

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
Thursday May 28, 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 April 23, 2014**
- VI. BOARD REPORTS**
- VII. OLD BUSINESS**
 - a) Insurance update (Matt Mercier)**
 - b) Mailbox configuration update**
 - c) Clubhouse Lift**
 - d) Louver replacement Unit 308**
 - e) Resurfacing of large pool update**
- VIII. NEW BUSINESS**
 - a) Arch Modification Request Unit 109, 135**
 - b) Renewal of pool maintenance contract**
 - c) Vandalism and vagrants**
 - d) Unit 218 rent**
- IX. PUBLIC COMMENT**
- X. ADJOURNMENT (next meeting June 11, 2015 8:30 am)**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, MAY 28, 2015
8:30 A. M.**

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

The meeting was called to order by the President, Pat Foley, at 8:30 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 26, 2015: MOTION was made by Keenie Bugenhagen and seconded by Peter Campanelli to approve the minutes of the Board of Directors meeting of April 23, 2015, as presented.

MOTION PASSED.

BOARD REPORTS

Secretary: Peter Campanelli reported that there have been 15 sales and 22 leases in 2015 compared and 15 sales and 20 leases on 2014.

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

Treasurer: Owen Hodge read his report, which is attached and made a part of these original minutes. Management will investigate payroll allocations as commons is over budget. The CD's and Money Markets will be addressed in June.

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

Directors:

1. Kate Koski: Management was asked to send a hard copy of all new authorization forms to Kate Koski, to send the authorization form to all the new 2015 owners and add the form to the sale application packet for future use.
2. Kip Kellogg: The locks will be installed after he returns in late June.

President: MOTION was made by Keenie Bugenhagen and seconded by Owen Hodge to increase the hourly rate for Hector Martinez by \$1.00, effective June 1, 2015.

MOTION PASSED.

UNFINISHED BUSINESS

- a. Insurance Update: The new appraisal should be completed in time to be incorporated in the new insurance rates.
- b. Mailbox Update: 1). Tom Foley reviewed his report, which is attached and made a part of these original minutes. 2). The message boards will be located next to the mailboxes. 3). Mailbox payments must be ok'd by Tom Foley by e-mail.

- c. Clubhouse Lift: After Board discussion, it was determined that more information is required before a decision can be made. Management will request references from 101 Mobility, warranty and life expectancy of both products and ADA requirements for enclosures for the lift.
- d. Louver Replacement Unit # 308: Management will check the mail on Monday for a response from the owner of Unit # 308. If no response has been received, then Management will send a certified letter to the owner informing him that the louvers will be repaired
- e. Resurfacing of Large Pool Update: Tom Foley reviewed bids and references but needs more information before a recommendation can be given to the Board.

NEW BUSINESS:

- a. Architectural Modification Requests Unit # 109 & 135: MOTION was made by Keenie Bugenhagen and seconded by Peter Campanelli to approve the ARC request from Unit # 109, as presented.

MOTION PASSED.

MOTION was made by Keenie Bugenhagen and seconded by Peter Campanelli to approve the ARC request from Unit # 135, to install tile in the master and guest bedrooms, as presented.

MOTION PASSED.

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

- b. Renewal of Pool Maintenance Contract: Hearing positive comments about the current company, the Board will proceed with renewal of the existing contract.
- c. Vandalism and Vagrants: 1). Tires were slashed on an owner’s car and the Sheriff’s office was contacted and has increased patrols in the neighborhood. 2). New construction in the area has created a group of vagrants around the property. Owners are advised to lock the doors in their homes, cars and common areas. If anyone sees anything suspicious, they should call the Sheriff’s office immediately.
- d. Unit # 218 Rent: Management was instructed to send a letter to the owner of Unit # 218 requesting submittal of a rental application and fee of \$50.00 for their unit which has been rented since last September. In addition, a final request for payment of delinquent maintenance fees will be sent. Failure to fill out an application and pay the application fee may result in fines of up to \$1,000 and failure to pay past due maintenance fees will result in rent seizure, as of June 15, 2015.

The lock on Unit # 366 has been replaced. Some items have been removed from the rear of Unit # 364.

Public Comment: 1). Carport numbers need to be numbered. 2). There are some faulty photocells that need to be replaced. 3). Some spotlight fixtures don’t seem to be attached properly. 4). A lot of the work on Building # 8 should have been put out for bid. 5). The Board should hire a general contractor to take charge of the chairlift issue.

