

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
November 28, 2017
7:00 PM 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 October 26, 2017**
- VII. BOARD REPORTS**

- VIII. OLD BUSINESS**
 - a) Water drainage
 - b) Irma Update/Assessment

- VIII. NEW BUSINESS**
 - a) 2018 Budget
 - b) Association Attorney
 - c) Signage
 - d) Roof vents

- IX. PUBLIC COMMENT**

- X. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
WEDNESDAY, NOVEMBER 29, 2017
7:00 P. M.**

Present: Keenie Bugenhagen, President, Owen Hodge, Treasurer, Peter Campanelli, Secretary, Tom Foley, 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 7:05 P.M. at the clubhouse, a quorum being present. Proof of Notice of Meeting with Notice mailed at least 14 days in advance, with 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: MOTION was made by Kate Koski and seconded by Tom Foley to accept, with regret, the resignation of Kip Kellogg from the Board of directors, effective immediately.

MOTION PASSED.

Tom Foley will assume the duties of the Maintenance chair until the annual meeting.

MOTION was made by Tom Foley and seconded by Owen Hodge to move the 2018 budget from New Business to this point in the agenda.

MOTION PASSED.

NEW BUSINESS

- a. 2018 Budget: Owen Hodge read his 2018 budget cover letter, which is attached and made a part of these original minutes.

MOTION was made by Mike Wilder and seconded by Kate Koski to approve the proposed 2018 budget, as presented.

MOTION PASSED.

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 October 26, 2017, as amended.

MOTION PASSED.

(For: Campanelli, Foley, Hodge, Koski, Wilder. Abstain: Bugenhagen).

BOARD REPORTS

Secretary: Peter Campanelli reported that 1). There have been 25 rentals this year, which is similar to past years. 2). Volunteers will contact renters and new owners and meet with them face-to-face to review the rules and regulations as well as provide useful information.

Directors.

Kate Koski: Deferred.

Mike Wilder: 1). Reviewed his report, which is attached and made a part of these original minutes. 2). Mr. Wilder urged people to make donations to the lighting project, for which they will receive Pine Run logo items.

Maintenance: Tom Foley read his report, which is attached and made a part of these original minutes.

MOTION was made by Tom Foley and seconded by Owen Hodge to approve the AGM for Unit # 306, to screen in the lanai, as presented.

MOTION PASSED.

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

MOTION was made by Owen Hodge and seconded by Kate Koski to voluntarily dismiss the lawsuit against Unit # 357, as recommended by the Association's attorney.

MOTION PASSED.

MOTION was made by Owen Hodge and seconded by Kate Koski to transfer all Association bank accounts to Premier Community Bank, by January 2018.

MOTION PASSED.

Premier Bank will provide a letter to all owners outlining ways to pay their maintenance fees.

MOTION was made by Owen Hodge and seconded by Kate Koski to hold a special assessment meeting on December 19, at 8:30 A. M. to discuss and vote on a special assessment of \$40,000 for Hurricane Irma cleanup and all related repairs and replacements.

MOTION PASSED.

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

UNFINISHED BUSINESS

- a. Water Drainage: 1). Additional pumps have been installed during the summer to clear water from the swales. 2). Bids are being solicited to clean the swale; one has already been received from Jim Bear, at a cost of \$1,500.

MOTION was made by Tom Foley and seconded by Owen Hodge to dig out 50' of swale at the Southwest end of the drainage ditch up to the wetland area to a depth of 2-3', at cost not to exceed \$1,500.

MOTION PASSED.

- b. Irma Update/Assessment: Covered.

NEW BUSINESS, CONT'D.

- b. Association Attorney: MOTION was made by Mike Wilder and seconded by Kate Koski to hire Richard Ulrich as the new Association attorney to replace the retiring Attorney Sharon Van der Wulp.

MOTION PASSED.

- c. Signage: Signage will be ordered for the tennis/pickle ball courts, electrical closets, garbage area, and numbers and letters for buildings.
- d. Roof Vents: MOTION was made by Owen Hodge and seconded by Tom Foley to accept the proposal from Hoskins Pest Control to install pest exclusion screens on Buildings H & G, with a \$200 insurance deposit, \$500 for the first building and \$300 for all remaining buildings, as presented.

