

BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
April 28, 2016  
8:30 AM Pine Run Club House  
AGENDA

- I. Call the Meeting to Order
- II. Determination of Quorum
- III. Proof of Notice of Meeting
- IV. Resignations and Appointments
- V. Approval of Minutes of March 24, 2016
- VI. BOARD REPORTS
- VII. OLD BUSINESS
  - a) Compliance Committee Procedures
  - b) Unit 366
  - c) Key Violations
  - d) Security
  - e) Boat
  - f) Parking lot sealing, striping
- VIII. NEW BUSINESS
  - a) Budget planning meeting
  - b) A/GM 106,201,228, 755
  - c) Alternative storage
  - d) Time clock
  - e) Bird baths
  - f) Fire extinguishers
  - g) Dogs
- IX. PUBLIC COMMENT
- X. ADJOURNMENT

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, APRIL 28, 2016  
8:30 A. M.**

Present: Keenie Bugenhagen, President, Kip Kellogg, Vice President, Owen Hodge, Treasurer, Tom Foley and Chris Saffici, Directors, Jim Kraut for Management and owners in the audience.  
Absent: Peter Campanelli, Secretary, Kathleen Koski, Director.

The meeting was called to order by the President, Keenie Bugenhagen, at 8:30 A.M. at the clubhouse, a quorum being present. Proof of Notice of Meeting was given with Notice and Agenda posted at least 48 hours in advance. All motions at this meeting were unanimously passed with all Directors present voting in favor of the motion, unless otherwise noted.

Resignations and Appointments: None.

Reading/Approval of Minutes of the Board of Directors Meeting of March 24, 2016: MOTION was made by Tom Foley and seconded by Kip Kellogg to approve the minutes of the Board of Directors meeting of March 24, 2016, as presented.

MOTION PASSED.

BOARD REPORTS

Maintenance: Kip Kellogg read his report, which is attached and made a part of these original minutes. The signage looks great. Thanks to Kip for his hard work.

Tom Foley reported that the proposed shed for bicycles and the addition of the clubhouse maintenance enclosure will take an owner's vote of approval.

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

Directors: No report. .

President/Landscaping: Keenie Bugenhagen read her report which is attached and made a part of these original minutes. Progress on the clubhouse renovations has been slow because of County permitting, but the work will begin soon.

UNFINISHED BUSINESS

- a. Compliance Committee Procedure: The draft procedure was provided to the Board members present for review; the topic will be addressed again in May.
- b. Unit # 366: MOTION was made by Tom Foley and seconded by Owen Hodge to instruct the Association's attorney to foreclose on the Claim of Lien against the owner of Unit # 366, as soon as possible.

MOTION PASSED.

- c. Key Violations: Kip Kellogg reported that a 3<sup>rd</sup> notice has been sent to the owner of Unit # 751, a 2<sup>nd</sup> notice has been sent to Unit # 121, a 1<sup>st</sup> notice has been sent to the owner of Unit # 211. The pest control invoice should be used to determine what owners have not provided the association with a key to their unit.

- d. Security: Owners are advised to secure their units and personal property as there are many access points into the Association. The President will look at applying for lighting grant from the County. There are open areas in the back of the property that can be addressed by planting hedges.
- e. Boat: The boat for lake maintenance was purchased from Rick Jackson and will be billed to the Recreation budget. Rules for operation have been established and will be followed by all maintenance personnel.
- f. Parking Lot sealing/stripping: Kip Kellogg presented bids for sealing and striping and recommended that the Board approve the proposal from Advanced Asphalt for \$13,850, for sealing, striping and repairs. After discussion, the Board decided to wait until the May meeting when additional information is available. Management will request and provide the specifications for the sealer proposed by Advanced Asphalt.

#### NEW BUSINESS.

- a. Budget Planning Meeting: There will be a budget planning meeting on May 9, at 1:00 P. M., at the clubhouse.
- b. AGM Requests: MOTION was made by Chris Saffici and seconded by Tom Foley to approve the AGM requests for Units # 106, to change a tub to a shower, Unit # 108, to install porcelain tile, (first floor unit), Unit # 117, to replace the front door, Unit # 117, for new cabinets, Unit # 201, to remodel both bathrooms, Unit # 216, for a new washing machine and hoses, Unit # 228, for the installation of sod, and Unit # 755, to install tile flooring, with sound deadening underlayment, as presented.

MOTION PASSED.

Management will provide copies of the AGM requests to Tom Foley and the owners.

- c. Time Clock: Management has contacted the leasing company to determine if the time clock information can be automatically uploaded to the leasing company's system.
- d. Bird Baths: Owners will be asked to turn them over or bring them inside when they leave for the summer to prevent areas for mosquito breeding and also in case of hurricanes.
- e. Fire Extinguisher: Management will obtain costs for rebuilding/refilling fire extinguishers. Owners will be notified of the inspection dates.
- f. Dogs: Deferred until the May meeting.

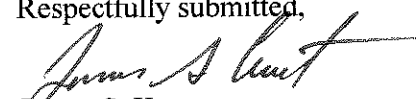
Public Comment: None.

MOTION was made by Owen Hodge and seconded by Chris Saffici that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:17 A. M. The next scheduled meeting of the Board will be the Budget Planning Meeting on Monday, May 9, 2016, at 1:00 P. M. and the next regularly scheduled Board of Directors meeting will be held on Thursday, May 24, 2016, at 8:30 A. M., in the clubhouse.

