

**BOARD OF DIRECTORS MEETING**  
**PINE RUN CONDOMINIUM ASSOCIATION, INC.**  
**April 27, 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 March 23, 2017
- VI. BOARD REPORTS
- VII. OLD BUSINESS
  - a) Walk-throughs
  - b) Compliance Committee
  - c) Tennis Courts
  - d) Apartment 302 Blackburn Point Road
- VIII. NEW BUSINESS
  - a) Master Plan for Fascia Replacement, Roofing, Painting
  - b) Path to Pool Entrance
  - c) Parking Lot 300's
  - d) Carport 700's
- IX. PUBLIC COMMENT
- X. ADJOURNMENT

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, APRIL 27, 2017  
8:30 A. M.**

Present: Keenie Bugenhagen, President, Kip Kellogg, Vice President, Owen Hodge, Treasurer, Peter Campanelli, Secretary, Tom Foley, Kathleen Koski, Mike Wilder, Directors, Jim Kraut for Management and owners in the audience.

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 Kate Koski to approve the minutes of the Board of Directors meeting of March 24, 2017, as corrected.

MOTION PASSED.

The correction being that there are 33 not 36 units in the 700 Buildings, and the cost is \$4,125, not \$4,500.

BOARD REPORTS

Secretary: Peter Campanelli reported that 1). The mail carrier serving the Community for the last 7 or 8 years will be retiring tomorrow. It would be a nice gesture to leave him a note in your mailbox. 2). Thanks to all the Board members for covering for him while he was away.

Maintenance: Kip Kellogg reported that 1). He participated in a 3 ½ hours walkthrough with the contractor for Buildings G, H # 7 and # 3, and created a list of touchups/corrections needed to complete the construction portions of the project. 2). Buildings will be painted in the following order: G, H # 7 then # 3. 3). The trial run on the updated irrigation system for the islands on the 700 Buildings was a success. The goal for the next 2-3 weeks is to mark all valves, then remove all heads and turn on the system to clean out the lines and then install all new heads. 3). The Notice of Commencement for the Building # 3 and # 7 roofs has been submitted.

Tom Foley: 1). Three bids were requested for the resurfacing of the tennis courts, including using fibre-glass mesh on the cracks, and two have been submitted. 2). Two of the existing courts will be painted with pickle ball lines and portable nets will be used for play. 3). The Board should discuss the creation of a Fire Plan. Perhaps contacting the County Fire Department should be the first step in developing that plan.

AGMs: MOTION was made by Tom Foley and seconded by Mike Wilder to approve the AGM requests from Unit # 220, for the installation of a new water heater, to be installed by a licensed and insured contractor with permit, Unit # 203, for the installation of a new 6-panel door, painted in one of the approved colors, Unit # 201 for the installation of a new front door and sidelight, painted in one of the approved colors, Unit # 711, for the installation of a new kitchen, and Unit # 305, for the installation of a new air conditioning system, as presented.

MOTION PASSED.

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

Kate Koski: 1). Three pictures were reviewed. 2). The major items of discussion were style, light diffusion, cost, and light construction material. 3). The final light selection has still not been made.

Mike Wilder: Reported that the donations received in March and April total \$1384, and that there is still merchandise available.

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

Landscape AGMs: MOTION was made by Tom Foley and seconded by Mike Wilder to approve the AGM for Unit # 315, to replace a grapefruit tree, asparagus plant and Mother-In-Law tongue with plants from the approved list, as presented.

MOTION PASSED.

UNFINISHED BUSINESS

- a. Walk-throughs: 1). The walk-through of Section 1 was completed and there were 17 different door colors documented. "Second Notice" letters were sent to Units 234, for personal property attached to common element, 308 for bags of mulch and numerous pots in the common elements, and 357 for overgrown trees damaging common area fence and no corrections have been made.

MOTION was made by Tom Foley and seconded by Kate Koski to fine the owners of Units # 234, 308, and 357, \$100 per day, up to \$1,000, from the original date of the recorded violations, as outlined above.

MOTION PASSED.

2). Only items placed on private property can be grandfathered. 3). The May walk-through will be done in the 100's and the June walk-through will be done in the 200's.

