

**MINUTES OF THE ANNUAL ELECTION AND ANNUAL MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
TUESDAY, FEBRUARY 5, 2019  
7:00 P. M.**

The meeting was called to order by the President, Keenie Bugenhagen, at 7:26 P. M. at the Association Clubhouse. A quorum was announced with 27 proxies and 54 units present for a total of 81 units represented. Proof of Notice of Meeting was submitted. Present from Management were Jim Kraut and Jackie Wood.

Keenie Bugenhagen welcomed all those present and thanked them for coming. The Annual Meeting needs to be Chaired by a non-Board member and hearing no objection, Pat Foley will Chair the meeting. Mrs. Foley welcomed those in attendance and thanked them for coming.

It was announced that an owner was recording the meeting.

Reading and Approval of Minutes of the Last Annual Meeting, February 6, 2018: MOTION was made by Peter Campanelli and seconded by Dren Geer to waive the reading of and to approve the Minutes of the Annual Meeting of February 6, 2018, as presented.

MOTION UNANIMOUSLY PASSED.

Appoint Inspectors of Election: Inspectors of Election were appointed.

Items on the Limited Proxy/Ballot were reviewed, owners were given an opportunity to speak on the items being voted on. Limited Proxy/Ballot forms were collected.

**REPORTS OF OFFICERS AND COMMITTEES**

President: Keenie Bugenhagen read her report, a copy of which is attached and made a part of these original minutes.

Maintenance: Tom Foley read his report, a copy of which is attached and made a part of these original minutes.

Secretary: Karen Stone read her report, a copy of which is attached and made a part of these original minutes.

Social: Kate Koski reviewed the Social Committee purchases and the benefit of the County Grant Program.

Mike Wilder was thanked for his efforts marketing the Pine Run merchandise.

Treasurer: Owen Hodge read his report, a copy of which is attached and made a part of these original minutes.

FINANCIAL REPORT:

The Association books are with the CPA. A copy of the year-end report will be made available with the Annual Meeting minutes.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Approval of carry forward of operating surplus (if any) into 2019 operating budget.

FOR 79 AGAINST 1 PASSED.

The Board of Directors recommends approval to borrow funds from the Reserves during the year 2019 to be used for payment of insurance premiums. Reserve borrowing would occur no more than once annually and be repaid within the same calendar year.

FOR 79 AGAINST 1 PASSED.

SECTION 1 VOTE ONLY

Approval of Pickleball Courts:

YES 43 NO 3 FAILED. 44 affirmatives required.

Approval of Security Cameras for the Pickleball Court.

YES 36 NO 11 FAILED. 44 affirmatives required.

Approval to install a 120'X10' Acoustic Fence.

YES 32 NO 13 FAILED. 44 affirmatives required.

Approval to install a grill/picnic table and fire pit.

YES 39 NO 7 FAILED. 44 affirmatives required.

Approval to install 6 security cameras noted on the provided map.

YES 41 NO 5 FAILED. 44 affirmatives required.

Announcement of New Directors: Kathleen Koski and Steve Ross were announced to have been elected for two-year terms each. There is one vacant seat.

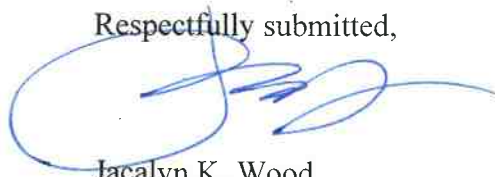
Open Floor: None.

MOTION was made by Steve Ross and seconded by Dren Geer to extend the Annual Meeting until Thursday, February 28, 2019, at 8:30 A.M., for the purpose of collecting additional votes.

MOTION PASSED.  
(1 vote against)

The meeting was temporarily adjourned at 8:32 P. M.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'J. Wood', written over a circular stamp or watermark.

Jacalyn K. Wood  
For the Secretary

## PRESIDENT'S ANNUAL REPORT 2019

Looking back over the last year, several changes have occurred at Pine Run. We have had some losses – our long-time employee, Rick Jackson, as well as several beloved residents. Their presence is missed.

Many improvements have been made, with our new light fixtures being the most obvious upgrade. This was made possible by the county grant we were awarded, matching Pine Run funds. Resident donations for our logo items contributed \$1000 of this money. The large pool is looking beautiful with the new deck, repaired and repainted coping, and many new rails. With the new compressor and circulation pump, it is warm, as well! Concerns of safety and security have resulted in the installation of cameras and an AED in the clubhouse area. Pet waste stations have been placed throughout the property. Our roof replacement and building restoration project is continuing, with buildings 10, B and 9. Several plumbing and flat roof problems have been addressed. The removal of dangerous and invasive trees along the eastern border has allowed us to tackle the serious drainage problem we have had for many years. A new pipe has been installed there and the swale has been dug out and widened. The swale on the western end of the property was also dug out, and at our urging Blackburn Point Woods had the drainage pipe on their property cleaned out. We were able to get through the last heavy rain without running a single pump.

