

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
December 19, 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 November 29, 2017**
- VII. BOARD REPORTS**

- VIII. OLD BUSINESS**
 - a) Hurricane Irma assessment
 - b)

- VIII. NEW BUSINESS**
 - a) Guest policies for recreation areas
 - b)
 - c)
 - d)
 - e)

- IX. PUBLIC COMMENT**

- X. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
TUESDAY, DECEMBER 19, 2017
8:30 A. 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.

The meeting was called to order by the President, Keenie Bugenhagen, at 8:33 A.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 Mike Wilder to appoint Damon White to the Board of Directors to fill the remaining term of Kip Kellogg, effective immediately.

MOTION PASSED.

Mr. White joined the Board.

Reading/Approval of Minutes of Previous Meetings: MOTION was made by Tom Foley and seconded by Kate Koski to approve the minutes of the Board of Directors meeting of November 29, 2017, as presented.

MOTION PASSED.

BOARD REPORTS

Secretary: Peter Campanelli: No report.

Directors.

Kate Koski: Announced that the lighting project has been approved by the County and should begin in February.

Mike Wilder: There is still merchandise available for a donation, and which make great Christmas presents.

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

Maintenance: Tom Foley reported that 1). Signs have been installed on all buildings, except for Building # 10. That sign has been ordered. 2). A maintenance log has been created and will be maintained by the maintenance men. 3). Storage areas need to be created but require the vote of the owners. 4). A time clock is being researched. It will be used to accurately report the hours of the maintenance men.

MOTION was made by Mike Wilder and seconded by Peter Campanelli to approve the building AGMs for Unit # 244, for the installation of a new water heater, and Unit # 360, to install surveillance cameras around her property, following any and all legal requirements, as presented.

MOTION PASSED.

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

MOTION was made by Tom Foley and seconded by Damon White to approve the landscaping AGMs for Unit # 302, to remove the Brazilian Peppers behind the unit, at owner expense, Unit # 127, to plant Hibiscus, Sea Grapes and Bougainvillea behind the lanai, and Unit # 103 to plant two Sea Grapes inside the fence line, as presented.

MOTION PASSED.

UNFINISHED BUSINESS

- a. Hurricane Irma Assessment: MOTION was made by Owen Hodge and seconded by Damon White to approve the proposed special assessment of \$40,000 to cover the landscaping costs related to Hurricane Irma and all related repairs and replacements, with the payment due no later than February 1, 2018.

MOTION PASSED.

A breakdown of the assessment per section and per size of unit is attached and made a part of these original minutes.

- b. Trash Report: Owen Hodge read his report, which is attached and made a part of these original minutes.

MOTION was made by Kate Koski and seconded by Mike Wilder to approve the re-establishment of a trash collection area adjacent to the laundry room on the odd 300's side, as presented.

MOTION PASSED.

NEW BUSINESS.

- a. Guest Policies for recreation Areas: The Board and owners discussed ways to monitor guests using the recreation areas and the conclusion at this time was to make sure that the owners and guests using the facilities follow established rules. The pool hours at the small pool will be changed to read "Dawn to Dusk" to match the pool hours at the recreation area.


Public Comment: 1). Q: When will the gutters be reinstalled on Building # 3? A: After the roof work is completed. 2). The coupon books from the new bank have been mailed to owners. The changing of the ACH set up may be confusing. Management will have people scheduled to help owners update their ACH payments right after the January 25, Board meeting.

MOTIN was made by Mike Wilder and seconded by Owen Hodge that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:46 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, January 25, 2018, at 8:30 A. M., at the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

Pine Run Treasurer Report
December 19, 2017
Owen Hodge

About five in the afternoon yesterday, I was writing these words with, to tell you the truth, a feeling of relief: "We are meeting a bit earlier in the month than usual. The latest monthly Pine Run financial report from Dowd Whittaker has not been distributed so my report will be unusually brief." ... But then I checked my email and there it was, the November report. Oh well, get to work.

The operations finances look very much the same as last month. We are over budget by \$10000 in pest control expense. Our budget for next year has only a small increase for this category, from about \$14000 to about \$15000. If the 2017 increase is related to a special case and not an annual increase, we should be fine. I would like some more information about current pest control expense. Tree removal is an operations budget expense. We are nearly \$25000 over on the 2017 budget, due to Irma. The special assessment will take care of these expense plus a little more. It is clear that tree removal is going to be a financial concern for another two years or so until we can get all of the potentially hazardous Australian pines removed. The bids we are collecting are in the \$60000 range. On a positive note, we are under budget for our 2017 grounds contract. Next year we have budgeted \$65000 for this category. The actual amount negotiated with the new firm comes to \$60000 per year.

Reserves for sections 1 and 2 are in good shape for projected roof and paint projects any time in 2018. Section 3 should be scheduled last and possibly even start in 2019 for the next roof and paint work in order to build up reserves.

In the past month I have found a few instances of expenses that were posted into the wrong reserve categories. That has been taken care of. There were a couple of other minor discrepancies also corrected. This kind of thing is normal when there is a transition from one accounting office to another. The reason I mention it is just to say that the communication with our accountants at Dowd Whittaker is very smooth with quick effective response.

