



Board Notes – November 15, 2023

Attendees

Pinebrook Meadows Owners' Association Board of Directors:

- Kristen Pavelka, President
- Stanley Walton, Vice President
- Jamie Mersola, Secretary/Treasurer
- Mandi Laver, Executive Assistant

Homeowners

- Timothy & Amy Bottger, Beau Willar, Chris McMorris, Cynthia Welle, Nichole Klonowski, Mindy Klemm, Valeriu & Oxana Perju, Robert O'Keefe

Reports

- *Cleanup Day Recap*
 - o Kristen provided an update regarding Annual Cleanup Day held on September 16, 2023. The neighbors that participated did a fantastic job picking up trash and a total of twelve mailbox posts were painted.
- *How are Annual Dues Spent?*
 - o Kristen explained that the purpose of the \$220 annual assessments required by homeowners is to help pay for operational expenses and upkeep and maintenance of common areas for communal enjoyment (landscaping).
 - o When homeowners don't pay the annual assessments or have outstanding violations on their account, part of the operational expenses includes paying attorney fees to collect on these accounts. Pinebrook HOA currently has several homeowners in this situation which continually increases the costs to the HOA and the respective homeowner.
 - o *Question from Amy Bottger:* Amy inquired about the current balance of the HOA bank account. Kristen shared that the HOA financials are shared at the Annual Meeting, but that the HOA currently has roughly \$3,000 in their account.

- *Question from Amy Bottger:* Amy asked how the annual assessments have jumped by more than 150% and inquired about how a quorum was reached to adjust the assessment amount. Kristen and Jamie shared that the adjustments have occurred over the years and that the Board will have to research the past documents to be able to provide an accurate response. Amy was assured that the assessments were raised in accordance with the Bylaws.
- *Landscaping*
 - Stanley provided an update regarding the HOA's current landscaping contractor. The current landscaping company has not been following through on the agreed upon services which has left common areas with excess weeds. The HOA is currently holding payment for this contractor until the issues can be resolved or until another company can be retained.
- *HOA Violation Letters and Fees*
 - Jamie shared that the purpose of letters being sent to homeowners regarding violations is to help maintain an aesthetically pleasing neighborhood, the architectural integrity of the Association, and for the real estate appreciation of the entire community.
 - When a homeowner is in violation of the Bylaws and/or Declaration of Covenants, they will receive a first notice letter making them aware of the specific violation. The letter provides a 10-day timeframe to correct the violation. Some of the HOA violations are also violations of the City of Brooklyn Park.
 - Pinebrook Meadows HOA does not want their homeowners to accrue fees on behalf of the HOA or the City due to violations, so follow-up letters are sent when the violations are not corrected.
 - *Note from Amy Bottger:* Amy brought it to the attention of the Board that there is a typo in the recent letters that some homeowners have received. The Board committed to correcting the typo and ensuring that the letters better explain the specific violations and how to correct them.
 - *Note from Amy Bottger:* Amy requested that homeowners be allowed to vote at the Annual Meeting to allow security monitoring system signs in homeowner yards.
 - *Note from Cynthia Welle:* Cynthia mentioned that there is a lot of diversity in the neighborhood and that there could be potential language barriers for some homeowners.
- *Update on Mailboxes*

- Kristen shared that the HOA has been researching and looking for locking mailbox options that are both cost effective and functional for the homeowners due to the current rise in mail theft.
- No mailboxes will be purchased until next spring and the topic will be added to the Annual Meeting agenda for discussion and voting purposes.
- *Note from Amy Bottger:* Amy sent the Board an example of an insertable mailbox that she purchased for \$60 as a potential option to consider.
- *Note from Beau Willar:* Beau requested that the mailbox issue be included on the agenda at the Annual Meeting to ensure it is a prudent expense and that it is voted on by the homeowners given that it could be a significant expense.
- Installing Fencing
 - Jamie explained the process of submitting any fencing installation requests to the Board so that the Architectural Committee can review and approve the proposed fencing.
 - Now that one homeowner has installed approved fencing, their fence will become the standard for all future fencing requests according to the Bylaws and Covenants.

Adjourn