MOTION PASSED.

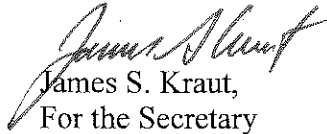
Public Comment: 1). Q: When will the pile of tree debris be removed behind Unit # 311? A: The Board will call to arrange for removal. 2). Q: Can't we just keep the original lights and just switch to LED bulbs? A: No, the globe lights allow for water intrusion and the LED lights will not work with the current receptacles. 3). Q: Are there plans to landscape the area behind Unit # 203 and the strip mall? A: The area will be cleared and replanted as money and time allows. 4). People are using regular water to water plants and wash cars and are leaving the water running for hours at a time. 5). Owners need to hang their hoses on hose reels so they are not left in areas where they can be damaged by the landscapers. 6). Real Estate signs are permitted on the weekends. Check the rules for more details. 7). Removal of invasive plants is ongoing but has been delayed by the storm clean up. 8). Someone has raked up lawn debris and left it behind another unit. Please put all lawn debris at the curb or in the median for easier pick up.

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

MOTION PASSED.

The meeting was adjourned at 8:21 P. M. The next regularly scheduled Board of Directors meeting will be held on Tuesday, December 19, 2017, at 8:30 A. M., at the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

PRESIDENT'S REPORT NOVEMBER 2017

Residents are reminded to please be observant of operational hours when using recreation facilities. The fitness center is open from 7 am to 9 pm. Please make sure that the television is turned off when leaving the area. The pools are open from 7 am to dusk. If you are the last person leaving the pool, please lock the locker rooms and turn off the lights. Please replace the slope rope. Towels should be placed on chairs to protect them from skin oils, sweat and sunscreen. The tennis courts do not open until 8 am, and close at dusk. We will look at making hours clear on signage. When using any of the facilities, please keep in mind that they are all close to residences, and show courtesy by using appropriate language and avoiding excessive noise levels.

Garbage continues to be an ongoing problem. Residents do not want containers placed near their unit, but don't want to walk far to reach them. The lack of care some residents take in disposing of trash and recyclables contributes to the problem by creating areas that are more unsightly and smelly than necessary. A committee to investigate and make recommendations as to the best placement of the containers has been suggested. A former board member has volunteered to be a member of this committee. I think that it is important that at least one board member be a part of this initiative. If there is a current member of the board who is willing to serve on this committee, work could start soon. If not, the group can be formed after elections in February.

We continue to identify trees that were damaged by hurricane Irma, and need to be removed for safety reasons. Four additional trees were removed today, two that had been damaged by the storm, one that was dead, and another that had been hit by lightning. Safety is our number one priority when determining whether a tree needs to be removed.

Our new landscaping company, Truscapes, will take over landscaping beginning December 1st. Residents are reminded that their contract stipulates that they will only take directions from the head of our maintenance staff, the board president and/or the landscape chair. Your cooperation is appreciated.

Owners who are considering running for one of the five board positions for this next year are reminded that a notice of intent must be submitted by December 28th. Information will be mailed to owners early in December.

Having just celebrated Thanksgiving, I would like to end by giving thanks. Thanks to Kip Kellogg for his tireless service as vice president and maintenance chair. He put countless hours in assisting our maintenance department, especially over this past summer when we were short staffed. Thanks to Owen Hodge for the hours upon hours he has spent on his computer to formulate our 2018 budget, and getting all the numbers to line up. Our budget is exceedingly complex, and he always manages to make it work. Owen is also responsible for our awesome

website. Thanks to Tom Foley for stepping into his old role of maintenance chair, and leading the way for our beautiful tennis courts. Thanks to Peter Campanelli for his work on updating our rules, and all his sale and lease approvals. Thanks to Kate Koski for her work writing our lighting grant, and on our social club. Thanks to Mike Wilder for taking charge of our Pine Run gifts for those who make donations to help fund our lighting project, and always pitching in with a smile. Thanks to Jim and Jackie and staff at Keys-Caldwell for guiding our board and association in both good and tough times. Thanks to our maintenance staff for keeping us up and running. Thanks to all those residents who pitch in and do their part in creating a caring and vibrant community.

