

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

December 17, 2015

4:00 PM 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 November 19, 2015**
- VI. BOARD REPORTS**
- VII. OLD BUSINESS**
 - a) Pine Run Supervisor of Maintenance Evaluation form**
 - b) Neighborhood Grant Update**
 - c) Unit 366**
- VIII. NEW BUSINESS**
 - a) Special Assessment for repairs: Section I (building G, H), Section II (building 3) and Section III (building 7)**
 - b) Club House repair bid**
 - c) Grounds Modification Request Unit 351, 359, 363**
- IX. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, DECEMBER 17, 2015
4:00 P. M.**

Present: Pat Foley, President, Keenie Bugenhagen, Vice President, Owen Hodge, Treasurer, 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 4:01 P.M. at the clubhouse, a quorum being present. Proof of Notice of Meeting was given with Notice mailed to all owners at least 14 days in advance with 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 November 19, 2015: MOTION was made by Owen Hodge and seconded by Keenie Bugenhagen to approve the minutes of the Board of Directors meeting of November 19, 2015, as presented.

MOTION PASSED.

NEW BUSINESS:

- a. Special Assessment for Repairs: Section I (Buildings G & H), Section II, (Building 3), and Section III, (Building 7): MOTION was made by Katie Bugenhagen and seconded by Owen Hodge to accept the proposal from Hagen Construction and approve a special assessment for Section I of \$39,744 for Building G and \$36,268 for Building H, (a total of \$76,032), with payments due in six consecutive equal monthly payments starting February 1, 2016.

MOTION PASSED.

MOTION was made by Kip Kellogg and seconded by Chris Saffici to accept the proposal from Hagen Construction for \$77,760, and approve a special assessment for Section II of \$67,760 for Building 3, with payments due in nine consecutive equal monthly payments starting February 1, 2016. \$10,000 of the \$77,760 will be taken from the Building Restoration Reserve.

MOTION PASSED.

MOTION was made by Keenie Bugenhagen and seconded by Kate Koski to accept the proposal from Hagen Construction and approve a special assessment for Section III of \$46,580 for Building 7, with payments due in six consecutive equal monthly payments starting February 1, 2016.

MOTION PASSED.

- b. Clubhouse Repair Bid: MOTION was made by Keenie Bugenhagen and seconded by Peter Campanelli to accept the proposal from Hagen Construction for the renovation of the clubhouse at a cost not to exceed \$37,464, as presented. The work will begin as soon as possible and the funds will be taken out of the Building Restoration Reserve.

MOTION PASSED.

- c. Grounds Modification Request Units 351, 359, 361, ARC Request Unit # 106: MOTION was made by Owen Hodge and seconded by Chris Saffici to Table the Grounds Modification Request for Unit # 351, until the Board members have looked at the property.

MOTION PASSED.

MOTION was made by Kate Koski and seconded by Chris Saffici to deny the Grounds Modification Request for Unit # 361, for statuary/decorative rocks and to request that the owner submit a new request for landscape edging.

MOTION PASSED.

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

MOTION was made by Kip Kellogg and seconded by Chris Saffici to approve the Grounds Modification Request for Unit # 359, for the reapplication of mulch to the pathway in the common area behind Unit # 359, with cost to be paid by the owner.

MOTION PASSED.

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

ARC Unit # 106: Kip Kellogg reviewed the ARC request from Unit # 106 and will contact the owner and request further information.

BOARD REPORTS

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

Secretary: Peter Campanelli: The listing of new owners for 2015 is included in the newsletter. There are some annual rental applications that need to be renewed.

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

Kip Kellogg: 1). The new push button door locks for the two bathrooms, the gym and the clubhouse front door have been ordered. 2). The WIFI is working in the clubhouse.

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

Directors.

1. Chris Saffici: will contact H & H Signs about materials for new signage.
2. Kate Koski: The remote control for the TV and equipment in the clubhouse needs to be left in the clubhouse.

President: Pat Foley reported that 1). There have been recent thefts in the area so please lock your car doors, front doors and bicycles. 2). The health insurance for the maintenance men continues to be an issue. 3). The owner of Unit # 134 will be contacted to inform their renters to remove the bicycle locked to a pole by the house and to request that an application for rental be submitted and an interview be arranged. 4). The Compliance Committee has sent a second notice of violation to the owner of Unit # 364.

UNFINISHED BUSINESS

- a. Pine Run Supervisor of Maintenance Evaluation Form: Tom Foley provided the Board with a draft job description and evaluation form. The Board was asked to review and send comments to Mr. Foley.
- b. Neighborhood Grant Update: Covered.
- c. Unit # 366: The President has provided the occupant of Unit # 366 with a rental application that needs to be filled out. When the application has been filled out, and returned, it then can be used by the Association to seize the rent.

Public Comment: 1). Why is the same car always parked in the handicapped space at the clubhouse?

