could get messy. However, if HOA maintains gutters we may need to raise assessments. Pending decision based on quotes of maintenance.

- Budget: need a midyear assessment or wait until 2024. Won't be able to decide this

- until we get quotes.
- Street sweeping: Curtis clean sweep – Spring and Fall. Coordinate with Reserve?
- **Patio homes**
 - street sweeping
 - Ask NWC what CCR says about responsibility of HOA.
 - Assessments of patio homes need to be analyzed.
- **DMC**
 - Are our applications the same? With addl things for Reserve.
 - This is still unclear
 - Have NWC send to us.
 - Our attorney sent a letter to Kinch regarding the irrigation line issue with the building of their pool confirming the HOA is not responsible for moving these lines. However, did say that they needed to get the HOA approval for protection of the lines in future for repairs,etc. No response has been received.
- **Capital improvement projects**
 - Swing Set
 - Status: no update.
 - Dan and Erik are working on it.
- **Social**
 - Block party date – September 17th – food trucks and music
 - Beginning of summer: June 25th: food truck and music.
 - Spring community yard sale- June 3rd
 - New members – welcome baskets
 - What is the status on this with NWC?
- **Violation report**
 - Trailer on Fernon: parked on sidewalk. Possible hitting mailboxes.
 - Send picture to Samantha. And call City.
 - All violation reports should be sent to the Master for approval.
 - Status on Basketball hoop policy – NWC is working on it.
- **Document scanning**
 - We need a Professional scanning company – Ben is unable to complete.
 - Request Samantha to get quotes

New Business

- PWL increased traffic is causing more people to speed through the neighborhood.
 - Michael Keyes is going to the meetings at the City.
- Next Master Board meeting is scheduled for Feb 27th, 2023, 4pm at the Star Firehouse

Meeting adjourned

To do's from this Board meetings:

1. Ben: Investing research
 2. Meet with Aloha on expectations of Townhome Villa landscaping / maintenance and other.
 3. Vickie: Pool: repairs and exit button schedule
 4. Ben: talk with gate vendor regarding platform to see if it will help with issues.
 5. NWC: order new rollers for RV gate.
 6. Samantha to help write a proposal for the payments to the Master/Reserve per conversation on conf call.
 7. NWC: bids to clean up water falls before turning back on in Spring.
 8. Danyelle: purchase black and yellow bins for Christmas lights at Costco.
 9. NWC: Have All Pro add fall clean up to bid for patio homes. Also, request additional bids from other vendors.
 10. NWC: Vendor for mailboxes – flat black.
 11. NWC: assessment of Townhomes and Patio Homes analyzed
 12. NWC: get bids for maintenance for townhome gutters.
 13. NWC: quote for street sweeping on private roads at Townhouse Villas – same as Reserve? What is their schedule?
 14. NWC: patio home street sweeping. What is our responsibility?
 15. NWC: clarify both DMC boards are using the same application.
 16. NWC: add dates to website: June 3rd: Spring community yard sale. June 25th: begin of summer fun with food trucks: Big Juds and Slay the Snow and music with Good Time Charlie. September 17th: Block party with food trucks D&D BBQ and Slay the Snow and music with Good Time Charlie.
 17. NWC: status of welcome baskets
 18. Danielle: Continue to add to AMI invoice review and discrepancy project
 19. Samantha: basketball hoop policy per our notes in the board meeting
 20. Everyone: list the items we accomplished in 2022 for the upcoming 2023 annual meeting.
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