

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
March 23 2017
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 February 23, 2017
- VI. BOARD REPORTS

- VII. OLD BUSINESS
 - a) Lighting Project
 - b) Walk-throughs
 - c) Updating of Rules and Regulations
 - d) Compliance Committee
 - e) Roofing Project

- VIII. NEW BUSINESS
 - a) Tennis Courts
 - b) 302 Blackburn Point Road
 - c) Invasive Removal Part 2

- IX. PUBLIC COMMENT

- X. ADJOURNMENT

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, MARCH 23, 2017
8:30 A. M.**

Present: Keenie Bugenhagen, President, Kip Kellogg, Vice President, Owen Hodge, Treasurer, Tom Foley, (Arriving at 8:33 A. M.), Kathleen Koski, Mike Wilder, Directors, Jim Kraut for Management and owners in the audience. Absent: Peter Campanelli, Secretary.

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 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 Previous Meetings: MOTION was made by Owen Hodge and seconded by Mike Wilder to approve the minutes of the Board of Directors meeting of February 23, 2017, as presented.

MOTION PASSED.

BOARD REPORTS

Secretary: No report.

Maintenance: Kip Kellogg 1). Read his report, which is attached and made a part of these original minutes.

MOTION was made by Tom Foley and seconded by Kate Koski to approve the termite treatment proposal from Hoskins Pest Control for the 36 units in the 700 Buildings, at a cost of \$4,500, as presented.

MOTION PASSED.

Tom Foley: Bids are being obtained for the resurfacing of the tennis courts, including using fibre-glass mesh on the cracks.

AGMs: MOTION was made by Kip Kellogg and seconded by Mike Wilder to approve the AGM request from Unit # 139: for two new toilets, and Unit # 231, to replace the kitchen counter top with quartz and replace the kitchen floor with vinyl tile, as presented.

MOTION PASSED.

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

Kate Koski: Deferred.

Mike Wilder: Read his 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.

Landscape AGMs: MOTION was made by Kate Koski and seconded by Tom Foley to approve the AGMs for Unit # 100, to put spider plants at the entrance to the Unit, and Unit # 302 to plant Sea Grapes in the area behind the Unit, as presented.

MOTION PASSED.

MOTION was made by Tom Foley and seconded by Katie Koski to approve the proposal Jim Bears Tree Service, to remove three Australian Pine trees behind the 200 Buildings, at a cost of \$2,000, as presented.

MOTION PASSED.

UNFINISHED BUSINESS

- a. Lighting Project: Kate Koski reported that 1). She has not received apple-to-apple bids for the Grant to be submitted, so she will wait until the next cycle to submit the application. 2). Presented a light fixture for Board approval. This light will be installed as a test. A wall mounted fixture will be also be purchased and installed as a test. 3). Once decided, extra fixtures will be purchased for replacement.

MOTION was made by Kate Koski and seconded by Tom Foley that the lighting project move forward, as presented.

MOTION PASSED.

- b. Walk-throughs: 1). The first walk-through was completed and 27 letters were written. As a result of the follow-up walkthrough, only six second notice letters were needed. 2). After the walkthrough of the 300's, two new letters will be written. 3). A walkthrough of the 700's, will be done next month.
- c. Updating of Rules and Regulations: A special meeting will be held to address the wording of the revised rules and regulations, including that no owner's locks can be installed on any cabinet that contains water shutoffs or electric meters.
- d. Compliance Committee: Lou Komey and Gail Brown have already been appointed to to serve on the Committee. The goal is to have at least one member from each Section on the Committee.

MOTION was made by Owen Hodge and seconded by Mike Wilder to appoint Kathy Krueger, from Section 3 to serve on the Compliance Committee.

MOTION PASSED.

A request for volunteers will be posted in the bulletin boards.

- e. Roofing Project: 1). The roofing project is ongoing at the G and H Buildings. 2). The bids have been submitted for the main buildings and carports of Buildings # 3 and # 7.

