

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
OCTOBER 25, 2018
8:30 AM Pine Run Clubhouse**

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 27, 2018**
- VII. BOARD REPORTS**

- VIII. OLD BUSINESS**
 - a) Letters sent to Residents in Buildings 9, 10, B
 - b) Work Meeting for revision of Rules and Regulations

- IX. NEW BUSINESS**
 - a) Pool Deck
 - b) K-C Payment Issues
 - c) Electrical Work Needed for Unit #224

- X. PUBLIC COMMENT**

- XI. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, OCTOBER 25, 2018
8:30 A. M.**

Present: 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. Absent: Keenie Bugenhagen, President.

The meeting was called to order by the Vice President, Damon White, 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 Owen Hodge and seconded by Karen Stone to approve the minutes of the Board of Directors meeting of September 27, 2018, as presented.

MOTION PASSED.

BOARD REPORTS

Vice President – Damon White: Read his report, which is attached and made a part of these original minutes.

Kate Koski: The locker rooms need to be professionally cleaned. It was the consensus of the Board that the company that cleans the clubroom be given up to \$35 per visit to clean the Recreation area locker rooms.

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

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

Mike Wilder: An inventory list of all donation items has been provided to the Treasurer. Remaining donation items will be put on sale on November 1.

Maintenance - Tom Foley: 1). The maintenance crew is creating and submitting weekly reports. 2). Security cameras for the Recreation Building are being installed now. 3). Between 15 -20% of the maintenance crew's time is being spent on rodent issues.

AGM Requests: MOTION was made by Karen Stone and seconded by Owen Hodge to approve the AGM for Unit # 711, to replace the air conditioning unit, and to install a handicapped shower in the master bath, add lighting, a washer and dryer and renovate the bathroom, as presented.

MOTION PASSED.

UNFINISHED BUSINESS.

- a. Letters sent to Residents in Buildings # 9, 10, B: Management will send letters to the owners of Buildings 9,10 and B, alerting them of the approval and scheduling of the roof replacement projects.
- b. Work Meeting for revision of Rules and Regulations: Kate Koski reported that the Board met earlier this month to review the rules and regulations. Based on the discussion, revisions are being made and a second meeting will be scheduled.

NEW BUSINESS.

- a. Pool Deck: Master Builders is waiting for a permit before work can begin.
- b. Keys-Caldwell Payment Issues: Management will be available in the clubroom at 5:30 P. M. on November 15, 2018, to help owners register for the new website.
- c. Electrical Work needed for Unit # 224: A bid has been received from Ace Electric. A second bid will be obtained before a contract is approved.
- d. Next Walkthrough: The next walkthrough will be done next week and a deadline will be established for cleaning out the meter rooms.


Public Comment: 1). Volunteerism is encouraged and projects need to be organized by volunteers and approved by the Board. 2). The Board will provide a written response to owners who have submitted suggestions for volunteer projects. 3). Owners who volunteer need to fill out a waiver form. 4). Q: Is our drinking water tested? A: By the County. 5). Thanks to the Board for their hours of volunteer service in behalf of the Community.

MOTION was made by Owen Hodge and seconded by Karen Stone that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:14 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, November 15, 2018, at 7:00 P. M., at the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

VICE PRESIDENT'S REPORT

OCTOBER 25, 2018

It's been a quiet week in Lake Wobegon, but Pine Run is another story. Having received a request for a walkway from a resident who struggles with balance and mobility, Walton and Peter have completed the task in the 100's to allow a resident easy access to his car without the threat of tripping on tree roots or uneven ground. Work continues on fascia in the 300's and on plumbing issues in the 700's. Hoskins continues to battle rat invasions. That may be an ongoing battle for some time as rats are prolific reproducers. I am personally about to try Peppermint oil, ultrasonic devices and motion-sensor lights to dissuade the rats from chewing into my AC ducts.

