

**Pinebrook Homeowners Association**  
**Board Meeting Minutes June 24, 2025**

Present: John Lovejoy, President; Tim Olsen, Secretary; Joe Edwards; Karen Maxwell; Stephen Nash, Treasurer by phone

Excused: Beth Barber; Garrett Wolverton

**MSC = Motion, Second, Carried**

The meeting was called to order by the President at 6:34 pm

The President welcomed board, staff and guests

**Motion** to adopt the agenda. **MSC:** Karen Maxwell/Tim Olsen (5/0) carried.

**Motion** to dispense with reading of the May 27, 2025 meeting minutes. **MSC:** Tim Olsen/Karen Maxwell (5 Yes/0 No) carried.

**Motion** to approve the May 27, 2025 meeting minutes. **MSC:** Joe Edwards/Karen Maxwell (5 Yes/0 No) carried.

Treasurer Report – The May 2025 financial reports were presented for review.

Maintenance Supervisor Update – See The VOICE

ACC Committee Update – See The VOICE

Rules Committee Update – See The VOICE

Welcome Committee Update – No report

RV Committee Update – No report

**Open Forum:** None

**Old Business:**

-**Motion** to purchase new mailbox to replace current broken mailbox if an emergency and urgent need exists.

**MSC:** Karen Maxwell/Joe Edwards (5 Yes/0 No) carried. The board requests Ozzie send an email to the board if the situation is an emergency and needs action prior to next board meeting.

-**Motion** to table indefinitely the need prepare a template letter to notify a homeowner of their account being turned over to collections. **MSC:** Stephen Nash/Joe Edwards (5 Yes/0 No) carried.

-**Motion** to amend the May motion from a six-month CD to a twelve-month CD at Columbia Credit Union due to the higher interest rate available. **MSC:** Karen Maxwell/Stephen Nash (5 Yes/0 No) carried.

-**Motion** move CD #3221, approximately \$10,153.81 from Key Bank to Columbia Credit Union for 12 months at 3.69%. **MSC:** Tim Olsen/Joe Edwards (5 Yes/0 No) carried.

-**Motion** to adopt updated employee position descriptions as presented. **MSC:** Tim Olsen/Joe Edwards (5 Yes/0 No) carried.

**New Business:** None

**Board Correspondence:** None

**Announcements:**

- 2025 Garage Sale – July 11-12, 2025

-Articles for VOICE should be submitted by homeowners no later than July 1, 2025,

Homeowners can send their articles to [pinebrookh@gmail.com](mailto:pinebrookh@gmail.com).

-The next monthly Board meeting is scheduled for July 22, 2025, 2025 at 6:30pm. Owners and residents are encouraged to attend. The meeting location is the clubhouse.

**Board Hearing:** A homeowner requested a board hearing to reverse Rules Committee violation of personal use of common area. The homeowner submitted a letter but did not appear for the hearing.

Explanation: The property under consideration is in the common area. However, the Pinebrook map commonly used by homeowners does not reflect the common area behind several properties including the property under appeal. The violation is a first notification which is a warning and does not carry a fine.

**Motion:** The Rules Violation is upheld. The property is common area. **MSC:** Karen Maxwell/Tim Olsen (5 Yes/0 No) carried.

**Motion:** The property maps provided by Pinebrook will include the disclaimer that the map is for reference only, is not written to scale and should not be utilized for determination of property lines. **MSC:** Tim Olsen/Karen Maxwell (5 Yes/0 No) carried.

A letter will be sent to the homeowners advising of actions taken by the Board and thanking the homeowner for bringing the matter to the attention of the board.

**Motion** at 8:18 pm to adjourn the meeting. **MSC:** Tim Olsen/Karen Maxwell (5 Yes/0 No) carried.

Tim Olsen, Secretary