

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
December 27, 2018 at 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 November 15, 2018 and December 7, 2018**
- VII. BOARD REPORTS**

- VIII. OLD BUSINESS**
 - a) Pickleball Courts**
 - b) Cameras**

- IX. NEW BUSINESS**
 - a) Social Committee Proposal**
 - b) Flat Roof Surfaces Section 1**
 - c) Pool Service**

- X. PUBLIC COMMENT**

- XI. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, DECEMBER 27, 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 8:31 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 Karen Stone and seconded by Mike Wilder, to approve the minutes of the Board of Directors meeting of November 15, 2018, as presented.

MOTION PASSED.

Reading/Approval of Minutes of Previous Meetings: MOTION was made by Karen Stone and seconded by Mike Wilder, to approve the minutes of the Board of Directors meeting of December 7, 2018, as presented.

MOTION PASSED.

BOARD REPORTS

Maintenance - Tom Foley: 1). The new pool decking and railing should be completed in another week. 2). The Acoustic fence product for the tennis court sound proofing gets excellent reviews but it is not inexpensive. 120' of fencing can be purchased for between \$7,500 - \$8,000. Some of the new pickleball soft paddles are effective but the soft balls are not. 3). The lanai deck on Unit # 713, needs to be checked to determine if it is responsible for water intrusion in Unit # 711.

AGMs:

Unit # 306: Window replacement, as presented.

Unit # 201: Lanai enclosure to match, as presented.

Unit # 212: Replacement of flooring in the entrance, living room and kitchen, with tile, as presented.

MOTION was made by Mike Wilder and seconded by Damon White, to approve the three AGM requests, as presented.

MOTION PASSED.

Tom Foley was excused at 8:39 A. M.

Kate Koski: 1). The Social Committee is discussing placing park benches around the Community. Estimated cost is \$150, each. The Committee will also solicit donations from any owners that want to purchase a memorial bench. 2). There is a new light in the 300's laundry area that has been duct taped and covered with cardboard to restrict the light. 3). Owners are asked to fill out a work order if they see any lights that have burned out.

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

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

Mike Wilder: He will bring all remaining logo merchandise items to the New Year's brunch for sale. Anything not sold will be donated to the Social Committee.

Vice President – Damon White: The power will be turned off to Units # 222-232, at 10:00 A. M., on January 4, to replace the main breaker panel. The owners of those units will be notified ahead of time.

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

AGM:

Unit # 209: Install river rock from under the base of the privacy fence to the edge of the sidewalk, as presented.

MOTION was made by Owen Hodge and seconded by Damon White to approve the AGM request from Unit # 209, as presented.

MOTION PASSED.

UNFINISHED BUSINESS.

- a. Pickleball Courts: 1). The Association Attorney suggested that the Board hold a vote of all Section 1 owners to retroactively approve the installation of the pickleball court lines. This will be placed on the limited proxy at the 2019 annual meeting. 2). Action on sound abatement items will be considered after the annual meeting vote on the pickleball courts. 3). The County was contacted about any sound regulations for tennis/pickleball, and the County representative stated that there are no such regulations. 4). Hiring a sound engineer will cost approximately \$3,000, so the Board discussed renting the equipment and doing the testing. 5). Soft rackets and balls were also discussed again.
- b. Cameras: The cameras recently installed at the recreation area will be ratified by a vote of the Section 1 owners as part of the limited proxy, at the 2019 annual meeting.

MOTION was made by Kate Koski and seconded by Damon White to have Section 1 owners vote to install camera(s) to view the tennis court area, with an installation cost of \$900 and a monthly cost of \$35.00 per month, on the limited proxy at the 2019 annual meeting.

MOTION PASSED.

NEW BUSINESS.

- a. Social Committee Proposal: The Social Committee proposal including a gas grill, fire pit, picnic table and Community benches, is attached and made a part of these original minutes.

MOTION was made by Kate Koski and seconded by Karen Stone to place the Social Committee proposal for a gas grill, fire pit, picnic table and Community benches, for a vote by Section 1 owners, on the limited proxy for the 2019 annual meeting.

MOTION PASSED.

- b. Flat Roof Surfaces Section 1: The written report will be attached and made a part of these original minutes.
- c. Pool Service: MOTION was made by Karen Stone and seconded by Kate Koski to table the discussion about hiring an outside source to measure pool water readings on days when the pool contractor, maintenance men or owner volunteers are unavailable.

MOTION PASSED.

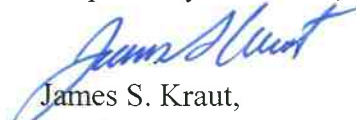
Public Comment: 1). It was suggested that cameras should be considered for the entrances. 2). There are some areas that are not getting regular irrigation. 3). Q: What is the Association doing to prevent fertilizer runoff? A: Following the County direction. 4). Bike thefts are a continuing problem. Q: DO we have a report of where the thefts have occurred? A: Owners are asked to take pictures and take down location of the stolen bikes.

