

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
July 23, 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 June 26, 2015**
- VI. BOARD REPORTS**
- VII. OLD BUSINESS**
 - a) Update on roofing report/long range planning**
 - b) Security Gate**

- VIII. NEW BUSINESS**
 - a) Arch Modification Requests Unit 712 Weatherbee, UNIT 367 Therrien,
Unit 364 Walters**
 - b) Planning for distribution of mailbox keys**
- IX. PUBLIC COMMENT**
- X. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, JULY 23, 2015
8:30 A. M.**

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

The meeting was called to order by the President, Pat Foley, at 8:32 A.M. at the offices of Keys-Caldwell, Inc., 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 June 26, 2015: MOTION was made by Peter Campanelli and seconded by Kate Koski to approve the minutes of the Board of Directors meeting of June 26, 2015, as presented.

MOTION PASSED.

BOARD REPORTS

Secretary: Peter Campanelli reported that from January 1 – June 30, there have been 26 unit and one carport rental, 19 sales and three occupancies. The Secretary reminded the Board and owners in attendance that if a rental is extended, the owner of the unit is responsible to submit a new application for the additional period.

Vice President/Landscaping: No report.

Treasurer: No report.

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

Directors:

1. Kate Koski: There is a white panel van parked in the carport that needs to be moved to an over-sized parking space.
2. Kip Kellogg is planning to remove the carpet in the exercise room and redo the flooring with 16" x 16" rubber squares and will then begin work on replacing the outdated equipment. He will also replace the door locks on the clubhouse and the two locker rooms.
3. Chris Saffici: No report.

President: Pat Foley reported that 1). The utility bills are now in line; The 200's look good and the 700's are back to normal cost. Management will request a rebate for water lost as a result of the major leak. 2). The Association has borrowed money from the reserves to pay the insurance premiums. 3). Unnecessary items have been eliminated from the Verizon bill saving approximately \$20.00 per month. 4). The Compliance Committee is working on an enforcement issue.

MOTION was made by Kate Koski and seconded by Peter Campanelli to purchase a wireless router for the clubhouse at a cost of \$199. The router will have two banks; one for public and one for private use.

MOTION PASSED.

UNFINISHED BUSINESS

- a. Update on Roofing Report/Long Range Planning: The President reviewed the updated report, which is attached and made a part of these original minutes. The Board will contact a licensed roofer to inspect all shingled roof areas to determine condition and life expectancy and replacement schedule. This information will be included in the 2016 budget. Buildings currently in need of repair are the clubhouse and Buildings G, H, 3 and 7.
- b. Security Gate: The President reviewed information regarding a possible security gate and lock for the walkway leading the strip mall. The Board agreed that the replacement of the existing fence and installation of approximately 40 additional feet of fencing should be done at the same time.

NEW BUSINESS:

- a. Architectural Modification Requests:
Unit # 712: MOTION was made by Chris Saffici and seconded by Kate Koski to approve the ARC request for Unit # 712, for plumbing fixtures, as presented.

MOTION PASSED.

Unit # 367: MOTION was made by Chris Saffici and seconded by Kate Koski to approve the ARC request for Unit # 367, for the removal of the existing tub and installation of a walk-in shower, as presented.

MOTION PASSED.

Unit # 364: a motion to ratify the ARC request for the installation of granite in the common element was withdrawn so the owner can attempt to satisfy the requirement that the written approval of all the owners in that building be obtained prior to the Board vote. The owner has agreed to e-mail the President a draft of the letter to be sent to the other owners in that building, for review, prior to it being mailed out.

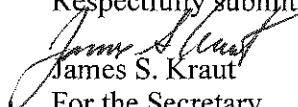
- b. Planning for Distribution of Mailbox Keys to Unit Owners: Tom Foley will work with Kip Kellogg to distribute the two new keys to all owners. Owners on sight will be given both new keys. Owners not in residence will have one key placed in an envelope and left on their kitchen counter with a note informing them that the second key is being kept in the maintenance office and can be picked up during regular business hours. Management will provide Mr. Kellogg with two sets of mailing labels to help organize and track delivery of the keys.
- c. Replacement of Signage: Chris Saffici will work with Roger Bugenhagen on sign repair/replacement throughout the community.

Public Comment: 1). Why are we discussing owners placing things on the common grounds?

