MEETING OF THE BOARD OF DIRECTORS OF THE PINEBROOK HOMEOWNERS ASSOCIATION

November 19, 2025 – 6 P.M. – in-person at 7950 Pinebrook Road, Park City, Utah

THOSE ATTENDING: **Board Members:** David Geffen, Scott Schofield, Holly Smith, Steve Warner, Shauna Wall and Chris OConnell. Dan Schofield was not in attendance. **Others in attendance:** Sherri Swing (Association Manager/Architectural Control Coordinator), Cory McNeely (Financial & Billing Manager) and Erin Smith, a PHOA resident. No other homeowners were in attendance.

1. **Introduction of any attending homeowners:** Erin Smith introduced herself to Board members that she didn't already know and indicated that she intended to run for a Board seat at the PHOA Annual Meeting later in the evening.

2. **Review and approval of the minutes from the August 5, 2025 board:** Meeting minutes for the August 5, 2025 Board meeting were reviewed and approved. Shaunna made the motion to approve and Scott seconded. All in attendance voted in favor.

3. **Review year-to-date financial statements:** As of October 31, 2025:

    - Cash of $242k was in the bank (not including $82k of Homeowner Architectural Deposits).
    - Net Loss YTD through Oct 30th was -$5.5k. This is $2.1k worse than budget but largely in line with the budget.
    - PHOA assessments for 2025 were due in March and 18 homeowners were overdue as of October 31st. Finance charges were recently assessed on accounts with past due balances. There are three homeowners that owe HOA dues of more than one year and those three properties have liens filed against them by the HOA (one of these three was filed just last month). The largest amounts owed are $1,692.66 by two separate homeowners.

4. **Review and approval of PHOA 2026 budget:** Cory McNeely presented a proposed budget for 2026. The Board was asked to decide how much to increase the HOA fee for 2026. There had been no increase to HOA fees for the six previous years even though that required the PHOA to absorb all PMA fee increases for PHOA members during those six years. The Board considered whether to raise fees from $400 to $450 or $500 and decided on $450 but noting this might require an additional fee increase within 1-2 years. Chris made a motion to approve $450 and Shaunna seconded that motion. All in attendance voted in favor.

5. **Update regarding various CC&R violations:** Sherri made the Board aware of a violation of the CC&Rs on Tall Oaks Circle and another on Wagon Wheel Way. The Board agreed with Sherri's recommended plan to send both homeowners letters advising of the violations and requesting that they bring their properties back into compliance.

6. **Fire Safety Update:** David updated the Board on the fire safety work done in 2025. For PHOA this work included: Reseeding 3.5 acres of open space that were burned in 2024. For PMA this work included: 42 acres of open space pile burning (from piles cut and stacked in 2024). For Summit County this work included: cutting and piling of 5.3 open space acres on the Roberts parcel that is adjacent to Pinebrook. 83.33% of all of the previously mentioned PHOA and PMA work was 83.33% paid for by a state WRI grant and 100% of the Summit County work was also paid for by that state WRI grant. In addition, the state WRI grant covered $61k of grants to 20 PMA homeowners that collectively did $140k of work on their properties. David reminded the Board that in total, the WRI grant received by PMA, PHOA and Summit County for June 1, 2024 to June 30, 2025 totaled $449k (97% to Pinebrook and 3% to Summit County) of which $410k was spent already. The State recently approved a carryover request until June 30, 2026 for the balance of $39k.

7. **Discussion of any other PHOA community issues or other matters of business properly brought before the board:** The Board discussed an email received from Dan Schofield stating that he wouldn't be running for a Board seat in the PHOA election later tonight. The Board noted its appreciation for Dan's many years of service to Pinebrook and to the PHOA Board. No significant additional issues were discussed.

8. **Next Meeting:** The Board tentatively selected March 3rd as the date for the next Board meeting at 6pm at Gorgoza's offices.

9. **Adjournment:** No other matters of business were discussed or voted upon. Motion was made to adjourn by Scott. Shaunna seconded. All in attendance voted in favor.

David Geffen
Secretary