

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
January 25, 2018
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 December 19, 2017**
- VII. BOARD REPORTS**

VIII. OLD BUSINESS
a)

VIII. NEW BUSINESS
a) Time Clock
b) Employee Manual

IX. PUBLIC COMMENT

X. ADJOURNMENT

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, JANUARY 25, 2018
8:30 A. M.**

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

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 and Agenda were 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 Owen Hodge and seconded by Kate Koski to approve the minutes of the Board of Directors meeting of December 19, 2017, as presented.

MOTION PASSED.

BOARD REPORTS

Secretary: Peter Campanelli: Mr. Campanelli read his report, which is attached and made a part of these original minutes.

Directors.

Kate Koski: 1). The Social Club is looking at installing a fire pit and a shuffleboard court. 2). There is still a lot of work debris in the 100 Building area that needs to be removed. It was suggested that cleaning of the work area on a daily basis needs to be written in all contracts. 3). The gutter that was removed on Unit # 709 has not yet been replaced.

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

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

Damon White: No report.

Maintenance: MOTION was made by Owen Hodge and seconded by Kate Koski to approve the building AGMs for Unit # 359, for the installation of a new slider and screen door, Unit # 220, to renovate a bathroom, Unit # 352, to install a new stairway and bannister, and to replace patio pavers, Unit # 208, for the installation of a new water heater, Unit # 763, for changing a shower stall into a bathtub, and Unit # 107 to install a new shutoff valve on the water heater, as presented.

MOTION PASSED.

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

MOTION was made by Kate Koski and seconded by Damon White to approve the building AGM for Unit # 353, for the extension of the second floor balcony, as presented.

MOTION PASSED.

A letter will be sent to the owner of Unit # 353, informing him that he will be responsible for any damages to the common area or other unit owner property resulting from the balcony construction.

A letter will be sent to the owner of Unit # 305 informing him that his leaking balcony sliders have caused water and mold damage to the common element and to Unit # 307.

President: 1). Keenie Bugenhagen read her report, which is attached and made a part of these original minutes. 2). Wind mitigation reports have been done on the last two buildings.

MOTION was made by Mike Wilder and seconded by Damon White to approve the AGM for Unit # 225, to put down mulch in the garden area and plants on the berm, and Unit # 127, to install mulch and plants, as presented.

MOTION PASSED.

UNFINISHED BUSINESS

- a. Trash Collection Area: The new trash collection area is coming along nicely and the new signage seems to be making people aware of how to dispose of their trash and recycling properly.

NEW BUSINESS.

- a. Time Clock: MOTION was made by Owen Hodge and seconded by Kate Koski to approve the purchase of a time clock, at a cost of \$300, to report maintenance personnel hours. There will be a monthly fee of \$18 for cloud based reporting.

MOTION PASSED.

- b. Employee Manual: The President is working with Mike Wilder on the manual. A template has been provided by the employee leasing company.
- c. Lighting Update: 1). The requested W-9 form was submitted to the County to complete the application. 2). The bid package is now being prepared.
- d. Fences: The area behind the 200 Building is the priority because of the visual exposure of the strip mall when the Australian Pines are removed.


Public Comment: 1). The bushes near Unit # 6715 that were damaged during the reroofing project need to be cut back so they will fill in when they grow back. 2). The Association should consider having at least one AED available in the common areas. Management will provide information on the AED recently purchased by another Association.

MOTIN was made by Damon White and seconded by Kate Koski that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:45 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, February 22, 2018, at 8:30 A. M., at the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

Jim Kraut

From: peter campanelli <peterpinerun@gmail.com>
Sent: Monday, January 22, 2018 12:25 PM
To: katepinerun@gmail.com; mikepinerun@gmail.com; tompinerun@gmail.com; 'keenie bugenhagen; Owen Hodge; Damon White (damonpinerun@gmail.com); Jim Kraut
Subject: SALE AND LEASE REPORT FOR PINE RUN, CY 2010 - 2017

Here is a comprehensive report for my end-of-year report for sales and leases of Pine Run properties for CY 2017 as well as totals for the years 2010 to the present for comparison purposes.

SALES: CY 2010.....14 Units
CY 2011.....16 Units
CY 2012.....15 Units
CY 2013.....18 Units
CY 2014.....19 Units
CY 2015.....19 Units
CY 2016.....20 Units
CY 2017.....14 Units

RENTALS: CY 2010...27 Units
CY 2011...25 Units
CY 2012...39 Units
CY 2013...34 Units
CY 2014...41 Units
CY 2015...30 Units
CY 2016...26 Units
CY 2017...31 Units

In CY 2015, TEMPORARY NON-LEASE USE records began.

