

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

Thursday March 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 February 26, 2015**
- VI. BOARD REPORTS**
- VII. OLD BUSINESS**
 - a) Report of Motor Scooter Committee**
 - b) Update concerning handicap access to Club House (Lift Rep will attend April Meeting)**
 - c) Update Laundry Contract**
 - d) Clubhouse security**
 - e) Schedule members' informational meetings for Rules and Regulations**
- VIII. NEW BUSINESS**
 - a) Architectural Modification Request Unit 139**
 - b) Request for Parking Unit 234 4/8-4/16**
 - c) Request for bicycle storage**
 - d) Update on interview of Appraisal Company**
 - e) Update on Audit**
- IX. PUBLIC COMMENT**
- X. ADJOURNMENT**

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

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

The meeting was called to order by the Vice President, Keenie Bugenhagen, at 8:31 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: None.

Reading/Approval of Minutes of the Board of Directors Meeting of February 26, 2015:
MOTION was made by Owen Hodge and seconded by Kate Koski to approve the minutes of the Board of Directors meeting of February 26, 2015, as presented.

MOTION PASSED.

BOARD REPORTS

Maintenance: Kip Kellogg read his report, which is attached and made a part of these original minutes. The fence between the Association and the trailer park is falling down and needs to be repaired.

Secretary: Peter Campanelli reported that 1). There were 23 people that attended the house tour of Unit # 717. There were 49 total people who participated in the house tour of various units. 2). Mr. Campanelli has sent Appendices 1, 2 and 10, of the new Rules and Regulations to Dren Geer to be posted on the Association website. The Rules and Regulations will be sent to Mr. Geer, as a word document, next week. 3). Management was instructed to send a letter to the owner of Unit # 755 requesting that a lease renewal be submitted along with the required rental application fee.

Directors: Kate Koski: There is a white panel van being stored in the 100's that should be removed. Management will provide towing stickers to the maintenance men.

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

Vice President/Landscaping: Keenie Bugenhagen read her report, which is attached and made a part of these original minutes. The landscapers need to remove dead palm fronds as needed, and not on a set schedule.

President: No report.

New "No Smoking Facility" signs need to be ordered and installed at the pool and recreation area. A map of the clubhouse needs to be provided to the person responsible for renting it so that people know how to get to the clubhouse for private functions.

UNFINISHED BUSINESS:

- a. Report of Motor Scooter Committee: Mr. Hodge read his report, which is attached and made a part of these original minutes.

MOTION was made by Owen Hodge and seconded by Kate Koski to approve the parking of the Grandelli's motor scooters in the non parking space located to the left side of the carport for Units # 122, 124 and 126, for a one year period.

MOTION PASSED.

MOTION was made by Owen Hodge and seconded by Kate Koski that owners must notify the Board if they want to park a motor scooter in Pine Run. The Board will assign a parking space for that scooter only. Scooters must respect the Pine Run speed limit and must be quietly operated within Pine Run. No carport space may be used for both a car and a scooter or scooters, but owners will be permitted to park up to two motor scooters in the owner's assigned carport or parking space if a unit owner is away from Pine Run for an extended period of time and there are no tenants in the unit.

MOTION PASSED.

(For: Bugenhagen, Hodge, Kellogg. Against: Campanelli, Koski).

- b. Update Concerning Handicap Access to Club House: The representative will attend the April Board meeting.
- c. Update laundry Contract: Deferred until the April Board meeting.
- d. Clubhouse Security: The clubhouse and the locker rooms are still being left open at night. The Maintenance personnel are unlocking the doors at 8:00 A. M. and locking them at 4:00 P. M., Monday through Friday. Owners need to be responsible for locking up after themselves at night and over the weekend. A punch code locking system will be installed on a test basis in the near future.
- e. Schedule Member's Informational Meetings with Owners to New Review Rules and Regulations: The Vice President will schedule meetings with owners on March 31, at 10:00 A. M. and April 6, at 7:00 P. M., at the clubhouse. The notices will be posted on bulletin boards, sent by e-mail and posted on the website.

