

OFFICAL NOTICE OF ANNUAL ASSOCIATION MEETING

April 17, 2026

TO: Owners of Bristlecone Pines HOA

RE: Annual Meeting Notice

Notice is hereby given that the Annual Meeting of the Bristlecone Pines Homeowners Association shall be held on **Thursday, May 14th, 2026**, at The Legends of Bristlecone Clubhouse – Trophy Room. **Registration will begin at 5:30pm. The meeting will start at 6:00 p.m.**

The following matters will be brought before the Association:

1. A status report of matters affecting the Association.
2. A financial report of the Association.
3. Review of the 2026 Approved Budget.
4. Board of Directors election

It is extremely important that a quorum is reached so that business can be conducted. If you are unable to attend the meeting, please complete and return the enclosed proxy to Sentry Management Company, a Board member, or a fellow homeowner by Wednesday, May 13th, 2026, or have your proxy representative present the proxy upon registration at the meeting.

There are currently positions open on the Board of Directors and if you are interested in running for a seat, please submit a brief written statement about yourself including why you would like to serve on the Board no later than May 12th, 2026, to have your name placed on the formal ballot. Information can be e-mailed to Sentry Management Company at **Milwaukee@sentrymgt.com** or mailed to the address below. Nominees may be expected to briefly address the Association at the meeting. Nominations from the floor may also be accepted in accordance with governing documents.

We look forward to seeing you at the meeting!

Best regards,

Sentry Management Company

Enclosures: Agenda, Proxy, 2026 Budget,

Bristlecone Pines HOA
Annual Meeting

PROXY

I/we _____, being a member in good standing, nominate, constitute and appoint as my/our agent and proxy _____, (if blank, I give the current Treasurer my vote) to act in my/our name, place and stead, and vote as he/she sees fit on all issues that may arise at the annual meeting of the Bristlecone Pines Homeowners Association, and all adjournments thereof. This general proxy shall expire in 90 days, unless sooner revoked by me/us.

Given this _____ day of _____, 2026

Print Name(s) _____

Signature _____

Signature _____

Address / Lot Number _____

Dear Bristlecone Pines Residents,

On behalf of the HOA Board, we would like to invite you to attend our Annual Homeowners Association Meeting. The meeting is scheduled for:

- Thursday, May 14th at 6:00 PM
- Location: The Legends of Bristlecone Clubhouse – Trophy Room

This is an important opportunity to stay informed on community updates, review key initiatives, and discuss plans for the upcoming year. We also encourage residents to attend, ask questions, and share feedback as we continue working to enhance our neighborhood.

Agenda:

- Call to Order
- Establish Quorum
- Approval of Prior Annual Meeting Minutes
- Financial Report
- Review of the 2026 Approved Budget
- Community Updates and Projects
- Election / Board Discussion
- Owner Forum / Questions
- Adjournment

2026 Approved Budget Highlights:

- Annual dues increased from **\$750 to \$850** per lot effective January 1, 2026
- Total projected operating revenue: **\$189,550**
- Planned contribution to reserves: **\$60,869**
- Continued funding for landscaping, utilities, insurance, maintenance, and community improvements

We appreciate your continued involvement and look forward to seeing you at the meeting.

Best regards,

Bristlecone Pines HOA Board

2026 Bristlecone Pines Approved Budget

COA	Account	YTD EO November 2025 Actuals	Proposed 2026 Budget
4000	Income		
4001	Operating Income		
	Number of lots	223	223
	Lot Exceptions	4	0
	(Prepaid Dues)		\$ -
	Annual Dues Amount	\$ 750	\$ 850
4020	Total Association Dues	\$ 167,250	\$ 189,550
4060	Late Fees	\$ 644	\$ -
4080	Closing Fees	\$ -	\$ -
4292	Miscellaneous Income (2022 Legal Fees Charged); Covenant Violation Fi	\$ 2,000	\$ -
4293	Legal/Collection	\$ 48	\$ -
	TOTAL Operating Revenue	\$ 169,942	\$ 189,550
4340	Interest Income - Reserve MM Account	\$ 2,844	
4350	Interest Allocation - Reserve MM Account	\$ (2,844)	
4980	Total Revenue	\$ 169,942	\$ 189,550
4990	Expenses		
7900	Utilities		
7910	Electric	\$ 1,888	\$ 2,060
7920	Water/Sewer	\$ 1,439	\$ 2,524
7970	Street Lights	\$ 1,661	\$ 1,812
7999	TOTAL Utilities	\$ 4,988	\$ 6,396
6000	Grounds Maintenance		
6040	Contracted Lawn Service	\$ 54,311	\$ 46,000
6043	Landscape Restoration	\$ 6,577	\$ 18,000
6120	Irrigation start up/shut down	\$ 2,949	\$ 3,000
	TOTAL Grounds Maintenance	\$ 60,888	\$ 67,000
	Other Maintenance & Items		
8320	Holiday Decorations	\$ (46)	\$ 2,000
6381	Mailboxes Repairs	\$ 401	\$ 2,000
6505	Tennis Court Maintenance	\$ 42,411	\$ 500
6507	Playground Cleaning	\$ -	\$ 5,000
6035	General Maintenance/Repairs		\$ 1,500
	TOTAL Other Maintenance	\$ 42,766	\$ 11,000
8321	Social Committee		
	Annual Picnic	\$ 266	\$ -
	Tent, tables & Chairs Rental		
	Children's Entertainment	\$ -	\$ -
	Food	\$ -	\$ -
	Beverages	\$ -	\$ -
	Misc. (sign's, office supplies...)	\$ -	\$ -
	Total	\$ -	\$ -
		\$ 266	\$ -
	Concert in the Park		
	Tent Rental		\$ -
	Port o' Potty Rental		\$ -
	Food & Beverages		\$ -
	Band	\$ -	\$ -
	Misc. (sign's, office supplies, activity items...)		\$ 5,000
8326	Total	\$ -	\$ 5,000
8332	Spring Egg Hunt	\$ 226	
	Flyer Printing and Paper		\$ 130
	Plastic Eggs and Candy		\$ 110
	Hot Chocolate and Snacks during event		\$ 40
	Announcement Signs for Neighborhood		\$ 75
	Total	\$ 226	\$ 355
8375	Garage Sales (Rummage Sale)		
	Signs & Advertising	\$ 58	\$ 350
	Total	\$ 58	\$ 350