CY 2015.....11 Units
CY 2016.....6 Units
CY 2017.....10 Units

COMMENTS;

What may be of interest is to look at the total 135 sales, which units have sold many times, and if so, are there reasons of note or just "flipping" or why? There are a number of units who have long term owners. Considering our total Unit population is 147 Units, we probably have not witnessed a significant change of owners in Pine Run over the long term. But, we do have some units whose owners are never in residence according to records and these units appear to be consistently rentals. Is it time to rethink how we present Pine Run and how we acclimate incoming owners?

Second, we seem to be experiencing increasing numbers of TEMPORARY NON-LEASE USE. Is this alternative being used by some owners to evade the one-month minimum rental period and hence the fee?

Pine Run Association Treasurer Report, January 25, 2018, Owen Hodge

Social Club Annual Financial Report

This was a very active year for the social club with more than a dozen social events. The social club books are in good order and there is currently a balance of \$1335 in Trustco bank. The documentation is attached.

Movie Night Annual Financial Report

The Tuesday night movie events have generated a balance of \$1401 in Trustco Bank. The documentation is attached.

Year-end Pine Run Financial Picture

The following observations are based on the year-end December financial report from our accountants at Dowd Whittaker. It is clear that managing our finances in 2018 will continue to be a challenge.

Operations: Our total operations deficit will be close to \$30,000 at the end of the year. Tree removal expenses exceeded the budget by \$26000. Pest control is \$13000 over budget. This is offset to some extent by the fact that our insurance expenses were \$15000 under the budget due to increasing our deductible. We certainly cannot count on having a similar offset from our insurance expense this year. Tree removal is now a major budget focus. The Irma assessment will generate \$40,000. We may need to spend as much as \$25000 in 2018 for removal of the Australian Pines adjoining the strip mall. With our 2018 tree removal budget of \$15000 and the special assessment, we can just manage to pay for the tree removal work done this year and scheduled for 2018. Hopefully we can get some grant assistance. Another obstacle in the way of balancing income and expenses was a bad debt of \$8800 in section 1. We did not increase funds to most of the operations categories for 2018 because we knew we needed a large increase in reserves. We were significantly over budget in a number of operations categories in 2017. We will need to be very careful in monitoring our operations expenses this year.

Reserves: Expenses were higher than we planned for in the first year of our multi-year restoration project. We worked these increases into our projections. The plan for 2018 is to continue on to buildings B, 9, and 10, one in each Pine Run section. We have bids from Hagen Construction that are well within our projections. In terms of available finances we should begin with building B, then do 10 followed by 9. We need to get roof and paint bids for these buildings as soon as possible. There are currently large deficits in the building restoration categories of the reserve funds for sections 1, 2, and 3. This is as expected. We are combining the roof and building restoration accounts as permitted by the 2011 Pine Run vote. In 2018 the building restoration and roofing work should all be billed to reserve roof accounts. Another thing we need to do immediately is create a log of all the work done on our units. I am having trouble correlating work done as shown in monthly accounting reports with our multi-year plan and with the bids as we get them. It is all doable. This project will continue to be a challenge, but worth it if we can get it all done.

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002439 10318

GERALDINE O'DONNELL
OR MYRA DRYVER
351 PINE RUN DR
OSPREY FL 34229

Statement Date
Account Number
Enclosure Count

PREMIER HOMETOWN CHECKING

Previous Balance	12-04-17	1,401.47
+Deposits/Credits		.00
-Checks/Debits		.00
-Service Charge		.00
+Interest Paid		.06
Current Balance		1,401.53

-----DESCRIPTIVE TRANSACTIONS-----

Date	Tracer Description	Amount
1-03	999 INT PMT SYS-GEN	.06

-----DAILY BALANCE SUMMARY-----

Date	Balance	Date	Balance	Date	Balance
12-04	1401.47	1-03	1401.53		

* - - - COLLECTION/OVERDRAFT CHARGES/REFUNDS SUMMARY - - - - - *

	This Cycle	YTD
Total returned item fees	.00	.00
Total collection/overdraft fees	.00	.00

* - - - - - INTEREST SUMMARY - - - - - *

Interest Earned From 12/05/17 Through 1/03/18

Days in Statement Period	30
Interest Earned	.06
Annual Percentage Yield Earned	.05 %
Interest Paid this Year	.06
Interest Withheld this Year	.00

Average Current Balance	1,401.47
Average Collected Balance	1,401.47

2017 Social Club Report.xlsx

[illegible]

