

Regular Meeting Minutes
Pine Forest Owners Association (PFPOA) Board Meeting
7:00 Thursday, January 14, 2021 – Via Zoom

The meeting was called to order by Kathleen Caso, Board President at 7:20PM. (The meeting was delayed due to technical difficulties with Zoom connections for the members.)

Members Present: Kathleen Caso, Brenda Winkler, Josh Mincher, Karen Taylor and Robert Rosso

1. **Minutes from November 12, 2020** – Motion was made by Kathleen to approve mins and seconded by Robert Rosso. Upon appropriately being moved and seconded, motion to approve was voted upon and passed.

2. **Treasurer's report – Karen Tayler**

Cash Balance per Financial Statement is \$422,195.

Performance for FY 2020 versus Budget:

- Revenues for 2020 came in at \$56,649 versus a budgeted amount of \$53,000.
- Expenses for 2020 Came in at \$19,789 versus a budgeted amount of approximately \$45,000.
- Net Revenues for FY 2020 equaled \$36,860.

Overall, the PFPOA continues to maintain a strong and vibrant fiscal bottom line.

Budget discussion – Karen and Kathleen

Karen discussed a number of various items as they relate to the status of the budget. The main area of discussion revolved around the “confusion” of the Board’s decision to write-off old liabilities from before the start of FY 2017. Ken, while connected into the email stream, did not feel he had been given clarity as to actually perform the write-off and to remove it from the POA books. Kathleen stated she would provide him (once again) the directive to make the adjustments. Karen informed the board that she will have the budget completed and ready to present to the property owners at the annual meeting in February.

3. **Board Positions – Kathleen Caso**

Kathleen reported the Board position currently occupied by Robert Rosso is ending and that it would need to be voted upon at the February 2021 Annual meeting. Furthermore, Josh has “tendered his resignation” effective in approximately 6 months as he will be relocating from Pine Forest. The actual date of his resignation will be effective the date that he relocates hence the tentative date of effectiveness.

4. **ACC Report – Kathleen Caso for Ronda**

- New Home Developments – 10 in various stages of completion.
- Improvement Applications Completed and Approved – 15
- Improvement Applications submitted but pending approval – 3.
- Violations – 9 in process and 2 that are requesting Board review for variations.

5. **Fire Prevention Committee Update – Josh Mincher**

No additional update on the search for property for the location of a suitable location for a fire station.

6. **Digitalization of Board Documents – Kathleen Caso**

After discussions of the various options, it was decided that Kathleen would subscribe, on behalf of the Board, to a Dropbox service that would provide increased security, better access, and an equal access for all appropriate members. This subscription service is expected to add only nominal expense to the monthly expenses of the POA and the benefits would far outweigh the costs.

7. **Annual Meeting Discussion** – Kathleen reminded the Board members that the Annual meeting is scheduled for February 6th, 2021 at 10AM. She asked that Board members arrive at 9AM to help set up.

8. **Open Forum – Kathleen Caso**

9. **Open Discussion from the Floor**

Carrie and Chris Merritt asked to discuss a denial for a permit from the ACC for the placement of an outbuilding on their property. After a lengthy discussion, hearing from the property owners and gaining an understanding of their options, the Board expressed strong concern on the main issue (and one that the property owners acknowledge) is that an initial application for a permit was NOT submitted in advance prior to the shed being installed – but in fairness to the property owners, the Board has agreed to listen to their petition retrospectively. As the Board listened to their issue(s), it was apparent the majority of the Board members struggled to gain a high level of comprehension of the issues since 3 of the 5 had no visual knowledge of the various issues. Kathleen asked Carrie and Chris to resubmit a detailed drawing pointing out all of their constraints and/or concerns so that the Board could reconvene on their petition for a variance at the February 2021 Board meeting.

John Kraskowski is a landowner who has begun the design phase of a home to be built on a lot that he owns in Pine Forest. He was attending the meeting to gain an understanding of the approval process for both his initial application as well as anticipated future projects. He understands that any “acceptance feedback” he might receive from his initial application submission is not a tacit approval for any of the future projects and each must be permitted specifically and separately from his initial home build application. He was thanked by the Board for his anticipatory inquiries on how the process should work as doing such would help him to avoid potential conflicts in the future.

There being no further business to discuss, Robert moved to adjourn and was seconded by Karen. Kathleen Caso adjourned the meeting at 8:15 PM.

Submitted by
Robert Rosso, Sec