Finally, last month the board authorized moving our accounts to Premier Community Bank. All Pine Run owners now need to set up their automatic assessment payments for this new destination. Everyone has been sent an information letter with all the details. Please note that the payments to Premier Community Bank begin in January. I will put the information prominently on the Pine Run website. It is vitally important to make this a smooth transition.

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

At the November meeting the board authorized a committee to evaluate the current Pine Run system for locating trash and recycling bins. After a careful walk-through of our grounds it is clear to committee members that the situation in the 300's in section 1 is definitely the priority to be addressed.

In the 300's there are currently two locations. The first is to the left of the carport for building C, on the path from section 1 to section 3. There are 3 garbage bins and 2 recycling. The second location is adjacent to building A near the exit to Blackburn Point Road. That location has 10 garbage bins, and 7 recycling bins. It is not acceptable for residents in one building in the 300's to have to deal with the garbage problem so all of the others will not be inconvenienced. There is a major odor problem and a major visual problem. There are too many bins for the fenced area to hide. Some bins are clearly visible from Blackburn Point Road. The sheer number of garbage bins generates a significant odor level.

Recommended solutions:

- * Reduce the number of bins adjacent to Building A to what it was previously: 3 trash and 2 recycling. Fence in the location in such a way that the bins are not visible from the road. Since we are reducing the number of bins we should reconfigure the fence so it does not enclose such an unnecessarily large area.
- * No change in the Building C setup.
- * Establish a site adjacent to the laundry room on the odd 300's side for 3 trash and 2 recycling bins. Trash bins have been there in the past. There is already a fence so we would not need to do a significant modification of the commons which would require formal owner approval. Install corners on the fence to eliminate direct view of garbage bins. Make sure the fence is high enough to accommodate upstairs units. The ground in this area needs attention. There are tripping hazards from metal plates above surface level, and a plywood cover over a well that can cause serious injury if it breaks down when someone steps on it. There is also a small stump to be removed and a general cleanup needed. This has the potential to be a win-win situation. We have an insurance analysis of hazards on our grounds coming up in January. If we improve the cover over the well and put small fences around the metal plates we will eliminate the tripping hazards. We will also make the area usable as a bin location.
- * Reduce the number of superfluous bins. The 300's has a higher bin-to-owner ratio than other Pine Run sections. Every week there are a number of bins with very little garbage in them. Some of these do not get pulled out to the curb for collection which means the odor builds up for another week.
- * Provide signage that clearly informs everyone of the proper recycling and garbage methods. All Pine Run residents need to respect the community. Some people are not breaking down cardboard boxes and containers. One source of the odor problem is that some people are not securely tying up the tops of plastic garbage bags.



Laundry room area.



PRESIDENT'S REPORT DECEMBER 2017

The board has been very busy during the last month. A walk-through of Section 1 was done, with letters being sent to owners who are in violation of rules. We continue with regular walk-throughs of all sections so that rules are evenly enforced throughout the community.

The board held a closed meeting to discuss personnel issues. The lack of an employee handbook has become evident. I am suggesting that in January we work on creating a handbook so that all policies are in writing. We are also looking at a timeclock so that the responsibility of calling in hours does not fall upon an employee or board member.

A meeting was held of the four residents who conduct orientation meetings. We looked over the packet for new residents, and highlighted updates that need to be made. I will work to make sure that over the next month all updates are finalized for orientation sessions in 2018.

A loss control survey has been scheduled with Matt Mooney of Bouchard Insurance for Jan. 30th at 10:30 am. The purpose of this survey is to identify conditions that could be an insurance risk, so that they can be corrected by the Association.

Owen Hodge donated a used computer to the maintenance staff to upgrade the antiquated computer located in the maintenance office. Thank you!

Unit 713 has been appealing since August to have the mechanism for their louvers repaired by the Association. The mechanism is stripped. The owner contends that because it happened following the building being painted, we need to repair it. Rick Jackson maintains that it is not our responsibility. My denial of the claim resulted in a last appeal by the owner to split the costs with the Association. I have no experience with these louvers, other than what is written in our rules, which is that the louvers are the responsibility of the owner. I would like a Board decision on this.

Owners are reminded to please clean up after their pets.

We found that there was a breakdown in contracting with our new landscapers, TruScapes, resulting in confusion over their starting date. All areas were serviced this past week. We will again be serviced next week. Beginning in January, we will be on a regular schedule. Starting January 5th, until January 10th, we will have daily service to get caught up on trimming. Residents are urged to make sure that all decorative items are removed from the exterior of units to expedite trimming around buildings. Notices will be posted to alert residents. All turf was fertilized this month.

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).
DAMON WHITE	759		
Karen Stone	311	N	
Harvey Bud	100	N	
Carolyn Kenney	360	Y	
Missy Geer	309		
NATHAN FRIO/PHYLLIS	117 WOODLAND PL	N	
Carla Wells	754		
Tom Clark	713 Birch		
Frank [unclear]	155	Y	
Bruce Bartlett	119		
Billie Bone	109	N	