A	B	C	D	E	F	G	H	I	J
DATE	NUMB	DESCRIPTION OF TRANSACTION		Event	Supplies	Petty Cash	Expenses	Income	Balance
1		Balance Forward							2516.92
2									2516.92
3	1/1/17	New Years Brunch	IN	102.00					2440.18
4		166 Virginia Burk	OUT	229.54			76.74		2416.96
5		167 Geri O'Donnell Supplies	NET	-127.54	23.22				2264.16
6	1/25/17	168 Geri O'Donnell					152.80		2366.16
7	1/4/17	Income New Years Brunch						102.00	2346.16
8	1/4/17	Petty Cash to Myra				20.00			2346.16
9		Deposit (64.00+102.00)=\$70.00							2346.16
10		Holiday + NY Brunch - Petty cash \$96.00							2384.16
11	1/24/17	YOGA DONATIONS						38.00	2423.86
12	1/31/17	YOGA DONATIONS						39.70	2423.86
13		Soup & Bread Potluck	IN	\$ 183.00					2423.86
14	2/6/17	Donations	OUT	\$ -36.44					2523.86
15		50/50	NET	\$ 146.56				\$ 100.00	2606.86
16	2/15/17	Connie Hamann					\$ 36.44	\$ 83.00	2570.42
17	2/7/17	YOGA DONATIONS						\$ 18.00	2588.42
18		Deposit: 38+39.70+100+83+18=278.70							2588.42
19	2/14/17	YOGA DONATIONS						\$ 32.00	2620.42
20									2620.42
21	2/15/17	Billie Born			\$ 49.21				2571.21
22	2/14/17	Valentines Cocktail Party	IN	\$ 33.50					2604.71
23	2/15/17	171 Geri Odonnell	OUT	\$ -36.61			\$ 36.61	\$ 33.50	2568.10
24		Valentines Cocktail Party Loss	NET	\$ -3.11					2568.10
25									2568.10
26	2/20/17	YOGA DONATIONS						\$ 33.00	2601.10
27	2/25/17	173 Kate Koski Counter Top			\$ 745.64			\$ 34.00	2635.10
28	2/28/17	Yoga							1889.46
29	3/15/17	Connie Haman/Welcome Back					\$ 263.53		1889.46
30	3/17/17	St. Patricks Day Party	IN	\$ 153.00					1625.93
31			OUT	\$ 79.52			\$ 79.52	\$ 153.00	1778.93
32	3/28/17	Yoga	NET	\$ 73.48				\$ 9.00	1708.41

Board Report, Mike Wilder

Jan. 25, 2018

Our Logo Items donations for the Lighting Replacement Project for the period Jan. 2 through Jan. 23 totaled \$269.00. For the period March - December, 2017, we received \$2,334 in donations. Considering the cost of the Logo Items, we are now just \$67.66 from our breakeven point. Once we achieve that figure, we will still have enough items to return an additional \$3,063 in the future toward the general lighting fund or however the Board wants to distribute the funds.

I believe our Community participation in this project was helpful in our receiving the Lighting Project funds from the County Grant.

We still have a lot of items that will continue into the future to be available, including our Gray, Blue, and Green Pine Run Tee Shirts, License Plates, Coffee Cups, Caps, and Coozies. Please continue to donate toward these items by contacting me at mikepinerun@gmail.com

PRESIDENT'S REPORT JANUARY 2018

My phone, email and doorbell are reminding me that it is "season", and Pine Run is in full swing with the majority of our residents back on property. Social activities are ramping up, and new and long-time residents are enjoying our sunshine, despite our recent "cold fronts".

Owners are reminded to please keep an eye on their mail. Recent mailings include notices for our special assessment, courtesy of Hurricane Irma, as well as information and proxies for our annual meeting scheduled for February 6th. It is very important that owners either attend the annual meeting or turn in a proxy.

Damon, Mike and I conducted a walk-through of Section 2, all electrical closets, as well as a second inspection of all units flagged with violations last month. Letters are currently going out to the owners of all units where violations were discovered. There were very few unit violations identified. Several electrical closets were found to have items in them. We have in the past been cited for this during fire inspections. Because it is impossible to determine the ownership of these items, letters are being sent to the owners of the 23 units who would most likely be using these closets as storage. It is very important that these closets be emptied. The Association will dispose of items that are not removed.

Owners of carport storage units are reminded to please mark their assigned storage unit with their unit number. Directions for doing so were mailed to each owner. Our maintenance staff will label each storage unit with the unit number during the month of February.

