

**BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
September 28, 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 August 23, 2017**
- VII. BOARD REPORTS**
  
- VIII. OLD BUSINESS**
  - a) Update of Rules and Regulations**
  - b) Parking 700's**
  - c) Termites**
  
- VIII. NEW BUSINESS**
  - a) Hurricane Irma aftermath**
  - b) Hours for employees**
  - c) New employee**
  
- IX. PUBLIC COMMENT**
  
- X. ADJOURNMENT**

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, SEPTEMBER 28, 2017  
8:30 A. M.**

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

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 Kate Koski and seconded by Mike Wilder to approve the minutes of the Board of Directors meeting of August 23, 2017, as presented.

MOTION PASSED.

BOARD REPORTS

Secretary: Peter Campanelli reported that 1). The Board should consider hiring outside contractors instead of maintaining a maintenance crew. 2). He would like a copy of the apartment lease for his files. 3). He is working on the revised rules and regulations including suggestions from the Board and the legal updates of July 1, 2017. There is still a lot of work to do.

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

Maintenance: Keenie Bugenhagen reported for Kip Kellogg that Hurricane Irma has been the focus for the last two weeks.

Tom Foley reported that the tennis court renovation has been completed and looks good.

AGM: MOTION was made by Kate Koski and seconded by Mike Wilder to approve the AGM's for:

Unit # 716, for the replacement of the water heater, as presented.

Unit # 715, for tile, and kitchen and bath remodel, as presented.

Unit # 353, for extension of the lanai deck and porch, as presented.

MOTION PASSED.

Directors.

Kate Koski: The application for the Lighting Grant was submitted to the County on time. County Grant Committee has not yet reviewed the application. Updates will be provided.

Mike Wilder: Read his report, which is attached and made a part of these original minutes.

MOTION was made by Mike Wilder and seconded by Owen Hodge to purchase new shirts and caps at a cost not to exceed \$700.

MOTION PASSED.

Kate Koski reported that there is a lockable file cabinet available to store Association merchandise once it has been assembled.

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

#### UNFINISHED BUSINESS

- a. Update of Rules and Regulations: 1). The Association attorney has provided some recommendations on parking, lighting and clubhouse use. 2). The Association needs to educate new owners on how to turn off their water and use and maintain their air conditioning systems.
- b. Parking 700's: There are 3 units that have both a carport and an open parking spot, which shouldn't have been allowed. The Association's attorney recommended that these owners be informed that they may retain the open parking spaces only until their units are sold and then they will become part of the estoppel process and revert back to the Association.

MOTION was made by Owen Hodge and seconded by Kate Koski to accept the Association attorney's recommendation, as presented above.

MOTION PASSED.

Kate Koski volunteered to work with Mike Wilder on acquiring pricing and design for parking decals.

- c. Termites - Building H: 1). Mrs. Campanelli read her statement, which is attached and made a part of these original minutes. 2). Eight of nine units have been affected by termites. 3). It was suggested that Buildings G & H be tented.

#### NEW BUSINESS.

- a. Hurricane Irma Aftermath: 1). There were a number of trees and fence sections knocked down, as well as a hole in a roof caused by a falling palm tree. 2). There has been over \$11,000 spent on tree removal so far. 3). The trees in the area close to the strip mall could be lowered but that would mean owners would have to look at the rear of the building. 4). The Board will monitor garbage build up at the rear of the strip mall.
- b. Hours for Employees: MOTION was made by Tom Foley and seconded by Mike wilder to establish a 37.5 hour work week, and a 30 minute lunch break.

MOTION PASSED.

- c. New Employee: MOTION was made by Owen Hodge and seconded by Peter Campanelli to ratify the hiring of Walton Fleming as a new maintenance employee.

MOTION PASSED.

Larry Hudspeth has reported that he will retire next Friday. There will be a retirement party in the clubhouse for Larry next Friday at 3:00 P.M. where he will be thanked for his years of service to the Association. The Board has begun the interview process for a possible replacement.

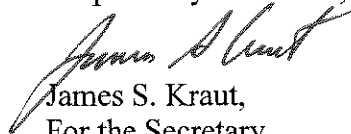
Public Comment: 1). The Board was informed that if they move forward with the removal of the Avocado tree at Unit # 751, the owner of that unit promised to take legal action, even though he is grateful for the time and effort the Board has dedicated to the Community. 2). Communications should be in a more personal and friendly manner. 3). The Board should have name plates so the members know who the Board members are.

MOTION was made by Peter Campanelli and seconded by Tom Foley that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:56 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, October 26, 2017, at 8:30 A. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,  
For the Secretary

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: Sept. 28, 2017

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
Terrey Brook			
Sue + Dennis Grove	227	N	
KATHY GIBSON	333	Y	
Marno + Jimi Mason	308/757	Y	rules
DANIEL R. MUSS	709	Y	TERMINES
Judie Campanelli	707	Y	Termites

## PRESIDENT'S REPORT SEPTEMBER 2017

This past month has certainly been unlike any other I have ever experienced here at Pine Run. Hurricane Irma certainly created a great deal of upheaval, and it could have been much worse. Despite the interruption, much has been accomplished in the past month.

