

BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
February 25, 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 January 21, 2016
- VI. BOARD REPORTS
- VII. OLD BUSINESS
 - a) Compliance Unit 364
 - b) Door policies
 - c) Chairlift financing
 - d) Motor scooter policy
- VIII. NEW BUSINESS
 - a) Tree Removal
 - b) Landscaping Contract
 - c) Handicapped Parking
 - d) Kayak Racks
 - e) AGM Clarification
 - f) A/GM 108, 117, 212, 231
 - g) Compliance Committee Membership
 - h) Line of Credit
 - i) Traffic Island
- IX. ADJOURNMENT

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, FEBRUARY 25, 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 January 21, 2016: MOTION was made by Owen Hodge and seconded by Kate Koski to approve the minutes of the Board of Directors meeting of January 21, 2016, as presented.

MOTION PASSED.

BOARD REPORTS

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

Secretary: Peter Campanelli reported that Tom Foley has volunteered to be the 300's Building representative and Pat Foley has agreed to take the 700's. The Social Committee bank balance is attached and made a part of these original minutes.

Maintenance:

1. Kip Kellogg read his report, which is attached and made a part of these original minutes.
2. Tom Foley discussed roofing bids and drip edges and the cost of roof replacement in relation to insurance savings.

Directors.

1. Kate Koski: The directories are here and ready for distribution. Volunteers are needed to distribute them to the owners. Any that cannot be hand delivered will be mailed by Management.

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

UNFINISHED BUSINESS

- a. Compliance Unit # 364: MOTION was made by Tom Foley and seconded by Kip Kellogg to authorize the Association's attorney to send a 14 day notice of compliance to the owners of Unit # 364 to remove the yard art on the exterior of the unit.

MOTION PASSED.

- b. Door Policies: MOTION was made by Kip Kellogg and seconded by Kate Koski to send the proposed door policy to all owners, for approval at the March Board meeting.

MOTION PASSED.

- c. Chairlift Financing: MOTION was made by Owen Hodge and seconded by Kip Kellogg to approve the proposal from 101 Mobility to install the chairlift at the recreation center, as presented.

MOTION PASSED.

MOTION was made by Owen Hodge and seconded by Kate Koski to pay for the chairlift project from the Building Restoration Reserve for Recreation.

MOTION PASSED.

The President will contact the Board of Blackburn Point Woods to see if they would be willing to contribute any money towards the chairlift.

- d. Motor Scooter Policy: MOTION was made by Kip Kellogg and seconded by Kate Koski to send the proposed motor scooter policy to all owners, for approval at the March Board meeting.

MOTION PASSED.

NEW BUSINESS:

- a. Tree Removal: MOTION was made by Tom Foley and seconded by Kate Koski to approve the proposal of \$1,600 for the removal of pine trees, as presented.

MOTION PASSED.

- b. Landscape Contract: MOTION was made by Owen Hodge and seconded by Kate Koski to accept the contract proposal from Brinker and Wilson, as presented.

MOTION PASSED.

- c. Handicapped Parking: MOTION was made by Owen Hodge and seconded by Tom Foley to create four handicapped parking spaces at the Recreation Building parking lot; two on the East side of the parking lot close to the building and two on the West side close to the building. The work will be done in conjunction with the asphalt resealing project scheduled for May 2016.

MOTION PASSED.

- d. Kayak Racks: MOTION was made by Tom Foley and seconded by Owen Hodge to install two new kayak racks and two sections of fence, as presented by Kip Kellogg.

MOTION PASSED.

- e. AGM Clarification: MOTION was made by Kip Kellogg and seconded by Kate Koski to send the proposed AGM form to all owners, for approval at the March Board meeting.

MOTION PASSED.

