

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
December 22, 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 November 17, 2016**
- VI. BOARD REPORTS**
- VII. OLD BUSINESS**
 - a) Unit 130**
 - b) Invasive Control**
- VIII. NEW BUSINESS**
 - a) Clubhouse use**
 - b) Bonuses**
 - c) Lighting grant and funding**
 - d) Speed control**
 - e) Lifts**
- IX. PUBLIC COMMENT**
- X. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, DECEMBER 22, 2016
8:30 A. M.**

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

The meeting was called to order by the President, Keenie Bugenhagen, at 8:33 A.M. at the clubhouse, a quorum being present. Proof of Notice of Meeting 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 November 17, 2016: MOTION was made by Tom Foley and seconded by Owen Hodge to approve the minutes of the Board of Directors meeting of November 17, 2016, as presented.

MOTION PASSED.

BOARD REPORTS

Maintenance: Kip Kellogg 1). Read his report, which is attached and made a part of these original minutes. 2). The Board needs to select asphalt shingle colors. 3). A new motor is needed for the lake fountain.

Tom Foley: MOTION was made by Tom Foley and seconded by Kip Kellogg to approve the AGM from Unit # 307 for front door and door jamb replacement and damaged boards in lanai ceiling, as presented.

MOTION PASSED.

MOTION was made by Tom Foley and seconded by Kate Koski to deny the AGM request from Unit # 304 for the relocation of the outside air conditioning system, as presented. Before relocation can be discussed, the owner of Unit # 304 must receive written permission from all other owners in the building.

MOTION PASSED.

Tom Foley added that when the mailboxes were relocated, the Board agreed to add three new parking spaces and the seal coating looks good.

Treasurer: Owen Hodge read his report, which is attached and made a part of these original minutes. Management will look into two questions raised in the report.

Directors:

Chris Saffici: No report.

Kate Koski: 1). Thanks to Owen Hodge and Kip Kellogg for assembling the new wall unit in the clubhouse. 2). The new sideboard is on order and should be assembled and in place by early January. 3). The filing cabinet that was delivered was the wrong one, and will be returned.

Secretary: The President read Peter Campanelli's report, which is attached and made a part of these original minutes.

President: Keenie Bugenhagen read her report, which is attached and made a part of these original minutes. Kip Kellogg will create official e-mails for all Board members that should be used for all Board business.

MOTION was made by Tom Foley and seconded by Kip Kellogg to approve the proposal from Jim Bear to remove one palm tree with Ganoderma, three fruit trees and trim one Pineapple Palm at a cost of \$600.

MOTION PASSED.

Landscape AGM: MOTION was made by Keenie Bugenhagen and seconded by Tom Foley to approve the Landscape AGM plan from Unit # 124 for transplanting a bougainvillea to a new location and planting a Copper Leaf plant in its place.

MOTION PASSED.

The vote on the new shed is a Section 1 vote only and will be included in the annual meeting packet.

UNFINISHED BUSINESS

- a. Unit # 130: MOTION was made by Kate Koski and seconded by Tom Foley to approve the proposed payment plan of \$440 per month, plus the regular monthly maintenance fee, beginning January 1, 2017, less late fees and interest. If the owner defaults in the agreement, then the late fees and interest will be reinstated and foreclosure proceedings will continue.

MOTION PASSED.

- b. Invasive Control: MOTION was made by Tom Foley and seconded by Kate Koski to approve the proposal of \$45 per hour, including materials, from Molly Summers to treat invasive plants in previously cleared areas at 3 hours per month for 3 months, then 4 hours every other month, with license and insurance provided.

MOTION PASSED.

The Board will be looking at two other areas that need to be cleared and maintained.

NEW BUSINESS.

- a). Clubhouse Use: MOTION was made by Kate Koski and seconded by Kip Kellogg that any social event that excludes any owners be charged a \$50 fee.

MOTION PASSED.

- b. Bonuses: MOTION was made by Tom Foley and seconded by Kip Kellogg to approve the Christmas bonuses for all maintenance personnel, as presented.

MOTION PASSED.

- c. Lighting Grant: 1). The next intent to file for a County Grant is due on January 10, at 5:00 P. M. Kate Koski is in charge of the submittal. 2). Management will provide the name of a company that will provide bulk merchandise for sale by the Association.
- d. Speed Control: The Board will purchase a mobile sign to remind people of the speed limit within the Association.
- e. Lifts: MOTION was made by Kip Kellogg and seconded by Kate Koski to allow Hagan construction to store their lift at the Association with the understanding that the Board and maintenance crew will have use rights, when available.

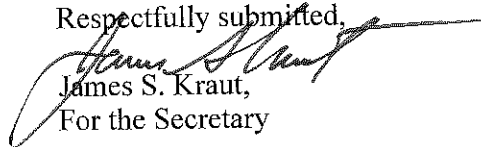
Public Comment: 1). Q: Should the Board meetings be changed to 9:00 A. M.? A. Ask the owners at the annual meeting. 2). There is an outstanding issue with rocks at Unit # 364 that still needs to be addressed.

MOTION was made by Tom Foley and seconded by Kate Koski that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:51 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, January 26, 2017, at 8:30 A. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,
For the Secretary

December 2016 Maintenance Report

The big news is the return of the contractors to the building rehab jobs at Pine Run. In addition to crews working around building G, we have also had a crew building stairs outside building 7, ahead of the work to be done there.

We are working on permits and roofing plans as soon as the work is completed on G.

We have done extensive work to the roof and drainage associated with 708 Pine Run Dr. We have rebuilt support columns, snaked out the pipes, and are in the process of re-roofing the inner second story open air courtyard.

