**THE PINES HOMEOWNERS’ ASSOCIATION**

**Meeting Minutes**

**Date:** Thursday, March 21, 2019

**Board Members Present:** Sherri Roberts, Trina Lee, Steve Botkin, Terry Marley, Katy Baldrachi

**Board Members Absent:** None

**Guests:** Jim Von Thaer and Jim Hoyt, homeowners

**Call to Order:** Meeting was called to order at 7:04pm.

**Minutes:** Minutes for the board meeting held February 21, 2019 were approved by all board members.

**Bank Statements:** The Treasurer provided the board members with copies of the HOA’s bank statement and reconciliation spreadsheet.

**Member Dues:** The Treasurer noted that since January, 48% of this year’s dues have been paid. In comparison, only 43% of 2018 dues were collected throughout the entire year.

**Delinquent Dues:** The Treasurer is still looking into the cost of filing judgments.

**2019 Budget:** The treasurer provided a proposed budget for 2019. The President advised that the cost of treating the lakes could be removed, as she had cancelled that service per a previous vote of the board.

**HOA Taxes:** The Treasurer, who is a tax preparer by trade, volunteered to file the HOA’s taxes instead of paying someone to do it. The board voted in favor.

**Insurance Policies:** The President asked the treasurer to find what information she could regarding the HOA’s insurance policies. She also wondered if anyone had copies of the actual policies.

**Collection Letters:** The Treasurer was asked to prepare statements for 2019 dues not paid yet, with interest as stipulated in the covenants. The President will then send out collection letters. The secretary was also asked to make a post on Facebook reminding homeowners that dues are now late.

**Facebook Group:** The President asked if it would be possible to create a Facebook profile for the board so the board members could post on behalf of the board rather than as individuals. The Secretary will look into this.

**Beavers:** The Vice President advised he had called the beaver trapper about pricing. The cost is $100 for setup and removal of the traps, and $75 per beaver trapped. The board agreed that he should continue using this trapper and have him come out and set more traps.

**Flume Repairs:** The Vice President said he had not been in contact with the person he was going to talk to about repairing the concrete flume on the West Lake. The soil erosion has caused the end of the flume off Paschall to deteriorate and fall into the water. The President asked him to get multiple bids so the board can evaluate the cost of the repair.

**The Big Event:** The President met with a representative from OU about projects for The Big Event on April 13. This Saturday she will meet with a representative from UCO to go over the April 6 cleanup.

**Green Belt:**  Terry advised that two large trees had blown over during a storm on March 13th. One is near the picnic area, and the other fell on a private homeowner’s fence. Terry plans to see if he can remove the second one.

**Spillway on Shoreline:** Terry informed the board that he plans to speak with the City of Warr Acres to see if they are willing to help remove some debris from the spillway that goes under Shoreline. He also wants to advise them that road repairs are needed on both sides of the street above the spillway.

**Covington Greenbelt:** The president asked if quotes were needed for repairs to the retaining wall and walkway on the Covington Greenbelt. Terry said he would try to handle the repairs himself first.

**Monthly Board Meetings:** Terry proposed changing meeting start times from 7:00 to 6:30. The board agreed to the change, provided the church is able to accommodate. The secretary will call the church to see if the church can be opened up half an hour earlier.

**Outstanding Repair Issues:** The President presented a spreadsheet she had created to keep track of repair projects that have been brought up. This sheet will be updated as repairs can be addressed.

**Liability Issues/The Big Event:**  A question was brought up as to whether the board should have student volunteers sign liability waivers. The President offered to reach out to her contacts at the schools to see if they can provide the forms.

**Forestry Services Stewardship Program:** The Secretary handed out brochures about a program the Oklahoma Forestry Service provides to private landowners. She proposed having a forester come to a future board meeting to talk about the program, and the board agreed. The Secretary will set up a date.

**OneDrive:** The President advised that HOA documents are now being stored on OneDrive. Any board members who wish to have access should contact the Secretary.

**Board Member Email Addresses:** The President suggested that it would be a good idea to set up generic email addresses for each board member (instead of having them use their personal emails) so the email accounts could be passed on to future board members and he communications would remain in the hands of the board. The Secretary said the board could probably establish its own domain for email addresses when setting up a web site, and the matter was set aside until such web site is created.

**Communication about The Big Event:** The President advised that the Communications Committee was preparing a flyer or letter to HOA members about the upcoming cleanup days. A board member suggested hand delivering the flyers instead of mailing them to save money. The President asked if board members would be willing to deliver the flyers to homes in their areas. The President also suggested that phone calls be made to HOA members to advise them of the cleanup days and ask them to volunteer. The board members all agreed they would all assist with handing out flyers and making phone calls. The President said she would follow up with each board member on how the neighborhood would be divided up after the Communication Committee met. The Secretary was asked to send out the most recently updated directory to the board.

**Brush Hog for Greenbelt:** Homeowner Jim Hoyt recommended renting a brush hog to clear out the greenbelt areas before the cleanup days for easier access. The board voted against renting the brush hog for the Big Event Days.

**OU Big Event Project Funding:** The President provided an update on the opportunity to apply for project funding from OU. She had learned that only about $2500 remained in the fund, and it would likely be divided up between multiple recipients. She asked for suggestions on a small project to request funding for.

**Meeting Adjourned:** The meeting was adjourned at approximately 8:30pm.