Much has also been done behind the scenes. A quick peek into the maintenance area is the most visible evidence of this. The entire area has been cleaned out and organized. A new pad was poured for the dumpster area along Blackburn Point Road to tidy up this area, as well as make it safer. Owen has created an online archive of AGM's and work orders. We now have an employee manual and time clock for our maintenance staff. We also have a schedule of maintenance jobs designating how often each task needs to be performed. Much work has been done to revise rules and regulations, with the updates scheduled for release later this year. We have instituted a schedule of dryer vent cleaning as an added service for many owners. A spreadsheet has been created for leases and sales, and keys have been inventoried to ensure that we have access to each unit when necessary. A list of preferred Pine Run plantings has been approved and posted on the website. Board members have been working on a manual for future board members. All of this will ensure a better transition in the future when a new board member is elected, or a new employee is hired.

Our Pine Run logo items not only helped fund the lighting project, but also fostered a sense of community spirit and pride. Attendance at many of our club house social activities is high. The pools, courts and fitness room are being used and enjoyed by many. Residents are out enjoying all the community has to offer.

All of this has taken a tremendous amount of time and energy, and there have been many bumps in the road along the way. These things don't just happen, and they rarely happen at the

pace we would like. Every step we take forward is the result of many people working together – members of the Board, management company, maintenance staff, and resident volunteers.

This effort must continue. Plant installation along the eastern border is scheduled to begin on Thursday. Our staff will begin replacing the fence in this area. Maintaining eighteen buildings on this amount of acreage with recreational facilities and roads is a never-ending process. We will always have ongoing projects. The social club is raising funds and making plans for a new recreational area near the large pool. There is a lot to do, and all 147 unit owners are never going to be in agreement, nor will they all be satisfied with the progress. I need to remind myself of that daily. While change is inevitable, it is difficult. To thrive as a community, we need to come together, even when we disagree. If each one of us could look back upon this last year, and reflect upon our contributions to Pine Run, and then look forward and commit to just one thing that we could do in the coming year to make this a better place to live, our community would benefit. Host a social event, start a club, participate in a fundraiser, write an article for the Pine Run News, tidy up an area, cut back some invasive vines, reach out to a neighbor – it doesn't have to be hard. The board of directors always needs dedicated people willing to serve.

We have one board member stepping down this evening. I would like to thank Mike Wilder for all he has done in his two years on the board. He will now be able to enjoy social functions without hawking mugs or coming up with 101 uses for a Pine Run coozie. Mike was always willing to lend a hand with board activities, and his sense of humor in very difficult and trying times will be really missed.

At the same time, I would like to welcome Steve Ross to the Board. Steve's experience as a former board member, and long-time resident will provide us with valuable input as we look forward to another productive year at Pine Run.

Pine Run Annual Maintenance Report February 5, 2019

✂ This report outlines what the BOD has instituted for scheduling, evaluation and weekly reporting. We started by creating a maintenance schedule that breaks down tasks into: daily, twice weekly, weekly, monthly, quarterly, bi-annually, 3 year, and five year. We then formalized a maintenance log that is delivered to the BOD each week. We are in the process of blending the maintenance schedule with a form to be used to evaluate personnel on a yearly basis, with the results of that form to determine any changes in employee compensation.

✂ In addition we have formalized a schedule for high impact building restoration such as roofing, fascia board, and painting.

✂ The board believes that the above will facilitate maintenance oversight as the inevitable turnover in board members and employee personnel occurs.

Respectfully,

Thomas E. Foley  
Maintenance chair

**Secretary's Report for  
Board of Directors Meeting**

**February 5, 2019**

Attached are sales, leases and visitors statistics. It is worth noting that leases have increased from 10 last month to 18 this month, an increase of 44%. One potential buyer asked about the number of units leased vs owner occupied. That stands at only 13 % right now.

Three additional sales contracts are expected for approval in the near future.