Our tennis courts are looking beautiful, and are ready for play. I am sure that returning players will be delighted with the results. Thanks to Tom Foley for his work on getting this going.

The endless hours put in by our maintenance staff and Kip and Margaret Kellogg preparing our rental apartment finally came to an end with the arrival of our new tenants, Tim and Maggie Ritchie. The apartment looks beautiful.

The owner of Unit 357 has filed an Objection of Foreclosure Sale, so for the time being, at least, the transfer of that unit to the mortgage holder has not taken place.

The new estoppel requirements include the designation of parking and storage spots. I will be providing our maintenance staff a map of parking spots so that they may be labeled with the unit number during the month of October. We have no map of storage units, as far as I know, so this will be a little more complicated. We will order adhesive numbers, and are going to have to solicit the help of owners in identifying which storage unit goes with which condominium. I am afraid that in some cases, even owners don't know. Once we get all parking and storage spots labeled, this should prevent future confusion.

Our landscaping company has been very inconsistent over the summer. I have informed them that I am soliciting bids from other companies. I have one bid at this point, and am meeting with a second company tomorrow. One of the owners of the current company has expressed a desire to break from his partner and bid on the job as a newly formed company. In any case, I will have at least three bids to present next month.

Owners are asked to be patient as we continue to deal with storm clean-up.

**Operations:** The August Pine Run financial report shows that operations expenses are over budget by about \$13000. The operations budget for the first 8 months of 2017 comes to about \$740000 which means we are slightly less than 2% over the expected total. More than half of the overage is due to maintenance and repairs in the three sections. Unfortunately, as a result of hurricane Irma, expenses from our September and October financial reports will exceed the budget by higher percentages.

**302 Blackburn Point Road apartment:** Rent is now coming in from the refurbished apartment at \$1125 per month instead of the previous rate of \$850 a month. Expenses for the apartment renovation were \$8000. We have Kip Kellogg to thank for weeks of painting, installation, and repair along with the Pine Run staff. Their hard work saved us, very conservatively, \$25000. Thank you Kip!

**Budget Process:** Our agent at Bouchard Insurance suggests that we need to be prepared for a 10% increase in our insurance premium. In our preliminary budget discussions we are looking at a 5% increase in our maintenance budget. Since the insurance premiums run from the beginning of July to the end of August, the planned 5% increase in the operations budget will cover a 10% insurance increase for half a year. This is a recurring budget situation in Pine Run and this approach has worked very well.

A proposal for a matching funds grant for new outdoor lighting has been submitted. The maximum we can receive is \$10000. We will budget \$15000 to cover our share of the project.

The aging electrical systems in the Pine Run buildings are vulnerable, especially in section 1. Last year the system in Building A had to be repaired because some lights in carports and homes were blinking on and off even when the light switches were off, a potential fire hazard. The cost was \$8000. The estimate for similar work in other buildings is \$5500. We should budget this amount for each section under operations so funds will be available for one building in each section. If no repair is needed the funds can be reallocated or carried over.

The "tree removal" budget category should be restated as "trees". We need to increase the \$15000 amount from 2017 to \$25000 in 2018 for tree planting in addition to tree removal.

The 2017 payroll budget was \$133000. Larry Hudspeth is leaving as of October, 2017. We have hired a new employee at \$15/hr for 37.5 hours per week. We are in the process of interviewing a possible new employee. Rick Jackson will probably retire soon. The board has not really dealt with balancing work to be done by contractors and work to be done by our staff. As a start will research what the effect of three full-time employees will be on our budget.

One thing is clear after hurricane Irma: our Pine Run buildings are structurally sound and definitely worth maintaining for at least a few coming decades. It makes complete sense that the highest priority of the current Pine Run board is to maintain, or increase, the value of our owners' properties. Certainly there are expenses as a result of Irma. The trees and branches removal contract by Jim Bear came in at \$11000. There will be more expense including more removal and attention to areas prone to flood in extensive rain. These expenses will be beyond what we have budgeted this year. Last year we raised the deductible on our insurance plan, which lowered our premium considerably. That saved us in the neighborhood of \$20000. Our high deductible does mean that insurance will not kick in until we meet the deductible of \$40000. Fortunately, damage from Irma will not require an amount like that. We might consider a one time assessment to cover Irma related issues. Just as a ballpark figure, a one time assessment in the \$200 range would generate around \$30000.

**Pine Run Website:** The site provided valuable communication for Pine Run residents and relatives during and after Irma. About 350 different people contacted the site during those two weeks, nearly double the usual number.

