

BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
March 24, 2016
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 25, 2016
- VI. BOARD REPORTS
- VII. OLD BUSINESS
 - a) Motor scooter policy
 - b) Door policy
 - c) AGM information sheet
 - d) Maintenance Evaluation Form
 - e) Compliance Committee procedure
 - f) AGM Unit 212
 - g) Unit 366
 - h) Club reports
 - i) Chairlift financing
- VIII. NEW BUSINESS
 - a) Walk-through report
 - b) A/GM 102,108,109,305,360
 - c) Clubhouse security
 - d) Boat purchase
 - e) Plumbing
 - f) Palm tree trimming
 - g) Parking lot sealing, striping
- IX. ADJOURNMENT

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, MARCH 24, 2016
8:30 A. M.**

Present: Keenie Bugenhagen, President, Kip Kellogg, Vice President, Owen Hodge, Treasurer, Peter Campanelli, Secretary, Tom Foley 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, Keenie Bugenhagen, at 8:35 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.

Resignations and Appointments: None.

Reading/Approval of Minutes of the Board of Directors Meeting of February 25, 2016: MOTION was made by Tom Foley and seconded by Kip Kellogg to approve the minutes of the Board of Directors meeting of February 25, 2016, as presented.

MOTION PASSED.

BOARD REPORTS

Secretary: Peter Campanelli reported that 1). Verizon will become the Frontier Network on April 1. 2). A waiver request for pest control has been submitted by the owners of Unit # 716. The waiver form as well as other forms, need to be amended. Kip Kellogg and Peter Campanelli will present drafts of the forms at the April Board of Directors meeting.

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

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

Director.

1. Kate Koski: The draft of the items to be reviewed with potential owners and renters, was distributed to the Board for review. The list, once approved, will be attached to the sale and rental applications.
2. Tom Foley: A box for the submittal of all AGM forms will be mounted by the maintenance room. Blank forms will also be made available.

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

UNFINISHED BUSINESS

- a. Motor Scooter Policy: MOTION was made by Tom Foley and seconded by Kip Kellogg to approve the proposed Motor Scooter Policy, as presented.

MOTION PASSED.

- b. Door Policies: MOTION was made by Kate Koski and seconded by Tom Foley to approve the proposed Door Policy, as presented.

MOTION PASSED.

- c. AGM Information Sheet: MOTION was made by Kate Koski and seconded by Tom Foley to approve the AGM Information Sheet, as presented.

MOTION PASSED.

- d. Maintenance Evaluation Form: Tom Foley will provide the results at the next Board meeting.
- e. Compliance Committee Procedure: The draft procedure has been sent to the Board for review. Changes to the procedure will be included and this item will be voted on at the April Board of Directors meeting.
- f. AGM Unit # 212: MOTION was made by Kip Kellogg and seconded by Kate Koski to approve the AGM request from Unit # 212, for tubular skylights, with owner responsibilities for future repairs included, as presented.

MOTION PASSED.

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

- g. Unit # 366: MOTION was made by Tom Foley and seconded by Kate Koski to contact the Association's attorney and request that a Notice of Eviction be prepared and delivered to the occupant of Unit # 366, as soon as possible.

MOTION PASSED.

- h. Club Reports: The report was submitted to the Secretary.
- i. Chairlift Financing: Blackburn Point Woods has agreed to give \$1,000 for the cost of the new chairlift. Keenie Bugenhagen will send a letter of thanks to the President of Blackburn Point Woods.

NEW BUSINESS:

- a. Walk-through Report: The Board will wait for the Risk Assessment Report from Bouchard Insurance before sending out any violation letters created as a result of the walk-through.
- b. AGM Requests: MOTION was made by Tom Foley and seconded by Kate Koski to approve the AGM requests for Units # 102 and Unit # 231, to remodel the bathroom, Unit # 108, to install brick pavers behind the back door of the home, Units # 109 and Unit # 307, to install new air conditioning units, Unit # 305, to replace the dishwasher, and Unit # 360, for the replacement of a water heater, as presented.

MOTION PASSED.

- c. Clubhouse Security: The lock on the clubhouse has been installed but needs adjustment. The lock for the maintenance room will also be replaced.
- d. Boat Purchase: MOTION was made by Kate Koski and seconded by Tom Foley that the Association purchase a used John Boat for \$300, for use in the pond. Anyone using the boat will be required to wear a life jacket.