MOTION was made by Owen Hodge and seconded by Kip Kellogg to accept the proposal from Oscar Aguayo Roofing for Building # 7, in Section 3, of \$18,000, including carports and Building # 3, Section 2, of \$42,525, including carports, as presented.

MOTION PASSED.

MOTION was made by Tom Foley and seconded by Kip Kellogg to approve the wind mitigation reports for Building G and H, now, and for Buildings # 3 and # 7, when the roofing projects are completed.

MOTION PASSED.

NEW BUSINESS.

- a). Tennis Courts: Covered.
- b). 302 Blackburn Point Road: MOTION was made by Kip Kellogg and seconded by Tom Foley to waive the 30 day cancellation notice for rental termination, with the

proviso that the rent is current. No storage pod(s) will be allowed if the rent is not current.

MOTION PASSED.

- c). Invasive Removal Part 2: MOTION was made by Katie Koski and seconded by Tom Foley to approve the proposal from Tree Cut Tree Service to remove the invasive plants along the Blackburn Point Road fence line, at a cost of \$11,200, as presented.

MOTION PASSED.


Public Comment: 1). It is difficult to see the entrance to the Community. 2). There are too many people going the wrong way on the roads within the Community. 3). Can we get better control of water usage by installing individual water meters. 4). The Association should look at hiring outside maintenance. 5). The irrigation system is not working properly. 6). Maintenance fees are too high. 7). Can we replace main entry sliding glass doors with French doors? 8). The irrigation need to run to water the plants. 9). Q: Do we have a bulk rate cable contract? A: No. 10). The sliding glass doors on the pool side of the clubhouse need to be replaced or removed and replaced with windows. 11). Need to look for a new tenant for the apartment.

MOTION was made by Tom Foley and seconded by Mike Wilders that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:11 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, April 27, 2017, at 8:30 A. M., at the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

March 2017 Maintenance Report

We continue, as everyone knows, with the roofing project in the 700's. We have made great progress, addressing the many issues that have come up during our project. We have found much less rot than we thought we might find. We have found no live or active termite activity. We have worked with owners on rear porch roofs, decks, and replaced spindles that no longer were up to code. We have had our insurance agent on site to document our progress. We continue to back over building G&H to make sure we catch everything while the workers are on property.

We are also full speed ahead with the rehab of building 3. Crews have built stairs, re-trimmed windows and sliders, and corrected past leaks that were rotting walls. We will be on this for several more weeks.

Our own crew has spent most of their work time over the past month, diligently rooting out missing valves within our irrigation system. These old valves are being replaced and updated for our new system. When finished, we will then retrace our steps, and begin again cutting out and fixing heads, re-directing sprays, and reprogramming the schedule.

I have passed on to our President a proposal from Hoskins to address the termite issue. Hoskins is proposing a separate bid for service, dealing specifically with the 700's. The bid breaks down to \$125 per unit. For this price, Hoskins will treat the outside of every unit in the 700's, and handle any full scale treatment of any individual unit at no extra charge.

As people prepare to depart Pine Run over the next several weeks, I have a couple of items for them to think about. Who is going to watch your unit? Is your contact information up to date, in case we need to contact you?

Also, as people depart, we will ask them to leave their fire extinguishers in their front entryways. We will do our updating and recharging in early May. It worked well last year to wait until after season to tackle this project.

We just installed a new hot water heater for the men's locker room.

Treasurer Report
Owen Hodge
March 23, 2017

The Pine Run Audit is nearly complete and should be issued soon. The draft I reviewed corresponds very closely to the financial reports that our management firm Keys-Caldwell supplies to us. This is a good time to remind everybody of the complexity of our accounts. We have three separate condominium entities in Pine Run with separate operating and reserve calculations for each. It takes a real commitment from board members to effectively operate within this system.