NEW BUSINESS:

- a. Architectural Modification Request Unit # 139: MOTION was made by Keenie Bugenhagen and seconded by Kate Koski to approve the ARC request from Unit # 139, for the installation of new wooden floors, as presented.

MOTION PASSED.

- b. Request for Parking: MOTION was made by Owen Hodge and seconded by Peter Campanelli to approve the temporary parking request for Unit # 234 from April 8 –April 16, as presented.

MOTION PASSED.

- c. Request for Bicycle Storage: Owners from Section I have presented a request for construction of covered bicycle storage for Section I.

MOTION was made by Owen Hodge and seconded by Kate Koski to establish a committee to look into the covered bicycle proposal for Section I.

MOTION PASSED.

- d. Update on Interview of Appraisal Company: Owner Hodge reviewed his report, which is attached and made a part of these original minutes.
- e. Update on Audit: Owner Hodge reviewed his report, which is attached and made a part of these original minutes.

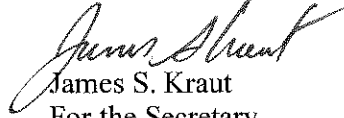
Public Comment: 1). Are people with scooters getting a dedicated parking spot? 2). The lift is parked in a residential parking space, looks abandoned and should be moved. 3). The owner above Unit # 305 has no soundproofing in his floor and the noise is quite disturbing.

MOTION was made by Kate Koski and seconded by Owen Hodge that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:02 A. M. The next scheduled meeting of the Board will be held on Thursday, April 23, 2015, at 8:30 A. M. in the clubhouse.

Respectfully submitted,


James S. Kraut
For the Secretary

Maintenance report March 26 2015

- ✘ The majority of our crew's time since our last meeting until 3/16 has been spent on Building #8, Section III. This has been a classic example of uncovering a structural problem with every board removed. I know some of you have looked at one of the lanais at the back of the unit and seen the mess that was covered up when the Hardy board was installed by a previous maintenance crew. We also have to be aware that there may come a time when the work gets beyond the scope of our in-house abilities.
- ✘ A pipe leak was discovered between Units 229-231. Ron Horn had to be called in for a repair. The leak was in the main intake pipe. That meant that the only effective shut-off was for the entire building. I have no more information at this writing.
- ✘ I am writing this part of the report quite early because Pat and I are leaving the country to vacation with our daughter's family. I will have asked Kip Kellogg to communicate with Rick and take up the slack while I am gone.
- ✘ Leaking pipes from #131 have leaked into #129 and repairs were made with new drywall going in soon.
- ✘ Work on building #8 continues due to the amount of rotted walls and poor work done by unlicensed carpenters. Rick says this is the worst building they have encountered as of yet. Most of the framing for the column support should be done this week, niche board replaced, with caulking and pressure washing to prep for painting. Louver work will wait till April when the renters move out.
- ✘ Removed a row of old bushes from behind #135, and removed old sprinkler head in from of #139 to facilitate paver install.
- ✘ Replaced the rear wall of #708 and painted.
- ✘ Replaced trim on entrance to #358.
- ✘ Working to replace outer wall from Andrea Lowes unit removed earlier to make plumbing repairs.
- ✘ Rick also is planning on fire extinguishers inspections next week.

Tom is away sailing in the Caribbean. Continuing questions about mailboxes, bikes, and trash may have to wait for his return. Talk to you all by phone during Thursdays meeting...Kip

LANDSCAPING REPORT MARCH 2015

In addition to the regular raking, blowing and removal of debris, Brinker and Wilson, our landscapers, performed the following tasks:

- Trimmed drainage ditches
- Trimmed along the roadway throughout the property
- Picked up garbage along Blackburn Point Road
- Trimmed the bamboo behind the 700's
- Trimmed behind the lagoon
- Trimmed behind the 100's, including Brazilian peppers and vines
- Sprayed Roundup on poison ivy by the tennis courts

Gardenmasters will be here this week to inspect and fertilize our turf, provide weed and insect control as needed, and inspect plants and treat as needed.