MOTION PASSED.

- e. Plumbing: Tom Foley suggested that pipe re-lining be considered as an possible alternative to pipe replacement.

- f. Palm Tree Trimming: MOTION was made by Tom Foley and seconded by Kate Koski to approve up to \$4,000 for palm tree trimming.

MOTION PASSED.

- g. Parking Lot Sealing and Striping: Kip Kellogg is working with Blackburn Point Road to obtain a joint bid for lot sealing and re-striping at a possibly reduced amount.

Kate Koski was excused at 10:25 A. M.


Public Comment: 1). The Grant work for removal of invasive trees is scheduled to begin in early May. 2). The area in front of Unit # 208 needs to be re-sodded.

MOTION was made by Tom Foley and seconded by Owen Hodge that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned by the President at 10:29 A. M. The next scheduled meeting of the Board will be held on Thursday, April 28, 2016, at 8:30 A. M., in the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

March 2016 Maintenance Report

We are finishing up the painting of building B. Once again, painting has dominated most of our staff time. We will return to both buildings A + B over the next few weeks to finish courtyards, stairs, and smaller areas not suitable to spraying. Thank you again to residents who have moved furniture and planters to make our job easier.

The first of our new signs have been installed. Two new stop signs, along with our new tan color were put up in the 100's and the front entry. More new signs and repainting will continue until we are finished.

You may have seen new posts and old style mailbox's installed next to our message boards. These will serve as the future home of Pine Run News. The boxes have been primed, and will be spray painted and stenciled for the newsletters.

We are investigating joining forces with BPW in regards to resealing and re-stripping the blacktop. Both neighborhoods are looking at May or June, and hoping that pooling our jobs may lead to a cost savings.

The county has finished removing all old water meters on property. This project was completed over the course of the past 6 weeks, with minimal disruption to our residents.

A list of other work completed... *Power wash bldg. B *Drywall replaced 202 and 359 *Door entry ceiling repaired 708 *Water leak 208 and 210 *Cast leaks inside 217 and 219 *Wall and cabinet tear out 359 *Small pool and pump house have been re-piped to solve a steady leak and drywall damage.

We are waiting for the county to release the building permit for the clubhouse. This matter is out of our hands to move along.

As we finish up painting, we hope to turn our attention to irrigation. It will take several days to reset and tune the 100's and 200's. We have the money, and will begin working within section 1 soon.

We will also begin construction of two new kayak racks. If you know of anyone looking for space, have them contact Board Member Kip Kellogg

PRESIDENT'S REPORT

This is a very positive time for Pine Run. Many of the units that are being listed for sale are selling quickly at higher prices than we have seen in quite some time. Rentals are at a premium. The positive improvements we have made are being noticed. The number of A/GM forms that are being submitted are an indication of both the interest in upgrading units and landscaping, and a sign that the importance of submitting the forms is getting through to our owners. The attendance at recent social events speaks of the enthusiasm of our residents to become actively involved. We as a Board need to continue to provide the necessary leadership to ensure that all of the changes are in the best interest of the community. Once we have received the risk assessment report from Bouchard, I will ask that we schedule a work session to begin to formulate a short-term and long-range plan. I appreciate the time that the members of the Board put in this month both at the initial meeting with Matt Mercier from Bouchard, and the considerable time and miles spent on the walk-through.

Owen and I met with accountants from Dowd, Whitaker & Associates who performed our audit. We both came away feeling very good about the results, but agreeing that we should consider increasing transparency. One of the things that we have discussed is looking at a time clock for our employees, understanding that Rick often makes stops on the way to work to pick up things at Lowes, etc. This could be cross-referenced with receipts that he submits to account for this time. We do not believe that we have a problem, but just as we have systems in place in accounting procedures to guard against fraud, we should look at means of tightening up in this area before we are hiring new employees in the next couple of years. I will put this on the agenda in the next couple of months.

I attended a seminar on neighborhood security. We have made progress in this area with our new door locks. The importance of good lighting was emphasized throughout the presentation. This is a huge challenge given the size of our property, and the amount of foliage that we have. We will include funds in next year's budget to begin to replace lighting. A number of lights were damaged in the

wind last weekend. In the meantime, it is important that we fill out work orders promptly when we notice lights out, as our maintenance staff is not on the property when the lights are on. I have actually put colored post-it notes on lights that are out, and submitted a work order indicating the general location. We can also think about whether we want to look at cameras in key areas. Proactive measures we take in this area protect us against insurance claims.

