

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

**Thursday,
May 22, 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 April 24, 2014**
- VI. BOARD REPORTS**
- VII. OLD BUSINESS**
 - a) Bamboo removal**
 - b) Unit 366 louver payment**
 - c) Compliance Committee update**
 - d) Water bill Section II**
- VIII. NEW BUSINESS**
 - a) Insurance Update Bouchard Insurance**
 - b) Club house blinds**
- IX. ASSOCIATION UPDATES**
- X. PUBLIC COMMENT**
- XI. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, MAY 22, 2014
8:30 A. M.**

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

The meeting was called to order by the Vice President, Gretchen White, at 8:33 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 April 24, 2014: MOTION was made by Kate Koski and seconded by Keenie Bugengagen to approve the minutes of the Board meeting of April 24, 2014, as presented.

MOTION PASSED.

NEW BUSINESS.

- a. Insurance 2014: Matt Mercier from Bouchard Insurance provided the Board members with an estimate for the 2014-2015 insurance premiums including a 3% wind deductible. The estimated total is \$261,095.58. Mr. Mercier will provide the Board with a 5% wind deductible by the middle of next week. The next Board meeting will be held on June 19, at which time the Board will vote on the insurance premium and deductibles. Management will mail out the agenda for this meeting at least 14 days in advance.

BOARD REPORTS

President: Pat Foley reported that 1). There is a pending sale in June on Unit # 2141. 2). The Association has purchased a new wheelbarrow for owners use. A notice will be posted on the Association bulletin board informing owners that Rick has the wheelbarrow if needed. 3). The ARC request to change a bathroom vanity has been approved.

Vice President: The Landscape Committee met before this meeting. There is a concern that the fertilization program is not sufficient to maintain the health of the plantings. The bamboo has been cut back and Brazilian pepper trees have been removed. The Landscape Committee will walk the areas next week and provide the Board with an assessment and suggestions about what should be done in the bare areas.

Gretchen White was excused at 9:00 A. M.

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

MOTION was made by Tom Foley and seconded by Kate Koski to approve up to \$14,810 for the resurfacing of the small pool. Mr. Foley will select the contractor after additional research into the proposed surfaces.

MOTION PASSED.

Secretary: No report.

Treasurer: 1). Two water meters in Section II are going to be replaced to determine if that is the cause of the erratic water readings. 2). There is a water meter in Section III that is also causing concern. Management will scan the bills to the President for review. 3). Management will also review the small pool electric line item and look to see where the fire safety commons payment was applied. 4). The Vice President will deliver the seizure of rent notification to the renters in Unit # 1366.

Directors

Kate Koski: Deferred.

Keenie Bugengagen: Deferred.

UNFINISHED BUSINESS:

- a. Bamboo Removal: Covered.
- b. Unit # 1366 Louver Payment: Covered.
- c. Compliance Committee: The President will contact the candidates for the Committee and once the Committee is formed, the members will meet with Management to review the procedures to be used by the Committee.
- d. Water Bill Section II: Covered.
- e. Pet Policy: MOTION was made by Keenie Bugenhagen and seconded by Kate Koski to approve the new pet policy, as presented.

MOTION PASSED.

NEW BUSINESS: CONT'D.

- a. Clubhouse Blinds: MOTION was made by Kate Koski and seconded by Keenie Bugenhagen to approve the installation of new blinds by the Woman's Group, at a cost of \$1,500, on the South and West windows in the clubhouse.

MOTION PASSED.

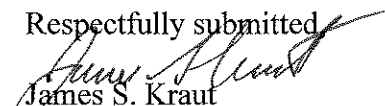
- b. Association Updates: 1). The President is continuing to contact Verizon representatives about the free wifi promised for the clubhouse. 2). Keenie Bugenhagen, Kate Koski and Shelley Wheeler received their Board certification certificates.

OWNER COMMENTS: 1). The owner of Unit # 1713 stated that other owners in his building have termites. The Board requested that these other owners provide this information to the Board in writing. The Board will determine next best steps based upon any additional information provided.

MOTION was made by Kate Koski and seconded by Keenie Bugenhagen that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned by the President at 9:46 A. M. The next scheduled meeting of the Board will be held on June 19, 2014, at 8:30 A. M. in the clubhouse.