November Pine Run Treasurer Report
Owen Hodge

Irma Special Assessment

I am proposing a one-time special assessment to raise a total of \$40000 to cover expenses related to hurricane Irma. The first thing the special assessment will accomplish is to avoid beginning the next fiscal year with a large deficit. So far we have spent \$20800 on tree removal necessitated by the hurricane. There is still a significant amount of tree removal left to take care of. For example, we have a bid of \$26000 for removal of Australian Pines adjacent to the strip mall. There are more of these storm vulnerable trees in other areas of our grounds. We will not do all of the removal at one time. Some areas are more urgent than others. The special assessment will generate the funds to do the highest priority removal quickly. I should add that our insurance deductible is \$40000 so we cannot expect insurance to cover these expenses.

2018 Budget

The highest priority of the current Pine Run board is to maintain, or improve, the value of our owners' properties. In 2016 the Pine Run Board approved major building restoration projects in all three sections. This was the beginning of a multiyear effort to complete the building restoration of all Pine Run buildings and to replace all Pine Run roofing. The first 4-building project was financed through special assessments. The current board is committed to this multi-year restoration. For the first time in many years this Pine Run budget fully funds reserves to the state mandated level. Reserve funds, rather than special assessments, will finance the ongoing restoration. The predicted costs for roofing and building restoration are based on the cost of the actual work being done as well as the reserve study that is used to formally calculate reserve assessments. In 2011 our association voted to permit pooling of reserve funds in each section. This budget is based on combining building restoration and roofing funds in each section. This will provide a prudent means of reserve funding for building restoration and roofing work that have to be done at the same time.

There will be a 5% increase in the operating budget. In addition to unexpected tree removal expense, we are over budget this year in pest control and repairs and maintenance. As of the end of October we were 4.5% over budget. Most of that was tree removal expense which will be recouped by the special assessment. According to Bouchard Insurance we should be prepared for the possibility of a 10% increase in our premium cost. Our premiums run from July 1 to June 30 so a 5% increase in operations funds will prepare us for a 10% increase for half a year if needed.

We have received a \$10000 matching grant for outdoor lighting. This budget includes another \$7000 for installation. The project will be funded through the commons budget.

The operations budget category of "tree trimming and removal" will be reclassified as "trees" and will now include tree planting as well as removal and trimming..

Premier Bank

Our management firm of Keys-Caldwell recommends moving Pine Run association funds from Stonegate Bank to Premier Bank in Venice. We should give this serious consideration. One benefit of the changeover will be a modest increase in interest income. The most important benefit, in my opinion, will be the convenience of much improved online payment options. Also, some employees who were working at Stonegate are now working at Premier so there will be people at Premier Bank who are familiar with our accounts.

Irma Special Assessment

Total \$40000

Section 1 \$17959.18

Unit Type	One-time Assessment
1 Bedroom A	\$181.39
1 Bedroom B	\$226.29
Townhouse	\$260.41
2 Bedroom Up	\$293.63
2 Bedroom Down	\$294.53
3 Bedroom	\$330.45

Section 2 \$10340.14

1 Bedroom	\$216.77
2 Bedroom	\$278.82
3 Bedroom	\$306.48

Section 3 \$11700.68

1 Bedroom	\$216.82
2 Bedroom	\$280.32
3 Bedroom	\$308.31

Pine Run Reserve Fund Corrections
Owen Hodge (Treasurer)

In the process of analyzing the Pine Run reserve funds I found some problems with the accounting entries for bills from painter Juan Martinez and roofer Oscar Aguayo of RSG. I have listed the payments and the information from the invoices. Next is the list of corrections. This is in no way a complaint. I have complete confidence in the accounting system we have set up and in everybody who works in it. I need to be much more attentive to communicating all of the necessary information when submitting invoices and approving payments.

