

**BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
August 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. Meeting Decorum**
- V. Resignations and Appointments**
- VI. Approval of Minutes of June 23, 2017**
- VII. BOARD REPORTS**

- VIII. OLD BUSINESS**
  - a) Lighting

**VIII. NEW BUSINESS**

- a) August Walk-through results/Compliance Committee
- b) Employee termination
- c) Rules/Regulations

- IX. PUBLIC COMMENT**

- X. ADJOURNMENT**

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

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

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.

Meeting Decorum: Owners were reminded to raise their hand to be recognized, address all comments to the Chair and to limit comments to 3 minutes on any agenda item.

Resignations and Appointments: None.

Reading/Approval of Minutes of Previous Meetings: MOTION was made by Kip Kellogg and seconded by Kate Koski to approve the minutes of the Board of Directors meeting of June 23, 2017, 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.

Tom Foley: No report.

Directors.

Kate Koski: Deferred to Unfinished Business.

Mike Wilder: No report.

Treasurer: Owen Hodge 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.

AGM: MOTION was made by Kate Koski and seconded by Kip Kellogg to approve the AGM's for: Unit # 137, for replacement of the entry door, painted in an approved color, as presented.

Unit # 311, for the replacement of the water heater, as presented.

Unit # 217, for the kitchen remodel, as presented.

Unit # 220, for a new HVAC system, as presented.

Unit # 220, for window repairs.

Unit # 230, for a home remodel, as presented.

Unit # 212, for pipe replacement, as presented.

Unit # 763, for replacement of the entry door, painted in an approved color, as presented.

MOTION PASSED.

MOTION was made by Kip Kellogg and seconded by Owen Hodge to approve the AGM for Unit # 115, for the extension of rear patio blocks, as presented.

MOTION PASSED.

(For: Bugenhagen, Hodge, Kellogg, Abstain: Koski).

MOTION was made by Kate Koski and seconded by Kip Kellogg to approve the AGM for Unit # 131, for replacement of the entry door, painted in an approved color, as presented.

(For: Hodge, Kellogg, Koski. Abstain: Bugenhagen.).

UNFINISHED BUSINESS

- a. Lighting: Mrs. Koski is working on the final details of the Lighting Grant, which is due on September 6, 2017, and will be awarded on November 14, 2017.

NEW BUSINESS.

- a. August Walk-through Results/Compliance Committee: Keenie Bugenhagen reviewed the walk-through list for August, which is attached and made a part of these original minutes. There was a detailed discussion about the planned removal of two avocado trees.
- b. Employee Termination: MOTION was made by Kip Kellogg and seconded by Owen Hodge to ratify the termination of Hector Martinez for failure to comply with work rules.

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

Kate Koski suggested that the Board investigate outsourcing maintenance. A meeting will be held, at a later date, to discuss this specific subject.

- c. Rules/Regulations: Something needs to be added regarding the placement, type and color of mulch. A proposed rule should be ready by the September Board of Directors meeting.

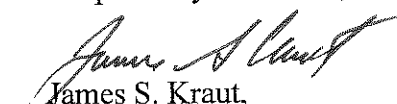
Public Comment: 1). Make sure all requirements for the Light Grant are in place. 2). When Building G was painted, some rotten wood was painted over. 3). There were pieces of trim board that came down and need to be re-attached/replaced. 4). The gutters on the G & H Buildings need to be re-installed as soon as possible to prevent building flooding. 5). There is water building up in courtyards in Section 1. 6). There is a public hearing scheduled for August 29, at 6:00 P. M., at the First Baptist Church, to discuss the new proposed development at Route 41 & Old Venice Road.

MOTION was made by Kip Kellogg and seconded by Kate Koski that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:40 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, September 28, 2017, at 8:30 A. M., at the clubhouse.

Respectfully submitted,

  
 James S. Kraut,  
 For the Secretary

## August 2017 Maintenance Report

We continue to make slow progress on buildings, roofs, painting, and irrigation through the blazing heat of summer. Bldgs G and H are awaiting gutters, bldg. 7 is roofed, and about to be painted, and we hope any day now that building 2 begins the joys of a good roofing project.

We have replaced irrigation heads throughout the 700's, 300's and the 100's. Larry will begin marking and replacing head in the 200's this week.