2026 Bristlecone Pines
Approved Budget

	8329	Holiday Decorations Contest		
		Prizes		\$ 275
		Total	\$ -	\$ 275
		Activity Groups Expenses		
	8328	Pickleball	\$ -	\$ 50
	8325	Book Club	\$ -	\$ -
		Walking Club	\$ -	\$ -
		Total	\$ -	\$ 50
		Total Social Committee	\$ 816	\$ 6,030
		Welcome Committee		
		Welcome Events - TBD	\$ 1,200	
		E.g., Dinner at clubhouse	\$ -	\$ -
		E.g., Misc. Activities	\$ -	\$ 1,000
		Total Welcome Committee	\$ 1,200	\$ 1,000
		Development/Replacement Committee		
		Mailboxes	\$ -	\$ -
		Lamp Posts		\$ -
		Painting of Mailboxes, Lamp Posts, Street Signs.	\$ 33,600	\$ -
		Tennis Court Renovation/Repair/Painting		\$ -
		Total Development/Replacement Committee	\$ 33,600	\$ -
	8000	Administration		
		Corporate Transparency Act Compliance	\$ -	\$ 395
		Social & Misc.	\$ -	\$ -
	8100	Legal Expense	\$ 2,281	\$ 1,500
	8080	CPA Services	\$ 325	\$ 500
	8020	Management Fees	\$ 18,000	\$ 18,900
	8120	Insurance	\$ 10,527	\$ 12,500
	8060	Copies/Printing/Supplies	\$ 1,705	\$ 2,000
	8040	Postage	\$ 420	\$ 500
	8069	Technology Fee	\$ 275	\$ 300
	8381	Meeting Expense (Board & Committee Meetings)	\$ 89	\$ 500
	8180	Income Taxes	\$ (779)	\$ -
	8390	Corporate Report (Dept. of Financial Institutions - annual non-stock filing	\$ 160	\$ 160
		TOTAL Administration	\$ 33,004	\$ 37,255
	6599	Sub-Total Expenses	\$ 143,662	\$ 128,681
		Revenue Remaining	\$ 619	\$ 60,869
		Draw From Reserves	\$ -	\$ -
		Contribution to Reserves	\$ 619	\$ 60,869
		Total Expenses & Contribution to Reserves	\$ 144,280	\$ 189,550
		Existing Account Balance		
	1067	Landmark Credit Union Reserve Account MM	\$ 103,381	\$ 164,250
	1065	Smartstreet BOC MM - Pacific Western Bank Reserve MM Account	\$ 54,468	\$ 54,468
	1015	Smartstreet BOC CKG -Pacific Western Bank Operating Account	\$ 619	\$ -
	1068	Landmark Business Savings	\$ 5	\$ 5
		Bylaws Minimum Requirement to Hold in Reserves, 1/3 Prior YR OpEx	\$ 47,887	\$ 42,894
		Reserve Funds Balance (does not include 1015 operating account)	\$ 157,854	\$ 218,723
		Usable Reserve Funds Amount	\$ 109,967	\$ 175,829

HOA Board of Director's Meeting Minutes
November 6th, 2024
6:30 PM
Bristlecone Pines Clubhouse
Draft Minutes

Meeting Minutes

I. Call to Order

- a. The meeting was called to order by Tracy Holt.

II. Presidents Welcome

- a. The following members of the board and community joined for this evening's discussion:
 - i. Tracy Holt, President
 - ii. Erik Anderson, Treasurer
 - iii. Mike Sabourin, Chair – Architecture Committee
 - iv. Eric Grunewald, Chair – Landscape Committee
 - v. Scott Morey, Member – Condominium Liaison
 - vi. John Cayemberg, Secretary
- b. Kirsten from Sentry Management joined us for the meeting.
- c. There was a collection of members of the community that were present for the yearly meeting.

III. Previous Meeting Minutes

- a. The previous meeting minutes were not discussed.

IV. Committee Updates

- a. The following committee updates were shared:
 - i. **Finance - Next Fiscal Year Strategic Budget: Erik Anderson**
 - 1. Tracy shared that our dues have remained flat for last 6 years. Additionally, we've had a strategic committee meeting a couple of years ago and continue to work from this direction.
 - 2. As a reminder, at the last yearly meeting, we had approved a program to replace all the mailboxes in the community at a total estimated cost of \$120k. After a collection of revisions on the project, we were able to approve a program that will result in a much smaller budget envelope. FYTD, we've spent about \$45K on the mailbox improvement initiative.
 - 3. From an overview perspective, we generate around \$167k in revenue annually and use about 60% of that revenue to support our yearly operating expenses. Additionally, over the last couple of years, we've been able to support a collection of projects across the addition of the Gazebo and improvements to the playground.