I am looking into neighborhood grants awarded by the county to remove invasive species such as Brazilian peppers, Carrot wood and Melaleuca. It is too late to apply for the spring grants, so I will attend a workshop this summer to prepare for the grants to be awarded this fall. These are matching fund grants for an amount up to \$10,000. My goal is to save our desirable mature trees through a combination of proper fertilization and pest management combined with the removal of these invasive trees and vines that are threatening the health of our better trees. We are in the process of getting bids for the removal of Brazilian pepper trees to determine the economic feasibility of attacking this problem. Both the state of Florida and Sarasota County are promoting the removal of these invasive species.

Treasurer Report: March 26, 2015 (Owen Hodge)

The major issues this month have to do first with the annual Pine Run Association audit and second with the upcoming Pine Run assessment. I will report on both of these topics when we get to the new business part of the agenda.

As a kind of personal project for the year, I will try to put together an informal handbook for future Pine Run treasurers that will provide things like duties and responsibilities, basic monthly procedures, a contact list, and an annual calendar of events. Our financial system runs very smoothly thanks to Keys Caldwell and the Pine Run board. The idea is just to make it even easier to step into it.

Audit Report: March 26, 2015

Our auditor is Beverly Miller of Dowd, Whittaker and Associates. Pat Foley and Owen Hodge met with her on March 16 to go over a draft of the Pine Run audit. There will be only minor changes in the final version as the last couple of details related to an account with Synchrony Bank get nailed down. The audit will unequivocally state that Pine Run finances have been correctly maintained and reported according to all standard accounting practices. The audit saved the association about \$1000 in taxes by identifying expenses specifically related to the laundry rooms and the apartment on the second floor of the clubhouse. Beverly Miller has some excellent suggestions to improve how we provide notation for expenses so this type of thing will be easier to spot. The final report should be available soon.

Appraiser Report: March 26, 2015

On March 16 Mathew Mercier, Pat Foley, and Owen Hodge interviewed Patricia Staebler of Staebler Appraisal and Consulting regarding a Pine Run appraisal. The appraisal sets the amount for which the Pine Run buildings are valued for insurance purposes. Patricia Staebler is very knowledgeable about construction plans and materials. She recognized that Pine Run has several different types of condo units so a calculation merely based on total square footage will be inaccurate. She asked to see the original Pine Run construction plans. If she is hired she will scan the plans onto CD's that owners can access. After a discussion with Rick she observed that the walls separating the units qualify as fire retardant. This is important in terms of insurance charges. She also noticed that previous appraisals differed by 2500 square feet in the floor area of the Pine Run units with a corresponding large difference in appraised value. Her plan is to start from scratch with the construction plans, inspect each of the different types of unit, and then establish an accurate appraisal. The appraisal fee will be \$3000. An update after one year would be \$750 but this would not usually be needed. The state of Florida requires an update after three years and the fee for that would be \$1500.

In Conclusion: Report on Reports

There are a number of different reports that a condo association has to keep track of.

*The financial audit is a reconciliation of annual association income and expenses.

*The appraisal determines the value of the Pine Run buildings for insurance purposes.

*A wind mitigation report determines how well buildings will withstand very strong winds. The mitigation report affects wind disaster insurance rates. Pine Run wind mitigation insurance is set at a value of about \$14,000,000 with a 5% deductible which would come to about \$700,000. Our wind mitigation report is valid for another 18 months.

*A reserve report evaluates the capability of the reserve funds to provide timely restoration and replacement of aging structures. We may want to consider adding major plumbing replacement to what reserve funds cover. Some condominium associations include the wind mitigation deductible in the reserve amounts to be accumulated. Pine Run will need a reserve report next year. The fee can be expected to run from \$3000 to \$5000.