

**BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
September 27, 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 September 6, 2018**
- VII. BOARD REPORTS**
  
- VIII. OLD BUSINESS**
  - a)
  
- IX. NEW BUSINESS**
  - a) Roofing Contract
  - b) Drainage
  - c) Pool Deck
  - d) Bicycle Thefts
  - e) Board Member Duties
  - f) Set Dates for Work Meetings
  
- X. PUBLIC COMMENT**
  
- XI. ADJOURNMENT**

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, SEPTEMBER 27, 2018  
8:30 A. M.**

Present: Keenie Bugenhagen, President, Damon White, Vice President, Owen Hodge, Treasurer, Karen Stone, Secretary, Tom Foley, (via telephone), 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: None.

Reading/Approval of Minutes of Previous Meetings: MOTION was made by Damon White and seconded by Karen Stone to approve the minutes of the Board of Directors meeting of September 6, 2018, as presented.

MOTION PASSED.

BOARD REPORTS

Kate Koski: No report.

Secretary - Karen Stone: Read her report, which is attached and made a part of these original minutes.

Mike Wilder: Logo merchandise is back and is available for purchase.

Damon White: No report.

Treasurer - Owen Hodge: 1). Read his report, which is attached and made a part of these original minutes.

Maintenance - Tom Foley: 1). The maintenance schedule created by Keenie Bugenhagen looks good and is attached and made a part of these original minutes. 2). Items from the maintenance log include: termite damage at the carport for 767, the dead bamboo along the eastern property line has been cleaned out, the patio at the small pool has been cleaned.

AGM Requests: MOTION was made by Kate Koski and seconded by Karen Stone to approve the AGM for Unit # 754, to add four patio blocks to the existing rear patio, Unit # 705 and # 114, for the installation of new air conditioners, Unit # 106, to replace the front door, and Unit # 754, to install a new breakfast bar, as presented.

MOTION PASSED.

President - Keenie Bugenhagen: 1). Read her report, which is attached and made a part of these original minutes.

MOTION was made by Owen Hodge and seconded by Mike Wilder to approve the AGM request from Unit # 135, to replace plants and shrubs with Florida Friendly plants and shrubs and to install stone mulch, to the 14 x 3 foot, and the 16 x 3 foot planting beds, as presented.

MOTION PASSED.

UNFINISHED BUSINESS.

- a. Roofing Bids: Keenie Bugenhagen presented three bids for the roof replacement for Buildings 10, B and 9 as follows: Florida Southern Roofing - \$145,475, Shewski Roofing - \$142,325, Tioli Roofing - \$104,150.

MOTION was made by Karen Stone and seconded by Damon White to approve the proposal from Tioli Roofing to roof Buildings 10, B and 9, as presented.

MOTION PASSED.

NEW BUSINESS.

- a. Drainage: The stormwater pipes behind the 200 Building are not draining properly and may be clogged. Old drainage maps and an engineering report have been discovered that will help identify location and type of piping used. Baron's Jet Tec will be onsite tomorrow to look at the problem and provide a recommendation.

MOTION was made by Tom Foley and seconded by Damon White to have Baron's Jet Tec, video, and clear the pipe(s), behind the 200 Building, at a cost not to exceed \$3,500.

MOTION PASSED.

- b. Pool Deck: MOTION was made by Owen Hodge and seconded by Damon White to approve the proposal from Maine Frame Builders to replace the existing wooden pool deck, using composite material where possible, at a cost not to exceed \$14,000, as presented.

MOTION PASSED.

- c. Bicycle Thefts: There have been 8 bicycles stolen in the last month. Owners need secure their bikes at all times.
- d. Board Meeting Duties: Duties were assigned as follows:
  1. Hoskins Pest Control treatment and access to units and obtaining waiver request for units that decline service: Karen Stone.
  2. Lawsuit: Keenie Bugenhagen.
  3. Supervision of Maintenance Staff: Damon White.
  4. Work with Molly Summers on new plantings: Mike Wilder.
  5. Drainage: Damon White, Management.
  6. Section II Orientation: Kate Koski.
  7. Pool Water Testing: Small pool – Mike Wilder, Large pool – Tim Ritchie.
  8. Renovation Projects Buildings 10, B, and 9: Owen Hodge.
  9. Rules: Kate Koski.
  10. Recreation Pool Deck Replacement: Damon White, Owen Hodge.

- e. Set Dates for Rules Work Meetings: The first rules workshop meeting will be held on October 8, at 10:00 A. M. Kate Koski will have the proposed rules to the Board for review by this Saturday. The goal is to have the new rules and regulations ready for approval before year end.


Public Comment: 1). The Board was asked to look at the health of the large Banyan tree near the laundry room at the 700 Buildings. 2). Q: Can Molly Summers be hired by owners? A: Keenie bugenhagen will ask Ms. Summers and provide that information to the owner. 3). The dryer vents in the 100's and the C Building were cleaned this year. The dryer vents in the 200 Buildings will be cleaned next year. 4). Q: Does the pest control company post a notice when they enter the unit? A: Yes, a notice on the door and/or signed a sheet inside the unit. 5). Q: Has the Board considered having Board meetings in the evening? A: Yes, and the question will be asked again at the budget meeting in November.

MOTION was made by Damon White and seconded by Owen Hodge that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:32 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, October 25, 2018, at 8:30 A. M., at the clubhouse.

Respectfully submitted,

  
James S. Kraut,  
For the Secretary

## SECRETARY'S REPORT

SEPTEMBER 27, 2018

Maintenance is now getting copies of all approvals, whether for sale, lease or visitors.

Only one sale has occurred since my last report. There have been a few leases and some visitors.

Kate and I will be working on a process to obtain and forward to her and Dan Muss approvals for publicizing new owners names in the directory as well as to be on the email list Dan keeps for

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I have completed a draft of the Pine Run 2019 budget. (The official version must be approved by the Keys Caldwell management and accountant.) One Goal of the budget process is to keep 2019 assessments as close as possible to the 2018 levels. In this draft, sections 1 and 2 assessments will be at the same level as last year. Section 3 assessments will increase in the neighborhood of \$10 a month. The section 3 increase is because at the end of 2017 there was a carryover surplus of \$5000. A surplus reduces the amount to be assessed. We cannot assume a surplus like that at the end of 2018. Also, reserves are much lower in section 3 than in sections 1 and 2 so any decrease in reserve funding cannot be justified. What follows in this report are comparisons between 2018 and 2019 of the major influences on a Pine Run budget.

**Insurance:** New insurance policies kick in on July 1. A Pine Run budget funds half the year at one rate and half the year at a new rate. The insurance increase in 2018 was less than expected. Therefore the 2018 budget amount is sufficient and we will not need an increase for insurance this year.

**Payroll:** We will continue with a two employee staff. We have budgeted for an increase of \$1 per hour for 2019. The commons budget covers 86% of payroll. Recreation covers the remaining 14%. Payroll for the commons budget will be \$24280 less than last year. Payroll for recreation will be \$6720 less.

**Commons:** We budgeted \$17000 for our outdoor light project last year. As stated above, payroll for the commons budget is down by \$24280. Repairs and maintenance will be increased by \$4500 in 2019. (As of July 31 this balance was only about \$1000 left of a of \$15000 total.) We will increase the budget for trees and tree planting by \$26000 in 2019. There is a critical need for tree removal and extensive planting to replace trees that have been removed.

**Recreation:** We are required to test pool water daily. Weekend testing will be a \$960 increase. (Our maintenance crew will test on both pools on Tuesdays and Thursdays.) Our pool deck must be replaced immediately. There are insufficient funds in the recreation reserves for pool and deck to do this. We will fund the deck project by using funds from recreation irrigation reserves and then repaying the irrigation reserves over a period of 3 years starting with the 2019 budget. Total cost for the deck will be \$13600. Payroll for recreation will be \$6720 less than last year. We will increase the recreation repairs and maintenance budget by \$2917. This will cover installation and service for a security camera in the clubhouse area. The increase in recreation reserve funds will be \$2917. The BPW contribution will follow the protocol agreed upon in 2011.

**Small Pool:** The requirement for daily water testing increases the small pool budget by \$960. The amount going into small pool reserves will decrease by \$336.

**Sections 1:** The multi-year roofing and paint project will continue with buildings A and D. We altered the schedule to address the bat infestation problem in Building D. That by the end of 2019 5 out of 8 section 1 roofs will be completed. Flat roofs in Building E in the 700's will also be restored this fall ahead of schedule. When the roofs on Building E are replaced in a couple of years, the flat roof work will already be done.

**Section 2:** In 2019 the roof and paint project continues with Building 2. That will complete work on 3 out of 4 section 2 buildings.

**Section 3:** No roofing and painting in section 3 for 2019. Building 9 will be completed this year. (Flat roofs were done in 2013 for building 9 so they do not need to be part of the 2018 project.) Two out of five section 3 buildings will be complete at the end of this year.

## Expense Categories

### 1. Commons

Commons includes all of the Pine Run grounds. If it is an open green space anywhere, it is part of the Commons, not part of Sections 1,2, or 3. Expenses for Commons are always shared by all 3 sections.

Commons Sub-Categories:

- a. Irrigation and irrigation supplies.
- b. Repairs and maintenance. (This is where invoices go for tools and basic supplies.)