HOA Board of Director's Meeting Minutes
November 6th, 2024
6:30 PM
Bristlecone Pines Clubhouse
Draft Minutes

4. Forward looking on the budget, we going to include a small collection of social events in new budget that will support a community event in the park. We will continue to limit the number of community events in support of fiscal responsibility.
5. It's likely that to support next year's fiscal budget, we'll need to pull \$30k out of our reserve fund to support the planned budget. This will not have an effect our requirement to maintain 1/3 of our annual operating expense available in our reserves account.
6. There are two infrastructure projects that we'll focus on for next year which are the completion of the mailboxes, and the tennis court resurface project.
7. Dues will stay the same this year. We will raise them in the near future to support aging infrastructure.

b. Landscape Committee: Eric Grunewald

- i. The last year has been very productive. From a high-level project perspective, we accomplished the following in the last year:
 1. There were a lot of dead ash trees that were cleaned up this year
 2. The landscape projects along Evergreen, Pineview and Youngbloom have been completed.
 3. All of the spring cleanup from the previous winter was concluded.
 4. All circles in the community now have the updated to support the dry weather look.
 5. We've repaired the fence to the tennis courts.
 6. The pickleball lines have been repainted.
 7. A new street light is being installed on Thornbush and should be finalized in February. The delay is due to some supplier issues with the power company.
 8. Tennis courts haven't been maintained for 4-5 years. There are large cracks that should not be left for too long. In this process, the entire court will be power washed, repainted, and restriped. The two nets in the court, which are original and damaged, will also be replaced.
 9. We're going to replace the existing garbage can to support the activity. Additionally, an additional garbage can will be added to support the activity around the tennis | pickle ball courts.
- ii. In 2026 or 2027
 1. We are going to have to deal with the aging entrances
 2. Arborvitaes are getting toward the end of their age.
 3. Question from the community about the Bristlecone Pines to improve the sign on Highway 16. It was discussed that the sign is owned by the Club.

c. Neighborhood Compliance: Tracy Holt

- i. There are no updates to share since our last board meeting.

HOA Board of Director's Meeting Minutes
November 6th, 2024
6:30 PM
Bristlecone Pines Clubhouse
Draft Minutes

- d. **ACC Committee: Mike Sabourin**
 - i. There are no updates to share since our last board meeting.
- e. **Communications & Welcome Committees: Tracy Holt**
 - i. There are no updates to share since our last board meeting.
- f. **Social Committee: Erik Anderson**
 - i. There are no updates to share since our last board meeting.
- g. **Community Liaison: Patricia Antony**
 - i. There are no updates to share since our last board meeting.

v. Community Engagement

- a. Do we have a balance sheet or statement of the reserve accounts. A request to understand the reserve account and our balance sheet yearly.
 - i. Erik Anderson: Currently, we have about \$115K in our reserves account. We will include an update on the balance of the reserves account in our yearly financial communication.
- b. Can you share some of the long-range planning infrastructure initiatives
 - i. Erik Anderson: We have a long-range plan and we'll cover some of those details in the landscape review.
- c. A comment from a community owner that he appreciates the work that was done to do the project as it was nicely done.
- d. Been on 80 or so homeowner's associations. It's a privilege to have these board members keeping this community running and working. A lot of people sometimes take it for granted if the development entry didn't look sharp. Those people lost when they went to sell their house. If the community that we are living in looks "past it's time".....wise to update infrastructure and continue. The owners need to understand that when this group recommend the improvements, it's in their best interest to support it.....because it is going to turn into value for their homes. ee are all blessed to be able to live in this subdivision.
- e. Thanks for time and effort of the board....been in the community for four years. They were very surprised to learn that the neighborhood supports the renting of houses. They are disappointed by this as they might not be invested in the community. The board has looked at it. They can rent as long as it's not less than 1 year. There is no language about the length of rental and it would require a vote of the whole community. It was in the declarations when the community was started. We are aware of a couple of rental communities, but we might not be aware of all of them. As a suggestion, we might want to consider how many rentals are in the neighborhood. There should be accountability with someone. Maybe keeping track of the rentals in the committee. One of the issues is we don't know who is in that community. When you move to a community such as this, you wouldn't expect it to be an issue when you buy into this community.

HOA Board of Director's Meeting Minutes
November 6th, 2024
6:30 PM
Bristlecone Pines Clubhouse
Draft Minutes

VI. Old business

a. Mailboxes

- i. Last year at this time we talked a lot about a mailbox replacement program. The board talked about them for over a year....after more research and discussion, in July, the board decided that we would save the infrastructure that we have and leverage instead of replacing.
- ii. We got some quotes for painting and repairs of existing fixtures.
- iii. We've included in there the painting of the street signs and street lights.
- iv. Most of that is done.
- v. There is a punch list that is being worked like mailboxes that need to be repainted and renumbered.
- vi. There are also about 13 mailboxes that don't match the community that are yet to be completed this year, weather permitting.

b. Personal lamp posts

- i. Potential project in 2025.

VII. New business

a. Landscape update (Eric)

- i. There is some area that is owned by the golf course on Thornbush that is not our responsibility. When they moved in, it was maintained and looked great. They had made a couple of attempts in the previous year, however, they have done nothing this year. They can't see over the weeds to the golf course. They don't see the water and there are muskrats in there.

VIII. Next Meeting

- a. The next meeting will be in January. A virtual option will also be available.

