

**BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
April 26, 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**
  - a) Compliance Committee
- VI. Approval of Minutes of March 22, 2018**
- VII. BOARD REPORTS**
- VIII. OLD BUSINESS**
  - a) AED
  - b) Lights
- IX. NEW BUSINESS**
  - a) Pool Contract
  - b) Roofing bids
  - c) Painting bids
  - d) Drainage issues
  - e) Recreation Area
  - f) Fire Extinguisher Inspection
  - g) Cameras
  - h) Pool Deck
- X. PUBLIC COMMENT**
- XI. ADJOURNMENT**

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, APRIL 26, 2018  
8:30 A. M.**

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

The meeting was called to order by the President, Keenie Bugenhagen, at 8:30 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: MOTION was made by Owen Hodge and seconded by Kate Koski to appoint Woodie Schaub as the second member of the Section 1 Compliance Committee. Section 2 still needs a second member.

MOTION PASSED.

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

MOTION PASSED.

**BOARD REPORTS**

Vice President: Damon White reported that he has received the amended, revised rules packet from Peter Campanelli and will edit and prepare the paperwork for review by the President. The President requested that the rule against backing in to the parking spaces should be removed.

Mike Wilder: There have been no donations received since the last meeting. All proceeds from the donations go to the lighting projects.

Treasurer: 1). Owen Hodge read his report, which is attached and made a part of these original minutes. 2). A letter needs to be sent to the Board of Blackburn Point Woods informing them of the budget change.

MOTION was made by Owen Hodge and seconded by Karen Stone to authorize the Treasurer to hold a credit card with a maximum balance of \$3,000.

MOTION PASSED.

Secretary - Karen Stone: No report.

Kate Koski: The clubhouse kitchen will be deep cleaned and then sprayed by Hoskins Pest Control, all at a cost not to exceed \$100.

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 Damon White to approve the building AGMs for Units # 122, and 223, for new air conditioning systems, Units # 304 and 306 for gutter installation, Unit # 306, for new carpeting and floor stabilizing and to build a closet in the carport, Unit # 315 to replace the tile floor, kitchen cabinets and water heater, and the AGM for the trash/recycling enclosure fencing, as presented.

## MOTION PASSED.

Keenie Bugenhagen and Tom Foley will check the carport closet for Unit # 717, where the water shutoff has been placed behind a locked door.

President: 1). Keenie Bugenhagen read her President's report, which is attached and made a part of these original minutes. 2). Unit # 242 has reported a problem with parking in the carport because the owner of Unit # 240 is parking to close and "dinging" their doors. The Board will consider painting lines in the carports to help owners know where to park.

## UNFINISHED BUSINESS.

- a. AED: The new AED has been installed. A training session needs to be scheduled for all owners interested in becoming familiar with the product.
- b. Lights: 1). There are areas between the A & B Buildings and the B & C Buildings that are not lighted. It was suggested that one light be installed between the B & C Buildings. 2). People continue to disable or blackout parts of the new lights. An article will be written for the next newsletter and for the website requesting that lights not be tampered with.

## NEW BUSINESS.

- a. Pool Contract: MOTION was made by Kate Koski and seconded by Karen Stone to immediately terminate the contract with Delta Pools and to enter into a contract with Economy Pools for \$675 per month, with three visits per week.

## MOTION PASSED.

- b. Roofing Bids: Deferred for additional bids.
- c. Painting Bids: Deferred for additional bids.
- d. Drainage Issues: The silt has been cleaned out as far back as possible. A meeting has been requested with County representatives to determine what the Association is allowed to do.
- e. Recreation Area: The Social Committee is discussing the creation of an outside picnic area near the lagoon and clubhouse. The area could include two grills, two picnic tables and a fire pit. Location and source of fuel are yet to be determined.
- f. Fire Extinguisher Inspection: Two bids have been received but a third is needed.
- g. Cameras: The Board is looking at infrared systems for the recreation area. Owners were reminded to close and lock the doors in the recreation areas.
- h. Pool Deck: The Board needs to address the wood deck at the recreation area pool and Behr's "Deck Over" deck covering, was again suggested as a way to extend the life of that pool patio deck.

Public Comment: 1). The light poles need to be painted and checked for stability. 2). Vines growing on the outside of the property fences need to be removed. 3). The maintenance men seem to be working together when they may get more done if they work separately. 4). Carport light lenses need to be cleaned and/or replaced. It was suggested that the carport light fixtures should be replaced. 5). There are areas with no irrigation. Management will contact Victor MacDonald to determine if he is interested in helping the Association.

Kate Koski was excused at 10:01 A. M.

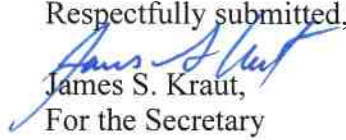
6). Crushed shell is needed in several areas.

MOTION was made by Tom Foley and seconded by Owen Hodge that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:17 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, May 31, 2018, at 8:30 A. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,  
For the Secretary

Pine Run Association Treasurer Report April 26, 2018 Owen Hodge

The audit process is in its last stages. We just received a draft of the audit on the 24th of April. Since the audit supplies the baseline for monthly financial reports from our accounting firm, we have not yet received monthly financial reports for 2018. This is not a serious problem and the important thing is to be sure we have an accurate audit even if it takes a bit longer than usual. This is our first year working with Menchinger and Tyack. It should go faster in the future. In the next few days I will be correlating the audit information with projections for our multi-year roofing and building restoration project.