Respectfully submitted

James S. Kraut
For the Secretary

Pine Run Association

Coverage	Company	2013-2014 Premium	2014-2015 Indication
Basic Property \$14,179,400 Total Insured Value \$1,000 All Other Peril Deductible 3% Calendar Year Hurricane Deductible 10% Sinkhole Deductible 100% Coinsurance	Citizens Ins	\$144,602.00	\$155,853.00
Difference in Conditions Property \$14,154,233 Total Insured Value \$5,000 Deductible 90% Coinsurance	Lloyds of London	\$5,133.30	\$6,133.30
Crime Fidelity Bond \$650,000 All Agreements \$5,000 Deductible	Travelers	\$1,026.50	\$1,454.60
General Liability \$2,000,000 Aggregate \$1,000,000 Per Occurrence \$1,000,000 Hired & Non Owned Auto \$10,000 Medical Payments	Arch Specialty Ins	\$7,294.19	\$6,155.00 Westfield Ins
Directors & Officers Liability \$1,000,000 Aggregate \$1,000 Deductible	Travelers	\$1,834.54	\$1,834.54
Umbrella \$5,000,000 Aggregate \$0 Deductible	Greenwich Ins Co	\$2,102.46	\$1,779.14
TOTAL PREMIUM		\$161,992.99	\$173,209.58
Flood - June 18th Renewal 17 Residential Buildings Clubhouse		+\$83,397.00	+\$87,886.00
Workers Compensation 9015 Building Ops- \$96,179 Payroll	Continental Casualty Co	+\$5,238.00	To follow in January

71261,095.58



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MAINTENANCE REPORT 5/22/14

- ✘ Dry wood termites have appeared again in unit 713 as you know from my response to the owner that I copied to you. I have asked Howard Hoskins to keep me posted on the latest strategy. I will forward any information I receive to you. We also have a report that unit 317 has that pest as well. The person who has that unit under contract has contacted Hoskins. That prospective owner has taken the issue in stride.
- ✘ The bamboo project has been completed. We had to contract with Jim Bear Tree Service because the job was too manpower intensive for our regular landscapers. Bear essentially did the job on a break even basis. He is appreciative of the fact that he gets all of the tree removals that we cannot do in house. His bid was \$3200 as opposed to the \$3000 that our landscapers estimated.
- ✘ We have two sets of bids for the rehabs of the small and large pool. Here are the comparisons:

	Small pool	large pool
Gettle Pools	\$14,521	\$13,671
Klingel Pools	14, 810	12,250

The Gettle bids came with one option each. It was to resurface with Pebble Tec instead of Krystalkrete. For the small pool that was \$4650 extra, but came with a lifetime warranty. I don't think we should go with that option as an extra. We can't afford it and Rick believes that the Klingel bid includes PebbleTec at no extra cost. I will investigate that and get back to you. The reason the small pool is more expensive is that it needs more work and both contractors came up with the same extra items. Those extra items the small pool needs are:

- ✓ New gutter tile
- ✓ A new cross brace ladder
- ✓ Crack repairs
- ✓ Depth markers and new gutter grates

Since we are going to do the small pool first, I will ask the board for permission to award that bid not to exceed \$14,810 after I do a little more investigation.

- ✘ Our crew has been installing new irrigation valves continuously in Section III. That project is probably close to finished.
- ✘ I have asked Rick to accelerate the backhoe work that needs to be done to clear our perimeter drainage. Once that is done we should be ready for the summer rains. The heavy rains we had a few weeks ago revealed that everything from our pond out to BP Road works very well. We had a minor issue near building five that the backhoe work should mitigate.
- ✘ We are finalizing a summer project list and I will send it on to you shortly.
- ✘ We will be rehabbing the clubhouse using our own crew with oversight by Keith Hagen.
- ✘ Building #8 was rehabbed in 2007 by Warren? Supervised by Jim Long. No permits were pulled. No architectural plans were produced, and no final inspection was performed. Those lapses are now starting to come back to haunt us. We are going to ask Keith Hagen to look over the building to determine what short term repairs can be made by our own crew, and what needs to be done by a contractor.

PINE RUN PET POLICY

The purpose of these rules, effective May 22, 2014, is to establish reasonable requirements for pet owners in order to provide a safe and sanitary environment for all Pine Run owners, renters and guests.

- A maximum of two domestic pets (dogs /cats) may be maintained within a unit.
- Dogs/cats must be leashed (max. 10 ft.) and controlled at all times by owner (or walker) when outside a unit.
- No dog/cat shall be tied or chained outside a unit.
- All dog/cats must be licensed, neutered/spayed and have current vaccination
- All waste must be removed immediately and properly disposed of in trash in a sealed plastic bag. All litter must be disposed of in trash in a sealed plastic bag.
- Owners are responsible for any damage or injury caused by their pets.
- No pets are allowed in the Recreation Area (large pool, club house, tennis courts) or small pool areas.
- Pet owners are responsible for insuring that the rights of other residents to peace, quiet, health, and/or safety are not infringed upon by their pet. Barking dogs should not be left unattended inside units.
- Owners may allow renters to have one pet with the approval of the Board.
- Guests are not allowed to bring pets with them.
- Reasonable accommodations will be made for service/assistance animals.
- Failure to comply with this policy will result in fines or removal of the pet.