We have also begun the same kind of roofing adventure at 358 Pine Run Dr. We tore off the wooden deck, and are awaiting some work from the homeowner before we proceed.

After a 10 day delay, the large pool was repaired with new pumps. Next week we will close down one side of the pool deck in order to power wash and paint. We will rotate sections in order to not disrupt the flow of activity. We would like to get one more year out of our painted deck, but need to start planning for a complete rebuild of the pool deck with Trex.

We have leveled all sidewalks in the 100's and 200's. This job alone took over 20 hours, with three and often times 4 people. We just began work in the 300's. This will have to become a regular task, as our trees are playing havoc with level walkways.

December 2016 Treasurer Report
Owen Hodge

Operations:

Expenses are very much in line with the budget for sections I,II,and III.

The Recreation expenses will likely exceed the budget for 2016 by something like \$4000 out of a budget of \$90,000, mainly due to more repairs than anticipated.

Commons expenses are also a bit over budget mainly due to legal expenses and repairs. Also, the budget for licenses is \$62. The licensing expense for the year is \$674.25. Sometimes I think these things get tossed in to see if anybody will notice. Can anybody help me out on what the increase is about? I am assuming there is some new requirement. Was it, perhaps, about the chairlift?

Reserves

There has been extensive activity in the reserve accounts for sections I and III and Recreation this year. Section I Building Restoration Reserves will require some decisions. The beginning balance for section 1 Building Restoration Reserves was a little over \$38,000. Expenses so far are \$52,514. This account has a current deficit of about \$9,000 for the year. By contrast, Section 1 Roofing Reserves have had minimal expense and have accrued to the level of \$206,000.

Is it possible that some of the work done this year on buildings G and H in section 1 could legitimately be funded by roofing reserves? I do not have the expertise to know about something like this. This problem is a good example for what we need to do looking ahead.

Looking Ahead

If we are going to come up with a multi-year plan for Pine Run restoration, I think a very high priority is to update our budgeting process. A good first step might be to put together a detailed accounting of all the expense that went into the work on buildings G,H,3, and 7 this year. What we need is an accurate figure of how much it costs to bring one building in a given section up to standard. Then we can use that information to financially plan for each building in turn. With this kind of information we should be able to construct a functioning multi-year plan. This will require collaboration, a team. We need a budget committee that includes members with financial expertise and members with construction and repair expertise. We need committee members who will work on getting estimates for things like sidewalk repair and lighting. This is doable. The benefits are clear: reduced insurance, increased property value.

Jim Kraut

From: Peter Campanelli <campanellipj@gmail.com>
Sent: Monday, December 12, 2016 2:52 PM
To: Christopher Saffici; Kate Koski; keenie bugenhagen; Kip Kellogg; Owen Hodge; peter campanelli; Thomas Foley; Jim Kraut
Cc: Geraldine O'Donnell; Patricia Foley
Subject: HOUSING REPORT FOR PINE RUN, CY 2010 - 2016

As promised at the November, 2016 BOD meeting, here is a tally for Sale and Rental activity in Pine Run.

SALES: CY 2010.....14 Units.
CY 2011.....16 Units.
CY 2012.....15 Units.
CY 2013.....18 Units.
CY 2014.....19 Units.
CY 2015..... 19 Units.
CY 2016..... 20 Units.

RENTALS: CY 2010.... 27 Units.
CY 2011.... 25 Units.
CY 2012.... 39 Units.
CY 2013.... 34 Units.
CY 2014.... 41 Units.
CY 2015.... 30 Units.
CY 2016.... 26 Units.

Peter

PRESIDENT'S REPORT DECEMBER 2016

Owen and I attended a Condo Owner's Association Certification Course in November. It was very informative. Any Board members who have not attended such a course recently are encouraged to sign up for one. One of the things that was encouraged is to have a separate email for association business. This helps to expedite matters if emails need to be turned over for a legal matter. I think that this is a valid point to discuss prior to publishing next year's directory. We could adopt uniform email addresses to make it more convenient for our residents, as well as protecting our personal emails.

Only two affected units have failed to produce closing statements for the refund of capital contributions. We are continuing to pursue the disclosure of these documents so that all improperly collected funds can be returned to the party who paid the fee. We would like to close out this matter before the end of the year.

A mediation conference for our federal lawsuit has been set for April 4, 2017. This will be attended by a quorum of the BOD, our legal counsel, our representative from Travelers' Insurance, the plaintiff, and her legal counsel. If we are unable to make an agreement, a hearing is scheduled for January 2018.

Unit 364 did not accept our offer to remove walking stones and replace with plants. We have repeated our offer, and have not received a reply. If the owner insists on replacement of the stone, we will place a sign in the vicinity that the stones are for decorative purposes only.

As I am filling in for Peter, I have received an application from Unit ~~364~~ to renew the rental of the Unit. The initial application was from June 2015-June 2016. The original renters remain in the unit. The owner forgot to renew the application until now. There has been no lapse in occupancy.

I would like to commence with walk-throughs of sections in January. A few BOD members are needed to walk through each section to document work that needs to be done on behalf of the Association, as well as violations of our Rules or Documents by residents. Letters will be sent to units found to be in violation. We will continue with monthly walk-throughs, rotating sections to remain on top of things. Any volunteers may let me know.

Another palm was detected with Ganoderma Butt Rot. Jim Bear was contracted to remove the tree, as well as remove 3 fruit trees, which are against our rules. He was also contracted to do much-needed trimming on a pineapple palm. He did all 5 trees for \$600 on a very short notice.

I have two landscaping A/GM's from Unit 124.

If there are any amendments that we would like to introduce, we need to do this in time for the January 24th mailing.

Wishing happy holidays to all of our residents.