

BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
June 23, 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 May 24, 2016
- VI. BOARD REPORTS
- VII. OLD BUSINESS
 - a) Compliance committee procedures
 - b) Pest control form and policy
 - c) Time clocks
 - d) Roofs
- VIII. NEW BUSINESS
 - a) Gutters
 - b) Interior clubhouse renovation
 - c) Unit 357
- IX. PUBLIC COMMENT
- X. ADJOURNMENT

June 2016 Maintenance Report

My 3 month project to restore the signs of Pine Run, or purchase new where necessary, is complete. The final trim for the front entry sign will be up tomorrow. Thank you for everyone's patience during the project.

We just completed fire extinguisher repair. We used a new system this year that should make it easier to track future problems.

We now have new work orders, and a new email address for requesting work from the website. pinerunworkorder@gmail.com

The clubhouse restoration is almost complete, and painting should begin next week. New doors are being installed in the apartment, and we await new doors for the clubhouse itself, as well as the locker rooms. We also have removed outdated plumbing to the clubhouse bathrooms, and are having new toilets installed. A new handrail was installed on the left side of the staircase, and all new gutters were put up. In addition, today the electrician will wire the stairs for next week's stairchair project.

We will continue to update residents as we get closer to our resealing and restriping project in mid July. A second notice going out soon, will ask people to think about deliveries, visitors, vacation rentals, etc. I am currently working with the Post Office, UPS, and Fed Ex on changes in their schedule if unable to drive into a section. We have also decided to remove the clubhouse entry/exit island that has proven to be a target for trucks entering the property. This area will be repaved as part of the resealing project.

We had new filters installed in the small pool, and will look to address a drainage issue outside the pool house. We also have new pool ropes and buoys.

We also completed the following work....

124 stair repair, 220 stair repair, 221 wastelines, drywall and reinstall, 227 deck and stair repair, 235 roof repair, 306 railing repaired, 358 roof repair, 700 cedar in carport torn out to address a leak, 703 ceiling collapse reframed, insulated, and dry walled, 705 stair repair, 715 roof repair, 757 flashing, 762 vent repair, 765 termite cedar damage repaired.

PRESIDENT'S REPORT

Despite this being "off-season", it has been a busy and productive month here at Pine Run.

Kip, Kate and I met with Jim Kraut at Keys-Caldwell to become better informed about many issues regarding the employment of our maintenance staff. Our knowledge will be shared with other BOD members as we move forward in the budget process.

I spoke with Charlie from 101 Mobility last week. I am hopeful that the chairlift will be installed sometime next week.

Unit 366 has been signed back to the mortgage holder, Chris Hatton. He has offered to pay us \$1,500 in unpaid monthly assessments. We have accepted his offer. He will be responsible for the assessments on the unit beginning July 1st. As soon as we receive a copy of a recorded deed, he will be provided with a key to the unit. He has had power turned on in the unit.

In regard to our ongoing legal issues, on June 17th, the administrative law judge issued a recommendation of no violation on the part of the association to the Florida Commission on Human Relations. All parties have the right to file an exception within fifteen days of this date. Hopefully, this will be the end of this suit. I continue to work with counsel on the federal civil case which has been filed.

A resident in the 300's found a pornographic note which had been left on her car. She was advised to call the sheriff, which she did. It is important that we remain vigilant about reporting anything that seems suspicious. We will continue to work with law enforcement on these incidents.

I am getting bids on invasive plant removal for two very troublesome areas. After storm season, we will have a better idea of whether or not we have the funds to get any additional work done this year. We will be able to use these bids as we budget for next year.

Keith Hagen has allowed our maintenance staff to use his lift while it is here on the property. Hector did an awesome job of cutting the dead vines out of the trees by the tennis courts. He is also trimming branches where needed. Brinker & Wilson has agreed to haul the debris away for us.

The final paperwork on the grant was completed, and Kate mailed it to the county this week, so we should be getting our reimbursement.

