

BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
May 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 April 28, 2016
- VI. BOARD REPORTS
- VII. OLD BUSINESS
 - a) Parking lot sealing, striping
 - b) Compliance Committee procedures
 - c) Time clocks
 - d) Budget planning
 - e) Invasive removal
- VIII. NEW BUSINESS
 - a) Insurance - Matt Mercier
 - b) Pest control form and policy
 - c) Speed of cars
 - d) Pond in 100's
- IX. PUBLIC COMMENT
- X. ADJOURNMENT

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

Present: Keenie Bugenhagen, President, Kip Kellogg, Vice President, Owen Hodge, Treasurer, Peter Campanelli, Secretary, Tom Foley, (via telephone), and Chris Saffici, Directors, Matt Mercier, from Bouchard Insurance, Jim Kraut for Management and one owner in the audience. Absent: Kathleen Koski, Director.

The meeting was called to order by the President, Keenie Bugenhagen, at 8:32 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.

Matt Mercier, from Bouchard Insurance, reviewed the 2016-2017 Association insurance proposals and loss control survey, provided recommendations and answered questions from the Board and one owner.

MOTION was a made by Chris Saffici and seconded by Owen Hodge to approve Option 3 of the insurance proposal for the 2016-2017 insurance year.

MOTION PASSED.

Matt Mercier was thanked for his presentation and was excused.

Based on the information contained in the loss control survey, Management will provide contractors for gutter cleaning, mud-jacking and sidewalk grinding to Kip Kellogg.

Resignations and Appointments: None.

Reading/Approval of Minutes of the Board of Directors Meeting of April 28, 2016: MOTION was made by Chris Saffici and seconded by Kip Kellogg to approve the minutes of the Board of Directors meeting of April 28, 2016, as presented.

MOTION PASSED.

BOARD REPORTS

Director: Chris Saffici: No report.

Director: Tom Foley: provide Mr. Foley with information on time clocks.

Secretary: Peter Campanelli reported 1). That from January 1-May 15, there have been 12 sales, 22 rentals, 1 carport lease and 4 non-owner occupancies, which is very similar to last year. 2). There are a number of owners and renters who are not reading and/or following the rules and regulations. 3). The Secretary attended a meeting yesterday concerning a proposed retirement facility to be built across from the CVS store. 4). The Secretary will attend a meeting on June 1, addressing solar energy and will report back to the Board, with information.

Treasurer: Owen Hodge 1). Read and reviewed his report, which is attached and made a part of these original minutes. 2). Attended a meeting yesterday about a proposed assisted living facility.

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

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

UNFINISHED BUSINESS

- a. Parking Lot sealing/stripping: MOTION was made by Kip Kellogg and seconded by Owen Hodge to approve the proposal from Advanced Asphalt for sealing, striping and repairs in all three sections and the recreation area, at a cost not to exceed \$16,000, as presented.

MOTION PASSED.

- b. Compliance Committee Procedure: Deferred until the June meeting.
- c. Time Clocks: Management will provide information on time clocks to Tom Foley.
- d. Budget Planning: There will be another budget planning meeting next Wednesday, June 1, at 10:00 A. M. to concentrate on next year's budget.
- e. Invasive Removal: MOTION was made by Owen Hodge and seconded by Chris Saffici to spend the \$2,400, remaining from the previous Grant invasive plant removal for additional invasive plant removal along Blackburn Road and between the 100 and 200 Buildings.

MOTION PASSED.

NEW BUSINESS.

- a. Insurance: Covered.
- b. Pest Control Form and Policy: 1). Management will provide Kip Kellogg with a current list of units that have not provided keys for access or have provided keys that no longer function. 2). Management will look for the original pest opt out agreement and provide the form to the Board for review.
- c. Speed of cars: No action taken.
- d. Pond in the 100's: MOTION was made by Chris Saffici and seconded by Kip Kellogg to deny the request for the installation of a small pump and fountain in the retention pond/swale behind the 100 buildings.

MOTION PASSED.

- e. AGM Requests: MOTION was made by Keenie Bugenhagen and seconded by Kip Kellogg to approve the AGM request for Unit # 760, to replace their air conditioning unit, as presented.

MOTION PASSED.

Management will provide copies of the AGM request to Tom Foley and the owner.

- f. Roofing Replacement: The Board will look at different roofing contractors and different roofing materials that can be used for Association roof replacement.

Public Comment: None.

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

MOTION PASSED.

The meeting was adjourned at 10:54 A. M. The next scheduled meeting of the Board will be the Budget Planning Meeting on Wednesday, June 1, 2016, at 10:00 A. M. and the next regularly scheduled Board of Directors meeting will be held on Thursday, June 23, 2016, at 8:30 A. M., in the clubhouse.