MOTION was made by Chris Saffici and seconded by Kip Kellogg that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 5:53 P. M. The next scheduled meeting of the Board will be held on Thursday, January 21, 2015, at 4:00 P. M., in the clubhouse.

Respectfully submitted,


James S. Kraut
For the Secretary

LANDSCAPING REPORT DECEMBER 2015

Pat, Kate and I attended the scoring of the county grants on December 1st. Our grant to remove invasive species from our entry areas received a score of 82.43, and was unanimously recommended for approval. The grant will be received in February.

Sod will be laid this week in the bare areas created by the removal of the mailboxes. The washed out area by the tennis courts will be filled in with topsoil, and sod will be laid there, as well.

Another slash pine has died behind the 700's. There is a question as to whether it is on our property, or belongs to Blackburn Point Woods. Rick has not been able to find a map of property lines for that area. I need advice as to how to proceed.

Five bella palms were purchased to provide a natural screen for the portable pump during the rainy season. These will be planted this month.

Our maintenance staff has been working hard to repair the pump which supplies irrigation for the clubhouse area. They have had to call in a pump repair person. This is the original pump, and repairs are very labor-intensive.

Organic granular fertilizer was applied to all plants in November. This month, the lawns will receive a second application of fertilizer (the first was applied in October).

The landscapers have been working hard to try to keep our abundant plant material pruned, as well as mowing the lawns and blowing debris off the roads and walkways.

Maintenance Report December 17, 2015

- ✘ Began the repair of the weight room ceiling
- ✘ Tore out 356 bedroom floor for leak ID By Sleuth and repair by Ron Horn
- ✘ Poured cement floor for above after the repair
- ✘ Refurbished South gate to big pool area
- ✘ Repaired ceiling in 111
- ✘ Tore out old mailboxes
- ✘ Repaired damage to 307 due to deck leak at 305
- ✘ Began repair to recreation area irrigation pump – this is touchy because the galvanized pipe is welded to the pump flange by corrosion
- ✘ Began repair of ceiling and wall in 354 due to damage from a roof leak
- ✘ Arranged for the roof repair with Oscar
- ✘ Relocated irrigation pipes by tennis courts to get water to the new sod more efficiently
- ✘ Repaired a rotten closet floor in 355
- ✘ Ordered glass globes for 300s center island
- ✘ Power washed the tennis courts
- ✘ Power washed Building #A Section I in preparation for painting which should begin immediately after the holidays – Building #B will follow – The paint is already on board
- ✘ There is fencing badly in need of repair behind Building #F Section I – Repair of this has to be thought out carefully – The area has been surveyed and it appears that our fence was on the abutters property by several feet – It may behoove us to wait to see what the contractor has planned for a barrier on his property - That may preclude the necessity for us to do anything – I will try to make a discreet inquiry
- ✘ Roofing cost estimate

Pine Run Association Treasurer Report

December, 2015

Estimated year end reserves: 2015 (For simplicity most amounts are rounded off)

Expenses as of October 31.

Roofs	Section 1	Section 2	Section 3
1/15 balance	\$131,000	\$69,000	\$65,000
Monthly increase	\$3200	\$1600	\$1300
1/16 balance	\$170,000	\$88,000	\$101000
Painting			
1/15 balance	\$7900	\$14000	\$5700
2015 expenses	\$100	\$100	\$350
per month increase	\$742	\$273	\$468
1/16 balance	\$16,600	\$17,600	\$10,800
Irrigation			
1/15 balance	\$6200	\$2000	\$2800
2015 expense	\$405	\$2364	\$1645
Per month increase	\$205	\$86	\$97
1/16 balance	\$8100	\$570	\$1950

Estimated remaining life for irrigation in all three sections is 4 years.

Estimated remaining life for roofs and painting for all three sections, 5 years.

Estimated annual reserve required for irrigation:

Section 1 \$3000 Section 2 \$2300 Section 3 \$1600 Total \$6900

Estimated annual reserve required for roofs:

Section 1 \$46,000 Section 2 \$32,300 Section 3 \$24,000 Total \$102,300

Estimated annual reserve required for painting:

Section 1 \$8900 Section 2 \$4600 Section 3 \$8800 Total \$22,300

Grand Total Per Year: \$131,500

The figures above show what reserves would have to be collected to meet the estimated amounts for replacing irrigation, roofs, and doing the painting at the end of the given time periods without special assessments. These are professionally estimated costs. even so, the actual amounts could be higher when the work is needed, roofing in particular.

This report is for information, and not to recommend any specific financial action. It is meant to start a patient conversation for the coming year. Here are some things we will be dealing with. At the 2016 budget rate, annual reserves collected are \$100,482. That is less than the \$131,500 rate calculated above. Annual reserves if collected at the Florida statutory level would be \$157,115. Raising the monthly assessments would certainly lower future special assessments. We will need to plan carefully to get the best balance of monthly assessment levels and special assessments over the next five years. Once this work is accomplished, there will be nothing big on the reserve schedule for eight years. If we manage this upcoming 5 year period well, we should be in good shape.