## Jim Kraut

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**From:** Mike Wilder <mikepinerun@gmail.com>  
**Sent:** Tuesday, September 26, 2017 1:32 PM  
**To:** keenie bugenhagen; Kip Kellogg; Peter Campanelli; Kate; Owen Hodge; Jim Kraut; Thomas Foley  
**Subject:** Board Report for Sept. Meeting

As expected in June, our Logo Merchandise donations ended the month with only \$82 in donations as everyone was pretty much gone. Being away for July and August, and with our hurricane issues in September, we expect the donations to begin again in October as people return. Our donation signs have been replaced on our website and on the bulletin boards this week.

With our donations received through June, our breakeven point on our Logo items is now \$250.25. Once we achieve that number, our merchandise initially purchased will have all been paid for, and our remaining items will all be pure profit towards the Lighting Project donations. These items include a large supply of Coffee Cups, License Plates, Coozies, Ball Caps, and Size Large Gray Tee Shirts.

We have received a donation for Tee Shirts in sizes which we do not have. To meet the need for Tee Shirts in other sizes and additional caps which have proven popular, I would like the Board to approve an additional purchase of:

\$426.29 for 48 Blue and Green Tee Shirts with the same Logo's we have used in various sizes and \$231.12 for 24 additional Mesh Hi-Performance White and Black caps, as our black mesh caps are almost out. The Total purchase will be for \$657.41. Because we are ordering in a smaller quantity for the Tee Shirts than our first order, our margins will be smaller, but they will still contribute effectively to the overall project funds. The new white caps, as well as the Blue and Green Tee Shirts, will also generate repeat donations for Tee Shirts and Caps.

As an additional item, I would also like the Board to consider securing some type of locked storage area within our Clubhouse to hold our Logo Items, as my limited space in my Condo for storing them is driving my wife crazy. This storage could also assist other Board Members in storing Pine Run documents and files. It would also be nice if we could securely display our Logo items within the clubhouse for residents and guests to see and order.

Maybe at the end of Hurricane Season, we could have a Hurricane Party and Logo Donation items sale? I will be out of town from Oct. 9-30, so my wife Karen will be handling the Logo items during my absence. She doesn't know it yet.



## **Pest Control Board Meeting Notes**

Good Morning - I'm Judie Campanelli, unit 707, Building H. I'd like to briefly speak today from 2 perspectives. I have a copy of my talking points for the Board President.

First, as an owner and full time resident since 2008 living in an ongoing infested termite building.

Secondly, as a coordinator for concerned owners who live in building H and are plagued by termite infestations of varying degree, and occurrence. .

Personally, it has become frustrating and disappointing living with termite infestations in our walls, ceilings, furniture, decks, etc. Over the past 4-5 years or so, the problems have been increasing with the same treatments of punching holes in walls, spraying insecticides, and plugging up holes by our current pest control contractor. The process is not helpful. It does not solve the problem. Then, we owners are left to paint all the holes.

As Building H termite coordinator, here is a brief overview of the last 10 months in our building. In late December, 2016, owners came together to listen to each other's stories about our termite problems. We learned that 8 of the 9 units have known infestations, past and present. One unit, #703 has an absentee owner with an annual renter. It is unknown if there are problems.

Owners developed a plan for taking actions including:

1. Obtaining an expert opinion from an entomologist. Status: Two letters have been sent with no reply to date. Dan and Keenie.
2. Contacting State and County sources for information. Status: Done. State referred us to County. The Sarasota Pest Control Office gave us a link for obtaining information. Efforts to contact a live person have been futile. But, the background information on web site is very informational. Judie
3. Owners volunteered to contact one pest control agency as an option for continuing service from the present contractor. This was done. One agency did an on-site visual with the contact owner. Other agency contact information has been documented for the file. Hargis, Abdou, Clary, and Walker.
4. Sending a discussion paper to PR Board Members presenting our concerns and our recommendations for action. Done 12/27/2016.
5. Inviting the Board Officers to meet with owners group. This meeting was held June 3, 2017. Keenie, Kip, and Owen attended.

Results: Owners were told that the Board hoped the building refurbishment would be the source for detecting termite problems. We were asked to be patient until this work was done. It was determined that there were no infestations based upon the old roof removal. No extra measures were taken inside walls to retard, or treat seen and

unseen infestations. The new roofs were installed and the building was spray-washed and painted.

Currently, 5 owners have experienced termite infestations. The same old unsatisfactory treatment process is being done.

Actions Required:

1. We must get an expert opinion and on-site review accomplished asap.
2. Board needs to determine when it will invite the four optional pest control agencies to Pine Run for an onsite briefing and to receive their service plans briefings.
3. The current Hoskins pest control contract expires in early 2018. Time is of the essence to complete all actions in the next 3-4 months.
4. Building H owners need to continue to be vigilant and to arrange to have their slider doors checked and resealed to deter entry points. This is underway.