IX. Adjournment

- a. The meeting was adjourned at 7:26pm

OFFICAL NOTICE OF ANNUAL ASSOCIATION MEETING

April 17, 2026

TO: Owners of Bristlecone Pines HOA

RE: Annual Meeting Notice

Notice is hereby given that the Annual Meeting of the Bristlecone Pines Homeowners Association shall be held on **Thursday, May 14th, 2026**, at The Legends of Bristlecone Clubhouse – Trophy Room. **Registration will begin at 5:30pm. The meeting will start at 6:00 p.m.**

The following matters will be brought before the Association:

1. A status report of matters affecting the Association.
2. A financial report of the Association.
3. Review of the 2026 Approved Budget.
4. Board of Directors election

It is extremely important that a quorum is reached so that business can be conducted. If you are unable to attend the meeting, please complete and return the enclosed proxy to Sentry Management Company, a Board member, or a fellow homeowner by Wednesday, May 13th, 2026, or have your proxy representative present the proxy upon registration at the meeting.

There are currently positions open on the Board of Directors and if you are interested in running for a seat, please submit a brief written statement about yourself including why you would like to serve on the Board no later than May 12th, 2026, to have your name placed on the formal ballot. Information can be e-mailed to Sentry Management Company at **Milwaukee@sentrymgt.com** or mailed to the address below. Nominees may be expected to briefly address the Association at the meeting. Nominations from the floor may also be accepted in accordance with governing documents.

We look forward to seeing you at the meeting!

Best regards,

Sentry Management Company

Enclosures: Agenda, Proxy, 2026 Budget,

Bristlecone Pines HOA
Annual Meeting

PROXY

I/we _____, being a member in good standing, nominate, constitute and appoint as my/our agent and proxy _____, (if blank, I give the current Treasurer my vote) to act in my/our name, place and stead, and vote as he/she sees fit on all issues that may arise at the annual meeting of the Bristlecone Pines Homeowners Association, and all adjournments thereof. This general proxy shall expire in 90 days, unless sooner revoked by me/us.

Given this _____ day of _____, 2026

Print Name(s) _____

Signature _____

Signature _____

Address / Lot Number _____

Dear Bristlecone Pines Residents,

On behalf of the HOA Board, we would like to invite you to attend our Annual Homeowners Association Meeting. The meeting is scheduled for:

- Thursday, May 14th at 6:00 PM
- Location: The Legends of Bristlecone Clubhouse – Trophy Room

This is an important opportunity to stay informed on community updates, review key initiatives, and discuss plans for the upcoming year. We also encourage residents to attend, ask questions, and share feedback as we continue working to enhance our neighborhood.

Agenda:

- Call to Order
- Establish Quorum
- Approval of Prior Annual Meeting Minutes
- Financial Report
- Review of the 2026 Approved Budget
- Community Updates and Projects
- Election / Board Discussion
- Owner Forum / Questions
- Adjournment

2026 Approved Budget Highlights:

- Annual dues increased from **\$750 to \$850** per lot effective January 1, 2026
- Total projected operating revenue: **\$189,550**
- Planned contribution to reserves: **\$60,869**
- Continued funding for landscaping, utilities, insurance, maintenance, and community improvements

We appreciate your continued involvement and look forward to seeing you at the meeting.

Best regards,

Bristlecone Pines HOA Board

2026 Bristlecone Pines Approved Budget

COA	Account	YTD EO November 2025 Actuals	Proposed 2026 Budget
4000	Income		
4001	Operating Income		
	Number of lots	223	223
	Lot Exceptions	4	0
	(Prepaid Dues)		\$ -
	Annual Dues Amount	\$ 750	\$ 850
4020	Total Association Dues	\$ 167,250	\$ 189,550
4060	Late Fees	\$ 644	\$ -
4080	Closing Fees	\$ -	\$ -
4292	Miscellaneous Income (2022 Legal Fees Charged); Covenant Violation Fi	\$ 2,000	\$ -
4293	Legal/Collection	\$ 48	\$ -
	TOTAL Operating Revenue	\$ 169,942	\$ 189,550
4340	Interest Income - Reserve MM Account	\$ 2,844	
4350	Interest Allocation - Reserve MM Account	\$ (2,844)	
4980	Total Revenue	\$ 169,942	\$ 189,550
4990	Expenses		
7900	Utilities		
7910	Electric	\$ 1,888	\$ 2,060
7920	Water/Sewer	\$ 1,439	\$ 2,524
7970	Street Lights	\$ 1,661	\$ 1,812
7999	TOTAL Utilities	\$ 4,988	\$ 6,396
6000	Grounds Maintenance		
6040	Contracted Lawn Service	\$ 54,311	\$ 46,000
6043	Landscape Restoration	\$ 6,577	\$ 18,000
6120	Irrigation start up/shut down	\$ 2,949	\$ 3,000
	TOTAL Grounds Maintenance	\$ 60,888	\$ 67,000
	Other Maintenance & Items		
8320	Holiday Decorations	\$ (46)	\$ 2,000
6381	Mailboxes Repairs	\$ 401	\$ 2,000
6505	Tennis Court Maintenance	\$ 42,411	\$ 500
6507	Playground Cleaning	\$ -	\$ 5,000
6035	General Maintenance/Repairs		\$ 1,500
	TOTAL Other Maintenance	\$ 42,766	\$ 11,000
8321	Social Committee		
	Annual Picnic	\$ 266	\$ -
	Tent, tables & Chairs Rental		
	Children's Entertainment	\$ -	\$ -
	Food	\$ -	\$ -
	Beverages	\$ -	\$ -
	Misc. (sign's, office supplies...)	\$ -	\$ -
	Total	\$ -	\$ -
		\$ 266	\$ -
	Concert in the Park		
	Tent Rental		\$ -
	Port o' Potty Rental		\$ -
	Food & Beverages		\$ -
	Band	\$ -	\$ -
	Misc. (sign's, office supplies, activity items...)		\$ 5,000
8326	Total	\$ -	\$ 5,000
8332	Spring Egg Hunt	\$ 226	
	Flyer Printing and Paper		\$ 130
	Plastic Eggs and Candy		\$ 110
	Hot Chocolate and Snacks during event		\$ 40
	Announcement Signs for Neighborhood		\$ 75
	Total	\$ 226	\$ 355
8375	Garage Sales (Rummage Sale)		
	Signs & Advertising	\$ 58	\$ 350
	Total	\$ 58	\$ 350

