

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
May 31, 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 April 26, 2018**
- VII. BOARD REPORTS**

- VIII. OLD BUSINESS**
 - a) Fire Extinguisher Inspection
 - b) Cameras
 - c) Recreation Area Budget

- IX. NEW BUSINESS**
 - a) Greg Ruggiero Bouchard Insurance
 - b) Signage
 - c) Trees along Eastern Border

- X. PUBLIC COMMENT**

- XI. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, MAY 31, 2018
8:30 A. M.**

Present: Keenie Bugenhagen, President, Damon White, Vice President, Owen Hodge, Treasurer, Karen Stone, Secretary, Kathleen Koski, 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 8:32 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.

New Business.

- a. Greg Ruggiero, Bouchard Insurance: Mr. Ruggiero presented the proposed 2018-2019, insurance program to the Board and owners. He stated that there has been an increase in Hazard insurance valuation of one million dollars and in Flood insurance valuation of five million dollars. This increases in valuation created an increase in premiums. Mr. Ruggiero will provide options for changes to percentage of coverages that may help offset the premium increases. The Fidelity Bond coverage will be increased to \$750,000.

MOTION was made by Karen Stone and seconded by Kate Koski to approve up to \$286,000 for the 2018-2019 insurance premiums and authorize the President and Treasurer to make changes to the proposal on behalf of the Board, if needed.

MOTION PASSED.

Resignations and Appointments: None.

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 April 26, 2018, as presented.

MOTION PASSED.

BOARD REPORTS

Kate Koski: Found that the City of Venice can do the training but will not come onsite because the Association is in the County. The County Fire Department does not offer training, so she is working on finding a private firm that will provide CPR and AED training for owners.

Secretary - Karen Stone: The Secretary will work with Kate Koski on updating the list of owners who have submitted authorization forms and in adding this form to the Welcome Packet.

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

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

Vice President - Damon White: Reported that he is working on edits to the current Rules and Regulations.

Maintenance: Deferred to President's Report.

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

MOTION was made by Karen Stone and seconded by Kate Koski to reimburse the Treasurer \$500, for the cost of website setup.

MOTION PASSED.

MOTION was made by Kate Koski and seconded by Karen Stone to approve the following Building and Grounds AGMs:

Unit # 754: Landscaping, shells and flowers, as presented.

Units # 234, 236, 238 and 242: Clearing out weeds and installing plants behind the building, as presented.

Unit # 209: Install a wall mounted light near the front door, as presented.

Unit # 304: Install a walkway from the parking space to the courtyard. Neighbor signatures have been collected, as presented.

Unit # Install flooring in the den, as presented.

Unit # 306: Remove louvers on windows not visible from the outside, and to have hurricane film installed on those windows, as presented.

Unit # 315: Replace tile with travertine, replace kitchen, water heater and bath vanity, and update the plumbing and electrical systems, as presented.

Unit # 304: Install blown insulation in the ceiling of the unit, as presented.

Unit # 137: Install new air conditioning system, as presented.

Units # 702 and 706: Replace water shutoff valves to both Units, as presented.

MOTION PASSED.

UNFINISHED BUSINESS.

- a. Fire Extinguisher Inspection: MOTION was made by Owen Hodge and seconded by Mike Wilder to approve the proposal from Devine Fire Protection for fire extinguisher inspection at a cost of \$1,372, as presented.

MOTION PASSED.

- b. Cameras: The President reviewed three camera proposals:
 1. ADT: \$1,649 for installation of five cameras and one DVR, with a \$70 monthly service charge.
 2. Upfront: Purchase five cameras and one DVR, at a cost of \$3,383.
 3. American Wireless Alarm: Purchase five cameras and one DVR, at a cost of \$2,889 + tax.

The Board will obtain additional information on the ADT length of contract and service charges, and DVR specifications and camera quality in all three proposals and provide that information at

the June Board meeting.

- c. Recreation Area Budget: Original contribution agreement between Blackburn Point Woods and Pine Run was 25% for BPW and 75% for PNR. As expenses continue to rise, BPW now pays 21.76% and PNR pays 78.24% of the maintenance contribution.

MOTION was made by Kate Koski and seconded by Mike Wilder to present the BPW Board with a proposal that divides costs equally between the 44 units in BPW and the 147 units in PNR. This new allocation would result in BPW contributing 23% and PNR contributing 27% of the maintenance costs.

MOTION PASSED.

NEW BUSINESS, Cont'd.