- f. Arc Requests for Units # 108, # 117, # 212, # 222, # 231: MOTION was made by Kate Koski and seconded by Kip Kellogg to approve the AGM requests for Unit #108 for porcelain tile flooring throughout and Unit # 231, for landscape plantings and

mulch and to ratify the AGM requests for # 117 for ?for replacing vanities in both bathrooms, and Unit # 222 for deck replacement, as presented.

MOTION PASSED.

Peter Campanelli was excused at 10:16 A. M.

Unit # 212: MOTION was made by Tom Foley and seconded by Kate Koski to return the AGM request to the owner to be resubmitted with the an agreement by the owner, and all future owners of Unit # 212, to maintain the proposed tubular skylights and all related repairs, as presented.

MOTION PASSED.

- g. Compliance Committee Membership: MOTION was made by Kate Koski and seconded by Tom Foley to appoint Mike Wilder to the Compliance Committee to represent Section III.

MOTION PASSED.

A volunteer is still needed for Section II.

- h. Line of Credit: MOTION was made by Kate Koski and seconded by Kip Kellogg to renew the \$250,000 line of credit, as recommended by the Treasurer.

MOTION PASSED.

- i. Traffic Island: MOTION was made by Kip Kellogg and seconded by Tom Foley to remove the traffic island at the entrance to the recreation hall parking lot, and to make any repairs associated with that removal.

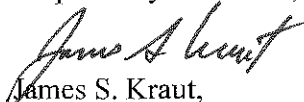
MOTION PASSED.

There will be a Board walkthrough during the week of March 21. There will be a meeting with the Association's insurance agent next Monday.

Public Comment: 1). This was a great meeting.

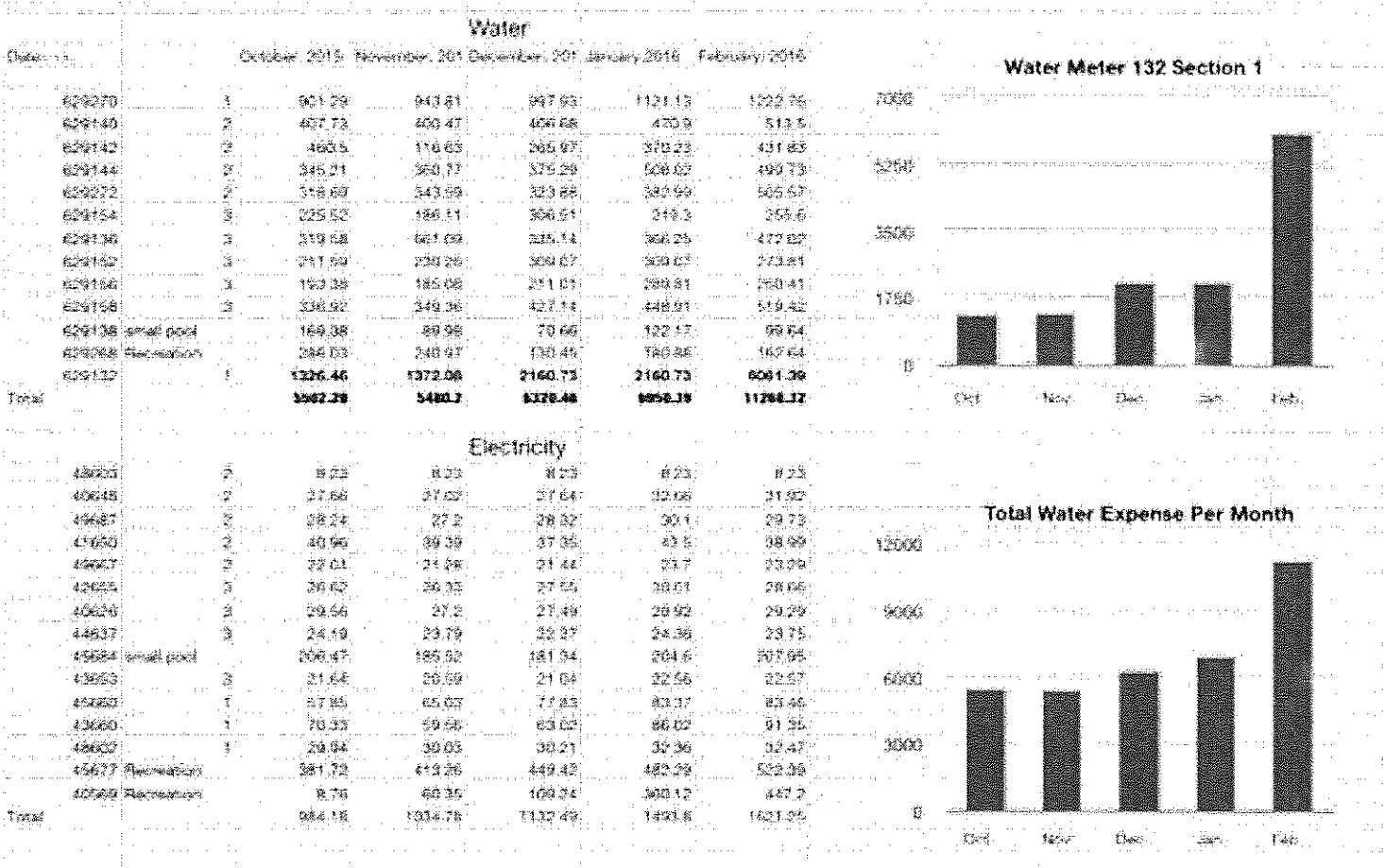
The meeting was adjourned by the President at 10:42 A. M. The next scheduled meeting of the Board will be held on Thursday, March 24, 2016, at 8:30 A. M., in the clubhouse.