The Board will hold a long range planning meeting on June 26 at 10:00 A. M. at the offices of Keys-Caldwell.

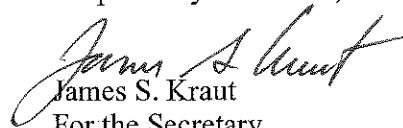
MOTION was made by Kate Koski and seconded by Keenie Bugenhagen that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:40 A. M. The next scheduled meeting of the Board will be held on

Thursday, June 11, 2015, at 8:30 A. M. in the clubhouse.

Respectfully submitted,


James S. Kraut
For the Secretary

LANDSCAPING REPORT MAY 2015

Our landscapers, Brinker and Wilson, have continued to provide mowing, weeding and regular maintenance of our grounds. They have raised the mower height, per my request, to promote the recovery of the St. Augustine. The bougainvillea next to the electric service box was trimmed in the 200's to provide the required clearance. They also trimmed trees that I asked them to in response to an owner's request. We met with an owner from the 200's in response to concern about bamboo trimming. The owner wanted the bamboo left to grow, and the trees cut back to promote the growth of the bamboo. After much discussion, I instructed them to continue trimming the bamboo and to leave the trees alone. They are also pulling out invasive root shoots which are coming up in that area.

Gardenmasters again did a thorough turf inspection, followed by an application of liquid urea, 46% nitrogen. Insecticide was applied for the control of ants, chinch bugs and billbugs. Other insect control was done, as needed. Plants were inspected, treated and fertilized.

The rain has helped ease irrigation concerns for the time being. Many of the irrigation heads need to be serviced, however, before this fall and replacement valves need to be installed.

May, 2015

Treasurer Report

The period from January through April constitutes 33% of the year. Here are some of the budget categories for which we have spent more than 33% of the yearly budgeted amounts.

Recreation

Water and Sewer We have spent \$1020 which is 43.3% of the budgeted amount.

Electricity We have spent \$3346 which is 46.4% of the budgeted amount.

Grounds Contract We have spent \$8671 which is 47.4% of the budgeted amount.*

*This is a result of of overpayment reported last month. The problem is being corrected.

Commons

Repairs/maintenance We have spent \$5211 which is 47.9% of the budgeted amount.

Payroll We have spent \$63812 which is 47.4% of the budgeted amount.

Grounds contract We have spent \$27571 which is 42%% of the budgeted amount.*

*This is a result of of overpayment reported last month. The problem is being corrected.

Maintenance Report 5/28/2015

- ✘ Repipe of Unit 309 We own the wallboard replacement
- ✘ Replace a rotted balcony and pickets in building #B
- ✘ Replace rot and pickets in one balcony of Unit 132
- ✘ Replaced a stairway in Building #8, two more to be done
- ✘ Louvers on unit 228 to be replaced, waited for owner to leave.
- ✘ Ongoing painting of Building #8
- ✘ Called in Bear to remove trees down in pathway between 300s and 200s
- ✘ Located and repaired broken water main in front of Building #E. This was costing us well over \$400/month in wasted water. This required a unit by unit shut off and search - 3 days for our whole crew
- ✘ Rebuilding all Building #8 fencing
- ✘ Ongoing production of pickets for balcony repair (make, paint and store)
- ✘ Trouble shot an ongoing rat problem in unit 205 resolver with us doing dry wall repair
- ✘ Replaced dry wall in 107 due to leak in 105
- ✘ Dry wall replaced in 231 due to leak
- ✘ Dry wall repair in 229
- ✘ Located leak in 757
- ✘ Dry well for 300s laundry room located parts ordered for to repair.
- ✘ ~~703-707~~ front stump prepped for tile and planter 707-711
- ✘ Electrical shorts in 703-707 repaired.
- ✘ Shop security is being upgraded with new hinges and locks.
- ✘ We will be power washing the trash receptacles this week.
- ✘ Large Pool update

LEGEND

T# TOTAL IN BUILDING SERIES

#X LOCATION

NUMBER UNITS EACH BUILDING

BOX NUMBERS/LOCATION

1X	2@ 16
2X	2@ 13
3X	2@ 12
4X	2@ 13 1@ 8
5X	2@ 13 1@ 8