Payments

Juan Martinez Paint

1. 07/03 \$2000 Section 1 \$1000 Section 2 \$500 Section 3 \$500 Initial Downpayment
2. 07/21 \$5000 Section 1 (No building number specified)
3. 07/27 \$7000 Section 1 Building H
4. 08/23 \$7000 Section 3 Building 7
5. 09/08 \$3000 Section 2 Building 3 (1st payment of \$9000 total)
6. 09/29 \$3000 Section 2 Building 3 (2nd payment)
7. 10/27 \$2000 Section 2 Building 3 (Should it be \$3000)

Oscar Aguayo RSG Roofing

8. 02/28 \$10255.35
9. 03/20 \$10255.35
10. 06/05 \$19500 Section 2 Building 3 \$12500 Section 3 Building 7 \$7000

Accounting Corrections

Checks 2 and 3 are entered as Building Restoration Reserves Section 1.
Should be Section 1 Paint Reserves.

Checks 4,5,6,7 are entered as Building Restoration Reserves Section 3.
Check 4 should be Paint Reserves Section 3.
Checks 5,6,7 should be Paint Reserves Section 2.
Check 1 was voided.

Checks 8 and 9 were entered in Section 1 Roof Reserves.
Probably Correct.
Check 10 entered in Section 1 Roof Reserves.
Should be Section 2 \$12500 Section 3 \$7000

Maintenance Report 11/28/2017

- ✘ Obviously the major amount of time has been spent on clean up after Irma.
- ✘ Fence repair has been ongoing, but that is slow because most of the support posts are rotted and have to be replaced. We are looking at using post that are slotted aluminum with Styrofoam inserts that are then stuccoed and painted. That is an attractive, long time, maintenance free option when we decide to replace our fencing.
- ✘ The windows in unit 129 had to be replaced because the base had rotted and they were sagging with the result being a possible failure of the structure above it.
- ✘ The crew is installing shelving in our new shed to accommodate the appalling accumulation of equipment in the office and the electrical room.
- ✘ Irrigation in section three will be complete shortly which finishes our rehab of that resource throughout the complex.
- ✘ The crew is shoring up several balconies in Section II and III. They have pulled away from the building. This punctuates the need for due diligence with respect to A/GM applications. One of these balconies has been compromised by the removal of a beam over a window that was not structural, but still offered a tie-in for the balcony. F.F. Wright may point to this complex as one of his gems, but there are some structural components that have created serious problems. Not the least of which is the drainage scheme for the second floor terraces in the three and seven hundreds.
- ✘ The crew replaced the decking at unit 305 and the overhead tongue and groove at units 701 and 763.
- ✘ We will be installing new signs at the tennis and pickle ball courts that emphasize the hours as being from 8:00 AM – Dusk.

Jim Kraut

From: Mike Wilder <mikepinerun@gmail.com>
Sent: Monday, November 27, 2017 10:02 PM
To: keenie bugenhagen; Peter Campanelli; Owen Hodge; Kate; Thomas Foley; Jim Kraut
Subject: Logo Report for Board Meeting of Nov. 28, 2017

The latest month of Logo items produced donations for the general Lighting Project fund of \$312.00. This was after our slow season when most residents of Pine Run, including myself, were away for extended periods.

When last reported, we had a breakeven amount of \$250.25. We added to the breakeven amount \$657.41 for additional caps in black and white plus new tee shirts in both blue and lime with our Pine Run logos. So that after our recent donations, we have a new breakeven point of \$595.66. Total donations as of today have been \$2,075 for our Pine Run Logo Merchandise.

The remaining value of our Logo Merchandise has a donation value of \$3,621. This means our possible donation amounts, over time, could approach a total of \$5,696 once all of the merchandise is accounted for. We believe one of the main reasons that contributed towards Pine Run's selection for the county grant was that many of our communities' residents were willing to donate their own resources for the communities new lights with this project. Please continue to support us by getting those Tee Shirts (Blue and Lime in limited quantities and sizes, Ash Gray in Large), coffee cups, coozies, license plates, and caps (also in mesh white now as well as mesh black, khaki, and black GAP styles). Once our breakeven is hit, it's all profit towards the general Lighting Project.