2026 Bristlecone Pines
Approved Budget

	8329	Holiday Decorations Contest		
		Prizes		\$ 275
		Total	\$ -	\$ 275
		Activity Groups Expenses		
	8328	Pickleball	\$ -	\$ 50
	8325	Book Club	\$ -	\$ -
		Walking Club	\$ -	\$ -
		Total	\$ -	\$ 50
		Total Social Committee	\$ 816	\$ 6,030
		Welcome Committee		
		Welcome Events - TBD	\$ 1,200	
		E.g., Dinner at clubhouse	\$ -	\$ -
		E.g., Misc. Activities	\$ -	\$ 1,000
		Total Welcome Committee	\$ 1,200	\$ 1,000
		Development/Replacement Committee		
		Mailboxes	\$ -	\$ -
		Lamp Posts		\$ -
		Painting of Mailboxes, Lamp Posts, Street Signs.	\$ 33,600	\$ -
		Tennis Court Renovation/Repair/Painting		\$ -
		Total Development/Replacement Committee	\$ 33,600	\$ -
	8000	Administration		
		Corporate Transparency Act Compliance	\$ -	\$ 395
		Social & Misc.	\$ -	\$ -
	8100	Legal Expense	\$ 2,281	\$ 1,500
	8080	CPA Services	\$ 325	\$ 500
	8020	Management Fees	\$ 18,000	\$ 18,900
	8120	Insurance	\$ 10,527	\$ 12,500
	8060	Copies/Printing/Supplies	\$ 1,705	\$ 2,000
	8040	Postage	\$ 420	\$ 500
	8069	Technology Fee	\$ 275	\$ 300
	8381	Meeting Expense (Board & Committee Meetings)	\$ 89	\$ 500
	8180	Income Taxes	\$ (779)	\$ -
	8390	Corporate Report (Dept. of Financial Institutions - annual non-stock filing	\$ 160	\$ 160
		TOTAL Administration	\$ 33,004	\$ 37,255
	6599	Sub-Total Expenses	\$ 143,662	\$ 128,681
		Revenue Remaining	\$ 619	\$ 60,869
		Draw From Reserves	\$ -	\$ -
		Contribution to Reserves	\$ 619	\$ 60,869
		Total Expenses & Contribution to Reserves	\$ 144,280	\$ 189,550
		Existing Account Balance		
	1067	Landmark Credit Union Reserve Account MM	\$ 103,381	\$ 164,250
	1065	Smartstreet BOC MM - Pacific Western Bank Reserve MM Account	\$ 54,468	\$ 54,468
	1015	Smartstreet BOC CKG -Pacific Western Bank Operating Account	\$ 619	\$ -
	1068	Landmark Business Savings	\$ 5	\$ 5
		Bylaws Minimum Requirement to Hold in Reserves, 1/3 Prior YR OpEx	\$ 47,887	\$ 42,894
		Reserve Funds Balance (does not include 1015 operating account)	\$ 157,854	\$ 218,723
		Usable Reserve Funds Amount	\$ 109,967	\$ 175,829

HOA Board of Director's Meeting Minutes
November 6th, 2024
6:30 PM
Bristlecone Pines Clubhouse
Draft Minutes

Meeting Minutes

I. Call to Order

- a. The meeting was called to order by Tracy Holt.

II. Presidents Welcome

- a. The following members of the board and community joined for this evening's discussion:
 - i. Tracy Holt, President
 - ii. Erik Anderson, Treasurer
 - iii. Mike Sabourin, Chair – Architecture Committee
 - iv. Eric Grunewald, Chair – Landscape Committee
 - v. Scott Morey, Member – Condominium Liaison
 - vi. John Cayemberg, Secretary
- b. Kirsten from Sentry Management joined us for the meeting.
- c. There was a collection of members of the community that were present for the yearly meeting.

III. Previous Meeting Minutes

- a. The previous meeting minutes were not discussed.

IV. Committee Updates

- a. The following committee updates were shared:
 - i. **Finance - Next Fiscal Year Strategic Budget: Erik Anderson**
 - 1. Tracy shared that our dues have remained flat for last 6 years. Additionally, we've had a strategic committee meeting a couple of years ago and continue to work from this direction.
 - 2. As a reminder, at the last yearly meeting, we had approved a program to replace all the mailboxes in the community at a total estimated cost of \$120k. After a collection of revisions on the project, we were able to approve a program that will result in a much smaller budget envelope. FYTD, we've spent about \$45K on the mailbox improvement initiative.
 - 3. From an overview perspective, we generate around \$167k in revenue annually and use about 60% of that revenue to support our yearly operating expenses. Additionally, over the last couple of years, we've been able to support a collection of projects across the addition of the Gazebo and improvements to the playground.

