

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
March 22, 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. Moment of Silence**
- VI. Resignations and Appointments**
 - a) Maintenance Chief
- VII. Approval of Minutes of February 22, 2018**
- VIII. BOARD REPORTS**
- IX. OLD BUSINESS**
- X. NEW BUSINESS**
 - a) Employee Manual
 - b) New Conditions of Employment
 - c) Bid for Buildings B, 10, 9
 - d) Bids for Dumpster Area
 - e) AED
 - f) One-Time Assessment
- XI. PUBLIC COMMENT**
- XII. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, MARCH 22, 2018
8:30 A. M.**

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

A moment of silence was observed for Rick Jackson. A memorial service will be held on April 8, at the clubhouse.

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 Owen Hodge and seconded by Karen Stone to appoint Walton Fleming and Peter Asklipious will be co-maintenance chairs, with equal authority and equal responsibility.

MOTION PASSED.

Reading/Approval of Minutes of Previous Meetings: MOTION was made by Mike Wilder and seconded by Owen Hodge to approve the minutes of the Board of Directors meeting of February 22, 2018, as presented.

MOTION PASSED.

BOARD REPORTS

Secretary: Karen Stone presented her spread sheet of sales since the 2018 annual meeting, which is attached and made a part of these original minutes.

Treasurer: Owen Hodge read his report, which is attached and made a part of these original minutes. stated that he gave his report at the annual meeting. He also stated that there has been a smooth transition to the new Secretary and he is very appreciative of that fact.

Directors.

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

Maintenance: MOTION was made by Mike Wilder and seconded by Karen Stone to approve the building AGMs for Unit # 104, to replace the kitchen cabinets and bathroom fixtures, Unit # 354, to install screen enclosures in the two back patios, Unit # 125, to install a ceiling fan, Unit # 307 to hire mold remediation for water damaged walls, Unit # 235, to replace cast iron pipe, Units # 700, 706, 708, 711, 714, and 750, for new air conditioner enclosures, as presented.

MOTION PASSED.

Mr. Foley introduced Behr's "Deck Over" deck covering, which can be used to extend the life of the pool patio deck. He will get estimates on material costs and provide that information at the next Board of directors meeting.

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

Read her Landscape Time Line report, which is attached and made a part of these original minutes.

Read her Landscaping/Kayak/Wind Mitigation report, which is attached and made a part of these original minutes.

There are some areas of the landscaping that require extra attention. Owners were encouraged to turn in work requests to create a paper trail.

Landscape AGMs: MOTION was made by Karen Stone and seconded by Tom Foley to approve the AGM request from Unit # 124 to plant three Heliconia in the backyard and Unit # 715, to plant a palm tree and white bird of Paradise in front of the lanai, as presented.

MOTION PASSED.

UNFINISHED BUSINESS: None.

NEW BUSINESS.

- a. Employee Manual: MOTION was made by Mike Wilder and seconded by Tom Foley to approve the new Employee Manual for Pine Run, as presented.

MOTION PASSED.

- b. New Conditions of Employment: MOTION was made by Owen Hodge and seconded by Tom Foley to change the working hours for Walton Fleming and Peter Asklipious from 37.5 to 40 hours per week, and increase the rate of pay by \$1.00 per hour, effective immediately.

MOTION PASSED.

- c. Bids for Buildings B, 10 & 9: MOTION was made by Owen Hodge and seconded by Tom Foley to approve the all - inclusive proposals from Hagen Construction for the renovation of Building B, at \$45,000, Building 10, at \$36,000, and Building 9, at \$51,000, as presented.

MOTION PASSED.

- d. Bids for Dumpster Area: MOTION was made by Owen Hodge and seconded by Tom Foley to accept the proposal from Jim Bear services to pour a concrete slab in the dumpster area, as presented.

MOTION PASSED.

- e. AED: MOTION was made by Tom Foley and seconded by Karen Stone to purchase an AED, to be located in the Recreation Area.

MOTION PASSED.

The Board will test the first AED and determine if a second AED should be purchased for the small pool area.

- f. One-Time Assessment: No action taken.

