

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
September 24, 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 July 23, 2015**
- VI. BOARD REPORTS**
- VII. OLD BUSINESS**
 - a) Arch Modification Request Unit 364 Collier**
- VIII. NEW BUSINESS**
 - a) Arch Modification Request Unit 306 Copeland**
 - b) Health Insurance**
 - c) Grant proposal**
 - d) Budget progress**
 - e) Bouchard Website Insurance Information**
- IX. PUBLIC COMMENT**
- X. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, SEPTEMBER 24, 2015
8:30 A. M.**

Present: Pat Foley, President, Owen Hodge, Treasurer, Peter Campanelli, Secretary, Kip Kellogg, Kathleen Koski and Chris Saffici, (via telephone arriving at 8:55 A. M.), Directors, Jim Kraut for Management and owners in the audience. Absent: Keenie Bugenhagen, Vice President.

The meeting was called to order by the President, Pat Foley, at 8:30 A.M. at 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.

The President noted that the Notice and Agenda were posted on the new bulletin boards.

Resignations and Appointments: None.

Reading/Approval of Minutes of the Board of Directors Meeting of July 23, 2015: MOTION was made by Owen Hodge and seconded by Peter Campanelli to approve the minutes of the Board of Directors meeting of July 23, 2015, as presented.

MOTION PASSED.

NEW BUSINESS:

- a. ARC Modification Request Unit # 306: The Board reviewed the proposed ARC request to roof over the patio of Unit # 306.

MOTION was made by Kate Koski and seconded by Kip Kellogg to approve the ARC request from Unit # 306, with the proviso that the written approval of all owners is received and presented to the Board prior to the work commencing.

MOTION PASSED.

Chris Saffici joined the meeting.

UNFINISHED BUSINESS

- a. ARC Modification Request Unit # 364: MOTION was made by Kate Koski and seconded by Kip Kellogg to approve the ARC request from Unit # 364, for granite stones and lawn art, as presented.

MOTION FAILED.

The Board will send a certified letter to the owners of Unit # 364, requesting that the unapproved granite stones and yard art be removed within 30 days of receipt of the letter.

BOARD REPORTS

Kip Kellogg 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 spend up to \$2,000 for new gym flooring.

MOTION PASSED.

New mechanical push button Simplex locks will be purchased and installed in the two pool bathrooms and the clubroom.

Secretary: Peter Campanelli reported that sales and rentals from January 1 to present are similar to last year.

Vice President/Landscaping: The landscape report 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.

Chris Saffici was excused at 9:43 A. M.

Directors:

1. Kate Koski: No report.
2. Chris Saffici: Mr. Saffici is working on roofing issues in relation to insurance.

President: Pat Foley reported that 1). The lawn looks nice and green. 2). The new bulletin boards and mailboxes are in and look great. 3). There are units that have not provided a copy of their front door key(s). Management will send a letter requesting the key(s), as soon as Kip Kellogg provides the unit numbers. 4). The Unit # 703 louvers are being done in-house. 5). The payment to Stabler for the appraisal needs to be divided into all three sections and Recreation. 6). Russell Engineering has provided drawings to Keith Hagan for Buildings G & H in Section I, Building # 3 in Section II, Building # 8 in Section III and the Recreation Building. A copy of those drawings will be given to Management to be used for bidding on these projects. 7). The billing for the drawings needs to be divided between Sections I-III, and Recreation.

NEW BUSINESS, CONT'D:

- b. Health Insurance: The Board discussed providing a stipend to the maintenance employees to purchase their own insurance instead of offering the coverage through the payroll leasing company.
- c. Grant Proposal: Kate Koski reported that she will be working with Keenie Bugenhagen to apply for a County Grant to remove invasive species within the Association. The deadline for submittals is early December. Proposals are being requested to be presented as part of the Grant application.
- d. Budget Progress: The preliminary draft has been completed. Changes will be made to Commons operating to include Grant money and to Section III reserves for an accounting error.
- e. Bouchard Website Insurance Information: The Bouchard Insurance information will be added to the Pine Run website.


Public Comment: 1). The construction areas in public view need to be cleaner and better organized. 2). The Board needs to make a 1-page quick reference Rules and Regulations sheet for owner reference. Management will provide a sample to the President. 3). Maintenance needs to repair drywall damage in Unit # 203.

MOTION was made by Kate Koski and seconded by Kip Kellogg that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:19 A. M. The next scheduled meeting of the Board will be held on Thursday, October 22, 2015, at 8:30 A. M. in the clubhouse.

Respectfully submitted,


James S. Kraut
For the Secretary

Jim Kraut

From: Roger B <bugenhagen@msn.com>
Sent: Wednesday, September 23, 2015 10:49 PM
To: Owen Hodge; Kate Koski; Kip Kellogg; Peter Campanelli; Chris Saffici; Pat Foley; Jim Kraut; bugenhagen@msn.com
Subject: Landscaping Report September

Rick and I walked the grounds with Travis and Doug of Brinker & Wilson, our landscapers. We identified a number of problem trees, some of which are overgrown, some diseased, some struck by lightning, and some are dead. Rick said the maintenance crew could take some of them down, and they have begun to take care of those. Brinker & Wilson started cutting back the many overgrown traveler's palms last week. I appreciate the work of both our crew and the landscapers. There are a number of trees that require professional attention from a tree company. I will get bids for those when I return in Oct. I authorized Jim Bear to take down a diseased palm which is in close proximity to two healthy palms, for the price of \$200.

