

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
Thursday February 26, 2015
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 January 22, 2014**
- VI. BOARD REPORTS**
- VII. OLD BUSINESS**
 - a) Adoption of new Rules and Regulations**
 - b) Report of Motor Scooter Committee**
 - c) New Directory and distribution plan**
 - d) Update concerning handicap access to Club House**
- VIII. NEW BUSINESS**
 - a) Grounds Modification Request Unit 304, 364**
 - b) Fertilization Contract**
 - c) Landscape Contract**
 - d) Mailbox Replacement information**
 - e) Yearly louver update**
 - f) Request to approve utility closet storage Unit 303**
- IX. PUBLIC COMMENT**
- X. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, FEBRUARY 26, 2015
8:30 A. M.**

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

The meeting was called to order by the President, Pat Foley, at 8:33 A.M. in the Clubhouse, a quorum being present. Proof of Notice of Meeting was given with Notice and Agenda mailed 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: Geri O'Donnell is the new information Chair for Section III.

Reading/Approval of Minutes of the Board of Directors Meeting of January 22, 2015: MOTION was made by Kate Koski and seconded by Peter Campanelli to approve the minutes of the Board of Directors meeting of January 22, 2015, as presented.

MOTION PASSED.

BOARD REPORTS

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

Secretary: Peter Campanelli reported that 1). According to the Association's attorney, the official name of the Association is "Pine Run Association, Inc". 2). There has been a surge of rentals so far this year, with 18 - 19 already recorded.

Treasurer: Owen Hodge reported that the 2014 year-end report is still being reviewed by the CPA.

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

Directors: Kate Koski: No report.

Directors: Chris Saffici reported that the current washing machine contract goes through 2018. In order to update the machines, a new contract would have to be signed. The Association is being charged \$1.50 per day for each washing machine and \$1.00 per day for each dryer whether they are in use or not. Mr. Saffici will ask the company for the last five years of usage.

President: Pat Foley reported that there have been multiple incidents of trespassing at the clubhouse, including people sleeping in the ladies sauna area. Arrests have been made. Owners must remember to lock the clubhouse and locker room doors. The maintenance staff has been instructed to open the locker rooms and clubhouse doors at 8:00 A. M. and lock them at 4:00 P. M. each working day but it is up to the owners to make sure that they are locked at night and on the weekends.

UNFINISHED BUSINESS:

- a. Update Concerning Handicap Access to Clubhouse: Two options were presented to the Board by the Committee: Option 1 is a chairlift and Option 2 is an elevator. Paperwork on both options was provided by 101 Mobility, and are attached and made a part of these original minutes. The representative from 101 Mobility will be invited to the next Board meeting to provide additional information and to answer questions from the Board and owners.
- b. Adoption of New Rules and Regulations: MOTION was made by Kate Koski and seconded by Owen Hodge to approve the new Community Rules and Information, with the exception of Appendix 1-3D and Appendix 2-3C, as presented.

MOTION PASSED.

- c. Report of Motor Scooter Committee: Owen Hodge, Jim Adams, Kate Koski and Pat Grandelli make up the Committee. Mr. Hodge read his report, which is attached and made a part of these original minutes. It was the consensus of the Board that Mr. Hodge provide additional information on engine sizes and parking.
- d. New Directory and Distribution Plan: Volunteers will hand deliver the new directories to all owners currently staying in the Association. Owners will sign for the directory and the mailing label will be affixed at the time of delivery. The directories that cannot be hand delivered will be mailed to owners.

NEW BUSINESS:

- a. Grounds Modification Requests Unit # 304 and # 364: MOTION was made by Keenie Bugenhagen and seconded by Kate Koski to approve the ARC requests from Unit # 304, for the planting of bromeliads and bougainvillea and Unit # 364 for laying Empire Zoysia in the backyard, as presented.

MOTION PASSED.

- b. Fertilization Contract: MOTION was made by Keenie Bugenhagen and seconded by Chris Saffici to accept the proposal from Gardenmaster for weed and pest control and fertilization, at no additional cost to the Association, as presented.

MOTION PASSED.

Gardenmaster uses all organic chemicals and will be onsite monthly.

- c. Landscape Contract: MOTION was made Keenie Bugenhagen and seconded by Kate Koski to approve a one year contract with Brinker and Wilson, effective March 1, 2015.

MOTION PASSED.

The contract will not include weed or pest control or fertilization.

- d. Mailbox Replacement: A Mailbox Committee, created with representatives from each Section, will submit a report to the Board at the March meeting.
- e. Yearly Louver Update: The updated report is attached and made a part of these original minutes. Unit 302 BPR, the Association's rental unit, needs to be added to the list.
- f. Request to Approve Utility Closet Storage Unit # 303: MOTION was made by Kate Koski and seconded by Peter Campanelli to approve the request for a utility closet for Unit # 303.

MOTION PASSED.

(For: Bugenhagen, Campanelli, Foley, Koski, Saffici. Abstain: Hodge).

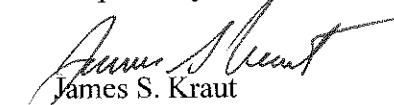
OWNER COMMENTS: 1). Units # 707, 709, and 711 are requesting that the Association level the stump in the front courtyard and lower one sprinkler head. The owners will fill out the required ARC form, pay for and install new plantings. 2). Owners are requesting that there be a meeting or meetings to discuss the new rules and regulations. 3). There is a problem with the website; sales and rental applications cannot be downloaded. 4). A Compliance Committee will be formed; volunteers are needed from each Section. 5). Because of the renovations, there is now confusion over who owns what storage closet.