Our residents who are away will be pleasantly surprised when they see all the greatly improved signs around our property, including our very handsome entrance sign. Kip is to be commended for the many hours he has spent doing all the painting.

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, JUNE 23, 2016
8:30 A. M.**

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

Resignations and Appointments: None.

Reading/Approval of Minutes of the Board of Directors Meeting of May 24, 2016: MOTION was made by Kip Kellogg and seconded by Tom Foley to approve the minutes of the Board of Directors meeting of May 24, 2016, as presented.

MOTION PASSED.

BOARD REPORTS

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

Director: Kate Koski: Swim diapers, not regular diapers, are allowed in the swimming pools.
Director: Tom Foley: Time clocks do not appear to be the answer for the Association. A time sheet, which has already been created, will be electronically forwarded to Keys-Caldwell.

Secretary: No report.

Treasurer: Owen Hodge reported that he has received the May financials and everything is in good order.

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

UNFINISHED BUSINESS

- a. Compliance Committee Procedures: MOTION was made by Kate Koski and seconded by Kip Kellogg to accept the Compliance Committee Procedures, as amended.

MOTION PASSED.

Kate Koski will make the changes and distribute the final copy to the Board and a copy to Owen Hodge for posting on the Association's website.

- b. Pest Control Form and Policy: Kip Kellogg will create a new, draft "opt out" form for review by the Board at the next Board of Directors meeting.
- c. Time Clock: Covered.
- d. Roofs: MOTION was made by Kip Kellogg and seconded by Tom Foley to spend up to \$25,000, each, plus the cost for labor and materials for unseen repairs, to reroof Buildings G and H, and to give Kip Kellogg the authority to select the contractor.

MOTION PASSED.

NEW BUSINESS.

- a. Gutters: MOTION was made by Kip Kellogg and seconded by Kate Koski to accept the proposal from Shenk Seamless Gutters and More, to clean the gutters in all unit buildings, at a cost of \$2,230 each, with the work to be done two times per year.

MOTION PASSED.

- b. Interior Clubhouse Renovation: Kate Koski reported that she has spoken with Keith Hagen about the installation of locked files, bookcases, storage cabinets, new light fixtures and acoustical tiles in the clubhouse and is waiting for a detailed estimate. She reported that the verbal "rough" estimate was \$7,000-\$10,000.
- c. Unit # 357: The advertisement posted on Air B&B, for nightly rentals, has been removed and the unit is now listed on three other internet sites on a monthly basis. Management was instructed to send a letter to the owner of Unit # 357, requesting a key to the front door of the unit, entrance to inspect the unit fire extinguisher, entrance for pest control service and to remind the owner that if all maintenance fees are not current, the Board has the right to deny use of the common facilities and rental of the unit.
- d. AGM Requests: MOTION was made by Kip Kellogg and seconded by Kate Koski to approve the AGM request for Unit # 139 to replace the water heater, as presented.

MOTION PASSED.

- e. Association Updates: 1). The air conditioning is being left on in the clubhouse. 2). Someone appears to be living in the men's locker room.

MOTION was made by Kip Kellogg and seconded by Kate Koski to establish a standard square footage allowance for material and labor for the replacement of the second floor flat roof courtyard decks, and that any unit owner upgrades above that price be paid by the owner. No second floor flat roof courtyard decks will be replaced without first submitting and obtaining approval of an AGM form.

MOTION PASSED.

MOTION was made by Tom Foley and seconded by Owen Hodge to approve the reimbursement of \$406.40, to the owner of Unit # 305, for material for replacement of the second floor flat roof courtyard decks.

MOTION PASSED.

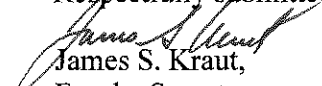
Public Comment: 1). Acoustic tiles can be randomly applied to the ceiling to get the sound deadening effect.

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

MOTION PASSED.

The meeting was adjourned at 9:44 A. M. The next regularly scheduled Board of Directors meeting will be held on Tuesday, August 23, 2016, at 8:30 A. M., in the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary