

**BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
June 28, 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 May 31, 2018**
- VII. BOARD REPORTS**
  
- VIII. OLD BUSINESS**
  - a) Cameras
  - b) Signage
  
- IX. NEW BUSINESS**
  - a) 401K
  - b) Rules Revisions
  - c) Roofing Bids
  - d) Painting Bids
  - e) Apartment Lease
  - f) Parking Accommodation Request
  - g) Dog Waste Stations
  
- X. PUBLIC COMMENT**
  
- XI. ADJOURNMENT**

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, JUNE 28, 2018  
8:30 A. M.**

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

The meeting was called to order by the President, Keenie Bugenhagen, at 8:31 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 Damon White and seconded by Kate Koski to approve the minutes of the Board of Directors meeting of May 31, 2018, as presented.

MOTION PASSED.

**BOARD REPORTS**

Kate Koski: The audit for the lighting grant has been submitted to the County for reimbursement.

Vice President - Damon White: Reported that he has typed the current rules and regulations into a Word document and has made some edits to the content. The electronic document has been sent to the Board and Management for review. Kate Koski has volunteered to make suggested changes when submitted. The Board will have a meeting in the fall just for rules and regulations review.

Mike Wilder: No report.

Maintenance - Tom Foley: 1). There is a leak in Unit # 227 that is being addressed. 2). There is a fascia problem on Buildings # 8 and # 9. Bids for repairs are being solicited. 3). The Board is also soliciting bids for roof replacement; Ken Hagen has doors onsite for installation once the roofs are completed.

AGM Requests: MOTION was made by Kate Koski and seconded by Damon White to approve the AGM for Unit # 309 for the installation of a new air conditioner, and Unit # 327 for replacing cabinets and counter tops, as presented.

MOTION PASSED.

Secretary - Karen Stone: Absent.

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

President - Keenie Bugenhagen: 1). Read her report, which is attached and made a part of these original minutes. 2). A Carrotwood was removed from the 700 Building.

AGM Requests: MOTION was made by Kate Koski and seconded by Damon White to approve AGM from Units # 702/706 to trim fig trees away from the building, at owner expense, as presented.

MOTION PASSED.

UNFINISHED BUSINESS.

a. Cameras: MOTION was made by Damon White and seconded by Kate Koski to accept the proposal by ADT of \$1,999 for installation of six cameras and one DVR, with a \$76.42 monthly service charge for 60 months, as presented.

MOTION PASSED.

b. Signage: MOTION was made by Kate Koski and seconded by Damon White to approve spending \$390.55 for new signage at the pool areas for closing umbrellas, locking restrooms, non-smoking signs, and adding addresses to the 911 and AED signs, as presented.

MOTION PASSED.

NEW BUSINESS.

a. 401K: MOTION was made by Damon White and seconded by Kate Koski to offer the 401K plan to the maintenance employees, as introduced by the employee leasing company and managed by John Hancock.

MOTION PASSED.

b. Rules Revisions: 1). The objective is to make the new rules and regulations clear and concise and not be in conflict with the existing documents. 2). Items to be addressed include storage facilities, dryer vents, personal items in the common elements and parking. 3). The Board will hold a working meeting in the fall when more Board members have returned.

c. Roofing Bids: The Board and Maintenance are soliciting bids now.

d. Painting Bids: MOTION was made by Kate Koski and seconded by Damon White to approve the proposal from Mike Glaney Painting for \$21,000, labor only, to paint Buildings # 10, B and 9, as presented.

MOTION PASSED.

e. Apartment Lease: MOTION was made by Kate Koski and seconded by Damon White to approve the one-year apartment lease extension, effective September 1, 2018, at the same price as the current lease.

MOTION PASSED.

- f. Parking Accommodation Requests: MOTION was made by Damon White and seconded by Kate Koski to approve the parking accommodation request from Unit 1-754, as presented, with the understanding that there will be no interference to the courtyard or the carport neighbors car space, as outlined in the Association attorney's letter, with is attached and made a part of these original minutes.

MOTION PASSED.

MOTION was made by Damon White and seconded by Owen Hodge to approve the carport access accommodation request from Unit 2-115, as presented, with the Association constructing a small sidewalk section, and relocating a car stop.

MOTION PASSED.

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

- g. Dog Waste Stations: MOTION was made by Kate Koski and seconded by Damon White to install five metal dog waste stations, including providing bags, to be located per the map, at Buildings, 1, 2, 3, the 700s and the recreation Building.

MOTION PASSED.

Public Comment: 1). E-mails have been received from owners regarding the removal of two avocado trees and how money is being spent. These fruit trees were removed because they are in violation of the rules and regulations; the Association has spent \$7,000 on rodent control this year. 2). Work orders for owners who sent emails about work not being completed in a timely manner have all been completed. The maintenance staff is currently providing a daily work report to the Board. 3). An owner suggested that one dumpster area be re-arranged to provide rental parking spaces. 4). Shell will be delivered for pathways and dumpster areas. 5). The 300 Building trash enclosure will be painted on the inside and out. 6). Volunteers are encouraged to create teams to cut and remove invasive vines.

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

MOTION PASSED.