HOA Board of Director's Meeting Minutes
November 6th, 2024
6:30 PM
Bristlecone Pines Clubhouse
Draft Minutes

4. Forward looking on the budget, we going to include a small collection of social events in new budget that will support a community event in the park. We will continue to limit the number of community events in support of fiscal responsibility.
5. It's likely that to support next year's fiscal budget, we'll need to pull \$30k out of our reserve fund to support the planned budget. This will not have an effect our requirement to maintain 1/3 of our annual operating expense available in our reserves account.
6. There are two infrastructure projects that we'll focus on for next year which are the completion of the mailboxes, and the tennis court resurface project.
7. Dues will stay the same this year. We will raise them in the near future to support aging infrastructure.

b. Landscape Committee: Eric Grunewald

- i. The last year has been very productive. From a high-level project perspective, we accomplished the following in the last year:
 1. There were a lot of dead ash trees that were cleaned up this year
 2. The landscape projects along Evergreen, Pineview and Youngbloom have been completed.
 3. All of the spring cleanup from the previous winter was concluded.
 4. All circles in the community now have the updated to support the dry weather look.
 5. We've repaired the fence to the tennis courts.
 6. The pickleball lines have been repainted.
 7. A new street light is being installed on Thornbush and should be finalized in February. The delay is due to some supplier issues with the power company.
 8. Tennis courts haven't been maintained for 4-5 years. There are large cracks that should not be left for too long. In this process, the entire court will be power washed, repainted, and restriped. The two nets in the court, which are original and damaged, will also be replaced.
 9. We're going to replace the existing garbage can to support the activity. Additionally, an additional garbage can will be added to support the activity around the tennis | pickle ball courts.
- ii. In 2026 or 2027
 1. We are going to have to deal with the aging entrances
 2. Arborvitaes are getting toward the end of their age.
 3. Question from the community about the Bristlecone Pines to improve the sign on Highway 16. It was discussed that the sign is owned by the Club.

c. Neighborhood Compliance: Tracy Holt

- i. There are no updates to share since our last board meeting.

HOA Board of Director's Meeting Minutes
November 6th, 2024
6:30 PM
Bristlecone Pines Clubhouse
Draft Minutes

- d. **ACC Committee: Mike Sabourin**
 - i. There are no updates to share since our last board meeting.
- e. **Communications & Welcome Committees: Tracy Holt**
 - i. There are no updates to share since our last board meeting.
- f. **Social Committee: Erik Anderson**
 - i. There are no updates to share since our last board meeting.
- g. **Community Liaison: Patricia Antony**
 - i. There are no updates to share since our last board meeting.

v. Community Engagement

- a. Do we have a balance sheet or statement of the reserve accounts. A request to understand the reserve account and our balance sheet yearly.
 - i. Erik Anderson: Currently, we have about \$115K in our reserves account. We will include an update on the balance of the reserves account in our yearly financial communication.
- b. Can you share some of the long-range planning infrastructure initiatives
 - i. Erik Anderson: We have a long-range plan and we'll cover some of those details in the landscape review.
- c. A comment from a community owner that he appreciates the work that was done to do the project as it was nicely done.
- d. Been on 80 or so homeowner's associations. It's a privilege to have these board members keeping this community running and working. A lot of people sometimes take it for granted if the development entry didn't look sharp. Those people lost when they went to sell their house. If the community that we are living in looks "past it's time".....wise to update infrastructure and continue. The owners need to understand that when this group recommend the improvements, it's in their best interest to support it.....because it is going to turn into value for their homes. ee are all blessed to be able to live in this subdivision.
- e. Thanks for time and effort of the board....been in the community for four years. They were very surprised to learn that the neighborhood supports the renting of houses. They are disappointed by this as they might not be invested in the community. The board has looked at it. They can rent as long as it's not less than 1 year. There is no language about the length of rental and it would require a vote of the whole community. It was in the declarations when the community was started. We are aware of a couple of rental communities, but we might not be aware of all of them. As a suggestion, we might want to consider how many rentals are in the neighborhood. There should be accountability with someone. Maybe keeping track of the rentals in the committee. One of the issues is we don't know who is in that community. When you move to a community such as this, you wouldn't expect it to be an issue when you buy into this community.

HOA Board of Director's Meeting Minutes
November 6th, 2024
6:30 PM
Bristlecone Pines Clubhouse
Draft Minutes

VI. Old business

a. Mailboxes

- i. Last year at this time we talked a lot about a mailbox replacement program. The board talked about them for over a year....after more research and discussion, in July, the board decided that we would save the infrastructure that we have and leverage instead of replacing.
- ii. We got some quotes for painting and repairs of existing fixtures.
- iii. We've included in there the painting of the street signs and street lights.
- iv. Most of that is done.
- v. There is a punch list that is being worked like mailboxes that need to be repainted and renumbered.
- vi. There are also about 13 mailboxes that don't match the community that are yet to be completed this year, weather permitting.

b. Personal lamp posts

- i. Potential project in 2025.

VII. New business

a. Landscape update (Eric)

- i. There is some area that is owned by the golf course on Thornbush that is not our responsibility. When they moved in, it was maintained and looked great. They had made a couple of attempts in the previous year, however, they have done nothing this year. They can't see over the weeds to the golf course. They don't see the water and there are muskrats in there.

VIII. Next Meeting

- a. The next meeting will be in January. A virtual option will also be available.

IX. Adjournment

- a. The meeting was adjourned at 7:26pm

HOA Board of Director's Meeting Minutes
February 7, 2026
Digital Engagement
Draft Minutes

Executive Summary

The board conducted an email-based discussion to review and approve the Fiscal Year 2026 budget and proposed association dues increase. A motion was introduced by John Cayemberg and seconded by Erik Anderson to approve the budget, including raising annual dues to \$850, reflecting a \$100 increase. Following discussion and clarification of payment logistics with Sentry, the board proceeded to a vote.

The motion passed with majority support, receiving affirmative votes from Erik Anderson, Mike Sabourin, Eric Grunewald, and John Cayemberg, with one opposing vote from Scott Morey. The approved budget and dues adjustment establish the financial framework for the association's 2026 operations.