- b. Signage: "No smoking", "Lock Restrooms", "Close umbrellas", "Place towels on chairs", "300 Blackburn Point Road" to identify the clubhouse, are some of the suggested signs. Kip Kellogg will work with the President to determine how many of each sign is needed, and what material will be used. Bids will then be obtained.
- c. Trees along Eastern Border: There are more than 60 trees that will be removed from this area; new trees need to be considered.

MOTION was made by Kate Koski and seconded by Karen Stone to accept the proposal from Molly Summers for the purchase, delivery and installation of 83 total trees, at a cost not to exceed \$5,200. Trees presented included Red Cedar, Sea Grapes and Wax Myrtle. The President will work with Ms. Summers to select size and number of each tree to be installed.

MOTION PASSED.

Kate Koski was excused at 10:00 A. M.

Public Comment: 1). There is pooling of water around Building # 9, because the gutters, downspouts and splash blocks are not properly aligned. 2). Owners need to fill out work orders if they see work in the common area that needs to be done. 3). Cast iron pipes were checked for breaks allowing rodent intrusion. None were detected. 4). Owners need to make sure their dryer vents are cleaned on a regular basis. This information will be placed in the next newsletter. 5). There are still outside lights that have the old globes. These lights actually belong to the owners and are controlled by light switches inside units.

MOTION was made by Karen Stone and seconded by Damon White that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:10 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, June 28, 2018, at 8:30 A. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,
For the Secretary

Summer is here, and most residents have gone, so our donations for Logo Merchandise have also slowed down. We had \$75 in donations during May, and nothing in April. Our current position is that our entire Logo Merchandise donations have completely covered their costs, and we currently are showing a positive \$539.34.

All funds received have been deposited by our Treasurer Owen Hodges into the Pine Run General Accounts for our new Lighting Project costs. As we continue to have donations, these will result in pure profits and will continue to be put into those accounts.

As most of the Board Members will be taking vacations during the summer, including myself, we will pick up donations again in September. Until then, if you have an interest in any of our Logo Items, email me at mikepinerun@gmail.com and I'll be happy to contact you once I return from vacation.

Have a great summer, Mike

Pine Treasurer Report
May 30, 2018 Owen Hodge

Audit

The Pine Run audit by the firm of Menchinger and Tyack is complete and has been distributed to all Pine Run owners. Here is a quick comparison of yearend 2016 with yearend 2017:

Category	Yearend 2016	Yearend 2017
Total Assets	\$849,177	\$795605
Operations expense	\$752997	\$776360
Reserves Expense	\$105523	\$234109
Operations Balance	\$124618	\$122543
Reserves Balance	\$603,403	\$545,918

As expected, mostly due to consequences from hurricane Irma, Pine Run operations expenses exceeded income. Operations income was \$776000. The deficit was about \$14000, a significant but manageable amount which was addressed by a special assessment to cover Irma related work for 2017 and 2018. The operations ending balances for 2016 and 2017 are almost the same. As planned, expenses for reserves exceeded income because Pine Run is engaged in a multi-year roofing and building restoration project. By combining the reserve categories of Building Restoration and Roofs there are sufficient funds to keep the project on schedule.

2019 Budget

Now that the audit is complete we will get caught up on monthly financial reports from our accounting firm of Dowd-Whittaker. I will begin working on projections for the 2019 budget soon. We should schedule a budget planning meeting or two in September.

Pine Run Maintenance Staff

In April the board approved a Pine Run credit card account with a \$3000 limit. We now have a mastercard account with Premier Community Bank. There will be two cards on this account. Walton Fleming will be the signer on one card with a limit of \$2000. I have the second card with a limit of \$1000.

The fingerprint-activated employee time clock is now fully functional for punching in and punching out. Thanks to Tom Foley for arranging this.

Social Club/Movie Club Consolidated Finances

The Movie Club is closing its Trustco Account and joining the social club account, also with Trustco. The two clubs will continue to keep separate records of income and expenses. This consolidation improves the liquidity of the funds by avoiding situations where the need for a minimum balance gets in the way of timely funding.

PRESIDENT'S REPORT MAY 2018

I spent some time early in the month contacting the county regarding our past drainage issues. County workers came out and checked the drainage ditches on Blackburn Point Road and reported to our maintenance staff that water was flowing fine out there. I then had a series of emails and conversations with the department head on the phone regarding the drainage pipe which our water feeds into. I subsequently attended a meeting with him and members of the Blackburn Point Woods BOD. He confirmed that the drainage pipe is on their property, and that it is their responsibility to maintain it. They were unaware of this. They have agreed to do so and have been proactive in addressing this. Our maintenance staff has gotten our pumps going to ensure that no flooding has occurred during our recent rains. Kip Kellogg volunteered some time to assist. Hopefully, with our advance preparations, flooding will not be a problem this year.