Keys to units are still being worked on. Initially there were 28 units we did not have keys for as identified by Hoskins Pest Control. I checked for these unit keys in the maintenance office and found that only 5 were missing (quite a difference). Maintenance did a nice job of labeling the keys and putting them on large rings according to the units (eg 200's,300's, etc). Of the five missing, 1 has been received by maintenance, 1 has refused, and only 4 more unit needs to submit entry information/keys to maintenance. That is information I will send to Warren at K-C after maintenance confirms keys we have do in fact work. Unit 232 has a deadbolt which we cannot access and Unit 760 has a security system for which we need a code. +

I have asked K-C to let us know how many residents have submitted pest control waiver forms; I know they are swamped and since they probably have to go through each file, I am going to suggest that when the Board approves revised forms, we simply ask all residents to file a new one if they wish to be waived. Perhaps we need to add a selection on the new form that folks can check saying they want to use the contractor hired by the association.

Lastly, for those who complete orientations for new owners, please be sure they receive the form allowing them to agree or decline having their information published in the directory and/or be on the email listing. This has been a bit hit or miss and we have explored a variety of ways to be sure this form gets to our new community members. It shouldn't be given until a sale is complete, but even if the orientation is completed before that, the buyer can still receive the form and send it to Kate and Dan once purchase is complete.

Also during orientations, please remind new owners if they change locks, new keys must be given to maintenance and where the maintenance office is located. Somehow, we need to assure receipt of new lock keys—any ideas?

Sales

		PINE RUN CONDO SALES		2018		PINE		RUN		CONDO		SALES			
# Sold Units	Unit	Current Owner	New Owner	Application Date	Received Date	Approval Date	Settlement Date	Board & Maintenance Notified	Publication Formis to VP & Editor of Newsletter						
1	306	Walter Hebb	Michael & Patricia J Harsbarger	01/01/18	03/14/18	03/17/18	04/02/18	Yes							
2	754	Cara Wells	Avonelle Edwards	01/08/18	01/11/18	01/12/18	02/08/18	Yes							
3	203	Linda Bellinghausen	Kelly Brayton	01/19/18	01/25/18	01/25/18	02/01/18	Yes							
4	360	Carolyn Keeney	Charles & Bria Lynn Freyer	01/26/18	01/30/18	02/01/18	02/12/18	Yes							
5	224	Paul Rogulich	Domenica Mondo	02/01/18	02/05/18	02/13/18	02/20/18	Yes							
6	209	Mary B Green Rev. Trust	Pamela Williams	01/26/18	02/01/18	02/01/18	02/22/18	Yes							
7	126	Julia Fallon; Fallon Trust	Lyle & Hazel Morse	02/06/18	02/16/18	02/16/18	02/27/18	Yes							
8	366	Dominica Mondo	Melonie & Jason Levine	02/21/18	03/12/18	03/14/18	03/27/18	Yes							
9	231	Dennis & Carolyn Wilbee	Curl S. Wilson	02/26/18	03/14/18	03/15/18	03/21/18	Yes							
10	117	Phyllis Nathan	Naomi King	03/07/18	03/14/18	03/19/18	04/05/18	Yes							
11	701	David Baker	Virginia Saunders	03/10/18	03/12/18	03/12/18	03/13/18	Yes							
12	308	Mario and Jennifer Messina	James & Linda Engstler	03/18/18	03/20/18	03/21/18	03/23/18	Yes							
13	232	Holly Abes	Nancy Rencis	06/11/18	06/12/18	06/14/18	not listed	Yes							
14	132	Chris L. Saffici	Joseph & Jacqueline Gessner	08/28/18	09/05/18	09/07/18	09/25/18	Yes							
15	304	Dennis Norton	Richard Bacchicocchi & Donna Nightingale	10/01/18	10/09/18	10/11/18	not listed	Yes							
16	301	Frederick & Joan Weinerth	Lou Anne Hirschberg	10/09/18	10/18/18	10/20/18	11/09/18	Yes							
17	223	Paul M. & Kathleen Gibson	Melissa Steg	12/06/18	12/10/18	12/13/18	12/21/18	Yes							