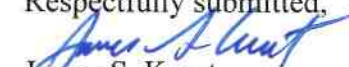
Public Comment: 1). The dumpster area near the kayak rack needs more light. 2). Q: Where are we with the dredging of the pond? A: One bid has been received so far. 3). Some of the wire screens that were put on the vent stacks have been blown off in the high winds. Hoskins needs to be contacted to check and secure all screens. 4). Signs are being made to remind people to put towels on the pool furniture to protect from suntan lotion. A sign will also be put up to remind people not to feed the wildlife. 5). Kip Kellogg volunteered to manage the exercise room. The Board accepted his offer. 6). Q: Will there be a one - time special assessment for needed projects? A: there will be future discussions after projects are identified. 7). Q: Does maintenance have a schedule for cleaning the dumpsters? A: Yes.

MOTION was made by Tom Foley and seconded by Karen Stone that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:06 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, April 26, 2018, at 8:30 A. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,
For the Secretary

Sales

		PINE	RUN	CONDO	SALES	2018		
Unit	Application Date	Received Date	Approval Date	Settlement Date	New Owner	Keys & Board Notified	Publication forms to VP & Editor of Newsletter	
1	306	01/01/18	03/14/18	03/17/18	04/02/18	Michael & Patricia J Harshbarger	Yes	
2	360	01/26/18	01/30/18	02/01/18	02/12/18	Charles & Bria Lynn Freyer	Yes	
3	224	02/01/18	02/05/18	02/13/18	02/20/18	Domenica Mondo	Yes	
4	117	02/02/18	02/09/18	02/14/18	03/22/18	William & Beverly Bogle	Yes	
5	126	02/06/18	02/16/18	02/16/18	02/27/18	Lyle & Hazel Morse	Yes	
6	366	02/21/18	03/12/18	03/14/18	03/27/18	Melonie & Jason Levine	Yes	
7	231	02/26/18	03/14/18	03/15/18	03/21/18	Carl S. Wilson	Yes	
8	117	03/07/18	03/14/18	03/18/18	04/05/18	Naomi King	Yes	
9	701	03/10/18	03/12/18	03/12/18	03/13/18	Virginia Saunders	Yes	
10	308	03/18/18	03/20/18	03/21/18	03/23/18	James & Linda Engstler	Yes	

Jim Kraut

From: Mike Wilder <mikepinerun@gmail.com>
Sent: Tuesday, March 20, 2018 2:22 PM
To: keenie bugenhagen; Kate; Damon White; Owen Hodge; Thomas Foley; Karen Stone; Jim Kraut
Subject: Logo report

Logo Item Donations Report Mike Wilder 3/22/18 Board Meeting

From Feb 21 to March 20, 2018 we had \$250 exactly in Logo Merchandise donations toward the Outdoor Lighting Project. Since the beginning of the Project in March of 2017, we have raised \$3,135 in donations. The result is, as reported last month, all of the merchandise has been paid for and we now have a plus of \$464.34 in the general fund for the Lighting Project.

The remaining merchandise has a remaining value of \$2,521 at the current donation prices, which will be obtained in a continuing, slow process. We still have a couple of months remaining before our summer 'goodbye snowbirds' season begins. We only have 7 total Lime Green Tee shirts in either Small or Medium sizes; and 6 Light Blue Tee Shirts in either Small, Medium or Extra Large Sizes. Plus, we still have many Gray Tees in size Large. So stock up before you leave for all those friends and family members who will appreciate getting such a unique gift for their summer enjoyment. These are all special Pine Run shirts, and probably won't be reordered, so don't wait.

And don't forget our license plates, coffee cups, ball caps, and cozies for that summer refreshing beverage. If you haven't donated yet, don't make me track you down! I know who you are!

Pine Run Association Treasurer Report
March 22, 2018 Owen Hodge

We have not yet received the 2017 Pine Run Audit from the firm of Menchinger and Tyack so this report will not include a detailed financial update. This is not a serious problem. The audits generally require a month or two. This year we are working with a new firm so things are taking a bit longer than usual. For sure we have not encountered any unexpected financial situations in the last couple of months.

The Outdoor Light Project bids are in and the installation will begin soon. The expense will be about \$1000 over budget. Fortunately, the current \$450 profit from our Pine Run merchandise sales will substantially offset the deficit as will all future sales. No big problem here.