MOTION was made by Kate Koski and seconded by Chris Saficci that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:15 A. M. The next scheduled meeting of the Board will be held on Thursday, September 24, 2015, at 8:30 A. M. in the clubhouse.

Respectfully submitted,

 James S. Kraut
 For the Secretary

Maintenance Report July 2015

- ✘ Building # 8, Section III is complete with the exception of some minor paint touch up. This job cost us about 8K in materials. Labor is another thing. Our crew did an outstanding job, but it took quite a long time considering the hidden rot that was discovered.
- ✘ Work on the large pool will begin the first week in August weather permitting. It will take about two weeks, again weather permitting. We will shut it down for use next week. That will allow enough time for the chemicals to evaporate so we are not contaminating the pond and ground water runoff. There will be three payment installments of \$5091 each.
- ✘ Our crew is beginning to prepare for the installation of the new mailboxes. Paul, our mail carrier, has approved the location and numbering plan. We will deviate from the location chart in the club room in one instance. All the 700s will be located on the west side of the road, just outside the kayak storage area. This will permit us to retain all of our present parking places in the 100s, 200, & 700s. We will gain two spaces in the 300s.
- ✘ The new message boards will be installed next to the mail boxes.
- ✘ We are beginning to paint unit numbers on the external parking bumpers in the 300s and 700s. Section I is the only section where each unit does not have a carport. Those units without one are entitled to one external dedicated space.
- ✘ I am checking off on our crew's July-October work list.
- ✘ We are waiting on Russel Rodriguez's engineering drawings to determine what building repair we are permitted to do in house and what will require outside contracting.
- ✘ You have all received a report on the water pipe leak behind the tennis courts. I will elaborate on that.

Flat Roof Repairs as of June 2015

SEC/BLDG	UNIT#	Deck/date/condition	FlatRoof/date/condition
1/A	300	n/a	
	302	n/a	
	304	n/a	
	306	Deck 3	Flat 3 Roof edge \$600 Fascia \$1500 2014
	308	Deck ?	
	310	n/a	
1/B	350	n/a	
	352	n/a	
	354	Deck 2	Flat 1 Permit \$1650 2012
	356	n/a	
	358	n/a	
	360	n/a	
	362	Deck 1	Flat 1
	364	n/a	
	366	n/a	
1/C	351	n/a	
	353	n/a	
	355	n/a	Flat 2
	357	n/a	
	359	n/a	
	361	n/a	
	363	n/a	Flat 2
	365	n/a	
	367	n/a	
1/D	301	n/a	
	303	n/a	
	305	Deck 2	Flat 2011 1
	307	n/a	
	309	Deck 2012	

Flat Roof Repairs as of June 2015

		1	
	311	n/a	
	313	Deck 1	Flat 2008 1 Permit \$1,400 2008
	315	n/a	
I/D CONT.	317	n/a	

SEC/BLDG	UNIT#	Deck/date/condition	Flat roof/date/ condition
I/E	700	n/a	
	702	n/a	
	704	n/a	Flat 2011 1
	706	n/a	
	708	Deck 2008 1	
	710	n/a	
	712	Deck 1	Flat 1 Permit \$1200 2011
	714	n/a	
	716	n/a	
I/F	750	n/a	
	752	n/a	
	754	n/a	
	756	Deck 1	Flat 2011 1
	758	n/a	
	760	n/a	
I/G	751	n/a	
	753	n/a	
	755	Deck 3	Flat 2013 1
	757	n/a	
	759	Deck 1	
	761	n/a	
	763	Deck 2014 1 \$2,500	Flat 3

Flat Roof Repairs as of June 2015

	765	n/a	
	767	n/a	
I/H	701	n/a	
	703	n/a	
	705	Deck 1	Flat 3
Sec/Bldg	Unit #	Deck/date/condition	Flatroof/date/condition
I/H	707	n/a	Flat 1 Permit \$2408 2009
	709	Deck 3	Flat 1 \$2,800 2013
	711	n/a	
	713	Deck 2014 1 \$2,850	Flat 1 \$1,110 2009 \$1,800 2014
	715	n/a	
	717	n/a	

