

**BOARD OF DIRECTORS MEETING**  
**PINE RUN CONDOMINIUM ASSOCIATION, INC.**  
August 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 June 23, 2016
- VI. BOARD REPORTS
- VII. OLD BUSINESS
  - a) Pest control opt-out form
- VIII. NEW BUSINESS
  - a) Compliance issues - 107, 130
  - b) Parking lot pavers
  - c) Policy on retroactive A/GM forms
  - d) Communication to residents
  - e) Rental Unit AC
- IX. PUBLIC COMMENT
- X. ADJOURNMENT

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

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

The meeting was called to order by the President, Keenie Bugenhagen, at 8:30 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 June 23, 2016: MOTION was made by Kip Kellogg and seconded by Peter Campanelli to approve the minutes of the Board of Directors meeting of June 23, 2016, as presented.

MOTION PASSED.

BOARD REPORTS

Secretary: No report.

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

Treasurer: Owen Hodge 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.

AGM Forms.

Unit # 225: MOTION was made by Keenie Bugenhagen and seconded by Kip Kellogg to deny the AGM request from Unit # 225, (numbered "#1"), that includes Rheo, Porterweed and Colocasia, because all three types of plants are on the invasive plants list. Management will send a certified letter to the owners of Unit # 225 informing them that they have 30 days to remove all of these three types of plants or they will be removed by the Association and the owners will be billed for the expense.

MOTION PASSED.

Unit # 225: MOTION was made by Keenie Bugenhagen and seconded by Kip Kellogg to approve the AGM request from Unit # 225, (numbered "#2"), that includes the area facing the small pool, with the understanding that the mulch in these areas, when replaced, will be replaced with natural colored mulch.

MOTION PASSED.

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

Unit # 106: MOTION was made by Kip Kellogg and seconded by Keenie Bugenhagen to approve the AGM request from Unit # 106 for a new vanity, flooring and tile, as submitted.

MOTION PASSED.

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

Unit # 360: MOTION was made by Kip Kellogg and seconded by Peter Campanelli to approve the AGM request from Unit # 360, for air conditioning replacement, as submitted.

MOTION PASSED.

Unit # 214: An AGM request for the new hot tub was not required because the hot tub is not plumbed or hard wired.

#### UNFINISHED BUSINESS

- a. Pest Control Opt-Out Form: To be addressed at the September Board of Directors meeting.

#### NEW BUSINESS.

- a. Compliance Issues Units # 107 and # 130: Management was instructed to send a second letter to the owner of Unit # 107, informing him that he has 30 days from the date of the letter to submit the required rental application form and application fee or the Board will refer this matter to the Association attorney for enforcement or assess a fine for non-compliance or both and notify the State of Florida that the Unit is being rented. The letter will be sent certified mail.

Management was instructed to send a follow up letter to the e-mail and verbal conversation with the owner of Unit # 130, informing her that she has 15 days from the date of the letter to remove the unauthorized items stored in the meter room, (a violation of the State Fire Code), or they will be removed and disposed of as the Association sees fit and the expense charged to her statement. The letter will be sent certified mail.

- b. Parking Lot Pavers: The island at the entrance to the recreation area parking lot was removed and replaced with paver bricks.
- c. Policy on Retroactive AGM Forms: Management will provide the Board with a sample compliance procedure from another association for review.
- d. Communication to Residents: The Board discussed ways to keep owners informed and up to date on Association issues including postings at mailboxes, appointing Building Captains, sending e-mails, putting information on the official website, and A frame signs.
- e. Rental Unit Air Conditioning: MOTION was made by Kip Kellogg and seconded by Peter Campanelli to approve the proposal from Royal Air Conditioning to replace the air conditioner in the Association rental unit, as presented. The expense will be charged against rental income.

MOTION PASSED.

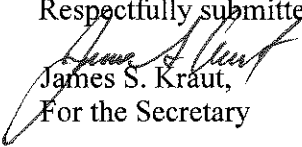
Public Comment: 1). Q. Should Warning signs be installed at the pond area? A. Kip Kellogg will contact Management about ordering a sign for the pond area "Beware of Alligator and Snakes, No Swimming, No Boating". 2). Q. Can the Board notify owners when the mail has been delivered? A. The Board will look into it.

MOTION was made by Kip Kellogg and seconded by Peter Campanelli that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:36 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, September 22, 2016, at 8:30 A. M., in the clubhouse.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James S. Kraut", is written over the typed name.

James S. Kraut,  
For the Secretary

## Maintenance Report August 2016

Hundreds of small items addressed since our last report. The staff has done a tremendous job given the heat and humidity of the summer.

The big items include the clubhouse renovation, gutter cleaning, sealing of the parking lots, and the new brick paving stones that replace the often hit island leading into the clubhouse lot. We also have new doors and locks for the clubhouse, and new doors for the locker rooms.

We are turning our attention to the 200's. We are ordering new doors and locks for the small pool restrooms. We have new tables and umbrellas waiting to be ordered, and just had river rock placed along the south side of the pool. We will be painting stairs and fences and a long awaited louver issue.

Work on the restoration in the 700's will begin this week. The county held up the permit in order to make a few minor changes. Keith's guys will start with more stair replacements of residents who are gone for the summer.

Pine Run Treasurer Report  
Owen Hodge  
August 22,2016

#### I Reserve Funds

The reserve funds are building up at a good rate. The current balance for all categories of reserve funds is about \$677,000. Expense for the year from reserves are just \$11,000.

#### II Operations

Expenses for Sections I,II,and III, as well as Small Pool are very much in line with the Pine Run budget.

#### Recreation

Recreation is currently being spent at about 5% above the budgeted rate due to water, electricity, repairs, and maintenance expenses. Repairs are already \$2200 over the annual budgeted amount. Judging from past experience, it is difficult to control the electricity and water use. If we can hold down expenses on maintenance and repairs for a few months we could be close to the budget by the end of the year.

#### Commons

Commons also appears to be running about 5% over the budgeted rate due to expenses for pest control, grounds contract, and Pine Run payroll. Also, Legal/Professional expenses are for the most part charged to commons. The budgeted amount is \$5000 which has already been exceeded by \$2200, an unavoidable situation. On the positive side: the budget for tree removal is \$14000 and to date we have used up only \$2200.

#### III Budget

The July financial report for Recreation and Commons indicates that we may need to consider increasing budgets for these two categories next year. Also, the current budget is designed to maintain the Pine Run commons in its current state. After a long and difficult economic period in Florida, the board will be considering some possible upgrades to the commons. There will also be discussion related to raising the level of contribution to reserve funds. In the spirit of transparency and responsibility the board wishes to inform Pine Run owners that an increase in the monthly assessments is on the table. We welcome input as the discussion proceeds.

## **PRESIDENT'S REPORT**

A number of improvements have been made in the past two months, thanks to Kip and the maintenance staff. The exterior of the clubhouse is looking much better. Our long awaited chairlift has been installed, making the clubhouse accessible to all of our residents. The parking lots look fabulous.

We continued to have problems with unauthorized use of the clubhouse in July, but the new doors and locks seem to have taken care of the problem.

The deliberation of our current legal case will take place on Sept. 8<sup>th</sup>. Attorney Scott Jackman and I will both be phoning in to hear the discussion.

Our landscapers delivered and spread river rock around the plants by the small pool, per our request. We have chinch bugs in our lawns. Liquid fertilizer and treatment for the bugs is being applied today. We are increasing our irrigation to twice a week to prevent further infestation.

We have decided to delay applying for the county grant for lighting until the next cycle.

I have two A/GM forms from Unit 225 for landscaping work already done.