

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.**

**Thursday,
April 24, 2014**

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 27, 2014**
- VI. BOARD REPORTS**
- VII. OLD BUSINESS**
 - a) Capital Contribution Fee**
 - b) Continued Discussion of Board Actions Relating to Restated Docs**
 - 1. Compliance Committee**
 - 2. Pets**
 - 3. Parking**
 - 4. Carports**
 - 5. Revised Rules and Regs**
- VIII. NEW BUSINESS**
 - a) Pest problem Unit 713**
 - b) Tree removal in 700's**
 - c) Water meter anomalies Section II**
 - d) Owner request unit 113**
 - e) Request to change date of May Board meeting**
- IX. ASSOCIATION UPDATES**
- X. PUBLIC COMMENT**
- XI. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, APRIL 24, 2014
8:30 A. M.**

Present: Pat Foley, President, Gretchen White, Vice President, Shelley Wheeler, Treasurer, (via telephone), Peter Campanelli, Secretary, Tom Foley, Keenie Bugengagen, and Kathleen Koski, Director, Jim Kraut for Management and owners in the audience.

The meeting was called to order by the President, Pat Foley, at 8:36 A.M. in 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 27, 2014: MOTION was made by Tom Foley and seconded by Peter Campanelli to approve the minutes of the Board meeting of March 27, 2014, as corrected. The correction being that 359 not 351 is building a storage locker.

MOTION PASSED.

BOARD REPORTS

Vice President: No report.

Secretary: The owner of Unit # 317 is looking for a buyer.

Treasurer: Florida Shores Bank has become Stonegate Bank. The current Aging report was reviewed.

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

Directors

Katie Koski: Deferred.

Keenie Bugengagen: Deferred.

President: Pat Foley reported that 1). The restated documents have been recorded with the County and State. 2). The Association needs to create a Compliance Committee.

MOTION was made by Tom Foley and seconded by Gretchen White to seize the rent of Units # 366 and Unit # 767 for nonpayment of maintenance fees.

MOTION PASSED.

3). Unit # 308 has not responded to the request to submit a rental application. Management will send a second letter and refer the owner to the Compliance Committee. 4). Fannie Mae is over-paying the maintenance fees for Unit # 141.

UNFINISHED BUSINESS:

- a. Capital Contribution Fee: MOTION was made by Gretchen White and seconded by Katie Koski to create a capital contribution fee to be collected at the closing of each property sold.

MOTION PASSED.

(For: Bugengagen, Foley, P., Foley, T., Wheeler, White. Against: Campanelli, Koski).

MOTION was made by Shelley Wheeler and seconded by Gretchen White to approve a capital contribution amount equivalent to three months of operating maintenance fees.

MOTION PASSED.

(For: Bugengagen, Foley, P., Foley, T., Wheeler, White. Against: Campanelli, Koski).

MOTION was made by Gretchen White and seconded by Keenie Bugengagen that the capital contribution fee be applied to the reserve accounts of the Section in which the sale was made, in the same percentage used for the funding of the reserve accounts as approved in the budget for that year.

MOTION PASSED.

- b. Continued Discussion of Board Action Relating to Restated Docs.
 1. Compliance Committee: Katie Koski reviewed their draft of the compliance committee procedures and forms and stated that each Section must have at least one representative present at each hearing.

MOTION was made by Gretchen White and seconded by Tom Foley to approve the proposed Compliance Committee guidelines, as presented.

MOTION PASSED.

2. Pets: MOTION was made by Keenie Bugenhagen and seconded by Gretchen White to approve the pet policy for distribution to all owners to be voted on at the May Board of Directors meeting.

MOTION PASSED.

3. Parking: Tom Foley reported that the draft is not complete but will be ready for the May meeting.

Gretchen White was excused at 9:30 A. M.

4. Carports: Tom Foley reported that the draft is not complete but will be ready for the May meeting.
5. Revised Rules and Regulations: Management will scan a copy of the proposed Rules and regulations to all Board members for review and comment.

NEW BUSINESS.

- a. Pest Problem Unit # 713: Drywood termites have reappeared. Hoskins will be doing a three- day treatment starting this Saturday and then re-inspect the unit to determine if additional action is needed.
- b. Tree Removal 700 Building: MOTION was made by Katie Koski and seconded by Peter Campanelli to approve the removal of the tree in front of Building # 700, at a cost not to exceed \$700.

MOTION PASSED.

- c. Water Meter Anomalies Section II: Spread sheets of Section II water usage were distributed and discussed. County Utilities will be contacted to check water meters in Section II.

- d. Owner request Unit # 113: MOTION was made by Shelley Wheeler and seconded by Tom Foley to leave the two scooters from Unit # 113 in the common area utility closet, on a temporary basis, unless it is a violation of the fire code.

MOTION PASSED.

MOTION was made by Tom Foley and seconded by Katie Koski to approve the Arc request from Unit # 131, to replace landscaping, as presented.

MOTION PASSED.

(For: Campanelli, Foley, P., Foley, T., Koski, Wheeler. Abstain: Bugengagen).

MOTION was made by Tom Foley and seconded by Peter Campanelli to approve the Arc request from Unit # 754, to install plumbing and electric for a washer and dryer, as presented.

MOTION PASSED.

(For: Bugengagen, Campanelli, Foley, P., Foley, T., Koski, Abstain: Wheeler).

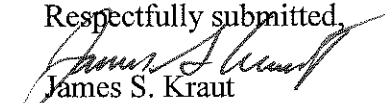
The proper paperwork for the ARC request for Unit # 359, has been submitted.

- e. Request to Change Date of May Board Meeting: The meeting date will remain on May 22.
- f. Association Updates: None.

OWNER COMMENTS: 1). What do the landscapers do? 2). The Landscape Committee held their meeting before the Board meeting and discussed Sago Palm disease, irrigation and having soil sample testing done.

The meeting was adjourned by the President at 10:37 A. M. The next scheduled meeting of the Board will be held on May 22, 2014, at 8:30 A. M. in the clubhouse.

Respectfully submitted,



James S. Kraut
For the Secretary

Pine Run Condominium Association

Procedures for Dealing with Failure to Comply with the Declarations, Articles of Incorporation, By-Laws and Rules and Regulations

First Notice:

Upon notification of a violation, the Compliance Committee Member (CCM) for the section where the violation occurs will issue an informal first notice and request to correct the situation. The request may be verbal or in written form but it must be documented (see attached First Notice form) *(We need to talk about keeping files)*

Second Warning:

If within 14 days the violation is not corrected, or if a violation recurs in any period of time, a second written warning will be issued by the CCM. (See attached Second Notice form).

Notice of Hearing:

If the violation is not corrected within 14 days from the date of the second written warning, or recurs at any time, the CCM will issue a Notice of Hearing. (See attached form Notice of Hearing form).

If the Notice of Hearing is returned to the Compliance Committee with evidence that the violation has been corrected or assurances that it will not recur, the Committee may choose not to hold a hearing upon the request of the violator. Should the violation recur at any time, the hearing may be called with 14 days notice.

The Hearing:

The date of the hearing must take place at least 14 days from the date of the Notice of Hearing. Date and time will be at the convenience of the Committee members. At least 3 members must be present either in person or by telephone, as needed.

The Compliance Committee will hear evidence and arguments presented by the person who is not in compliance, who will then leave when the committee is ready to discuss the findings. They will notify the Board, the unit owner and the violator in writing of their findings and what sanctions or fines, if any, or other remedies they have imposed. See attached Notice of Findings form)

Sanction. Fines or Other Remedies:

It is the Board's responsibility to collect the fines, impose the sanctions or other remedies, or otherwise handle the situation from then forward in accordance with the steps outlined in the Declarations of Condominium.

PINE RUN CONDOMINIUM ASSOCIATION, INC.

Managed by KEYS-CALDWELL, INC. 1162 Indian Hills Blvd., Venice, FL 34293

Telephone: (941) 408-8293 Fax: (941) 408-8664

DATE:

TO: UNIT #:

FROM: Compliance Committee

RE: Notice of Hearing

Please be advised, that as a result of your failure to abide by the Declarations, Bylaws, and/or the lawfully adopted Rules and Regulations of Pine Run, a compliance hearing has been scheduled.

This hearing is scheduled to be held on _____ at
(date)

_____ at _____
(time) (location)

Provision Violated:

Description of Violation:

It is your right to present arguments and evidence, written or oral, at this hearing. If you are unable to attend, you may initiate procedures to participate in the hearing electronically by contacting your committee member.

If this violation is corrected prior to the hearing, you may present evidence to the committee that the matter has been rectified and request suspension of the hearing. It will be the discretion of the committee to determine whether compliance has been met, and if the hearing may be rescinded. If the violation recurs, the hearing will be rescheduled.

CC: BOARD OF DIRECTORS
UNIT OWNER

PINE RUN CONDOMINIUM ASSOCIATION, INC.

Managed by KEYS-CALDWELL, INC. 1162 Indian Hills Blvd., Venice, FL 34293

Telephone: (941) 408-8293 Fax: (941) 408-8664

DATE:

TO:

UNIT#:

FROM: Compliance Committee

RE: Hearing Finding

VIOLATION:

FINDINGS:

ACTION TO BE TAKEN:

MONETARY FINE:

CC: BOARD OF DIRECTORS
UNIT OWNER

Maintenance Report 4/24/14

- ✘ The tennis courts have been completed and should give us a few years of more than adequate service. Our crew used 340 gallons of paint. As I told you at the last meeting, the price of resurfacing may be coming down. There are several economical interlocking sheet goods working their way into the market. All they need is a good base, which we have.
- ✘ Louvers on 366 and 767 were done by our staff on their own time and the owners have been billed.
- ✘ I toured our roadways with a Mariotti rep and received advice on the timing of seal coating. He said that the cracking is not unusual, but we should seal the clubhouse parking lot a year earlier than the rest. The jury is out on the efficacy of that application.
- ✘ Our crew is going to install a Miami gutter at the location of the puddle that forms in front of Building #9's carport.
- ✘ The fascia board on the west side of the 300s has been painted.
- ✘ The gutter cleaning project is finished.
- ✘ Our ongoing battle with the sprinkler system continues.
- ✘ The umbrellas have been modified to make them easier to raise and lower.
- ✘ We are trying to identify the reason that the water bill in the 100s is so random. As one meter reads high the other reads low, but then they reverse.
- ✘ The storage unit that the BOD approved at the last meeting will probably be finished this weekend. I believe that it will be a viable option for car ports that have an alcove, assuming an owner is willing to pay for it and maintain it. I will provide a detailed drawing for future reference.
- ✘ I will have a recommendation for dealing with the pest problem in 713 under New Business a) and b).