

**Minutes of the
Board of Trustees Meeting
of
Pinebrook Master Association
February 16, 2022**

A meeting of the Board of Trustees of the Pinebrook Master Association (PMA) was held on February 16, 2022 at 7:00 p.m. via Zoom and dial-in.

- A. **QUORUM.** A quorum was present at the meeting. The following trustees were present: Stan Plaisier (President), Don Brown (Vice President), Stephan Herrera (Secretary), Colleen Bell, Mike Jamison, Elizabeth Krug. Others in attendance: Ted Barnes (PMA legal counsel), Curt McNeely (outgoing PM), John Tracy (HOAMCO), Meghan Zaylor (PMA residential member), Patrick Hayes (PMA residential member) and Mark Younger (Quarry Springs/PMA member).
- B. **ELECTION OF CHAIRPERSON.** Stan Plaisier was appointed chairperson of the meeting and Stephan Herrera prepared a record of the proceedings.
- C. **MEETING FOCUS:** Board matters

Comments:

January 19, 2022 Board meeting minutes approved.

Key focus: the individual/firm evaluated and judged by the Search Subcommittee to be the best among the three groups that submitted proposals for replacing Curt McNeely/White Star as PMA property manager is John Tracy of HOAMCO. RFPs were sent to a dozen firms. Stan noted that after reading the proposals and the Subcommittee's assessment of JT/HOAMCO's relevant experience (fx. NewPark), technology (for billing, website upgrades), member communications aptitude (through social media, newsletters, etc), and price, it was clear that JT/HOAMCO would take PMA management to the next level after a long and successful relationship with Curt/White Star. Prior to the meeting, Stan sent HOAMCO's management proposal and separate technology services capabilities documents to the Board and, in parallel, sent HOAMCO's standard contract to Ted for review. All three PMA officers (Stan, Don, Stephan) reviewed HOAMCO's contract, as well. Ted provided Stan with comments, which Stan incorporated and agreed to send back to Ted and the Board immed. after the board meeting concluded.

Stan asked if there are any questions about HOAMCO. Elizabeth asked who spoke to HOAMCO. Answer: all three PMA officers: Stan, Don, and Stephan. Stan offered a motion to hire HOAMCO as the new mgmt firm starting March 1st. Motion was

approved to retain HOAMCO and to authorize Stan to sign the contract upon Ted's final review of the contract. Mike Jamison abstained. Stan acknowledged Curt's 20-yr contribution to Pinebrook and his commitment to help with the transition. Curt said he will work with John to get the transition in motion.

Stan said that the PMA should appoint a treasurer to oversee John/HOAMCO, noting that this responsibility requires only a minimal time commitment to review John's monthly financials. Elizabeth volunteered to be Treasurer. Stan made a motion to accept her in that role until April, at least, when PMA Board officers are chosen. Motion passed.

Don and Stephan provided the Board with an update on the Trail Preservation Working Group, which had met three times and planned to meet a fourth time to finalize recommendations to the Board re: improving efforts to address parking and trail use issues. Goal is to finalize and send Board its recommendations by March 11th.

Stan is updating spreadsheet of delegates. There is an April 20th delegate meeting. Letters will be sent out. Phone calls will be made, too. Stan reminded the Board that the PMA would benefit from proportional representation on the Board from the PMA sub-associations in Pinebrook. The PMA subcommittee tasked with outreach to achieve this ambition will reach out to sub-associations to invite them to nominate a delegate. John Tracy will also help with this task as part of his initial contacts with subHOA officers.

Stan reminded the Board that there are 5 PMA board seats up for re-election in April. Patrick McLane (Brook Hollow) and Don Brown (High Meadow) stated they plan to seek re-election; Stan, Chris, and Colleen have decided to retire from the Board and not seek re-election. Stan said that the PMA should use the upcoming billing statements to also include a note about the April 20th delegate meeting. There is a spreadsheet that defines the sub-associations and the number of members; Stan is updating it.

On the matter of the Pinebrook spring clean-up, Curt suggested meeting with Cole and Jeremy to glean insights as to how to manage and improve it. In the past it has been held in May. Gorgoza guys will once again tamp down the dumpsters. Curt said this event is getting more popular; and the more times they are dumped, the more expensive. Mike said in the past that we have been careful not to over-publicize or else non-PB residents will try to participate. Curt said don't advertise on NextDoor. Ted suggested talking to PHOA to clarify the cost split. Stan asked Mike to see what Gorgoza (which has helped this event in the past) has budgeted this year to continue support. Stan will reach out to Jeremy to see his availability for managing the event.

Winter trail grooming. Don said we now have a trail compactor for this effort but are still looking for a vehicle to pull it, preferably a snowmobile. Jeremy is still looking for one. We want to create a hard pack surface for residents to walk on with minimal impact on plow-melt-freeze. Trails Working Group will also look at park issues.

There being no further business, the meeting was duly adjourned.

Stephan Herrera