We continue to wait for bids on replacing the drainage pipe behind the 200's. We have signed the initial contracts with Tioli Roofing to complete the roofing work on Buildings 9, 10, and B.

As a result of plumbing problems in the 700's, the Board needs to consider hiring Ron Horn or someone else to find the water shut off valves for each building. We had to shut off the water to the entire 700 section for about three hours earlier this month because we could not find any shut-off for the one particular condo nor for that one separate building.

Mike Wilder has turned over to Kip Kellogg the watering of the plantings that await planting once we have a new drainage system in place behind the 200's. That is yeoman service on Mike's and Kip's part.

I'm sure there are other diabolic plots, schemes and subterfuges that I am forgetting and should be confronting, but my plan is to move to Nepal for three months once Keenie returns. I can call in from there.

Pine Run Association Treasurer Report
October, 2018
Owen Hodge

Major Electrical System Problems:

Last year there were recurring electrical system malfunctions in Building A, Section 1, the 300's. Lights were unexpectedly dimming or blinking on and off in the building units. Ace Electric basically installed new meters and breakers at a cost of about \$7500. This month there was a similar occurrence in unit 224 in Building 8, section 3. We will probably need the same sort of remedy. The lowest bid we have so far is \$10000. We have two bids and will seek a third one. While there actually are sufficient section 3 operations funds for repairs and maintenance, to address this situation, we have to accept the possibility of similar failures in other buildings. As far as the draft 2019 budget goes, there is no specific funding to cover future electrical system failures. If another electrical system failure occurs, a special assessment may be required. Just to give an example of what that might entail, raising \$10000 would impose an assessment in the neighborhood of \$20 per month per section unit, or one-time \$240.

Pine Run Accounting

Our management firm, Keys Caldwell has not been satisfied with the quality of the accounting done on the Pine Run finances by the firm of Dowd Whittaker Associates. Since this firm had been doing our annual audits, it seemed like it would be a smooth transition to have them prepare our monthly financial reports but this has not worked out. We were not receiving important financial data in a timely manner. As of August Keys Caldwell has contracted with another firm, TAC. The fact that Pine Run consists of 3 separate condo units greatly complicates our financial record keeping. We are in the last few steps of syncing our budget format with the new and very efficient format employed by the new accounting firm. We do not expect that this will cause any problems in our ongoing budget process.

**Secretary's Report for
Board of Directors Meeting**

October 25, 2018

1. Up to date spreadsheets showing sales, leases and visitors—handed out.
2. Letters sent to members we do not have keys for with a request to forward keys to our maintenance department within 15 days of receiving the letter. State statute requiring this is stated in the letter. Warren at K-C will be sending these letters out.
3. The next letter to go out will include a waiver which members need to sign if they refuse pest control services. I have a list of these members which I forwarded to Warren at Keys-Caldwell.
4. Other efforts being addressed are to assure all residents have submitted their identifying data.

Sales

Unit	Current Owner	2018		PINE	RUN	CONDO	SALES		Keys & Board Notified	Publication forms to Kate & Editor of Newsletter
		New Owner					Application Date	Received Date		
1	Walter Hebb	Michael & Patricia J Harshbarger		01/01/18	03/14/18	03/17/18	04/02/18	Yes	Yes	
2	Cara Wells	Avonelle Edwards		01/08/18	01/11/18	01/12/18	02/08/18	Yes	Yes	
3	Linda Bellinghausen	Kelly Brayton		01/19/18	01/25/18	01/25/18	02/01/18	Yes	Yes	
4	Carolyn Keeney	Charles & Bria Lynn Freyer		01/26/18	01/30/18	02/01/18	02/12/18	Yes	Yes	
5	Paul Rogulich	Domenica Mondo		02/01/18	02/05/18	02/13/18	02/20/18	Yes	Yes	
6	Phyllis and Fred Nathan	William & Beverly Bogle		02/02/18	02/09/18	02/14/18	03/22/18	Yes	Yes	
7	Julia Fallon; Fallon Trust	Lyle & Hazel Morse		02/06/18	02/16/18	02/16/18	02/27/18	Yes	Yes	
8	Dominica Mondo	Melonie & Jason Levine		02/21/18	03/12/18	03/14/18	03/27/18	Yes	Yes	
9	Dennis & Carolyn Wilbee	Curl S. Wilson		02/26/18	03/14/18	03/15/18	03/21/18	Yes	Yes	
10	Phyllis Nathan	Naomi King		03/07/18	03/14/18	03/18/18	04/05/18	Yes	Yes	
11	David Baker	Virginia Saunders		03/10/18	03/12/18	03/12/18	03/13/18	Yes	Yes	
12	Mario & Jennifer Messina	James & Linda Engstler		03/18/18	03/20/18	03/21/18	03/23/18	Yes	Yes	
13	Holly Abes	Nancy Rencis		06/11/18	06/12/18	06/14/18	not listed	Yes	Yes	
14	Dennis J. Norton	Larry R & Ruth E Standlee		07/12/18	08/13/18	08/17/18	not listed	Yes	Yes	

