

**Pinewood Lakes Master Board Meeting  
Meeting Minutes  
February 27, 2023,4pm Star Firehouse**

**4:05pm Call to order**

Location: Star Fire

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

Reserve Board Member: John Tensen

Visitor forum:

- Swing Set – Playbound – representatives: Eric, Brian Barrett, and Charmaine
  - Phase 1:
    - CPSI: needs 16 more yards
    - Includes inspection and certification.
    - Rubber mulch: non painted mulch.
    - Addresses drainage issues and sets up drainage for next phase
    - Work will clear out existing and expose the playground posts for inspection, excavate, take out 16 yards into ground. Fill with drainage rock etc. then put rubber mulch back in and add the new.
    - New drainage system will extend the life of the footings of the existing structure. Powder coated steel posts will be inspected.
    - Installation is a week. 4 weeks to get material in.
    - Any damage done to grass will be the responsibility of playbound.
    - Deposit covers materials.
    - Letter to homeowners when we know start date that playground will be closed.
  - Trash can issue:
    - cannot be in the play area. It needs to be outside of it.
    - A new design is being proposed \$300-400 with footing.
    - Move existing trash can to the pool area and bolt down. Location to be determined by BOD.
    - Vickie will be representative for trash can project.

***Ben makes a motion on phase 1 proposed by Playbound for the playground area maintenance and repairs as written, to start as soon as material is received. Vickie 2<sup>nd</sup>. All in favor.***

- Phase 2 – need to table, review budget.

Visitor forum closed.

***Ben makes a motion to approve minutes for December 5, 2022 and January 23, 2023. Danyelle 2<sup>nd</sup>. All in favor. Motion approved.***

## Reserve Report:

- Annual meeting April 19<sup>th</sup> at Fire house.
  - Danyelle is invited to come and invite everyone to Master Annual meeting.
- Next Reserve board meeting is March 7<sup>th</sup> , 530pm
  - Ben will represent the Master.
- Compliance – see their documents. Reserve is willing to have a uniform policy for all.
- Discussion about communication with Master.

## Old Business

- **Financials:** Ben
  - We do not have financials yet due to some invoices from old proposals that need to be verified.
  - Dan's pump invoices needs to be verified and a report.
    - Need a conference call with Dan's pump / NWC / HOA Board
    - Anyone working in canal needs contact Allan at the ditch company
  - Requesting all invoices be matched with approved proposals and to include date of completion.
  - Century Link invoices:
    - Can we pause the pool area during the winter months?
    - Is there wifi? We need to know what is existing and its capabilities.
  - Investing:
    - Possibly put half our reserve fund into a money market account.
    - Vickie will take this project.

***Jim makes a motion for Vickie to be our new Treasurer. Ben 2<sup>nd</sup>. All in favor. Motion carries.***

- **Pool :** Vickie
  - Dan the pool man, out of town so Vickie will give us an update on pending repairs when he returns.
  - Exit button - \$492 from access integration. Pneumatic button so won't have to change cable and will be approved by fire code. Do they take the liability if it doesn't work?
    - To clarify, the exit button is being changed because if someone is stuck in pool they are not wanting to break the glass and then the button becomes useless unless it's a dire emergency and they are willing to have glass shattered everywhere. This will be the last change of this button.

***Ben makes a motion for Access Integration to update the exit button. Jim 2<sup>nd</sup>. All in favor. Motion carries.***

- Process and waivers
  - Owners all sign.
  - If a rental situation, then Owner and tenants need to sign.

***Vickie makes a motion for the process to include rental situation for the owner and tenants to both sign. Jim 2<sup>nd</sup>. All in favor. Motion carries.***

- **RV lot - Ben**

- Gate was fixed with the new rollers but there is still some issues. It may be the ground underneath needs to be dug out and a solution found so it rolls properly during the winter months.
  - Need bids for this project.
- Aloha should be set for weed control to start March.
  - NWC to confirm
- Gravel replacement.
  - Need bids for this project for spring.
- **Irrigation**
  - Dredge
    - Should begin first week of March, possibly as early as Friday, per Michael Keyes.
    - Dan's pump needs to block off vault
      - NWC to notify Dan's pump right away.
    - NWC to notify homeowner members.
- **Landscape –**
  - Patio Homes:
    - We need to proposals earlier than April. April 1<sup>st</sup> is too late as everyone schedule starts in spring. Can we move this date up?
  - Aloha :
    - Meeting March 10<sup>th</sup> with BOD to discuss different areas and for communication purposes and make sure everyone is on same page.
    - Perennial / Annual project. Will discuss areas at March 10<sup>th</sup> meeting.