HOA Board of Director's Meeting Minutes
February 7, 2026
Digital Engagement
Draft Minutes

Discussion Minutes

- I. **Approval of the Fiscal Year Budget and Association Dues Progression**
 - a. A motion was made by John Cayemberg and Seconded by Erik Anderson to accept the 2026 Budget with an increase of Association dues to \$850, representing a \$100 increase.
 - b. After a collection of discussions and a confirmation of the payment mechanics from Sentry, the motion resulted in the following voting outcome:
 - i. **Yes**
 - Erik Anderson
 - Mike Sabourin
 - Eric Grunewald
 - John Cayemberg
 - ii. **No**
 - Scott Morey
 - c. The motion passed.

Subject: 2026 Budget Approval & Updated Annual Association Dues

Dear Bristlecone Pines Homeowner,

We hope this message finds you well. Enclosed please find a copy of the Association's approved 2026 budget.

We would like to acknowledge that this communication is reaching you later than in prior years, and the Board sincerely apologizes for the delay. Over the past several months, we took additional time to carefully review expenses and evaluate all available options to remain fiscally responsible while preserving the safety, appearance, and long-term condition of our community. Our goal remains protecting the investment each homeowner has made in Bristlecone Pines.

After thorough review, the Board has approved the necessary increase to the annual association dues for the 2026 fiscal year. Effective January 1, 2026, annual dues will increase from \$750 to \$850. This is the first dues adjustment since 2020, despite significant inflation and rising service costs during that period. The Board worked diligently to minimize the impact on homeowners, and this increase is necessary to maintain required services, fund ongoing maintenance, and support long-term reserve planning.

Maintaining our grounds and common areas is essential to sustaining property values and ensuring Bristlecone Pines remains a community we are all proud to call home.

We would also like to share that the Board is currently operating with very limited staffing and volunteer support. To run the Association more efficiently and effectively, we need additional homeowner volunteers to assist with board roles, committees, or special projects. Even a small-time commitment can make a meaningful difference. If you are interested in volunteering or would like more information, please reach out to the Board or Sentry Management.

Thank you for your patience, understanding, and continued support of our community. The Board remains committed to responsible financial management and to making decisions that support both the short-term needs and long-term wellbeing of Bristlecone Pines.

Payment Options:

ClickPay:

- If you already use ACH through the homeowner portal at www.sentrymgt.com and have paid the original \$750, even if you selected "pay full amount," you will still need to log in and make a one time payment of \$100 to make your ledger up to date. Next year, the full amount will be withdrawn if you are set up with reoccurring annual payments.

- If you do not have the "pay full amount" option selected, please update your payment amount to reflect the new yearly dues.

Pay by Check:

- If you use your bank's automatic bill pay, a recurring e-check, or any third-party payment system, you must update your payment amount to \$850.
- Please ensure all payments clearly include your name and your 16-digit account number.

Payments should be mailed to the Association's lockbox at:

Bristlecone Pines Community
C/O Sentry Management
P.O. Box 30437
Tampa, FL 33630-3437

If you are unsure of your account number, please contact our office for assistance.

Warm regards,
Sentry Management
Managing Agent for Bristlecone Pines

2026 Bristlecone Pines Approved Budget

COA	Account	YTD EO November 2025 Actuals	Proposed 2026 Budget
4000	Income		
4001	Operating Income		
	Number of lots	223	223
	Lot Exceptions	4	0
	(Prepaid Dues)		\$ -
	Annual Dues Amount	\$ 750	\$ 850
4020	Total Association Dues	\$ 167,250	\$ 189,550
4060	Late Fees	\$ 644	\$ -
4080	Closing Fees	\$ -	\$ -
4292	Miscellaneous Income (2022 Legal Fees Charged); Covenant Violation Fi	\$ 2,000	\$ -
4293	Legal/Collection	\$ 48	\$ -
	TOTAL Operating Revenue	\$ 169,942	\$ 189,550
4340	Interest Income - Reserve MM Account	\$ 2,844	
4350	Interest Allocation - Reserve MM Account	\$ (2,844)	
4980	Total Revenue	\$ 169,942	\$ 189,550
4990	Expenses		
7900	Utilities		
7910	Electric	\$ 1,888	\$ 2,060
7920	Water/Sewer	\$ 1,439	\$ 2,524
7970	Street Lights	\$ 1,661	\$ 1,812
7999	TOTAL Utilities	\$ 4,988	\$ 6,396
6000	Grounds Maintenance		
6040	Contracted Lawn Service	\$ 54,311	\$ 46,000
6043	Landscape Restoration	\$ 6,577	\$ 18,000
6120	Irrigation start up/shut down	\$ 2,949	\$ 3,000
	TOTAL Grounds Maintenance	\$ 60,888	\$ 67,000
	Other Maintenance & Items		
8320	Holiday Decorations	\$ (46)	\$ 2,000
6381	Mailboxes Repairs	\$ 401	\$ 2,000
6505	Tennis Court Maintenance	\$ 42,411	\$ 500
6507	Playground Cleaning	\$ -	\$ 5,000
6035	General Maintenance/Repairs		\$ 1,500
	TOTAL Other Maintenance	\$ 42,766	\$ 11,000
8321	Social Committee		
	Annual Picnic	\$ 266	\$ -
	Tent, tables & Chairs Rental		
	Children's Entertainment	\$ -	\$ -
	Food	\$ -	\$ -
	Beverages	\$ -	\$ -
	Misc. (sign's, office supplies...)	\$ -	\$ -
	Total	\$ -	\$ -
		\$ 266	\$ -
	Concert in the Park		
	Tent Rental		\$ -
	Port o' Potty Rental		\$ -
	Food & Beverages		\$ -
	Band	\$ -	\$ -
	Misc. (sign's, office supplies, activity items...)		\$ 5,000
8326	Total	\$ -	\$ 5,000
8332	Spring Egg Hunt	\$ 226	
	Flyer Printing and Paper		\$ 130
	Plastic Eggs and Candy		\$ 110
	Hot Chocolate and Snacks during event		\$ 40
	Announcement Signs for Neighborhood		\$ 75
	Total	\$ 226	\$ 355
8375	Garage Sales (Rummage Sale)		
	Signs & Advertising	\$ 58	\$ 350
	Total	\$ 58	\$ 350