Flat Roof Repairs as of June 2015

SEC/BLDG	UNIT#	Deck/date/condition	Flatroof/Date /condition
II/10	122	n/a	
	124		Flat 1 \$1,400 2009
	126	n/a	
	128	n/a	
	130	n/a	
	132		Flat 1 \$2,000 2009
II/2	101	n/a	
	103	n/a	
	105		Flat 2013 1
	107	n/a	
	109	n/a	
	111	n/a	
	113		Flat 2012 1
	115	n/a	
	117		Flat 1 Permit \$2625 2013
II/3	119	n/a	
	121		Flat 3
	123	n/a	
	125		Flat 1 Permit \$2625 2013
	127	n/a	
	129	n/a	
	131	n/a	
	133		Flat 2
	135	n/a	
	137		Flat 3
	139	n/a	
	141	n/a	

Flat Roof Repairs as of June 2015

II/4	100	n/a	
	102	n/a	
	104	n/a	
	106		Flat 1 Permit \$2325 2013
	108	n/a	
	110		Flat 1 Permit \$2325 2013
	112	n/a	
	114	n/a	
	116		Flat 1 Permit \$2325 2013
	118	n/a	
	120		Flat 1 Permit \$2325 2013 \$600 2012

Flat Roof Repairs as of June 2015

SEC/BLDG	UNIT#	Deck/Date/Condition	Flatroof/Date/Condition
III/5	201	n/a	\$1,900 2011
	203		Flat 2012 1
	205	n/a	
	207		Flat 2011 1 \$1400 2009
	209	n/a	
	211	n/a	
	213	n/a	
	215		Flat 2
	217	n/a	
	219		Flat 1 Permit \$2,500 2012
	221	n/a	
	223	n/a	
III/6	225	n/a	
	227		Flat 2
	229	n/a	
	231		Flat 2
	233	n/a	
	235	n/a	
	237	n/a	
	239		Flat 2
III/7	234	n/a	
	236		Flat 2
	238	n/a	
	240	n/a	
	242	n/a	
	244		Flat 2013 1
III/8	222	n/a	
	224		Flat 2012 1
	226	n/a	
	228	n/a	

Flat Roof Repairs as of June 2015

	230	n/a	
	232		Flat 2
Sec/Bldg	Unit #	Deck/date/condition	Flatroof/date/condition
III/9	200	n/a	
	202	n/a	
	204	n/a	
	206		Flat 1 Permit \$2,500 2012
	208	n/a	
	210		Flat 1 Permit \$2,500 2012
	212	n/a	
	214	n/a	
	216		Flat 1 Permit \$2,500 2012
	218	n/a	
	220		Flat 1 Permit \$2,500 2012

- Key:**
- 1 Good –excellent condition
 - 2 Fair-Good condition, watch for problems
 - 3 Needs work

Building #:	Address:	Building Code:
1	101-117 Woodland Place, Osprey, FL 34229	Non-FBC
2	119-141 Woodland Place, Osprey, FL 34229	Non-FBC
3	100-120 Woodland Place, Osprey, FL 34229	Non-FBC
4	201-223 Woodland Drive, Osprey, FL 34229	Non-FBC
5	225-239 Woodland Drive, Osprey, FL 34229	Non-FBC
6	234-244 Woodland Drive, Osprey, FL 34229	Non-FBC
7	222-232 Woodland Drive, Osprey, FL 34229	Non-FBC
8	200-220 Woodland Drive, Osprey, FL 34229	Non-FBC
9	122-132 Woodland Drive, Osprey, FL 34229	Non-FBC
10	300-310 Pine Run Drive, Osprey, FL 34229	Non-FBC
11	354-366 Pine Run Drive, Osprey, FL 34229	Non-FBC
12	351-367 Pine Run Drive, Osprey, FL 34229	Non-FBC
13	301-317 Pine Run Drive, Osprey, FL 34229	Non-FBC
14	700-716 Pine Run Drive, Osprey, FL 34229	Non-FBC
15	750-760 Pine Run Drive, Osprey, FL 34229	Non-FBC
16	751-767 Pine Run Drive, Osprey, FL 34229	Non-FBC
17	701-717 Pine Run Drive, Osprey, FL 34229	Non-FBC
18	300 Pine Run Drive, Osprey, FL 34229	Non-FBC

Notes:

** "FBC" = Florida Building Code

** "Non-FBC" = Not currently up to Florida Building Code

** As listed on the 2012 mitigation forms, the association's roofing coverings are "Non-FBC".

** "Date of Last Roof Update" could not be located. We could not locate the permits through the Country to determine when the last re-roofing was completed.

** As we have discussed last meeting, windstorm mitigation reports are only valid for five years.