Peter Asklipious and Walton Fleming, our Pine Run maintenance staff, have reorganized the Maintenance Staff Office. As part of this much appreciated upgrade we have purchased a new computer and will soon buy a new printer. Total expense for this will be around \$500. Since they will be sharing supervisory responsibilities, we should probably arrange for them to have access to a credit card so they can efficiently install needed software and make purchases for the usual supplies.

The time has come to seriously address setting up a maintenance archive to record what work is done, when it is done and other relevant details. Our new staff has been keeping a log of jobs tackled. This, and other data needs to be entered into a usable electronic format. Pine Run already has a website. It will be easy to set up a section of the website at no further expense, that will serve as an ongoing maintenance record. Basically there will be a page available for each section, building, and condo unit, as well as for recreation and commons. Once the new feature is up and running, whoever is responsible for the Pine Run website will have the added responsibility of keeping the maintenance archive up to date. I do not see this as requiring much more than getting the notes from the staff once a week or so and distributing the information to the appropriate pages. I think it might require approximately an hour a week.

On a similar topic, I have suggested that this year we should create handbooks for the board offices of president, secretary, treasurer, and maintenance chair. Here is how I would suggest that we get started. Before the next board meeting each of the board members responsible for these areas should pick one specific topic and write it up. Then the next month, another facet of the job, and so on for each month. For example, this month I will write up the procedure for approving payments online. After that, maybe what to look for in the monthly financial reports. Later on I will try to outline the budget process. For me, at least, doing a step at a time is less intimidating than sitting at a desk confronting the entire project.

LANDSCAPING

Our regular landscaping company is TruScapes. From November through March, they send a mowing crew here every other week. From April through October, our lawns get mowed every week. They edge, and blow sidewalks, roads and tennis courts every time they mow. Because they only have a trailer with mowers, they blow debris into the beds. Every six to seven weeks, depending on weather, we are serviced by a trimming crew. This crew prunes shrubs, palmettos and trees on the common element as needed. Trees are trimmed up to twenty feet. All plants and trees on the common element are the property and responsibility of the Association and will be trimmed by the landscapers. They clean up all the debris from the beds and remove it from the property. Residents who trim plants from within their atria and courtyards may place their cuttings along the edge of the roadways. Plant material should not be in plastic bags, just placed in a pile. Small piles will be picked up by TruScapes each time they are on the property. Residents are please asked to obtain board permission before creating large piles, as these are an added expense to have removed.

Our lawn and ornamental pest control and fertilization is done by GardenMasters. They have a working relationship with TruScapes, so that if a problem is detected during routine mowing or pruning, it is communicated directly between the companies. GardenMasters provides an inspection of our turf and plants every month. Plants are fertilized in February, May and November. Lawns are fertilized during the months of March, May, October and December. All fertilizers are organic. The turf is sprayed with an insecticide for nuisance ants, chinch bugs and billbugs in May. Micronutrients are applied to lawns in August. GardenMasters utilizes Integrated Pest Management (IPM) to minimize the amount of chemicals needed.

Molly of Molly's Native Plantings services the areas which have been cleared of invasives. She comes every three weeks to inspect just these areas and ensure that the Brazilian peppers, Ficus, Australian Pines, Scheffelera, Carrotwood, Chinaberry, asparagus fern and other invasives that have been removed do not reestablish themselves. Molly has also been removing invasive vines from these areas. In addition to the oaks, sea grapes and wax myrtle that have been planted,

beauty berry, wild coffee, palmettos and other native plants are flourishing now that they are not competing with invasive plants for sun, water and nourishment. Slash pine seedlings are also coming up.

Our tree removal jobs are bid on by different tree service companies. The two companies we have used over the last few years are Jim Bear Services and Clean Cut Tree Service. These jobs are individually contracted.

Hopefully, this outline of our services is helpful in clearing up any confusion regarding landscaping responsibilities.

KAYAK RACKS

It has been brought to the attention of the board of directors that there is insufficient storage for kayaks. An examination of the racks revealed several kayaks that have no label identifying the owner. Some of these kayaks appear to not have been moved for quite some time. There is no way of determining whether they have been abandoned. Residents who use the kayak racks are asked to please make sure that their kayaks are labeled with their name and unit number. The kayaks should be positioned on the rack in a way that discourages pooling of water and checked periodically to make sure that they are not filling with water or debris. The standing water creates a mosquito breeding ground, and the increased weight has broken several support bars on the racks. Another rack will be built if it is determined that it is needed.