Our 4 month remodel of the Pine Run apartment is almost wrapped up. Our new tenants arrive the second week of September, and the first rent check is in hand. Like so many remodel projects, this one turned out to be much more work than expected. In addition to the time put in by the paid staff, my wife Margaret and I have donated almost 300 hours of hard labor. The first week of September can't come soon enough.

A quick repair of the women's locker room floor turned into a 12 part mini-series, minus the star studded cast. The room will soon be painted, and new faucets should soften the nightmare that was a tile project gone wrong.

A quiet summer in terms of work orders has helped us kind of keep up despite a staffing shortage. We hope to address our staffing future quickly, so we are up to speed by the time people begin to drift back south.

We have begun shipping pool furniture out for re-strapping. The vinyl was certainly old, but sunscreen and people failing to use towels only made the problems worse. Cleaning the chairs proved to be fairly futile. We may not get all of the furniture done now, but we will make a serious dent in the inventory.

Our long talked about, but as yet unseen shed is slated for delivery on September 16<sup>th</sup>. And to think that this process only took 9 months, 6 visits to the dealer, 4 meetings, site visits, and building permit holds. Ahh, the joys of being the maintenance chair.

Pine Run Association  
Treasurer Report  
August, 2017

Owen Hodge

Our new invoice and check issuing system with Dowd Whitaker is working very well. Checks are issued shortly after invoices are approved instead of every two weeks on the 1st and 15th of the month. The board officers have established a good protocol for making sure invoices get submitted. If a board member receives an invoice, the invoice is passed on to the treasurer. The treasurer then submits the invoices to Keys Caldwell.

Procedures like this should not just be taken for granted. The learning curve for new board members and new officers is very challenging. One project we should consider for the coming year is to give one board member the task of managing the creation of a handbook for each board officer position. The person who takes on this responsibility would meet with each officer to come up with a list of topics to be addressed. The board officers will address each topic and then a handbook can be edited.

The June 6-month financial report shows that the operations budget is very much on target. Water, pest control, and tree trimming are over budget. This gets balanced out by repairs and electricity which are under budget.

On the reserves side of the budget our expenses for the building restoration work by Hagen Construction are exceeding the original bids by about one third. This is not meant as a criticism but as information for the budget process. Our goal is a complete Pine Run restoration. The reserves funded roofing and painting expenses are very much in line with our original estimates.

The Pine Run staff is in a period of transition. This will have budget consequences. Certainly for the next year at least, we will be continuing to contract out for the painting that needs to be done in connection with our major building restoration projects. In our 2017 budget plan we assumed that Larry Hudspeth would go onto medicare and that his insurance policy of \$1189 per month would be cancelled. Unfortunately, the policy was not cancelled so we have continued to incur that expense. We are investigating our options for recouping this expense. Also, Rick Jackson will be moving onto medicare soon along with a supplemental plan. This will save us the cost of his current insurance plan.

The savings from our lighting project which will switch us over to LED lights will reduce our yearly electricity expense by 38%, from \$16290 to about \$10000.

We are in communication with BPW about their 2018 contribution. We are asking for a 3% increase as agreed upon in 2011.

September will be a critically important month for composing the 2018 Pine Run budget. The plan is to have a draft complete by the end of the month.

## WALK-THROUGH AUGUST 2017

Revisit of all units flagged in June, as well as complete walk-through of 300's and 700's

### Need 1<sup>st</sup> Notice Sent:

<u>Unit No.</u>	<u>Violation</u>
1751	Avocado tree – will be removed by Association
1716	Table saw stored in carport
1706	Propane grill
1364	Items stored under Unit 1366 – According to Article 4.7(e) of the documents, “The land under each respective unit is a LCE to be used exclusively by the owner of the respective unit above it.” We sent a letter to the owner of 1366 regarding the condition of the tarps, but she replied that the items did not belong to her. If the items belong to you, they need to be removed.
1308	Remove bird bath from common element
1351	Remove bird bath from common element
1353	Remove figurine from common element
1301	Avocado tree – will be removed by Association
3221	Thank you for removing the benches from behind your unit. Please remove the bird bath, as well. We mistakenly left it off the notice sent on July 1 <sup>st</sup> . Please continue to work towards replacing the medically necessary bench near the entrance of your unit.
3228	Remove bird bath from common element