Respectfully submitted,

  
James S. Kraut,  
For the Secretary

## April 2016 Maintenance Report

A very busy April, with several large projects dominating our staff time and energy. Sometimes the smallest problem, mushrooms into a major rebuild. So goes life at Pine Run. 307 Pine Run Dr. is an example of what looks like a 2 hour fix, and turns into a 3 week work in progress. A roof drainage issues, probably covered up over a decade ago, finally showed up with a small hole over a courtyard slider. Now three weeks later, we have finally striped down the outside of the unit, removed all the rotten wood, and are resealing the outside. When residents and guests wonder what our staff does with their time....

We also dealt with leaking ceilings in the living rooms at 304/709. One involved copper pipes, and the other a second floor slider. A leaking waste line was repaired in units 217/219.

We have finally taken possession of our new boat for servicing the pond, fountain, and clubhouse irrigation. We now have a method to safely deal with these issues, and a thank you to Rick Jackson for acquiring the SS Osprey.

Our new kayak posts have been delivered, and we are waiting for a time to install. Our new signs are in, and installed, and we continue to restore and reinstall the good wooden signs. We have applied emergency repairs to stairs at 216/220. We also have support posts being painted and will be ready next week for install at 364. We also are continuing to address painting issues with buildings A and B. As seasonal residents depart Pine Run, we are going back and painting stairs, and other smaller areas that we passed over during the Jan-March paint project.

In response to a question about cleanliness in our laundry rooms, we are now supplying cleaning products and a broom, in hopes that the residents and guests, who use these facilities, will adopt them as their own. I will continue to monitor the use.

We are still planning on moving off of building projects next week, and deal with irrigation. This has been on the top of our list for the past several months, but pushed off by major issues described above.

As a goodbye gift to the seasonal tennis group, we were able to answer their request for a new net, and brooms. They were very happy. It's nice to keep people happy.

## **April Treasurer's Report: Owen Hodge (April 26, 2016)**

### **Pine Run First Quarter Financial Status**

(The following expense reports are about operations only, not reserves.)

#### **Section 1**

In the first quarter of the year we have already spent 51.8% of the section 1 repairs and maintenance budget. That comes to \$5183 out of a repairs and maintenance budget of \$10000. However, total section 1 operating expenses for the first quarter are 24.6% of the total budgeted which is right on target.

Section 2 total first quarter expenses are 23% of the budget for the year.

Section 3 total first quarter expenses are 23.2% of the budget for the year.

Small pool expenses for the first quarter are 20.9% of the budget for the year.

Recreation expenses for the first quarter are a bit higher than expected due to repairs and maintenance issues. In three months we have spent \$2863 out of a \$3000 12 month repairs and maintenance budget. We have already spent 40% of our electricity budget for recreation. Total recreation expenses for the first quarter are 28% of the budget for the year. This is approximately \$2700 over budget for the quarterly recreation budget of \$22500.

Commons expenses for the first quarter are 27.5% of the budget for the year. The higher than budgeted amount is partly due to unexpected legal expenses which are drawn from the commons budget. The amounts spent on the grounds contract and pest control were 33% of budget for the year.

Looking at the big picture, we are in good shape for the first quarter. Total expenses for the first quarter are very close to 25% of the total expense budget.

### **Budget Planning Session: Monday, May 9th, 1:00 In the clubhouse**

We will begin developing a long term plan for major Pine Run projects. Within the next three years we will be dealing with at a minimum, roofing, painting and irrigation. We will be discussing how to schedule the work, how to get the necessary estimates, and how to manage our reserve funds. The discussion does not have to be limited to roofing, painting and irrigation. This is an informal work session. The board will not take any specific votes. Pine Run owners are welcome to attend.

## PRESIDENT'S REPORT

It has been a busy month in many ways. We had an additional closed meeting regarding legal issues. Work continues in this area. Our signs are in the process of being upgraded. Residents have been busy sprucing up their units and grounds. We have had a number of repairs, some planned, and many in response to situations that were unplanned. Snowbirds, renters and guests have been coming and going. A/GM forms and sale and lease applications continue to come in. We have an additional meeting scheduled in this coming month to begin to plan for next year's budget. Unfortunately, we have had to deal with some law enforcement issues. A notice was sent out online to alert residents to be aware of trespassers. We continue to work with the Sarasota County Sheriff's Department. I would like to express my appreciation to the Board for the many hours you have spent attending to all of these matters over the past month. Pat Foley's assistance and guidance has been invaluable.

We have not yet received our risk assessment analysis from our insurance carrier. I have asked Matt Mercier if he will be able to attend next month's meeting to provide an overview of our insurance coverage, as well as discuss the risk assessment.

I am very happy to report that I signed the commencement form for the work on the clubhouse to begin. On another note, the grant work for removing our invasive plants from the designated areas will begin on Tuesday. Although the "season" is coming to an end, things will not be slowing down here. Our seasonal residents will return to many improvements, including the much anticipated chairlift, providing access to the clubhouse.

Palm tree trimming has begun, and will continue into next month. We have some other trees that need to be taken down, including a couple of dead palms, and a citrus tree that is responsible for rotting fruit on the ground. We will have our maintenance staff do as much of this work as possible, to save on tree removal expenses.