Respectfully submitted,


 James S. Kraut,
 For the Secretary

Updating Pine Run Financial Spreadsheets:

We are now in a period of transition from a board with several members having years of service and experience to one with several members who have less than 2 years of board service. The changing of the guard is something we are all well aware of. Past and present members are totally committed to a smooth transition. Making sure we are accurately tracking financial data is a very high priority. To give an example, last year there was a malfunction at one of our water mains. Pat Foley, applying all of her experience as board chair dealing with these issues, almost immediately identified the source. To tell you the truth, I was in awe and also a bit worried. It seemed like a good idea to upgrade our record keeping system to help us spot these things. We now have spread sheets that we can use to quickly verify levels of water and electricity use.



Here is an example for the past five months. A short while ago there was a leak in a section one water pipe caused by a tree root penetrating the pipe. It was very quickly spotted. It took several hours to shut off the gushing water. The chart above shows how we can now track a situation like this and that the cost in excess water was around \$4000.

Pine Run Audit

Our auditor is Beverly Miller of Dowd, Whittaker, Associates. She is familiar with every aspect of Pine Run financials. Her audit report is close to completion. There are a few items that particularly needed to be cleared up.

1. Synchrony Bank

Synchrony Bank is where we deposit our reserve funds. There seems to be a problem regarding accessing statements in a timely manner. Some of this may have to do with changing the mailing address for the statements so they will be sent to Keys-Caldwell. A part of the problem is that we need to update the signatures so that they reflect the current board. This is one factor that delayed the completion of our audit.

2. Stonegate Bank

Our five year line of credit with Stonegate Bank expired in June. This can provide access to funds of up to \$250,000 in case of an emergency. The interest rate is excellent, \$1250 for 5 years if we wish to renew (0.5%). The board should take action on this as soon as possible. Considering the potential for hurricanes and tornados, I recommend renewing.

3. Mailbox Assessment Surplus.

The surplus is \$766.00. It might be applied to paying for the sod for the new mailbox locations.

4. Bad Debt Allowance

Unit 366 was behind in assessment payments by a total of \$4966.91 at the end of 2015. The private mortgage holder is only required to pay 1% of the original mortgage to our association. The audit will reflect this by writing off \$4000 as uncollectible.