Leases

A	B	C	D	E	F	G	H	I	J
1	# Leased 2018								
2	Units								
3	Unit	Owners	Rentors	Applicatio	Received	Approved	Occupancy	Occupancy	Board &
4		Name(s)	Name(s)	Date	Date	Date from	Date to	Date to	Maintenance
5	1	Russ Cool & Barbara Wetherbee	Karin & Bruce Bennett	12/15/17	02/16/18	02/21/18	03/01/18	03/31/18	Only Board
6	2	Andrea Lowe	Julia Gilbert, D & J Kersh	02/27/18	03/01/18	03/02/18	04/06/18	04/09/18	Only Board
7	3	Sarah & William Loftus	Scotty & Brittanie James	04/06/18	04/18/18	04/22/18	04/13/01	03/31/18	Only Board
8	4	Gary & Renee Kidney	Wendy & Bob Baker	04/11/18	08/07/18	08/08/18	04/01/18	04/30/18	Only Board
9	230	Gary & Renee Kidney	Thomas & Susan Brunnabend	04/11/18	08/01/18	08/02/18	01/01/19	03/31/19	Only Board
10	310	Betty Stevens-Marcum & H Bridewell	Elizabeth Arnold & 2 others	05/31/18	06/06/18	06/07/18	06/15/18	09/30/18	Only Board
11	310	Betty Stevens-Marcum	Robert Kellerhalls	06/10/18	06/12/18	06/12/18	06/22/18	09/30/18	Only Board
12	310	Betty Stevens & Hunter Bridewell	Sangchan Chean Ianteng	07/11/18	07/17/18	07/18/18	07/12/18	10/31/18	Only Board
13	301	Fred & Joni Weinerth	Amy Mitchell	07/15/18	07/19/18	07/20/18	08/15/18	09/15/18	Only Board
14	228	David & Mary Bond	Mary & Paul Badeau	07/17/18	08/06/18	08/07/18	11/01/17	10/31/18	Only Board
15	244	Louis & Joan Komer	Irwin Konopolsky	08/03/18	08/24/18	08/24/18	12/01/18	01/31/19	Only Board

Visitors

Unit	Owners Name(s)	Visitors Name(s)	Application Date	Received Date	Occupancy Date from	Occupancy Date to	Approved Date	Board & Maintenance
2018								
122	Alexia & James Perez	Suzanne & Gary Andelora	02/09/18	02/14/18	02/19/18	02/25/18		Only Board
360	Charles & Bria Freyer	Carolyn Kenney	02/12/18	02/14/18	02/12/18	04/15/18	02/28/18	Only Board
209	Pam Williams	Mary E. Green	02/26/18	03/05/18	02/22/18	04/15/18	02/28/18	Only Board
101	Andrea Lowe	Antise Wodarzx & 4 others	08/07/18	08/20/18	09/01/18	09/13/18	08/20/18	Only Board