I will be meeting at 4:00 on Monday in the clubhouse with unit owners in the 700's who have termite concerns. Any other owner who is experiencing termite problems is invited to attend. Board members who are available to participate are asked to please notify me of your intention to attend so that the meeting can be properly posted.

The switch from Stonegate to Premier Bank has taken place. Representatives will be available after this meeting to assist owners in setting up automatic payments. It has come to our attention that some owners had January payments taken out by both banks. Letters will be going out to those affected, and refunds will be made.

We received a complaint from an owner that a camera was pointed at her entrance. The camera had been removed when I went to inspect, so it is impossible to assess where the camera was in fact directed. A letter was sent informing the owner that if the problem recurs, to notify us. A separate letter was sent to the owner of the camera reminding her that the camera must be placed in a position where it is not pointed at another residence.

Truscapes was here in full force this month trimming, mowing and weeding. They have vastly improved the appearance of our landscaping. Because it is a much larger company than we are used to, residents will notice that we have landscapers on the property less often than in the past, because the number of employees will allow us to be serviced much more efficiently. That means however, that both plant debris removal, and blowing will happen less frequently. The superior service and lower cost more than make up for this. There should be much less need for residents to be doing weeding and trimming. Again, residents are reminded that under no circumstances should plant clippings or rakings be placed adjacent to another unit. Plant debris should be placed in center medians for removal by landscapers.

Our employees may have to begin blowing tennis courts, etc. in between landscaper visits. GardenMasters was here inspecting plants and turf, and treating where necessary.

We have received another notification from the owner of the strip mall behind the odd-numbered 200's to address the alleged hazard posed by the Australian pines along the fence. I am in receipt of three bids to remove the trees. They are not equal in terms of trees to be removed, as the different companies propose gaining access to the trees via different routes, meaning the other trees that need to be removed varies. They have each identified other trees that they believe to be compromised, as well. I will be meeting with an arborist with Sarasota County on February 1st, as well as the owner of Clean Cut Trees, who is the lowest bidder, with a bid of \$25,750. I will be asking the arborist his opinion as to which trees need to be removed, as well as whether some of the trees could wait until next year, to spread out costs. Any board members are invited to attend, if available.

I have composed the attached list of recommended Pine Run plantings. I would like board approval to post this list on the website as a guideline for owners who would like to add plantings around their unit. I generated the list by researching native plants that are recommended for our region and zone, are drought tolerant, and pose no other hazards. I elicited feedback from Molly Summers, who suggested additions and deletions from my original draft. With added input and experience, we could continue to modify the list over time. Residents are reminded that an A/GM must be completed before anything is planted on the common element.

RECOMMENDED PINE RUN PLANTINGS

Large Trees

Buttonwood
Red Cedar
Live Oak
Winged Elm
American Elm
Cedar Elm
Slash Pine
Jamaican Dogwood

Medium Trees

Gumbo Limbo
Arizona Cypress
American Holly
Orange Geiger

Small Trees

Seagrape
Hopbush
Marlberry
Stoppers
Florida Privet
Simpson's Stopper
Chickasaw Plum
Sand Live Oak
Buckthorn
Walter's Viburnum
Wax Myrtle
Jamaica Caper

Large Shrubs

Marlberry
Beautyberry
Cocoplum
Seagrape
Buttonwood
Coral Bean
Stoppers
Florida Privet
Rusty Lyonia
Simpson's Stopper
Carolina Buckthorn
Dwarf Palmetto
Boxthorn
Walter's Viburnum

Rusty Blackhaw
Cocoplum
Wax Myrtle
Clusia

Wild Coffee

Jamaica Caper

Small Shrubs

Fetterbush
Scrub Palmetto
Dwarf Clusia
Pineland Lantana

Groundcovers

Twin Flower

Tampa Vervain

Grasses

Wiregrass
Elliott's Lovegrass
Purple Lovegrass
Muhly Grass
Panic Grass
Little Blue Stem Grass

Palms and Palm-Like Plants

Scrub Palmetto
Dwarf Palmetto
Cabbage Palm
Coontie

Ferns

Giant Sword Fern
Sword Fern
Bracken Fern
Southern Shield Fern

Perennials

False Rosemary
Twin Flower
Purple Coneflower
Blanket Flower
Scorpion Tail
Beach Sunflower
Stokes' Aster
Bee Balm

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).
Bob Brazier	119 Woodland Dr.	—	—
Chaise Greene	352 Pine Run Dr.	—	—
Karen Stone	311 Pine Run Dr.		
Margaret Abdon	115 Pine Run Dr.		
Billie Brun	109 Woodland Dr.	—	—
Charles Bishop	225 - Woodland Dr		
Steve Ross	353 P R Dr		