In the February meeting, we voted to send a letter regarding rule violation to Unit 364. I did not follow through with sending this letter, as the painting of that building makes compliance difficult to assess. We will reevaluate the situation after the painting is completed. If necessary, a letter can be sent with the other letters resulting from our walk-through.

Residents need to be reminded of the importance of proper procedures to follow in closing their units. I will work on an article for the newsletter and website.

Jim Kraut provided us with information on CodeRED, a free emergency alert system. I registered, and it was painless. I will post information on the clubhouse bulletin board for interested residents.

Landscaping

The two dead pines in the 700's were taken down. This was a big job because of the location and size of the one tree. Thankfully, this was done before the wind storm. Eight volunteers participated in a second vine-cutting party. We have made a lot of progress in this area. This is a never-ending job, so residents are encouraged to continue to work on this. I will evaluate whether or not to organize a third work party in April. Our turf was all fertilized this month. The landscapers had considerable clean-up this month from falling leaves and the mess created by the wind.

Pine Run Association Treasurer Report
March, 2016

Here are some things to point out resulting from our February 29 insurance meeting with Matthew Mercier of Bouchard Insurance, followed up by our board walkthrough and loss control inspection of the Pine Run grounds with Matthew Mercier on on March 21.

Sidewalks

In general, sidewalk cracks are a major source of insurance claims. During the recent board walkthrough we saw a number of deficiencies in the walkways connecting the condo units. We can prioritize what needs to be addressed, but there is potentially a lot of work to be done. Our insurance agent took a number of photos and will prepare a risk assessment report. When we get such a report, we will be committed to correcting any problems in case a claim should arise from an accident or a fall. If we have been warned and done nothing, our claim might well be denied.

Roofs

As mentioned in previous reports. Roof replacement will be a major financial issue starting this year. Bringing roofs up to code can lower insurance premiums. This year we only had one insurance company bidding on our insurance contract. If we have a plan to upgrade to code, and if we are in the process of carrying it out, we should be able to attract other bids and bargain down our premiums. An important step in lowering premiums is to apply SWR (Secondary Water Resistance). We should take some pictures and hang on to our SWR contracts for verification. There are other condo units that have gone through this process and we can get in touch with them.

We will also have to consider what type of roofing will be best for Pine Run. There are now roofs with a 50 year lifetime. The initial expense might well be higher than simply replacing what we have now. On the other hand, we could well recoup the difference through decreased insurance and a longer interval before replacement.

Flood Insurance

We will verify which sections of our property are in a flood zone. We should increase our flood insurance deductibles. Basically, units that are not at risk of flooding will contribute at the same rate as those that are, keeping the cost down when repair is required because of flooding.

Commons infringements

If we think that something an owner has put into the commons is a safety hazard, we can ask the insurance carrier for a letter stating that the situation must be corrected or our insurance may not apply if there is a claim. In our recent walkthrough the main hazards that our insurance agent pointed out were:

1. Heavy unsecured planters on landings and balcony railings;
2. Planters and other objects suspended from chains on landings and balconies.

These are the kinds of things that can cause damage and injury when there are high winds.

Looking Ahead

Board members have to consider condo membership in three distinct time periods: the past, the present, and the future. Take roofing as an example. In the past few years the board worked hard to avoid increases in monthly assessments during difficult economic times. One way to do this was to not fully fund reserves for things like roofing. When more funds were required, there would be special assessments. In the present there is clearly a need for roof replacement. If we concentrate only on the present we might do what some condo associations have done which is to spend whatever it takes to replace roofs and then stop funding roofing reserves because in 30 years there will be new owners and they can deal with it then. If we look at the past, present, and future in balance, our goal will be to work out a budget and manage our financial resources to get the new roofs installed in the next few years, and then start rebuilding the roofing reserves at a patient, responsible rate. One benefit of this approach is that it enhances the value of Pine Run condos. There has been a significant increase in values here lately, and we should do what we can to maintain the value of Pine Run properties for present and future Pine Run owners.