- b. Compliance Committee: Gail Brown, Lou Komey, and Kathy Krueger have already been appointed to serve on the Committee.

MOTION was made by Mike Wilder and seconded by Kip Kellogg to appoint Steve Calloway, from Section 2, to serve on the Compliance Committee.

MOTION PASSED.

- c. Tennis Courts: Covered.
- d. Apartment 302 Blackburn Point Road: MOTION was made by Mike Wilder and seconded by Kip Kellogg to refund the security deposit held on Unit # 302, the apartment.

MOTION PASSED.

1). Tim Lacey, from the Rental Company, toured the apartment and stated that many updates were needed and that after renovations were completed, the Association could ask for a monthly rent of \$1,100.

MOTION was made by Tom Foley and seconded by Mike Wilder to authorize a maximum upgrade/renovation expense of \$8,000, with the money charged to the Recreation Building Restoration Reserve.

MOTION PASSED.

2). Money will be repaid to the Recreation Building Reserve before any rental income is distributed to the Sections. 3). Tim Lacey will be asked to provide a cost for his services.

- e. Rules and Regulations: A workshop meeting will be scheduled to review various items.

NEW BUSINESS.

- a. Master Plan for Fascia Replacement, Roofing and Painting: Covered.
- b. Path to Pool Entrance: MOTION was made by Kip Kellogg and seconded by Owen Hodge to approve the proposal from Advanced Asphalt to pour a concrete walkway from the Recreation parking lot to the Recreation pool, at a cost of \$3,200, as presented.

MOTION PASSED.

- c. Parking Lot 300's: MOTION was made by Kip Kellogg and seconded by Tom Foley to accept the proposal from Advanced Asphalt to make changes to the parking lots in the 300's and 700's, at a price of \$800, as presented.

MOTION PASSED.

- d. Carport 700's: There is a carport in the 700's that is owned by someone who does not own a unit in the Community.

MOTION was made by Kate Koski and seconded by Owen Hodge that the Board have the Association's attorney write a letter to the owner of the carport, instructing him to transfer ownership of the carport to an owner in the 700's, immediately.

MOTION PASSED.

The Board will provide the Association attorney's with additional information, as needed.

- e. Water Meters: Kip Kellogg reported that based on a request from an owner, he obtained estimated costs to add individual water meters to each unit. Ron Horn Plumbing provided an estimate of \$165 per meter, with installation cost of \$270, each, plus miscellaneous charges based on different unit layouts. Based on the information provided, it was the consensus of the Board that no further action be taken at this time.

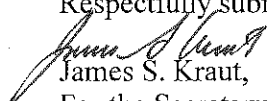
Public Comment: 1). Q: What happened to the mailboxes for newsletters? A: Newsletters will be hand delivered to any owner who requests one. 2). Please keep one table at each end of the small pool. 3). Q: Are we being billed twice for backflow certifications? A: Management will investigate and report back to the Board. 4). Public rezoning hearings will be held on two adjoining properties close to the Community on May 15 and May 18.

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

MOTION PASSED.

The meeting was adjourned at 10:34 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, May 25, 2017, at 8:30 A. M., at the clubhouse.

Respectfully submitted,

  
 James S. Kraut,  
 For the Secretary

## Treasurer Report Concerning Renovation Schedule

Owen Hodge 4/27/2017

Our goal at this meeting is to discuss and vote on the multi-year restoration and renovation schedule presented below. There are two considerations at the heart of the Pine Run restoration and financial plans. Number one is to attempt to control our insurance costs. Number two (or is it really number one?) is to preserve and maintain the quality of this wonderful place we live in.

	<b>Section I</b>	<b>Section II</b>	<b>Section III</b>
	Building	Building	Building
2016	G, H	3	7
2017	G,H	3	7
2018	B,A	2	6
2019	D,F	10	8
2020	E,C	4	- clubhouse
2021	-	-	9
2022	-	-	5

Approval will require the board to construct a financial plan to fund the project over the next five years. A vote to approve the project certainly implies the commitment to fund it. The first budget draft is presented below. It gives an objective and realistic calculation of one way to fund the project. We will not be voting today on the multi-year budget plan. A good budget process requires time for patient analysis, communication, and discussion. The draft is a first step.