MOTION was made by Kate Koski and seconded by Peter Campanelli that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:16 A. M. The next scheduled meeting of the Board will be held on Thursday, March 26, 2015, at 8:30 A. M. in the clubhouse.

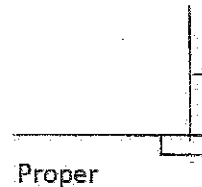
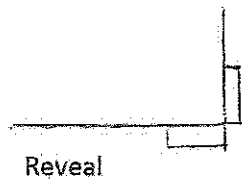
Respectfully submitted,



James S. Kraut
For the Secretary

MAINTENANCE REPORT 2/26/15

- ✖ Irrigation Repair Locations
 - ✓ Section III Building #9 & # 5, Section II Building #3, Section I Building H, G & B and front entrance
- ✖ Repaired leaks in Unit 365 that were doing damage to Unit 361
 - ✓ This turned out to have several causes – Slider and roof vent
- ✖ Dismantled outside wall at Unit 101 to facilitate waste line repair by Ron Horn Plumbing
 - ✓ Since this is the only unit served by this line, the owner is responsible for the plumbing expense
- ✖ Repaired outside wall of Unit #101 after waste pipe repaired
- ✖ Building #8 repair work
 - ✓ Ongoing work to replace the fascia and trim board with Nichia. This work is time consuming because fascia and trim cannot be pried off with a claw. That damages the Nichia siding. They have to be removed with a tool that extracts them straight out. We also keep running into frame rot that is the result of previous repair work that was not done as well as it should have been.
 - ✓ Another problem is that the building corner trim was installed using a reveal technique. Think of two boards that are joined at a right angle, but only at the corner. This makes calking very inefficient.



- ✓ We are also discovering rot due to plant roots wicking moisture up under the siding and the framing for the glass that looks out on the courtyards. This is a problem that is in the landscape domain, but maintenance has to deal with the repair.
- ✖ The men's shower room floor painting experiment has been a failure. The existing floor tile is impossible to roughen. Our crew is well on the way to removing the paint that did not work. We will be trying a new product (in a small area) that is an epoxy which I have been assured will adhere to a mirror.
- ✖ Placed a berm at the rear edge of the carport of Building #10 to try and keep silt from washing into the carport. This is also a blend of maintenance and landscaping. It is not possible to get anything to grow there. The latest idea is to cover it with shells or river rock. Keenie will address that.
- ✖ We have done a lot of picket repair (small pool especially) and continue that effort.
- ✖ Two roofs in the 700s were repaired and clogged gutters cleaned and deck roofs in Unit 362 and 763 were repaired.

LANDSCAPING REPORT

- Brinker & Wilson, Hoskins & Gardenmasters were interviewed in regards to fertilization and pest management.
- An area between the carport and building 10 was looked at by the request of an owner. The landscapers were consulted. Because it is under mature trees, and shaded by the carport, the owner agreed to try letting pine straw be used as a groundcover.
- I asked Rick Jackson to save pine needles when removed to be used as groundcover where appropriate.
- Corinne Adams volunteered as a representative for the Landscape Committee.
- I consulted with various owners on problem areas.
- We have a request from owners 707, 709 and 711 for stump removal. We need to establish a policy for stump removal. If we determine that we can afford to remove stumps, I am willing to create an inventory and interview stump removal companies. We also need to determine that stumps can be removed without compromising utility lines. I don't believe that it is fiscally responsible to remove stumps one at a time.

Jim Kraut

From: Owen Hodge <owenmhodge@gmail.com>
Sent: Thursday, February 19, 2015 5:35 PM
To: Bugenhagen, Keenie; Christopher Saffici; Foley, Patricia; Foley, Thomas; Jackie Wood; Jim Kraut; Kip Kellogg; Koski, Kate and Provencher, Richard; Owen Hodge; Peter Campanelli
Subject: Motor Scooter committee report

Hello everybody,

I thought I might put together some information about scooters in Pine Run in advance for the board to consider at the next meeting. These ideas came about as a result of scooter committee discussions.

First of all, The two Grandelli motor scooters have been assigned the small fenced in space to the left of the carport for units 122,124,and 126. The board should probably formally approve at the meeting.

Next we should consider a general policy regarding motor scooters so we can clearly inform owners what is and is not permitted. The Community Rules and Information specifically state: "No ... motorcycles ... may be parked upon the premises of any of the three condominium properties, except in areas designated by the Board of Directors."

The first thing we have to do then, is define the difference between a motorcycle and a motor scooter. This can be done as follows:

Motor scooters offer what is called "step through" access. There is open space between the handlebar area and seat. You can literally step through this space to sit on the seat. A motorcycle engine fills the space between the seat and the handlebars. To get on a motorcycle, you swing your leg over the back of the seat, which you then straddle.

Here are some of possible motor scooter rules for the board to consider:

- 1, Unit owners must notify the board if a motor scooter will be parked in Pine Run, The board will assign a scooter parking space. No other scooter may be parked in the assigned space. (The scooter committee did a walk-through of Pine Run and has located a few good potential spots.)
2. Motor scooters must respect Pine Run speed limits. Scooter motors must be quietly operated within Pine Run property.
3. No carport space may be used for both a car and a scooter, or scooters. If a unit owner is away from Pine Run for an extended period and there are no tenants in the unit, then the owner may park up to two motor scooters in the owner's assigned carport space.

Owen