I met for the first time with our new attorney, Richard Ulrich. We discussed some compliance and accommodation issues. We will continue to work together as needs dictate.

We experienced vandalism in the 100's last week with cars being entered. One vehicle had a window broken out. The alarm sounding apparently caused the intruders to flee. Another owner reported a small amount of money taken from a vehicle. Residents are reminded to lock vehicles. We are again encountering problems with locker rooms being left wide open and on at least one occasion, the clubhouse was left unlocked, and the fitness room is also being left unsecured. I am asking our maintenance staff to make sure that everything is locked up when they leave, but after 3:30 and on weekends and holidays it is the responsibility of residents to make sure that facilities are locked when they leave them.

Many thanks to Tom and Owen for getting our employee time clock up and functioning. This will ensure that accurate records are kept for hours, as well as vacation and sick time.

As those of us who live in Buildings 3 and 7 are aware, gutters are still not up on our buildings. I continue to work with our contractor Keith Hagen to get the gutter company in here to get them up. As a result, we have not provided any down payment to Hagen Construction for the building work planned for this year. We are also waiting for roofing work to be done on a couple of problem roofs. The weather has not been in our favor as far as scheduling is concerned.

We continue to solicit painting and roofing bids. This is not as easy as it sounds. Reliable contractors are not hungry for work. We have no schedule yet for our building rehab. I hope to have a tentative schedule and contracts to present next month.

We have live termite activity in Building H. Hoskins is addressing this.

Regular walk-throughs of the property are taking place every month or two to identify work that needs to be done by the Association, as well as compliance problems with residents. Tom Foley and I met and compiled a list of work to be done by our maintenance department in the

coming months. It is quite lengthy, including new fence on the east side of the property and repairing/replacing the pool deck. I am recommending that as we move forward we think about appointing one member of the Board as a compliance chairperson. We would still have a group of board members do the walk-throughs. It would alleviate some of my responsibilities if someone else took over scheduling walk-throughs, communicating results with Keys-Caldwell, and approving letters sent to owners.

The chairs from the large pool that were not restrapped last year are awaiting pickup for new strapping.

Our maintenance staff met with a consultant on the irrigation system, who was very helpful. They will schedule another meeting to continue work on our system. They are also looking into getting shells on for the new garbage area and for the paths.

The tree removal work on the east property line continues. The weather has been a hindrance. Once the tree work is done, our staff will begin work on the fence. We need to address irrigation and drainage there before planting is done.

Molly Summers and I walked through the areas we planted last year. The sea grapes, wax myrtle and oaks are all doing very well. In addition, we have a lot of wild coffee and palmettos coming up, as well as beauty berry filling in. There are slash pine seedlings coming up, and the female cedars are full of berries, so we hope that next year we will have cedar seedlings, as well.

GardenMasters applied liquid fertilizer to all turf and plants this month before the ban goes into effect tomorrow. Fertilization will next occur in October when the ban is lifted. They will begin to address weed control next month. As our employees continue work on the irrigation system, it will help for future landscape improvements. As is usual, I have received both complaints and praise on landscaping. We will continue to address the complaints.

I continue work on the president's section of the proposed Board Member Manual. To date I have done a section on preparing for board meetings and a contacts section with information on who and how to access the management company, attorney, insurance agent, etc. Other board members are reminded to be working on their sections, as well.

It has come to my attention that when our website was being developed, our webmaster incurred an expense of \$500 for a consultant to design and build the framework of the website, as well as create a series of tutorials for the maintenance of the site. I think that we can all agree that our website is a vast improvement, and that our webmaster does an excellent job of maintaining it. With the number of hours that are donated by this individual in his various roles, I don't think that he should incur financial expense, as well. I would like to propose that we have a motion to refund the \$500 that was paid out. In the interest of full disclosure, this payment was to his daughter, which is why he did it without submitting it for reimbursement. I believe that \$500 is a very fair price for this work, and worth every penny of our investment.

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: *May 31, 2018*

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
SUE GROVE	227	N	
DPA	300		
KAREN CALLEWA	129		
JIM MCLONACHIE	220	S	
B MCLONACHIE	220		