We are continuing our work on creating a multi-year improvement plan related to roofing, building restoration, and painting. The heart of the plan is to work on an individual unit extensively, completing as much of the necessary upgrades as possible before moving on to another building. As has been stated several times in these reports, our goal is to do what we need to do to lower our insurance premiums. There is no guarantee this will happen but it is the most promising approach for us among forward and we will all clearly benefit from maintaining our property at a responsible level.

In the past couple of years we have encountered some expenses and considered some projects beyond what we have formally budgeted. Going forward, whenever possible, we need to be patient. There will be a lot of pressure on our finances in the next few years. If there are new projects and grant opportunities related, perhaps, to very important topics like invasive plants or energy efficiency, we should try to work them explicitly into our annual budget. There are ways for us to do so many good things here at Pine Run if we manage our finances carefully.

LOGO MERCHANDISE REPORT
3/23/17

MIKE WILDER

As of Wednesday, March 22, 2017, we have received all of our Pine Run logo items, and they are available at the Donation price. Any additional revenues from their donation price will go directly to the Exterior Lighting Fund. All receipts of checks or cash will be collected by Mike Wilder, with Geri O'Donell as Mikes' backup. Funds will then be given to Owen for recording and transfer to Keys-Caldwell.

Photos have been taken, and will be put on the Pine Run website. In addition, a photo brochure will be placed on the community bulletin boards.

The items include:

Tee Shirts, \$15/each, available in S, M, L, and Extra Large sizes (quantities are limited in the S, M, and XL sizes)

Coffee Cups, \$7/each

License Plates, \$15/each

Coozies, \$3 each or two for \$5; available in Black, Red, Kelly Green, Forest Green, and Blue

Ball Caps, \$20/each; available in Black, Khaki, and High-Performance Black mesh.

MARCH 2017 PRESIDENT'S REPORT

Pine Run is certainly a beehive of activity. The Board members have been extremely busy this past month, and all deserve a pat on the back, because when this much is happening, board positions begin to feel like a job. Progress is being made on many fronts.

We have received notification that the complaint filed against the Association with the Division of Condominium regarding the collection of the capital contribution fee has been closed with a finding of no violation on the part of the Association

The Board continues to work with legal counsel on the two lawsuits and appeals filed against the Association.

The owner of Unit 357 has not responded to any of our communications regarding the foreclosure on the lien of the unit or the violations of rules. A default has been filed on our behalf by our attorney.

The rehab of the four buildings is resulting in significant overages on all buildings. We believe that the approved overages are necessary to adequately protect the buildings from future rot, and are the way to address the rehabilitation of our buildings as we move forward. Future bids will take our experience on these four buildings into consideration, so that we include more in the bids.

The current roof work in the 700's was the subject of a walk-through by Rick Jackson, Keith Hagen, Greg Ruggiero from Bouchard Insurance, and myself. We filled Greg in on the standards that are being followed in the replacement roofs. He took pictures of the project, and we have supplied him with pictures at all phases of the project. Greg will be returning on March 31st at 3:00 for a walk-through of the property with available Board members. The focus will be on what we have accomplished regarding earlier insurance concerns, and identifying any new problems so that they can be addressed before going out to bid for the next year's insurance, which is renewed in June.

Owen and I met, and formulated a tentative building rehab and roofing plan, which would have all buildings renovated, roofed and painted by the end of 2020. We consulted with Rick Jackson in formulating the plan. The plan will be shared with the Board as we move forward, and will be used for financial planning and shared with insurance companies for bids this spring.

Three very large dead Australian pines were removed from the 200's, luckily before the high winds. Jim Bear agreed to remove all three for the price of \$2,000. When we asked for the bid, he happened to have a lift rented, and agreed to this special price. GardenMasters was here last month and applied a 24-0-11 fertilizer to all turf.

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 3/23/17

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
Connie Hansen	714 Pine Run Dr.	N	
Joise Greene	352 ' ' '	N	
Marge Adcox	715		
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