Beverly Miller has announced her impending retirement. She will be very active in working with Pine Run board members to make sure the transition to another colleague at Dowd-Whitaker maintains the level of service we have received in the past.

Pine Run Blackburn Point Social Club

Date	Check#	Description of Transaction	Events	Expenses	Deposit	Balance
		Balance Carried Over				640.82
		New Years Brunch				640.82
12/26/14	132	Cash for bar supplies	-80.00	80.00		560.82
1/7/15		Admission	108.00		108.00	668.82
1/7/15		Unused cash for bar supplies	29.20		29.20	698.02
		New Years Brunch Profit	57.20			698.02
		January Potluck				698.02
1/22/15		Admission	149.00		149.00	847.02
	135	Gail Brown supplies	-52.00	52.00		795.02
		January Potluck Profit	97.00			795.02
		Valentine's Day Party				795.02
		Revenue			21.00	816.02
		Wine and Cheese Pairing				816.02
3/10/15		Admission Revenue	395.00		395.00	1,211.02
		Expenses- cheese, supplies, rental & door prize	-389.44	389.44		821.58
		Wine and Cheese Pairing profit	5.56			821.58
		St. Patrick's Day				821.58
3/17/15		Admission Revenue	99.00		99.00	920.58
		Additional Dononation			6.00	926.58
3/17/15	136	Grace Casper- supplies	-51.91	51.91		874.67
3/18/15	137	Myra Dryver	-26.58	26.58		848.09
		St. Patrick's Day profit	20.51			848.09
3/18/15	138	Kate Koski- Ink and paper		146.76		701.33
3/18/15	139	Keenie Bugenhagen- Pool Noodles		10.70		690.63
		Home Tour				690.63
3/22/15		Registration fee	500.00		500.00	1,190.63
1/27/15	134	Home Tour Expenses	-15.24	15.24		1,175.39
		Home Tour Profit	484.76			1,175.39
		Bartender Awards				1,175.39
4/1/15	140	Myra Dryver		41.36		1,134.03
4/2/15	141	Keenie Bugenhagen		25.68		1,108.35
						1,108.35
10/21/15	142	Mary Ann Perry- Water aerobics lock		17.11		1,091.24
11/4/15	143	Hideaway Storage- Yard sale pod		231.12		860.12
11/11/15	144	Kate Koski- supplies		92.42		767.70
		Welcome Brunch				767.70
11/11/15	145	Butcher's Gourmet	-428.00	428.00		339.70
11/12/15	146	Ginny Burk	-40.04	40.04		299.66
11/15/15		50/50	58.00		58.00	357.66
		Welcome Brunch Loss	-410.04			357.66
12/2/15	147	Keenie Bugenhagen- Christmas Tree Lights		12.97		344.69
		December Potluck Dinner				344.69
12/8/15		Admission Donations and 50/50	68.00		68.00	412.69
		December Potluck Profit	68.00			412.69
		Balance				412.69

February 2016 Maintenance Report

We began the month power washing and painting building A, and finished the first of our two buildings just this past Tuesday. I understand and appreciate the frustration of residents who wished we were quicker with the brush, but wind, rain, and cooler than normal temperatures slowed our progress. Adding to the misery of building A was another water main repair requiring a half day shut off. Again we thank you for your patience. We have posted building B, and began power washing the building this week.

We are finishing up our first month of work orders by section, and Hector reports a good response by residents. As we move into our second month, we have begun to eliminate all work orders older than 1 month. We remind everyone in need of a repair, to submit a work order.

We have ordered our first new signs. Two stop signs, two exit signs from the 300's onto Blackburn Pt, and the faded sign in the island of the clubhouse. Once these arrive and are installed, we will begin repainting and refreshing all other signs on property.