Leases

A	B	C	D	E	F	G	H	I	J
# Leased	Unit	Owners	Rentors	Application	Received	Approved	Occupancy	Occupancy	Board & Maintenance
Units	2018	Name(s)	Name(s)	Date	Date	Date	Date from	Date to	Notified
1									
2									
3									
4									
5	1	Russ Cool & Barbara Wetherbee	Karin & Bruce Bennett	12/15/17	02/16/18	02/21/18	03/01/18	03/31/18	Only Board
6	2	Andrea Lowe	Julia Gilbert, D & J Kersh	02/27/18	03/01/18	03/02/18	04/06/18	04/09/18	Only Board
7	3	Sarah & William Loftus	Scotty & Britanie James	04/06/18	04/18/18	04/22/18	04/13/01	03/31/18	Only Board
8	4	Gary & Renee Kidney	Wendy & Bob Baker	04/11/18	08/07/18	08/08/18	04/01/18	04/30/18	Only Board
9	5	Gary & Renee Kidney	Thomas & Susan Brunnabend	04/11/18	08/01/18	08/02/18	01/01/19	03/31/19	Only Board
10	310	Betty Stevens-Marcum & H Bridewell	Elizabeth Arnold & 2 others	05/31/18	06/06/18	06/07/18	06/15/18	09/30/18	Only Board
11	310	Betty Stevens-Marcum	Robert Kellehalls	06/10/18	06/12/18	06/12/18	06/22/18	09/30/18	Only Board
12	310	Betty Stevens & Hunter Bridewell	Sangchan Chean lanleng	07/11/18	07/17/18	07/18/18	07/12/18	10/31/18	Only Board
13	6	Fred & Joni Weinerth	Amy Mitchell	07/15/18	07/19/18	07/20/18	08/15/18	09/15/18	Only Board
14	7	David & Mary Bond	Mary & Paul Badeau	07/17/18	08/06/18	08/07/18	11/01/17	10/31/18	Only Board
15	8	Louis & Joan Komer	Irwin Konopolsky	08/03/18	08/24/18	08/24/18	12/01/18	01/31/19	Only Board
16	712	Russ Cook & Barbara Weatherbee	Kevin Garrett & Cheryl McChesney	10/08/18	11/14/18	11/15/18	01/15/19	04/15/18	Only Board
17	301	Fred & Joni Weinerth	Dora Lantsman	11/03/18	11/07/18	11/09/18	12/03/18	03/31/19	Only Board
18	9	Cindy & Chuck Hodge	Christine Nicholson	11/13/18	11/21/18	11/23/18	01/08/19	03/28/19	Only Board
19	10	Ann Whiteley	Christopher Falzone & Kristin Gudrocki	08/25/18	11/21/18	11/23/18	10/01/18	09/30/18	Only Board
20	101	Andrea Lowe	William and Jane Sheeringer	08/31/18	09/12/18	09/15/18	02/01/19	02/28/19	Only Board
21	11	Anthony DeLorenzo	Patricia (Patsy) Lucas	11/01/18	01/08/19	01/08/19	11/01/18	11/30/19	Yes
22	12	Kevin Haron & Barb Jones	Bruce & Claire Drury	10/09/18	01/08/19	01/08/19	01/01/19	03/31/19	Yes
23	13	Elisebeth Starnes	Ian & Caroline Starnes	12/22/18	01/08/19	01/08/19	12/22/18	12/22/19	Yes
24	14	Jacqueline & Joe Gessner	Craig & Holly Miller	11/07/18	01/08/19	01/08/19	02/01/19	03/02/19	Yes
25	15	Laurent Schurch	Vivian Robinson & John Birch III	11/27/18	01/08/19	01/08/19	02/01/19	03/31/19	Yes
26	16	Donald & Michelle Susann	Diane & David Lawrence	12/19/18	01/08/19	01/18/19	02/01/19	04/30/19	Yes
27	17	Jay Barner & Claire Doheny	Mary Patterson	11/21/18	01/08/19	01/08/19	02/01/19	02/28/19	Yes
28		Jay Barner & Claire Doheny	George & Gail O'Connor	11/21/18	01/08/19	01/08/19	12/15/18	01/31/19	Yes
29	18	Linda Gregory & Rich Peterson	Gary & Sally Goodwin	11/17/18	01/08/19	01/08/19	01/15/19	04/15/19	Yes

Visitors

Unit	Owners Name(s)	Visitors Name(s)	Application Date	Received Date	Approved Date	Occupancy Date from	Occupancy Date to	Board & Maintenance Notified
2018								
122	Alexia & James Perez	Suzanne & Gary Andelora	02/09/18	02/14/18	02/28/18	02/19/18	02/25/18	Yes
209	Pamela Williams	Mary E. Green	02/26/18		02/28/18	02/22/18	04/15/18	Yes
360	Charles & Bria Freyer	Carolyn Keeney	02/12/18		02/28/18	02/12/18	04/15/18	Yes
101	Andrea Lowe	Antse Wodarzx & 4 others	08/07/18	08/20/18	08/23/18	09/01/18	09/13/18	Yes
110	Donald & Michelle Susanen	K. Wernicki, Jen Kennedy & Dau	10/15/18	10/25/18	10/26/18	12/23/18	12/31/18	Yes
306	Mike & Patty Harshbarger	Kearra Kane	12/07/18	12/11/18	12/13/18	12/11/18	12/15/18	Yes
306	Mike & Patty Harshbarger	Whitney Kolongowski & 3 kids	12/07/18	12/11/18	12/13/18	01/19/19	01/26/19	Yes
117	Naomi King (Tawny OW)	Karena Murray	12/10/18	12/10/18	12/16/18	01/01/19	04/01/19	Yes

Pine Run 2019 Annual Meeting  
Treasurer Report  
Owen Hodge

### **Social Club**

I have reviewed the financial records of the Pine Run Social Club. Everything is in good order. Social Club and Movie Night accounts have been consolidated so there will be no need for a separate Movie Night report. The current balance for the Social Club is \$3255.62. The recent Social Club yard sale increases this healthy amount by over \$700.

