

BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
October 31, 2016  
2:00 pm. 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 September 22, 2016
- VI. BOARD REPORTS
  - a)AGM
- VII. OLD BUSINESS
  - a) Pest Control
  - b)
- VIII. NEW BUSINESS
  - a) 2017 Budget
  - b) Sprinkler retrofit
  - c) Clubhouse renovation
  - d) Shed
  - e) Maintenance
- IX. PUBLIC COMMENT
- X. ADJOURNMENT

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
MONDAY, OCTOBER 31, 2016  
8:30 A. M.**

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

The meeting was called to order by the Vice President, Kip Kellogg, at 2:04 P.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 September 22, 2016:  
MOTION was made by Owen Hodge and seconded by Kate Koski to approve the minutes of the Board of Directors meeting of September 22, 2016, as presented.

MOTION PASSED.

BOARD REPORTS

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

President: No report.

Directors:

Chris Saffici: No report.

Kate Koski: No report.

Tom Foley: No report.

Secretary: No report.

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

AGM Forms.

Unit # 353: Deferred until the November Board meeting to obtain further information.

Unit # 305: Replace kitchen stove.

Unit # 753: Installation of new air conditioner.

Unit # 106: Installation of new flooring, with sound deadening in the guest bedroom.

Unit # 208: Installation of river rock in the back patio area.

MOTION was made by Kate Koski and seconded by Owen Hodge to approve the AGM requests from Units # 305, # 753, # 106, and Unit # 208, as presented.

MOTION PASSED.

UNFINISHED BUSINESS

- a. Pest Control Policy: The Secretary will make his report at the November Board meeting.

NEW BUSINESS.

- a. 2017 Budget: MOTION was made by Owen Hodge and seconded by Kip Kellogg to mail the proposed 2017 budget to all owners and for Board approval at the November 17, 2016, Board of Directors meeting.

MOTION PASSED.

- b. Sprinkler Retrofit: The Association has received the necessary votes to waive the fire sprinkler retrofit requirement. Management will submit the necessary information to the Association's attorney for recording.
- c. Clubhouse Refurbishment: Kate Koski reviewed her proposal, which is attached and made a part of these original minutes.

MOTION was made by Owen Hodge and seconded by Kip Kellogg to accept the proposal from Kate Koski for clubhouse renovations, as presented, at a cost not to exceed \$4,500.

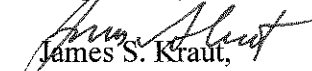
MOTION PASSED.

- d. Shed: The Board will obtain bids for a shed to be installed next to the clubhouse. Management will confirm that only Section I owners can vote for the shed installation.
- e. Maintenance: No report.

Public Comment: 1). Q. Who is responsible to trim overgrowth away from air conditioning units? A. Owners are.

The meeting was adjourned by the Vice President at 2:55 P. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, November 17, 2016, at 7:00 P. M., in the clubhouse.

Respectfully submitted,

  
James S. Kraut,  
For the Secretary

## October 2016 Maintenance Report

Small pool work was completed pending new sod. The 500 gallon LP tank was pulled and removed, the hole was filled with gravel, and the pool drainage was rerouted into our new drain field. We hauled dirt we saved when removing the entrance island to the clubhouse. In addition, we rebuilt the stone paver path by raising it up to avoid future flooding issues. Our two new tables and umbrellas were also delivered and set up.

Our staff finished the building and install of new louvers at 128 Woodland Dr.

We spent several days working on, but have still not solved drainage issues at 708 Pine Run Dr. We are waiting for some building code information before we move forward with a potential solution to a multi-decade old problem.

We spent several work days tearing out and replacing rotting exterior window frames at 135 Woodland Pl.

The floors to the clubhouse were sanded and restored. We just finished installing new baseboard this past Friday after giving the floor a solid week of drying time.

The rehab work on buildings G&H has been delayed due to contractor issues unrelated to PineRun. Hagen moved his crew to a large solar panel install, only to have the lift they had been using at PR, break down on that job. The lift has been repaired, and we should have them back on property soon.

