

**Pine Forest Owners Association (PFPOA) Board Meeting  
Meeting Minutes  
7:00 Thursday, February 11, 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 (late), Karen Taylor and Robert Rosso; Absent: Josh Mincher

Executive Session – Board went into Executive Session at 7:00pm and returned at 7:05pm. After the Executive session it was announced that the 2021 PFPOA Officers for the coming year are as follows: Robert Rosso – President, Karen Taylor – Treasurer and Kathleen Caso – Secretary.

1. **Minutes from January 14, 2021 monthly meeting** – Robert asked for clarification of the name of one of the individuals who attended and presented a request for variance to a finding of the ACC. Once this clarification was provided and allowing for the previously mentioned edit, Kathleen moved to approve mins and was seconded by Karen. Upon appropriately being motioned and seconded, motion to approved was voted upon and passed.

**2. Treasurer’s report – Karen Taylor**

Karen presented the proposed 2021 Budget for approval, and after a brief discussion, Robert moved to approve the budget as presented. Kathleen seconded the motion. After duly made motions, the budget passed unanimously.

Cash Balance per Financial Statement is \$446,544.41.

As of the time of the meeting, there was a total outstanding assessment of \$19,140 in current assessments and just under \$153,000 in assessments that are over 90 days old – much of which is represented in the over four-year-old aging bucket the Board has previously voted to remove from the accounting entries.

There were four (4) existing resales reported.

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

**3. Budget discussion – Karen and Kathleen**

Karen discussed 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 prior to the start of FY 2017. Ken, while connected into the email stream, did not feel he had been given clarity to perform the write-off and 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 Homeowners at the annual meeting in February.

**4. Board Positions – Kathleen Caso**

Kathleen reported that at the annual meeting Robert had been elected to retain the position in which he had volunteered to fill from 2020. He is now in a position with a term set to expire in 2023. She further clarified that Brenda, Kathleen and Karen’s terms would expire at the annual meeting in 2022 and the position currently held by Josh is set to expire in at the annual meeting in 2023.

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

New Home Developments – 10 in various stages of completion  
Improvement Applications Completed and Approved – 25  
Active Violations – 10 in various states of notification process

**6. Fire Prevention Committee Update**

Josh Mincher was not available to give an updated report, but Kathleen discussed the prospect of reaching out to the Applet family to see if they might be interested in selling some of their property to PFPOA for the consideration of building a fire station more contiguous to us. But as of right now, there was no additional update on the search for property for the location of a suitable location for a fire station.

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

After a brief discussion, Robert volunteered to take over the search for an on-line drop box application for the Board to use to safely store and share PFPOA documents with each other in order to facilitate a more effective sharing of information.

**8. Trespassing/4-Wheeling access to Unit 6**

Kathleen discussed further the issue of the 4-wheeler access onto Unit 6. It has become a huge issue and various board members discussed the rampant use of this property for this purpose. Robert asked that Kathleen reach out to the city / county to determine what our options are in limiting access to the area. It was anticipated that we would have to find a way to block access as the signage had done little to nothing to reduce the access of Unit 6 for this purpose. It was suggested to the Board to inquire about getting a “Blanket Criminal Trespass form” issued from the Sheriff’s office to help ease the administrative burden of enforce the trespassing issue.

**9. Open Discussion from the Floor**

Adam Jones, 223 Briar Forest Drive, is a property owner residing in Unit 6 and had been notified of a violation, more specifically that his RV is visible from the street, which is in violation of article 220 of the Unit 6 covenants. Mr. Jones asked that, given the fact he has owned the RV for nearly two years and had not been notified of any previous violations and that to his knowledge none of his immediate neighbors had complained about the RV; would an exemption be allowed so that he may keep his RV on his property. Robert explained that while he has not been notified of a violation previously, where his camper is parked clearly violates a statute in the covenants. Robert offered to meet with him to discuss possible options to compromise on a solution. Robert, Karen and others expressed a willingness to meet with Mr. Jones the following Saturday to discuss his issues.

There being no further business to discuss, Robert made a motion to adjourn and was seconded by Karen. Kathleen adjourned the meeting at 7:37 PM.

Submitted by  
Robert Rosso, Sec