The meeting was adjourned at 9:44 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, August 30, 2018, at 8:30 A. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,  
For the Secretary

## PRESIDENT'S REPORT JUNE 2018

It has been a very busy, exhausting, sometimes frustrating month, but progress has been made in some areas.

Drumroll, please – Gutters are now on all buildings rehabbed in the last year. This should be a much-improved situation for the units in these buildings during the rainy season. I have notified Hagen Construction that with the installation of the gutters we are now willing to release down-payments for the rehab work on Buildings 10, B and 9. As soon as we receive invoices, we will submit them for payment so that work on building 10 can hopefully be scheduled to begin next month. Work on Building 10 will be followed by Building B, and finally Building 9. Materials for all three buildings will be ordered at the same time to get a better price. Bids for these buildings are itemized so that there is no question who is responsible for things like gutter replacement. This will hopefully prevent the problems that we have had in the last year.

Gutter cleaning will take place towards the end of July. We were unable to schedule this for an earlier date. We will be installing a gutter guard on one unit in the 700's to monitor its effectiveness.

All the targeted trees have been removed from the eastern border of the property. Work was delayed by the rains in May but was completed this week. Our maintenance staff has been busy drilling out the stumps to insert Glyphosate into the stumps to prevent regeneration. They will begin constructing the fence soon. They will also be repairing the irrigation system in this area to be ready for the delivery of 83 trees on August 13<sup>th</sup>. The trees will all be 7-gallon plants (25 red cedar, 25 wax myrtle and 33 sea grapes). They will be delivered and installed by Molly's Native Plantings. Molly will then be monitoring the growth of the new plantings, as well as preventing the regrowth of any invasives during her regular service calls, which occur every 3 weeks.

Fire extinguisher inspection will take place in the next month. They will be pulled out by the maintenance staff and replaced by our staff after inspection.

Our maintenance staff was notified of the evidence of a fire having taken place in a storage unit. It was discovered by the manager of the unit. Particle board shelves had deteriorated, allowing chemicals stored in the unit to spill. Apparently, they ignited by spontaneous combustion. We are extremely lucky that the fire burned itself out without spreading to other parts of the building. I was out of town at the time, so Peter and Walt contacted Keys-Caldwell. Jim Kraut came out to take pictures and give direction as to how to proceed. The unit owner will be responsible for repairs to the building. We need to address what may be kept in storage units as we move forward with rules revisions. Letters will be sent to all unit owners regarding this.

I met with Andy of Economy Pools regarding some repairs that need to be made, mostly to the small pool. He will be submitting a report. He indicated that the costs will not be "excessive" but will correct long-standing problems.

I am in receipt of a Volunteer Waiver signed by Kip Kellogg. He is volunteering his time to help with the cleaning of garbage bins, with setting out of fire extinguishers for inspection, and various other tasks he has experience with from his time on the BOD.

GardenMasters applied weed control to turf areas. We are trying to target weeds so that grass can fill in during growing season. Plants were also sprayed to prevent disease/insect infestation. A comparison of pictures from when we first hired GardenMasters provide proof of the progress we have made. The number of blooms on plants which appeared to be dead provide a striking contrast.

I am progressing with my manual for the next president/landscaping chair. To date I have sections on board meetings, contact information and agreements with Blackburn Point Woods. I hesitate to say that these sections are completed, because I continue to add information to all sections as things come to mind.

## Pine Run Treasurer Report June, 2018, Owen Hodge

### Monthly Financial Reports

I will very soon be receiving the Pine Run financial reports from January through May. The longer than expected time it took for the audit meant that we had to wait longer for the financial reports to be available. The audit provides the baseline. I will keep the board informed as I work my way through the reports.

### Insurance

Everything except the question of flood insurance was resolved at the May board meeting. The board president and treasurer were authorized to analyze and make the flood insurance decision. We were offered one option of 80% coverage and another with 100% coverage. We opted for 100% flood insurance with a 25% deductible. Carports have not been covered by flood insurance in the past. We opted to stay with that. Next year we may want to consider insuring carports. In this case we were comfortable with risking one more year with no carport flood insurance in order to stay within the 2018 insurance budget.

### Buildings B,9,10

Now that we have the end of the year audit for an accurate baseline I have updated the projections for work on buildings B,9,and 10. The amounts for the June 30th balances below are based on the end of the year audit levels plus 6 months of reserve funds income from monthly assessments.

Building	June 30 balance	Estimated expense
B		
Roofs/Building Restoration	225,781	70,000
Paint	13,889	9000
10		
Roofs/Building Restoration	154359	58000
Paint	23424	9000
9		
Roofs/Building Restoration	104563	82000
Paint	15143	15000

### Treasurer Handbook

I am making progress on the treasurer handbook. I hope to have a draft complete by September.

I have now completed the sections for

- a. Lockbox payments and data
- b. Process for submitting invoices
- c. What documents need to be on the website and when they need to be updated.
- d. A treasurer calendar.

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 6/28/18

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
Sandy Therrien	367 Pine Run Drive		
Sue + Dennis Grove	227 Woodland		
Billie Barr	109 Woodland Dr.		
Ann + Brian McComachie	220 Woodland Dr.		
Geri Bonnell			
Charlie Kenny	361 Fire Run		
LEE NEVIN	106 Woodland Dr.		
Steve Ross			
Geri O'Donnell			