Respectfully submitted,
James S. Kraut,
For the Secretary



Pine Run Association

6/21/16 to 6/21/17 6/21/16 to 6/21/17 6/21/16 to 6/21/17

	Option 1	Option 2	Option 3
Windstorm & Property:	\$180,905.00 Citizens	\$180,905.00 Citizens	\$180,905.00 Citizens
Difference - In - Conditions (DIC):	\$5,996.70 Aspen Specialty	\$5,996.70 Aspen Specialty	\$5,996.70 Aspen Specialty
Flood (6/18):	\$82,349.00 Wright	\$58,082.13 Western World	\$63,368.65 Lloyd's
General Liability:	\$6,356.00 Westfield	\$6,356.00 Westfield	\$6,356.00 Westfield
Directors & Officers:	\$2,215.00 Travelers	\$2,215.00 Travelers	\$2,215.00 Travelers
Umbrella:	\$1,799.28 Fireman's Fund	\$1,799.28 Fireman's Fund	\$1,799.28 Fireman's Fund
Crime:	\$1,454.60 Travelers	\$1,454.60 Travelers	\$1,454.60 Travelers
Workers Compensation (1/27):	\$4,952.00 C.N.A	\$4,952.00 C.N.A	\$4,952.00 C.N.A

Total Premium: Total Premium: Total Premium:

\$286,027.58 \$261,760.71 \$267,047.23

Pine Run Association

Pine Run Association

6/21/11 to 6/21/12 6/21/12 to 6/21/13 6/21/13 to 6/21/14 6/21/14 to 6/21/15 6/21/15 to 6/21/16 6/21/16 to 6/21/17

	Bouchard		Bouchard		Bouchard		Bouchard		Bouchard	
Windstorm & Property:	\$119,268.00	\$131,169.00	\$144,602.00	\$155,853.00	\$175,288.00	\$180,905.00	Citizens	Citizens	Citizens	Citizens
Difference - In - Conditions (DIC):	\$4,931.65	\$4,931.65	\$5,133.30	\$4,935.12	\$7,931.24	\$5,996.70	Lloyd's of London	Lloyds of London	Lloyds of London	Aspen Speciality
Flood (6/18):	\$70,368.00	\$83,266.00	\$87,886.00	\$87,886.00	\$80,426.00	\$82,349.00	Fidelity National	Wright	Wright	Wright
General Liability:	\$4,076.18	\$5,418.29	\$7,453.94	\$6,155.00	\$6,191.00	\$6,356.00	Western World	Westfield	Westfield	Westfield
Directors & Officers:	\$1,464.50	\$1,464.50	\$1,834.54	\$1,834.54	\$2,008.78	\$2,215.00	Travelers	Travelers	Travelers	Travelers
Umbrella:	\$2,102.46	\$2,102.46	\$2,102.46	\$1,779.14	\$1,793.40	\$1,799.28	Greenwich	Fireman's Fund	Fireman's Fund	Fireman's Fund
Crime:	\$885.36	\$885.36	\$1,379.88	\$1,454.60	\$1,454.60	\$1,454.60	Travelers	Travelers	Travelers	Travelers
Workers Compensation (1/27):	\$561.00	\$590.00	\$652.00	\$5,238.00	\$5,170.00	\$4,952.00	C.N.A.	C.N.A.	C.N.A.	C.N.A.

Total Premium: **Total Premium:** **Total Premium:** **Total Premium:** **Total Premium:** **Total Premium:**
 \$203,657.15 \$229,827.26 \$251,044.12 \$265,135.40 \$280,263.02 \$286,027.58

Maintenance Report May 2016

After many, many, months of putting out other fires inside Pine Run, we finally were able to turn our attention to the issue of irrigation. Two weeks ago, we began addressing sprinkler heads in the 100's and 200's. This turns out to be a very dirty and wet job, and one that will continue to be a priority as we work with landscape updates. This is an issue that must not be ignored again. I would like to be able to re-check these sections again within 6 months. We have the funds, and will begin moving towards the 300's and the 700's soon.

Also very happy to announce for those owners not on site, that the renovation of the clubhouse has begun. The Hagen group is making fast progress, and the work should continue for at least another 2 weeks. We are also waiting for add on bids for new doors for the clubhouse and locker rooms. Installing our new door locks, exposed the fact that our doors are old, and failing. We are also having Ron Horn plumbing working on the upstairs bathrooms.

All road and property signs have been repaired, repainted, and reinstalled. Two tennis court signs and the front sign will be the last ones restored.

The new kayak racks have been installed, and a couple of kayaks now call it home. Please put your unit number or name on the post you are using.

We have re-piped the small pool and will be updating the filtration system.

Just last week, a little bit of jerry rigging managed to save us money, and restore our pond fountain. Thanks to resident Dennis Norton for poking his head into this problem, and to Larry for applying the fix. Along with our new boat, we can start to clean and restore our water feature.