A list of other jobs completed; *painted the new stairs at 125 *waste line leak 200 *broken waste line 202 *roof leak 203 *re-pipe assist and drywall 233 *remove pole light and concrete new pole 212 *waste like leak 300 *deck repair 354 *leak 359 *broken waste line repair, drywall, paint 708 *irrigation repair 710 *wood replaced from carport leak 717 *stair repair 763 *parking bumpers and carport lights

We have also sent out a second notice to the few remaining unit owners for whom we still have no access key. We did have 4 units comply with our first letter, and will stay on this issue.

We are looking to remove the entry island leading into the clubhouse parking lot. Its size and shape have proven to be a magnet for vehicles. Opening up that space will save us continuing to repair the damage.

We are looking for a good solution to assist in the newsletter distribution. Rick has given me a few suggestions, and we should have tubes or mailboxes up in each section by next month.

Finally, we are looking to create a list of names and numbers for those people watching condos for absent residents. The maintenance staff continues to have issues reaching responsible parties when emergencies arise.

SUPERVISOR RATING REPORT

You will be rating on a 1-5 scale with 5 being the highest and P (Pass) for an abstention. I suggest that the BOD consider 3 to be an acceptable final average. For each category I will report:

1. Number of BOD members ranking each category – Ps noted
2. Range of rankings
3. Average of rankings
4. Total average of entire sheet

DRAFT

Evaluation form for Pine Run Supervisor of Maintenance, Physical Plant and Grounds

Please rate the supervisor on a scale of 1-5 (5 being the highest) in the blank preceding each item. The individual ratings will be averaged to produce the final evaluation.

Maintenance

- Maintain a safe and orderly work environment
- Prioritize routine daily maintenance of physical plant (permits not required)
- Assess necessary repair work to determine need for professional/licensed assistance
- Inspect buildings, grounds and equipment regularly to prioritize and schedule preventative maintenance
- Prioritize and respond promptly to maintenance work orders
- Inventory and purchase maintenance supplies
- Maintain maintenance records
- Maintain all schematics, blueprints and diagrams

Supervision and Coordination

- Supervise and oversee maintenance staff
- Schedule and monitor quality of work and functionality of outside service and repair contractors
- Schedule and monitor required inspections
- Advise the BOD in scheduling future expenditures
- Advise BOD on budgeting for above

Communication

- Serve as liaison between BOD and unit owners with respect to B & G maintenance issues
- Respond to unit owners concerning the prioritizing of their written work orders
- Maintain contact with Management Company with respect to payroll, billing for materials and equipment, and assignment of line billing line items
- Recruit and evaluate outside vendors
- Communicate regularly with BOD Maintenance Chair
- Communicate respectfully with unit owners
- Maintain alliances with State and County inspectors and permitting officials
- Avoid any perception of favoritism with respect to prioritizing work orders
- Maintain the highest level of confidentiality with respect to unit owner or employee information

Required Skills and Knowledge

- Building construction
- Mechanical, electrical, plumbing expertise
- Blueprint/construction expertise
- Familiarity with condominium documents
- Familiarity with applicable state and county regulations
- Familiarity with Florida flora

Comments: (Add pages if necessary)

POSITION DESCRIPTION: Pine Run Maintenance Supervisor

Under the general direction of the Pine Run Board of Directors, the incumbent performs a wide variety of maintenance duties of buildings, pools, tennis courts, and misc. grounds for the Pine Run Association, Osprey, Florida. The Association consists of 27 acres of land, 17 buildings housing a total of 147 individually owned condominium units, the Association Clubhouse (fitness center and office), and two swimming pools and four tennis courts. Day to day oversight is provided by the duly elected current Pine Run Board Director (Maintenance).

Knowledge, Skills and Abilities Required

Building construction, mechanical, electrical, and plumbing expertise.

Clear understanding of the Pine Run Declaration of Condominium Document and the Rules and Information governing the community.

Familiarity with applicable Florida and Sarasota county regulations for condominium communities.

Familiarity with Florida landscaping trees, floral and fauna.