***Danyelle makes a motion to #1 option of 3 roses in 8 areas, 24 roses total plus annuals for total of \$2300. Ben 2<sup>nd</sup>. All in favor. Motion carries.***

- Stubblefield property
  - Contact Stubblefield to see if they will work with us to clean up their berm area that affects our neighborhood.
    - Contact county to spray the goat heads.
    - Negotiate how the area can be maintained.
  - If Stubblefield does not cooperate we can make regular complaints as it's against the ordinance
- Landscaping along long bay drive / Highbrook area
  - Get quotes for the common area – redesign area
  - Purpose is to beautify and upgrade the area.
- 3 Leaf is going to start the Reserve gate project on April 3<sup>rd</sup>.
  - Once Irrigation is turned on, they will come back and make sure all is working and good to go.
- **Townhome Villas:**
  - Policy Resolution No. 4: Villas Townhomes Maintenance:

- “Routine maintenance of all roof” is interpreted to mean, *is necessary if there is a leak, shingle damage, or any noticeable damage.*
    - “Routine repair all roofs” is interpreted to mean, *when there is a leak, shingle damage, or any noticeable damage.*
    - “Routine replacement all roofs” is interpreted to mean, *as it reaches its useful life of 30 years it will be reviewed, inspected by a professional, and replaced if necessary.*
    - *Therefore, the associations will uphold the required maintenance and upkeep of the roofs as needed. Any damage incurred inside will not be covered by the HOA, and defers to the homeowners insurance.*
  - Violations in townhome villa area needs to be noted: utv on trailer, two Christmas trees.
    - Why is this not on violation report? Are we receiving townhome villa violations?
  - Need quotes for gutter areas as noted at last board meeting
    - Vickie did ask her guy to give her a quote.
  - Assessment review / budget review
    - It is unclear whether NWC can do this for us or if we need an outside company to perform this tasks.
    - We want to make sure we are putting enough in reserve for roofs/roads/etc.
- **Kinch pool**
  - Samantha call and ask status on pool.
    - Concern is they have ignored the attorneys request to contact HOA of any movement of irrigation lines for approvals of contractor.
- **Capital improvement projects**
  - Doggie stations /trash cans
    - who could pick up bags of poop.
    - Possible pathway committee similar to a pool committee.
- **Social**
  - Food truck signs
    - Email was forwarded with all the dates.
    - Glenda scheduled 2 a month including the block parties
    - Ask NWC to put on website, FB page events, and newsletters with subject to change notice.
    - Email blast reminders just before, perhaps on the Monday before.
    - Signs going to be given Glenda for her to manage.
- **Violation report**
  - Still not getting Reserve report / or Townhome villas.
  - How do we use the app given by NWC?
  - Trailer on Fernon left. And then came back, but not on sidewalk.
    - Watch for 72 hour parking as it is a chronic issue with this particular trailer.
- **Traffic Study:**

- Surprised by how many cars are on the study.
- It did miss some in PWL as a lot turn right on Jakes Landing.
- Discussion about educating re: 20 MPH through neighborhood.
- Rewrite letter for president to sign and go to members.

## **New Business**

- **Pathway crack sealing proposal**

- Needs to happen after dredging.

***Vickie makes a motion to use DW paving for \$7828, any extra stuff suggested needs be reviewed by the board. 2<sup>nd</sup> Jim. All in motion. Motion carries.***

- **Compliance Management Policy**

- Table for more review and discussion.

- **Collection of Master Association Assessment policy**

- Clarification on and board will review.

- **Basketball equipment policy**

- Table due to time
- However, it was noted that the request of the perimeters for play in front area the Board would like to see included was not included in first review of document.

- **Annual meeting Agenda**

- Danielle has started the agenda and will send over to Samantha/NWC.

- Next Master Board meeting is scheduled for March 27<sup>th</sup>, 2023, 4pm at the Star Firehouse

## **Meeting adjourned.**

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### To do's from Board meetings:

1. Vickie: Investing research.
2. Meet with Aloha on expectations of Townhome Villa landscaping / maintenance and other. Scheduled for: 3/10 11am.
3. Vickie: Pool: repairs schedule
4. Ben: talk with gate vendor regarding platform to see if it will help with issues. Get bids.
5. NWC: bids to clean up water falls before turning back on in Spring.
6. NWC: patio home landscape bids. Move up date to March 15<sup>th</sup>. April is too late as schedules may fill up.
7. NWC: need a Vendor for mailboxes – flat black.
8. Vickie: get bids for maintenance for townhome gutters.
9. NWC: quote for street sweeping on private roads at Townhouse Villas – same as Reserve? What is their schedule? *In process*

10. NWC: add dates to website: June 3<sup>rd</sup>: Spring community yard sale. June 25<sup>th</sup>: begin of summer fun with food trucks: Big Juds and Slay the Snow and music with Good Time Charlie. September 17<sup>th</sup>: Block party with food trucks D&D BBQ and Slay the Snow and music with Good Time Charlie.
  11. NWC: add food truck dates to website, FB events, and newsletter
  12. NWC: status of welcome baskets
  13. Danielle: Continue to add to AMI invoice review and discrepancy project
  14. Samantha: basketball hoop policy per our notes in the board meeting – *not complete*
  15. Everyone: list the items we accomplished in 2022 for the upcoming 2023 annual meeting.
  16. NWC: Century Link invoices: need clarity on what capabilities are, wifi? Can we turn PAUSE during winter months?
  17. NWC: bids for rock project in RV lot.
  18. NWC / BOD: discuss the berm area with stubblefield . contact stubblefield
  19. Danielle: write letter for traffic issue for BOD to send out.
  20. Everyone: review policies sent over by NWC so we can discuss asap. Goal to have final draft done before Annual meeting.
  21. Vickie: work with playbound on trash can issue
  22. Find moms who committed to emptying trash at playground
  23. NWC: pool process and waivers: add owners and renters need to both sign
  24. NWC: call dredge guy to request he removes all the material that will be dredged up. They have a truck so it is possible.
  25. NWC: violations in townhome villas: needs immediate attention. See pictures sent by bod.
  26. NWC: call Kinch and ask status of irrigation move if they are still installing pool. Refer to attorney letter.
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