WIND MITIGATION REPORTS

Wind mitigation reports are available on our website, www.pinerunosprey.org. Buildings G, H, 3 and 7 have been updated recently. A study for the other thirteen buildings is scheduled for March 20th. As soon as the report is back, the website will be updated. Owners may direct their insurance companies to the website for the most recent reports. After roofs are completed in the next year on Buildings B, 9 and 10, a new study will be commissioned for those buildings and posted on the website.

LANDSCAPING TIME-LINE

2014 – Brinker and Wilson were landscapers when I started on board – contract \$72,000 for landscaping including fertilization and pest control. Fertilization didn't seem to be getting done.

2015 – I interviewed fertilization companies and we hired GardenMasters for \$5,000 dollars and reduced Brinker & Wilson contract to \$67,000.

December 2016 – Brinker & Wilson have not been able to keep the invasives cleared from the entry area from coming back, so we hire Molly's Native Plantings to service just invasives in this area.

July 2017 – I returned from a month away to find lawns mid-calf height, weeds everywhere, and trimming not done. Brinker & Wilson had fired their employees and the owners were trying to do the work themselves. They asked for time to reorganize.

August 2017 – poor service continued. We continued to get lip service that things would improve once they terminated other contracts and down-sized.

September 2017- We were getting spotty service, very little trimming, and owners had piles of debris everywhere. This contributed to the debris strewn around during the hurricane. One owner and a few kids finally showed up after the hurricane and attempted to do a few things. I informed Brinker & Wilson that I was getting other bids for the contract.

October 2017- Spotty service continued. I got three bids: Wilson of Brinker & Wilson - \$72,000; Jim Bear - \$78,000; TruScapes (recommended by GardenMasters) - \$60,000. In my absence, but with my recommendation, the contract with TruScapes was approved at the board meeting. Thirty-day notice was given to Brinker & Wilson.

November 2017- We received very little service. We would not have paid Brinker & Wilson, but Owen and I thought we paid them at the end of the month, and apparently, they got paid at the beginning of the month.

December 2017 – We expected TruScapes to begin, but they had never received the signed contract. They fit us in to give us one visit during the month.

January 2018 – Full service with TruScapes begins. They brought in a huge crew to try to catch up with a very over-grown situation.

March 2018 – We have had roughly 2 ½ months of service from TruScapes.

PRESIDENT'S REPORT MARCH 2018

With Rick Jackson's absence, then untimely passing, it has been a very busy time of transition. Walton and Peter have been a huge help during this tough time.

The latest walk-through generated a couple of 3rd warning letters which I belatedly realized should have included a referral to the compliance committee. We will address this in the next walk-through, which I would like to schedule for the 2nd or 3rd week of April. We also need to recruit owners for the Compliance Committee. Current members are: Section 1 – Gail Brown, Section 2 - Steve Callaway, Section 3 – Lou Komer, Kathy Kruger.

FPAT was here on Monday to complete a wind mitigation study of the 13 residential buildings that do not have new roofs. As soon as the report is released, it will be posted on the website.

An owner has offered to set up and monitor a Facebook page for Pine Run. This might be a nice way for Pine Run residents to connect throughout the year.

GardenMasters fertilized the turf with a liquid fertilizer this month.

We have received a complaint about the services provided by TruScapes. I included an overview of landscaping services in the March issue of the Pine Run News, which doesn't seem to have been widely distributed to residents. I have provided a copy to board members, along with a time-line of our landscaping history, for discussion purposes.

I have two A/GM's to present: Unit 124 and Unit 715.

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 3/22/18

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
Schaub Ted Ray	702-708 PPT.		
Scott Schurr	710 Pine Run		
Kip Newog9	135 Woodscans Pl.		
BARRY GIBSON	223 WOODLANDS	X	UNMATE TREE LINE
Charles Kemmer	365 Pine Run		
Dancy Eubank	711 "		
Pat Hamilton	233 Woodland	N	
Marga Abelow	715 Pine Run		
Cynthia Bishop	225 Woodland Rd		
Lou Kowar	244 Woodlands	X	GOTTERS / D.S