

**Regular Meeting Minutes**  
**Pine Forest Property Owners Association (PFPOA) Board Meeting**  
**7:00 p.m. Thursday, May 13, 2021**  
**VIA ZOOM**

The meeting was called to order by Robert Rosso, at 7:00 p.m. Minutes were recorded via Zoom.

Members present: Robert Rosso, President; Karen Taylor, Secretary; Lorena Taylor-Gutierrez, Treasurer; Ronda Skube; ACC Chair; Patrick Connell, Member at Large; Kathleen Caso, Member at Large

1. A motion to accept April 8, 2021 board minutes was made by Kathleen Caso. Patrick Connell seconded the motion. The motion carried.
  
2. a) Discussion ensued as to returning to in-person meetings. Caso indicated that First National Bank was not available yet, but offered the Lost Pines Republican Women's Club House space. Connell offered the meeting space at his work as an option. Homeowners in attendance were asked their opinion on in-person meetings. A motion to resume in person meetings was made by Connell and seconded by Taylor-Gutierrez. It was mentioned that we should maintain video capability to allow members who did not want to attend in person to still be involved. The motion carried.
  
3. Monthly Treasurer's Report- Lorena Taylor-Gutierrez
  - a.) Cash on hand for all three (3) bank accounts is \$453,618.55.
  - b.) A total of \$37,840 in assessments were received.
  - c.) Prior year's assessments due dropped to \$2,768.
  - d.) Resale certificates increased this quarter from 21 to 32.
  - e.) Rosso indicated that Ken with CSA Property Management Company has completed the bad debt write-off and that all past due assessment amounts are true and should be collected. The past due assessment reflects about 65 lots, approximately 55 individuals, totaling roughly \$10,000 worth of past due accounts. Rosso recommended that we ask our attorney to file liens on those multi-year delinquent accounts. Connell seconded the motion. Caso indicated she wanted a final letter sent to the 55 owners, giving them 30 days to rectify the account, prior to filing the lien. Patrick indicated the letter would need to be sent anyway. Caso made an amended motion that Alex (the attorney) send a certified letter to the delinquent account holders prior to filing a lien. Taylor-Gutierrez seconded the amended motion. The amended motion carried.

Rosso authorized Ken to send reminder letters for this year's assessment. Caso questioned the formula for determining late fees (after citing various late fees assessed against homeowners). Rosso indicated he would pursue. Lorena had a discussion with a homeowner on their assessment and Rosso indicated Taylor-Gutierrez should have the homeowner reach out to Ken for clarification.

4. ACC Report – Rhonda Scube
  - a.) Eleven (11) new homes are being built and 16 new projects underway.
  - b.) Four (4) first time violations were sent; two (2) second notice violations were sent; one (1) third notice violation was sent, and another third notice is pending; the violation regarding moving the shed is being resolved, pending the owners moving the shed.
  - c.) Scube confirmed that sometimes homeowners start work prior to receiving approval from the ACC, which usually takes about four (4) days. A discussion ensued on whether we should have a graded approach to fines. Connell recommended a small fine for current homeowners. Taylor recommended the fines remain consistent. Further discussion ensued, but no motion was made to make any changes. Scube also discussed the forms and signs to utilize when building starts prior to permitting.

One homeowner (Trish Holt) asked if she needed a separate permit to clear property and one to build a home. Scube replied yes, two separate permits are required as this lets people know what to expect and gives the ACC the opportunity to remind property owners not to push brush into ravines and streams.

- d.) Rosso mentioned the concerns over the number of old violations and the need to resolve these. Rosso and Connell discussed the violations and lack of enforcement. Discussion ensued regarding enforcement. Connell may pulse Chief Negy with additional questions. Connell made a motion to discuss enforcement of violations at our next meeting. Rosso seconded the motion. The motion was carried.
  - e.) Rosso brought up the proposal of additional six (6) signs from the ACC that outline the footprint of the POA. Rosso mentioned the ACC's request to update the existing monument signs. (Monthly meeting signs, Clean Sweep signs, burn ban, etc.) Scube welcomes input from the board regarding color. Connell and Caso like the uniformity of one color.
5. Unit 6 Trespassing Discussion – Robert Rosso
    - a.) Rosso discussed the proposed signage verbiage sent to the board members for review. These had been vetted by our attorney. Rosso discussed this with Chief Negy. Connell recommend blanket signage and to work with the police to determine enforcement. This issue was tabled and will be discussed at the next board meeting.
    - b.) Scube requested signage be updated and suggested different colors. Kathleen moved to approve expenditures for signs; Connell seconded. The motion carried.
  6. Committees
    - a.) Connell and Rose will continue to look for a suitable lot for the volunteer fire station.
  7. Pedestrian traffic on County Roads – Robert Rosso
    - a.) Pedestrians in the roadways of PFPOA continue to be an issue, with reports of children playing on the roads. Rosso discussed this with Commissioner Mel Hammer. Rosso will add a notice to give to Cindye (website manager) to update the PFPOA web page regarding the issue of pedestrians in the roadways.
  8. Update on Commercial Development at the corner of 71 and McAllister
    - a.) No plan or permit has been issued or applied for to build on the lot. Patrick recommended we draft a position paper to TxDOT (Diane Schultze) clarifying the PFPOA's position on a commercial building on this space. Robert offered to draft this paper.
  9. Comments and concerns from property owners
    - a.) A property owner voiced concern over two possible conflicts of interests between a member of the ACC who is related to the board and a board member who is also on the ACC. The owner was assured that the ACC discussions would not take place with the member of the board. Caso reminded the homeowner the Board and ACC all abide by the CCRs. It was discussed that if the board member who also resides on the ACC excuse himself/herself from any appeals to the Board.
  10. Adjournment

Caso made a motion to adjourn. Taylor seconded. The motion carried and the meeting was adjourned at 8:00pm.

Submitted by Karen Taylor  
PFPOA Secretary