We also identified problem plantings behind fences, which owners will need to be notified about. Some of them are a danger to fences. Others are invasive species which we are trying to eradicate. We also have a number of fruit trees, which are against the rules.

Gardenmaster has continued their monthly service calls, applying micronutrients and treating disease, where necessary. They will resume fertilization next month, when it is no longer banned.

Kate and I attended a workshop certifying us to apply for Sarasota County Neighborhood Grants on behalf of Pine Run. We initially intended to apply for a grant to eradicate Brazilian peppers from the property. After a tour of the grounds with the county environmental specialist, we had to modify the proposal. She explained that the county would not approve a grant to remove only one invasive species because our native flora would still be in jeopardy due to the presence of other invasive exotic plant species. She suggested that we instead identify one area as Phase 1 of the project, and apply for a grant to remove all invasive species from that one area. We have decided to map out an area including the entrance to all three sections as Phase 1 for this grant cycle. I am in the process of getting bids from companies who specialize in this. Because it is a matching grant, Pine Run will need to provide half the funds if we are awarded the grant. It will not only improve the appearance of our entrance, but allow our native plants in this area to flourish. We will continue to share information as we progress with the grant application. The deadline is November 4th.

I will not be attending tomorrow's meeting, due to the time difference here in California, and spotty cell reception. I would be happy to answer any questions by email, however.

Keenie

Sent from my Samsung Galaxy Tab® S

September, 2105: Pine Run Treasurer Report

Current Financial Status

In sections I, II, and III as well as the Small Pool, water, electricity, and maintenance are all significantly under budget. Some of this is because there is a small Pine Run population in the summer months. Even while taking this seasonal factor into account, the figures are very encouraging.

The accounting for Recreation indicates higher than expected water and electricity expense. A pool leak may account for water loss and the need for increased pumping. Hopefully the recent pool resurfacing has corrected this. We will monitor closely. The expense for the pool work was covered by reserve funds. The resurfacing expense was higher than what we budgeted, but the total amount spent on the pool from reserve funds is on track for the year.

Budget Process

The budget team (Pat, Owen, Jim) met for three hours at Keyes-Caldwell on September 23 to set up accurate parameters for the 2016 budget. Most of the issues the board will be considering are related to reserve funds, roofs, painting, and building restoration. First we have to decide what work is to be done in each section. Then we have to discuss how to finance the work. We cannot expect to completely fund these expenses from accrued reserve funds. For the last five years the board has voted to partially fund the reserves to avoid large increases in monthly unit assessments. (Last year the amounts going into reserves were significantly increased.) Our job will be to find the best balance of maintaining reasonable monthly assessments, keeping operating costs down, spending from available reserves, and special assessments.

Owen Hodge

Maintenance Report August-September 2015

Used Tom and Rick's Summer work list as a template.

- * Cleaned 3 roofs and completed gutter repairs
- * Pressure washed and painted building 8
- * Finished updating all irrigation in section 2&3
- * Continued changing of parking bumpers
- * Installed new mailboxes
- * Installed new information boards
- * Power washed and painted pool deck
- * Steel covers for laundry wells installed
- * Complete rebuild of staircase for unit 125
- * Repaired pool bathroom doors
- * Repaired 4 sliding storage doors
- * New interior porch roof repaired for unit 763
- * Waistline repair for unit 365
- * Stop leak and repaint unit 364
- * Correct roof leak, flash, seal, and add new fascia board for unit 203
- * Repair lanai ceiling and repaint unit 302
- * Did all prep work for storm water fix in the 100's involving outside company cleaning out the storm water pipes

Mailbox update:

The mailbox progress has been dictated by the Post Office. We have begun to distribute keys, delivering them door to door, and using this opportunity to double check that we have current keys to each unit. Package keys were just provided this week to the Post Office mechanic, and he has installed locks for the carrier. We are probably two weeks away from using the new mailboxes.

Pool update:

Our large pool finally reopened this past Friday. Problems with the quality of the work, failure of the company to follow up on those problems, and the ultimate closure of the pool by the Sarasota County Health Department, were the big issues. Our own pool guy, Mark, spent considerable time correcting the chemical issues, and is still getting the water balanced. I am waiting for Artistic Pool to follow up on a light issue, and expect to hear back from the County. Mark stepped in where Artistic failed, and put in extra time and effort to help us pass our inspection. We had another short closure while Mark once again balanced the chemicals. Artistic should be out to our pool on Thursday to continue addressing my concerns.

New maintenance schedule:

I pitched a new work schedule to the crew that they thought had merit. Having spent time this summer working with the guys, I was struck by how often they were interrupted with requests for work. Some days they were jumping all over the complex. Given that we have 16 buildings not including the clubhouse, I proposed that buildings be divided into 8, two building pairs. Every week, on one day of that week, one two building pair would receive attention, with all minor work orders addressed, as well as any issues the crew finds. The other four days of the week can be spent on regular projects and emergencies. This would mean that at least once every eight weeks, your building would receive attention. All minor work orders would be dealt with, residents would be reminded to fill out work requests, and board members could respond to all complaints by reminding residents that slips need to be handed in since their building will be coming up.