### 2. Recreation

Recreation includes the big pool, the clubhouse, the locker rooms, and the exercise room. (Your office and storage areas fall under commons.)

Recreation Sub-Categories:

- a. Pool repairs and pool equipment.
- b. Repairs and maintenance.

### 3. Small Pool

Small Pool Sub-Categories:

- a. Pool Repairs and Equipment

### 4. Sections 1, 2, 3.

Expenses for repairs on buildings and carports should be assigned to the appropriate section.

Sections 1,2,3 Sub-Categories:

- a. Water and sewer
- b. Repairs and maintenance.



## PRESIDENT'S REPORT SEPTEMBER 27, 2018

We hope that the beginning of fall will bring relief from the heat, humidity and red tide. At times the conditions outside have been less than desirable.

We continue to fight unwanted residents of Pine Run. The efforts of Hoskins Pest Control seem to have been successful at driving the bats out of Building D. Measures have been taken to prevent their return. We have moved the scheduled renovations of Building D to 2019 to address problems with this building. Hoskins has treated one unit in the 700's for swarming termites and has prophylactically treated areas opened for remodeling and reconstruction. Areas around buildings have been treated for subterranean termites.

I have continued to work with Keys-Caldwell and our appointed attorney addressing the lawsuit against us for a leaking roof/deck. The final layer on the deck should be applied by Tioli Roofing today. Hopefully, this will solve the problem.

At this point in our budget process, we have decided to stay with the 2011 shared use agreement with Blackburn Point Woods for our recreation area, which increases their contribution to the recreation budget by 3%. We will monitor this budget over the next year to determine whether contributions are equitable.

Planting along the eastern border is still being delayed as we investigate drainage concerns. As we make decisions about drainage, new plantings will be continued and work on the new fence will begin. The plants that are already in are being monitored and hand watered when necessary. I will work with Owen to post plans for this area on our website.

Work on Building 10 is progressing. The contractors will move from this building to Building B, and finally to Building 9. Fascia and other wood replacement will be followed by reroofing of buildings and painting. I have also proposed to maintenance staff that all fences associated with a building be repaired or replaced as part of the renovation so that when the building is painted, the fences can be painted as well. The goal is to eventually be at a point where three buildings and associated carports/fences be painted a year, so that everything is painted every six years.

I drafted a maintenance chart proposing a time table for what needs to be done every day, every week, etc. up to the painting of every building every six years. I will work with the maintenance chair and staff to continue to revise this, so that we have a schedule of work to be done.

We had a setback along Blackburn Point Road when a new trim crew was sent out by Truscapes. They did extensive trimming in the naturalized area before they were stopped. This is extremely unfortunate, as areas that had nicely filled in have been set back several months. I have been assured that measures have been taken to ensure that this will not happen again. Most areas have been trimmed. The 700's and clubhouse areas should be finished up this week. Our lawns look much better. This is due to a combination of rain and raised mower heights. Our former landscapers tended to set mower heights too low, which hindered growth of healthy turf. The enhanced growth is allowing GardenMasters to do more weed control. Irrigation will continue to need to be addressed as we move into drier weather.

# **MAINTENANCE SCHEDULE**

## **DAILY**

- Quick overview of property
- Check locker rooms
- Check work orders
- Complete daily log
- Lock locker rooms before leaving
- Monitor work in units - approved A/GM's as well as on-site contractors

## **TWICE WEEKLY**

- Check pools Tues. and Thurs.
- Check paper products in bath rooms
- Work Orders prioritized accordingly (safety 1st)

## **WEEKLY**

- Blow/Sweep pool decks
- Check Laundry rooms
- Clean Locker/Bath rooms (assign a week day)
- Garbage OUT/IN
- Pet Waste stations serviced
- Service Golf cars (battery)
- Friday turn in Daily Logs

## **MONTHLY**

- Clean screens on drain boxes and pipe
- Check drainage swales for debris
- Check Irrigation heads, clean and align if needed
- Clean Chair Lift

## **QUARTERLY**

- High pressure clean garbage cans

## **Bi-ANNUALLY**

- Gutters, arrange contractor

## **ANNUALLY**

- Check Fences
- Check Walking Paths
- Check walkways - rent equipment to level
- Clean furniture at both pools
- Blow debris off carport roofs

## **3 YEAR**

- Dryer Vents- arrange contractor

## **6 YEAR**

- Paint each building, including carports and fences - arrange contractor

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 9/27/18

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
Karen Wilder	208		
Connie Hamman	714		
Eloise Greene	352	N	
Mike Harsbarger	306	N	
Dominica Sue Wolfe	227		
Pam Williams	209	N	
Tahie Gessner	132	N	