We hope to secure a final bid for fire extinguisher recharging and repair this week. We are behind on this process, but will post the message boards with an update and hopefully a start date soon. Pine Run staff will be entering units to secure extinguishers, and returning them after service.

We also handled....208 leak, 235 ceiling leak, 305 paint deck trim and stairs, 362 stair fix, 364 support posts painted and installed, 703 ceiling collapse.

Now we move to roofs, roofs, roofs!!!!

Pine Run Association Treasurer Report
Owen Hodge
May 23, 2016

Financing Possibilities: Clubhouse Parking Lot Sealing and Striping

1. The Reserve Budget for Recreation has a Roads account. The current amount in this account is about \$1500. Even if fully funded the amount is only \$6000.
2. Commons Operating Budget has a Repairs and Maintenance category with a budget of \$15,500. The amount remaining (as of May 1) is about \$9,800. This is how we would probably pay for the project.

Pine Run Website

The transfer of the Pine Run domain name was successful. The website is now up and running. Service was interrupted for six days.

May 9, Budget Workshop

The purpose of this workshop was to put together a list of possible Pine Run projects for the next few years, and then to begin to set priorities and explore the most effective ways to manage the budget. This was an open and public work session with budget information presented by the treasurer followed by comments and suggestions from all attending.

There were no formal motions made at the meeting. The purpose was to initiate a long term budget process. One focus was on reserve funding for roofs, painting and irrigation which will all require attention within the next four years. Since insurance dominates the Pine Run budget we planned to have Matthew Mercier of Bouchard Insurance do a presentation at our next board meeting. Another basic theme was to review all of the potential projects that may be coming up in the next couple of years. Here is the list: sidewalk repair, clubhouse parking lot sealing and striping, security, lighting, storage facilities for bicycles and Pine Run maintenance equipment, clubhouse renovation, picnic table and grill by the pond, and upgrading the commons.

There was a general agreement that after a period of very successful management through several difficult economic years, we might be in a good position to consider carefully phasing in, over the next few years, increases to reserve funding and upgrades to the quality of our common areas.

Current Operating Budget

As of the end of April we were 33% of the way through our budget year. The following table show that we are very close to the expected budget expenses.

Category	% of budget spent
Section 1	32.9%
Section 2	30.7%
Section 3	30.9%
Small Pool	29.8%
Recreation	36.8%
Commons	34.9%

PRESIDENT'S/LANDSCAPING REPORT MAY 2016

We had a productive budget meeting, with three residents in attendance. Owen's work enabling data to be displayed and manipulated on the television screen in the clubhouse was invaluable. I am hoping that we are able to schedule another work session in the next month.

The legal case initiated by Valerie Walters still is pending in two separate forums, and I am working closely with Scott Jackman, the attorney assigned by Travelers Insurance to represent the association in these matters. Ms. Walters first filed a complaint for discrimination, related to parking, with Florida Commission of Human Relations. The Commission subsequently issued a Notice of Determination of No Cause to find that the Association had violated fair housing laws. Ms. Walters then petitioned the Division of Administrative Hearings and asked that an evidentiary hearing be conducted, where she could present her case to an Administrative Law Judge. As representative for the Association, I recently attended this hearing, and at this time the parties are waiting for the judge to issue his recommended order.

While we were waiting for the evidentiary hearing to take place, Ms. Walters filed a civil complaint in Federal Court, based on the same parking issues but also including claims of violating the ADA in several areas of the Association in and around the Clubhouse. Our attorney has filed a response to the civil law suit and the case is proceeding.

I have consulted with the association attorney in regards to discouraging another in-residence caretaker in Unit 366. We have placed a notice on the door of that unit in accordance with our legal counsel.

The grant work to remove invasive plant species in our entrance areas was completed by Clean Cut Tree Services. Nothing will be planted in this area for the next several months while we watch for, and spray, any new growth of invasives. I will also have the asparagus fern in the center island of the main entrance sprayed, as well as the oyster plants just beyond the designated area to the left of the main entrance. This fall, appropriate noninvasive plants will be planted where necessary, using money designated for the grant work.

The palm tree trimming was completed by Jim Bear Tree Services. The number of trees may be slightly higher than the 150 we initially discussed. Some of the smaller trees, especially those in the rear of units, were left for our maintenance men to trim in-house.

The work on the clubhouse is progressing, and looking wonderful. Kip has been working closely with our maintenance staff to make sure that everything goes smoothly on those days when we have been working with reduced staff.

I think that we should move forward with a grant for lighting for this fall. If we would like to do this, we need to submit an intent to apply for a grant by July 15th. We need to have met with the county representative and received her signature on our preliminary application by August 26th, and the deadline for the application is Sept. 7th. Kate and I have attended the workshop to apply for grants, so we are able to sign the grant application. If anyone else is interested, there are a number of workshops scheduled for the month of June.