2026 Bristlecone Pines
Approved Budget

	8329	Holiday Decorations Contest		
		Prizes		\$ 275
		Total	\$ -	\$ 275
		Activity Groups Expenses		
	8328	Pickleball	\$ -	\$ 50
	8325	Book Club	\$ -	\$ -
		Walking Club	\$ -	\$ -
		Total	\$ -	\$ 50
		Total Social Committee	\$ 816	\$ 6,030
		Welcome Committee		
		Welcome Events - TBD	\$ 1,200	
		E.g., Dinner at clubhouse	\$ -	\$ -
		E.g., Misc. Activities	\$ -	\$ 1,000
		Total Welcome Committee	\$ 1,200	\$ 1,000
		Development/Replacement Committee		
		Mailboxes	\$ -	\$ -
		Lamp Posts		\$ -
		Painting of Mailboxes, Lamp Posts, Street Signs.	\$ 33,600	\$ -
		Tennis Court Renovation/Repair/Painting		\$ -
		Total Development/Replacement Committee	\$ 33,600	\$ -
	8000	Administration		
		Corporate Transparency Act Compliance	\$ -	\$ 395
		Social & Misc.	\$ -	\$ -
	8100	Legal Expense	\$ 2,281	\$ 1,500
	8080	CPA Services	\$ 325	\$ 500
	8020	Management Fees	\$ 18,000	\$ 18,900
	8120	Insurance	\$ 10,527	\$ 12,500
	8060	Copies/Printing/Supplies	\$ 1,705	\$ 2,000
	8040	Postage	\$ 420	\$ 500
	8069	Technology Fee	\$ 275	\$ 300
	8381	Meeting Expense (Board & Committee Meetings)	\$ 89	\$ 500
	8180	Income Taxes	\$ (779)	\$ -
	8390	Corporate Report (Dept. of Financial Institutions - annual non-stock filing	\$ 160	\$ 160
		TOTAL Administration	\$ 33,004	\$ 37,255
	6599	Sub-Total Expenses	\$ 143,662	\$ 128,681
		Revenue Remaining	\$ 619	\$ 60,869
		Draw From Reserves	\$ -	\$ -
		Contribution to Reserves	\$ 619	\$ 60,869
		Total Expenses & Contribution to Reserves	\$ 144,280	\$ 189,550
		Existing Account Balance		
	1067	Landmark Credit Union Reserve Account MM	\$ 103,381	\$ 164,250
	1065	Smartstreet BOC MM - Pacific Western Bank Reserve MM Account	\$ 54,468	\$ 54,468
	1015	Smartstreet BOC CKG -Pacific Western Bank Operating Account	\$ 619	\$ -
	1068	Landmark Business Savings	\$ 5	\$ 5
		Bylaws Minimum Requirement to Hold in Reserves, 1/3 Prior YR OpEx	\$ 47,887	\$ 42,894
		Reserve Funds Balance (does not include 1015 operating account)	\$ 157,854	\$ 218,723
		Usable Reserve Funds Amount	\$ 109,967	\$ 175,829

HOA Board of Director's Meeting Minutes
December 4, 2026
Digital Engagement
Draft Minutes

Executive Summary

The board conducted an email-based discussion regarding clarification of Section 5.5 (Waste) within the Declaration of Covenants, specifically addressing the placement and storage of refuse and recycling containers. Eric Grunewald introduced a motion to formalize guidelines requiring all containers to be stored within garages when not in use, allowing placement for collection only during a defined window—from the evening prior to collection through the evening of collection day—and ensuring containers are not visible from the street, neighboring lots, or the golf course at any other time. The proposal followed thorough board discussion and supporting research to ensure alignment with community standards and enforceability.

The motion received unanimous approval from all participating board members, including Erik Anderson, Mike Sabourin, Eric Grunewald, John Cayemberg, and Scott Morey. With full consensus achieved, the clarification was formally adopted, reinforcing expectations around property appearance and community aesthetics while providing clear, enforceable guidance to homeowners.

HOA Board of Director's Meeting Minutes
December 4, 2026
Digital Engagement
Draft Minutes

Discussion Minutes

I. Waste and Recycling Bins in Bristlecone Pines Community

- a. Eric Grunewald made a motion for the Board to vote on a clarification to Section 5.5 (Waste) of our Declaration of Covenants regarding the placement and storage of refuse and recycling containers with a proposal to adopt the following language:
 - i. "All refuse, garbage, and recycling containers shall be stored within the garage when not placed for collection. Such containers may be placed for collection only during the period beginning the evening prior to the designated collection day and shall be returned to the garage no later than the evening of the collection day. At all other times, refuse, garbage, and recycling containers shall not be visible from the street, neighboring Lots or golf course."
- b. After a collection of discussions and significant research by the board, the motion resulted in the following voting outcome:
 - i. **Yes**
 - Erik Anderson
 - Mike Sabourin
 - Eric Grunewald
 - John Cayemberg
 - Scott Morey
- c. The motion passed.