Demonstrated supervisory skills and ability to work well with others.

Ability to clearly communicate orally and in writing with Board members, staff, owners, contractors, and others.

Major Duties

Plans maintenance work schedules based upon priorities established according to need, urgency, and time.

Assigns maintenance staff work in a timely and complete manner, and according to established codes. Additionally, time must be allotted for any emergency work to be performed. Notifies owners in advance of approximate timeframe for work to be done and keeps them informed of any delays, or problems encountered except when there are emergencies.

Records planned work outcomes (completion dates, delays and reasons, or not completed and reason) in writing for records.

Monitors work performed by service professionals and contractors. Documents outcomes.

Ensures that payroll, billing for materials and equipment, and assignment of line billing items is timely and coordinated with the Association Management Company.

Consults with appropriate Board Members on matters concerning their specific area of expertise.

Conducts routine weekly inspections of the Complex noting repairs needed including landscaping issues, irrigations system operation, road and parking problems and buildings.

Conducts quarterly reviews of maintenance employee work as documented in official personnel files. Conducts end-of-year employee performance review in consultation with the Board Director (Maintenance.)

Prepares a semi-annual maintenance written report submitted to the Board Maintenance Director. The report must include the number and dates of work requests received, the completion dates of the request, or other action taken. The report is to include expenditures to date, Contractor results, and recommendations for undertaking future maintenance projects that will require Board approval.

Maintains carts, equipment, tools and supplies that are stored in the fenced storage area in an orderly and acceptable manner keeping in mind safety factors of employees and residents.

Performs other maintenance duties as assigned.

Working Conditions and Performance Evaluation

A semi-annual performance evaluation will be conducted twice yearly with the employee by the Board Director (Maintenance.) This evaluation will be based upon the attached standards. Areas of improvement will be noted along with areas exceeding performance levels.

Hours: 40 per week

Vacation/Sick Time: 4 weeks/7 days

Benefits: Life Insurance/Health Insurance (Obama care?)

Wages: \$44,512 (round up to annual of 45,000?)

PRESIDENT'S REPORT FEBRUARY 2016

Kip, Owen and I attended a seminar on association insurance sponsored by Bouchard Insurance. We found it very informative. As a follow-up, we have scheduled a meeting with Matt Mercier and Debbie Johnson to begin to plan ahead on how we can reduce our insurance costs for next year. All BOD members are invited to attend.

Owen and I attended a second seminar sponsored by Bouchard. This seminar was on underfunded condominium reserves. We learned that 75-80% of condo associations in this area are underfunded, with half of those funded at 30% or less. We will use the information shared as we plan to fund reserves for next year's budget.

I would like as many BOD members as possible to participate in a walk-through of our property. The purpose will be two-fold. It is important that as we begin to form short-range and long-term goals that we have an accurate picture of the "state of the property". We will make a list of areas that need to be addressed. We also need to ensure that residents are following the rules and regulations that we have set. We will document violations that we see, so that we are able to notify owners of changes they need to make to come into compliance.

LANDSCAPING REPORT

We had to have a pine removed that was responsible for the water main break.

We have a palm in the 200's that is diseased with *Ganoderma* butt rot. Our maintenance staff will remove it.

A vine-cutting work party attracted fifteen volunteers. The majority of people focused their efforts along the north side of the tennis courts, where we made significant progress. Three additional residents cooked and served hot dogs and beverages to the tired workers at the conclusion of the project. The volunteers were enthusiastic, and a second work party has been scheduled for March 10th.

Our plants were fertilized with an organic granular fertilizer.

Rick performed maintenance on the irrigation system.

With fertilizer, water, and fewer strangling vines, we should have happy plants here at Pine Run!

I received a call that our purchase order for the grant work has been released, and we should be receiving it soon. Once it arrives, I will contact Clean Cut Tree Service, and discuss scheduling work to begin later this spring. We are making progress!