### Draft: Multi-year Renovation Budget

2017 8% assessment increase in all sections

2018 Sections 1 and 2: 9% assessment increase Section 3: 9.5% assessment increase

2020 Section 1: 3% increase Section 2: 3.6% increase Section 3: 9% increase

This financial schedule includes a 5% increase in our maintenance budget for 2018. There is no other maintenance increase figured into this schedule.

### Representative set of 2017,2018 and 2020 assessments:

	<u>2017</u>	<u>2018</u>	<u>2020</u>
Section 1 2 bedrooms	\$535	\$583	\$600
Section 2 2 bedrooms	\$503	\$548	\$568
Section 3 2 bedrooms	\$515	\$563	\$614

### Raising Monthly Assessments Compared To Levying Special Assessments

Special assessments tend to ask for a lot of money in a short time. Increased monthly assessments generally spread the burden over a longer time. For example, in section 1 the 2016 special assessment increased owner payments by about \$200 a month for six months to raise a total of about \$1200. The 2018 monthly assessment increase of \$50 spreads a payment like that out over a period of two years.

### Reserve Study and Pooling Reserves

For the duration of this restoration project it will be necessary to pool the reserve funds for roofing and building restoration. This is a temporary measure. When the restoration work is complete we will certainly need to commission a new reserve study to establish accurate reserve levels for the coming years. We will certainly find replacement estimates to be higher in 2022 than in 2010.

### Communication and Owner Input

At the heart of all things Pine Run is the idea of community. Community requires communication and conversation. Our discussions about the long term building restoration effort and the financial consequences should begin immediately. The board welcomes input. There will be a public forum on Tuesday, May 2 at 2:00 to discuss the project and how to fund it.

## PRESIDENT'S REPORT APRIL 2017

On April 4<sup>th</sup> a quorum of the Board participated in a mediation hearing involving a lawsuit filed against the association. Significant progress was made towards a final settlement of both lawsuits. The Board will continue to work towards the terms of a proposed agreement.

Hoskins Pest Control has serviced the units in the 700's for the agreed upon termite treatment, with the exception of a couple of units, where they were asked to return at a later date.

I have been in contact with legal counsel regarding our position on the foreclosure of Unit 357 by the mortgage holder. Because the unit owner is in arrears to the Association, as well, we have also filed a claim, but are second in line to the mortgage holder. There are currently renters who we have not approved in the unit. They have experienced cable shut-off, as well as other problems since occupying the unit. We will continue to monitor the situation as the mortgage holder moves through foreclosure. The current renters made their entire payment to VRBO, and will be leaving at the end of the month.

Felten Professional Adjustment Team was here on the 18<sup>th</sup> to update the wind mitigation report on Buildings G and H. Rick and I met with them while they were inspecting the buildings. We received positive feedback during the inspection in regards to the roofing work that had been done. Keith Hagen stopped in and answered additional questions. We should be receiving our report soon, which will be forwarded to Bouchard Insurance in time for bids for our insurance coverage.

The drought has taken a toll on our grass and some of our plants. Our maintenance staff continues to work on our dated irrigation system. Brinker and Wilson are trying to catch up on trimming and cleaning up while the grass is not growing quickly (or at all). Molly Summers continues to work in the area we cleared of invasive to guard against regrowth. Once the Blackburn Point Road fence line behind the 100's is cleaned out next month, she will expand her work to that area, as well.

GardenMasters was here this month to inspect plants, and spray for disease, insects and fungus.

Owners are reminded to comply with Appendix 3 as they get ready to vacate their units for the summer.

A/GM - 315

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date:

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
PAT HAMILTON	233	N	
DENNIS WILBEE	231	N	
CAROL WILBEE	231	N	
DARIN/CAROL BISHOP	225	N	
HARVEY BURK	100	Y	
MAILBORN	708	N	
ELWIS GREENE	352	N	
CONNIE HAMANN	714	N	
JIM BARRETT	236		