With season just about upon us, we will return to the weekly rotation of work order requests beginning today.

October 31, 2016 Treasurer Report Owen Hodge

**Clubhouse Restoration.**

The 2016 clubhouse restoration is financed by reserves from the Recreation Building Restoration Fund. At the beginning of the year this fund had a balance of \$56,000. The largest 2016 expense is \$37298 for the fascia replacement by Hagan. As of the end of September the balance was \$26228.08.

The proposed refurbishing of the clubhouse includes these items:

Wall Unit for TV and Books	\$858
Sideboard for Serving and Storage	\$922
3 Tables	\$357
32 Folding Chairs	\$865
6 Fold-In-Half Tables	\$600
Locking Drop File Cabinet	\$349
Total	\$3951

We have the money in the above fund to cover this.

**Possible Expenses for Shed Adjoining the Clubhouse**

Shed 14x24	\$5900 (sale price)
Shed 18x36	\$8500
Shed 18x41	\$9000

Grading to level \$1500 We might also be able to do this within the 2016 fiscal year.

**Major Factors Affecting the 2017 Budget**

1. Repayment of Capital Contribution. So far we have processed 37 out of 45 repayments for a total of about \$25000. The repayment funds come out of the reserves for sections 1,2, and 3 which means that those funds will be less than predicted. We will need to pay close attention to our reserve funding levels because we will no longer have the cushion of capital contributions.
2. Section 3 refunds to section 2 for incorrectly assigned water meter from 2010-2014. The plan was to use section 3 capital contributions to repay about \$12000. This transfer must now come from section 3 reserves distributed over a period of 4 years.
3. Section 1 bad debt of \$5600 to be carried forward to 2017 budget.
4. **Reduction in Employee Health Insurance.** Larry Speth qualifies for Medicare this year. We will no longer need to pay for his private health insurance plan. We will pay \$57 a month for his medicare supplement. Our payroll will be reduced from \$123000 to \$112000.

**2017 Budget Overview**

**Proposed Reserve Funding Levels:**

Section 1	2016	2017	Section 2	2016	2017	Section 3	2016	2017
	71%	80%		60%	90%		55%	70%

**Sample Monthly Assessments:**

Section 1	2016	2017	%increase
Townhouse	\$438.51	\$472.58	7.8%

Section 2	2016	2017	%increase
2 Bedroom	\$468.72	\$503.82	7.5%

Section 3	2016	2017	%increase
2 Bedroom	\$475.18	\$515.47	8.5%

## PROPOSED REFURNISHING OF THE PINE RUN CLUBHOUSE

**Total: \$3602.00**

- **Wall Unit for TV/Books: Light Grey - Total \$858**  
Two Bookcases: \$249/each  
37-3/4" W x 84-1/4" H x 14-5/8" D  
One Stand with two shelves/glass doors: \$360  
57-1/8" W x 34-1/4" H x 18-7/8" D
- **Sideboard for Serving and Storage – Light Grey, Marbled White Top - Total \$922**  
Two cabinets with two shelves each - \$195  
31-1/2" H x 30" W x 15" D  
Two cabinets with three drawers each - \$216  
31-1/2 H X 18" W x 15" D  
Countertop and drawer pulls - \$100
- **Three Replacement tables: \$357**  
Black with grey legs: \$119  
59 L x 29-1/2 W x 29-1/2 H
- **32 Lifetime Folding Chairs: \$865**  
White polyethylene with black steel frame: \$26.99 each  
Indoor/Outdoor
- **6 Lifetime 6' Fold-in-Half Tables: 600.00**  
24" W x 48" L x 30 H, 28 lbs. – 99.99 ea,  
White polyethylene with grey steel frame

### OPTIONAL:

- **Locking Drop file cabinet - \$349**  
31-1/2 x 31-1/2 – Two drawer - white

This would be for storage of Pine Run Association files.