### **Pine Run Financial System**

For the benefit of new owners at Pine Run I will briefly explain how our financial system works. The monthly assessments cover two budget categories, operations and reserves. The operations budget takes care of day to day things such as insurance, utilities, repairs, maintenance, pest control, and grounds. Reserve funds are saved up over a period of years for replacing roofs and roads and for building restoration, irrigation and painting. Reserves assessments must be at the state mandated fully funded level unless the association votes to partially fund reserves. In 2019 the reserves are fully funded. Reserve funds are dedicated funds. Money from one of the reserve categories cannot be spent for any other category unless an association approves pooling the reserves. Pine Run voted to permit pooling reserves in 2011. In 2019 we will combine roof and building restoration reserves. This makes sense because most of the current building restoration work is basically preparation for replacing roofs. One more thing needs to be said here. Pine Run is an aggregation of three separate condominium entities: section I, Section II, and Section III. Funds designated for one section may not under any circumstances be allocated to any other section.

### **2018 Financial Report**

#### **Income**

While I usually concentrate on expenses in these reports, I would like to comment on income. Really our greatest Pine Run financial asset is simply that we, as owners and members of the Pine Run Association, pay our assessments reliably on time month after month. To put it in numbers: the budgeted income for 2018 was \$1,352,256. The total income was actually \$9000 over that goal due mostly to a carryover from 2017 of \$4000 and \$2800 in interest earned from our reserve and operations accounts.

#### **Expenses**

The 2018 operations expense budget was \$737,252. Actual operations expense came to \$717,296, which is 2.8% under budget. Some budget categories were considerably over budget while some others were under budget.

#### **Over budget**

Repairs and maintenance by \$6000

Tree trimming and removal by \$15000 with much more work needed.

Light project by \$2000. This was offset by \$1000 of profit from the Pine Run souvenir sales.

#### **Under budget**

Utilities by \$6000. The electricity bill in particular is 18% under budget thanks to the wonderful lighting project with the switch to energy efficient LED bulbs.

Payroll by \$6000. Our maintenance staff is now two employees instead of three. We will contract out some of the repair and painting work that used to be done in-house. Insurance by \$20,000. Policies take effect in July. We budgeted for an increase in January. When we got the actual amount in June, there was very little increase.

### **2019 Financials**

There will be no increase in the monthly assessments for sections I and II. Section III will have a small increase due to the necessity of keeping reserves for section III fully funded. Pine Run will be starting 2019 in good financial shape. This is fortunate because expenses at the beginning of the year for tree and stump removal and drainage piping will immediately consume a lot, if not all, of any surplus from 2018. As a result of all of this work on tree clearing and drainage, we will have to deal with the need for tree planting and fence repair on the borders of our grounds. It has to be a priority to restore the richness of the grounds and privacy for unit owners affected by the recent necessary tree removal.

We will need to manage things carefully until May because until then we cannot be sure what the level of our new insurance premium will be. Our reserves are adequate to continue with our multi-year roof and restoration project. Finishing three more buildings in 2019 will keep us exactly in line with the planned schedule. The only way we can hope to attract multiple insurance bids instead of only one, and to keep the rate at a manageable level, is to have a restoration plan that we are obviously committed to. Insurance premiums are our highest expense at more than a third of the Pine Run annual budget.

For several years we have been able to use our reserve funds to finance a Certificate of Deposit at a good rate of interest. Last year we earned nearly \$14000 that way. In the coming year we have to consider foregoing the CD investment because it ties up \$200,000 of reserve funds that I believe we will need to tap into to cover the roof and building restoration expenses we are committed to do in 2019.

In order to avoid paying interest on a bank loan, we will borrow from our reserves to pay our insurance premium, as we have been doing the past few years. This requires a vote by the Pine Run Association membership. The board recommends that we approve.

2019 will be a challenging financial year for the Pine Run Board of Directors. There will be things we have to do in 2019 and other things that must wait. Our goal, as always, is to balance assessment levels with the need to maintain the integrity of our grounds and buildings.