We are starting to collect bids for Buildings B,9, and 10. The Hagen bids are very much in line with our projections. We have bids from Shewski Roofing that are considerably higher than our estimates. We will have to analyze these and other bids carefully. On a purely book keeping note: most of the work that Hagen (or whoever) is doing on Buildings B,9, and 10 is related to preparation for roofing work. The Hagen work should be assigned to reserve roof accounts, not reserve building restoration accounts. I will communicate this to Keys Caldwell and Dowd Whittaker.

The first section of the Pine Run treasurer handbook is complete. It explains the online Lock Box procedures for approving checks as well as accessing past Pine Run payment and invoice data from the online Lock Box files.

One problem we have here at Pine Run is that there is not much accurate, organized information about when and what repairs and upgrades have been done. This month I have been working to set up an online archive, using Google Drive, of work done on the various Pine Run buildings, on the commons, and as well as on individual condominium units. There is now an online folder for each section, building, and individual condominium, as well as the two pools and the clubhouse. Each AGM that is recorded in the monthly association minutes is now entered into the appropriate condominium file. The same goes for work orders. When we undertake major projects such as the new outdoor lighting, pool resurfacing, and roofing, those are posted in the archive. It is a user friendly resource. It is very secure. As manager of the site, I can control who is able to share the information. Working with this information from basically the past three years has been very interesting. From the quantity of repair, remodeling, and landscaping projects it is certainly clear that Pine Run owners are committed to maintaining the integrity and value of their Pine Run condos. Now that the archive is set up, it is a relatively simple process to maintain and update it. The monthly minutes are a very convenient source of information as are the maintenance chair reports. As the years go by, the information will be retained and easy to locate. I should certainly add that this is all available at no cost to Pine Run.

On a related topic, Keys Caldwell maintains our files of hard copies of important Pine Run documents. After seven years many of them can be discarded. I recently went through a fairly large quantity of about-to-be shredded notices to owners, annual meeting ballots, and tax information. It was a much tougher economic environment for Pine Run seven years ago. There were foreclosures to deal with and assessment payments in arrears. It took some skillful management to get us to where we are now.

I am in the process of arranging for a Pine Run credit card to be issued to the association. The president and treasurer of the association will be in charge of it. We are running into some situations for which payments have to be made online by credit card. It is better not to have to deal with the unnecessary complications of reimbursing a board member.

We are reviewing the terms of the Blackburn Point Woods contribution to our recreation budget. Basically the concept is to think of the 45 Blackburn Point Woods units and the 147 Pine Run units as a single group of 192 units. Blackburn Point Woods would then contribute 45

parts out of 192 which comes to 23.4%. The current BPW share is 21.8%. One thing to consider in proposing this system is that the BPW management firm needs the BPW contribution amount for the coming year by June. At Pine Run we would need to have our next year recreation budget ready by that time. That is actually doable.

## Maintenance Report April 2108

- ✘ New enclosures for trash receptacles in 300s
- ✘ New Dumpster pad almost complete
- ✘ Rehab of drywall for 305 repipe complete
- ✘ Work order backlog up to date
- ✘ President and I will prepare a to-do list for summer work
- ✘ Workday and pay rate for crew modified as per BOD approval
- ✘ Time clock installed – It will be activated beginning Monday assuming no technical glitches

## PRESIDENT'S REPORT APRIL 2018

Both of our maintenance employees were given copies of the new Pine Run Employee manual, and both signed the acknowledgement and agreement form.

As can be seen by this month's agenda, it has been a busy month of contacting vendors and seeking bids. Peter and Walton have stepped up to the plate by taking this task over.

I signed contracts with Hagen Construction for Buildings B, 9 and 10. Deposits will be paid when gutters are put back on Buildings 3 and 7.

The new fences in the 300's look great – volunteers Jim Adams and Dennis Norton and Peter and Walt are to be commended for this improvement. The maintenance staff will be replacing fencing next month on the east border of the property after the Australian pines are removed.

Members of the Board of Directors conducted a walk-through of Section 1. Four units were flagged for rule violations, and letters are being sent to advise owners.

Twelve units in two buildings that have had repeated rodent issues will be “smoked” by Baron's next Wednesday to determine if a break in the plumbing is providing access to rodents.

We are now on a weekly mowing schedule with Truscapes. This will continue through October. A trim crew spent seven days cutting back plants and trees prior to growing season. Molly Summers reports that we are making progress in the areas cleared of invasives, so she is beginning to move into other areas fighting vines. She also is working with me to make plans for trees to be planted along the eastern fence line. We will be making final decisions on exactly what trees will be removed on May 2<sup>nd</sup> when members of the board meet with the tree removal company.

I have completed a section on how to prepare for a board meeting for the proposed manual for board members. For next month I will prepare another section.



PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 4/26/18

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
Brian & Jenny Walker	717 Pine Kn Cr.	NO	
Jim Barrelett	236 Woodlawn Dr	YES	
Dennis Grove	227 Woodland Dr	No	
Way John	242 Woodland Dr	No	
Eloise Greene	352	no	
Sally Cleary	713		
Teena Markowitz	108 Woodland Pl	No	
Mike & Patty Hardberger	306 Pine Run	No	
Darwin Bishop	#225	NO	
Billie Green	#109 Woodland Pl	Yes	
Dick Poteran	#124 Woodland Dr	NO	
DAMON WHITE	759		