### Need 2<sup>nd</sup> Notice Sent:

<u>Unit No.</u>	<u>Violation</u>
3204	Trees trimmed away from fence

### **Need 3<sup>rd</sup> Notice Sent – Compliance Committee:**

<b><u>Unit No.</u></b>	<b><u>Violation</u></b>
1761	Remove bird bath from common element

### **Pine Run To-Do List:**

<b><u>Unit No.</u></b>	<b><u>Problem</u></b>
364	Remove stones and bird bath - I will ask landscapers
703	Replace siding in back
709	Courtyard siding needs to be replaced, shutter slat in front loose
711	Fix AC drip behind unit
301	Remove avocado tree
751	Remove avocado tree

## PRESIDENT'S REPORT AUGUST 2017

Pine Run is going through a renewal over the summer. We are finishing up the last details of building renovation, and proceeding with painting and roofing. Our tennis courts are scheduled to be resurfaced this week. Progress is being made with irrigation. We are looking to hire a new employee for our maintenance staff. Our rental apartment is being refurbished, and even our landscapers have newly hired staff. There have been, and continue to be many bumps along the road, but we are moving forward. The number of A/GM forms is evidence that our owners are interested in updating and refreshing, as well.

Unit 357 is in the process of being transferred to the mortgage holder, as there were no bids during the foreclosure sale on the 17<sup>th</sup>. The mortgage holder has already taken care of the foliage that was breaking our fence. She will be required to reimburse us 1% of the principal amount on the mortgage, which means that we will take a loss on this property.

The carport owned by Gary Strom in the 700's has been legally transferred to Unit 712. I continue to deal with the problem of three units erroneously having two assigned parking spots. I will consult once again with legal counsel, as there was no written documentation of the situation in any of the sales, as far as I have been able to determine.

I contacted the county in July and asked them to treat our property for mosquitoes. They were out, and the problem is noticeably better, but has not disappeared. Residents are asked to remove all sources of standing water. Bird baths continue to be a problem. All units with bird baths continue to be notified of the importance of removing these unapproved items from the common element.

Residents are reporting sightings of coyotes. Sierra Club of Manatee/Sarasota just published an article on the increasing problem of coyotes in neighborhoods as their habitats are being destroyed by development. They emphasize the importance of eliminating food sources such as pet food outside, fruit and vegetables left unpicked or not picked up, and garbage and other organics left where animals can get into it. When encountering a coyote, residents are urged to "haze" or loudly shoo the animal away, so that they develop a fear of humans. Residents are also reminded that all pets should always be leashed when outside of units. I will post information about coyotes on the bulletin board.

As mentioned, we continue to work on our original irrigation system. We are making great progress, but we need to continue to look at drought-tolerant plants for our habitat. The new plantings along the Blackburn Point fence line behind the 100's are doing wonderfully, with much new growth in evidence. The oaks planted behind the 300's in the entry are also doing very well. We had to remove two palms from the 200's that were infected with Ganoderma butt rot. A slash pine in the 700's that is doing poorly was pointed out to me yesterday. I suspect that it is infested with beetles, in which case it will need to be taken down. We also found two avocado trees on the property, which need to be removed, as they are against our rules due to attracting rodents (and coyotes). If the pine needs to be removed, I will have the avocado trees taken at the same time to save money. This is disappointing, as we are already over-budget, and the more money we have to spend taking trees out, the less we have to spend on new trees. Molly Summers continues to work to prevent the removed invasives from re-establishing. Cara Wells, who has been tireless in working to remove vines and other undesirable foliage from the property, will be leaving Pine Run. She will be missed, and we will need to inspire others to pick up where Cara leaves off. I will work with the Social Club to plan events to educate and hopefully inspire residents to become involved in restoring our natural habitat. We need to look at increasing funds for landscaping beyond the regular contracts to continue to make progress not only with the removal of undesirable plants and trees, but also to replace them with native plants to maintain our naturalized landscape. Residents are reminded of the importance of getting permission before planting anything on the property, as planting the wrong thing costs the association money that could be spent elsewhere.

We look forward to the cooler days of autumn!



PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 8/23/17

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
Dennis + Sue Grove	227	N	
JENNIFER MARIO MESSINA	{308 751	✓	
SUNDAL	753	✓	