MOTION was made by Kate Koski and seconded by Karen Stone that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:55 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, January 24, 2019, at 8:30 A. M., at the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

SECRETARY'S REPORT FOR
BOARD OF DIRECTOR'S MEETING
DECEMBER 27, 2018

Things have slowed down somewhat in terms of sales, leases, and visitors.

- a. There are no new leases; 10 units have been leased 16 different times this year.
- b. There have been 3 additional sales since November (Units 304,301 and 223) for a total of 17 this year.
- c. Visitors have numbered 1 in October and 3 in December for a total of 8 this year.

Some of our forms will be changing to more correctly identify the occupation of units. One example will be a separate form for lease of a carport. Watch for that in the future.

I am still working on getting community members to respond to letters that went out re: keys that are needed. I am only aware of 4 responses to 35 letters K-C sent out requesting keys. I will followup with maintenance to see if they have received any more.

We are also working on a waiver form for residents who do not wish to accept pest control services the Board provides as part of condo fees.

We also need to assure that pest control services are noted on stickon forms in kitchen cabinets every time a unit is serviced. This is one way residents and board members can be sure service has been provided.e

December 2018 Pine Run Association Financial Report
Owen Hodge

I have been carefully going over the November financial report from Keys Caldwell. Sometimes we do get good news. I think we should finance the drainage work in the normal manner. No special assessment needed. Operations income year to date is about \$46000 above what we budgeted. That happens because our January special assessment was, technically, not budgeted income. It is extra income. Also, operations expenses, year to date, are approximately \$34000 less than what we budgeted. This is because our insurance expenses have been less than what we budgeted. (Insurance runs from June to June. In January we make a cautious prediction of the coming rate increase. Last year it was a very small increase so we budgeted more than needed.) Given these two positives I think we are in reasonable financial shape.

Three months ago Keys Caldwell set up a new accounting system for Pine Run. As before, payments are approved through an online lockbox facility. Since this data is electronically stored we have instant access to all of our archived invoices and payments. Just as important, Keys Caldwell has contracted with the accounting firm of TAC to do our books. TAC offers an efficient system. As soon as payments are made the data, which is in the same format that TAC uses, is automatically entered into our financial reports. That means updated information is now always available through the secure TAC website. If we need more recent information than the latest monthly financial report we can have it. Our new accounting system is working very smoothly.

I have had a conversation with our auditor at Menchinger and Tyack. I hope the audit will be accomplished much quicker than last year.

Finally, at the beginning of the year I said that I would be working to complete a hand book for Pine Run treasurers. Sorry to say I have not yet accomplished much of this necessary task. I plan to finish that job in the coming year.

PRESIDENT'S REPORT DECEMBER 2018

As 2018 draws to a close, many of our 2018 projects are winding down. Work approved on December 7th for Paul Heyman to grind stumps behind the 200's is already done. He completed it the very next week. The new drainage pipe will be installed by January 11, with tree planting to follow mid-January, if the weather cooperates. Our staff will then be replacing the fence. The deck and railing replacement at the large pool should be done in another week. I know many residents are disappointed that the work was not completed by this holiday week, as we had hoped. Unfortunately, it just wasn't possible. Construction work on Buildings 10 and B is completed, with work on Building 9 moving along. Roofs on all three buildings will be done in January. Painting should occur in February.

Members of the Board of Directors have met with two representatives of Bouchard Insurance in the last month. We had an introductory meeting with our new representative, David Mohns, to better familiarize him with the community. We also completed a loss control survey with Matt Mooney this month. We have received the report back, highlighting positive steps that have been made, as well as areas that need to be addressed. The board will be reviewing this information with the maintenance staff to make necessary changes to reduce potential hazards.

Since our November meeting, both plants and turf have been fertilized by GardenMasters. A trim crew from TruScapes worked for several days throughout the property, cutting back plants and shrubs, and trimming trees. All areas are being mowed every two weeks. The high winds of last week caused some havoc, blowing debris throughout the property, and the rains led to parking lots flooding in some areas. The staff was able to pump the water down. As we continue to work on drainage, this should happen less often in the future.

Electrical work scheduled for January 4th in the 200's will require power being turned off for some residents. Those affected will be notified.

Any owner who is interested in serving on the board of directors is reminded that today is the last day to submit the necessary paperwork to Keys-Caldwell. All residents are encouraged to be actively involved in the community.

Best wishes for a healthy and happy 2019 for all!

Proposal

Pine Run Outdoor Community Center

Goal: Create an outdoor area that promotes community within Pine Run.

What

Nexgrill Model 720-0830h-4 Burner Propane Gas Grill with side burner and stainless steel doors.- Midsize Gas Grill room for 18-28 Burgers/644 sq inches cooking space. 4 stainless steel burners and 1 side burner. Propane Tank enclosed behind doors that can be fitted with a lock.

Rated #2 in Consumer report 2018 and #1 for cost. Available at Home Depot

4 out of 5 stars-1072 Respondents

Cost-\$269.00

(Assembly would be an additional \$89.00)

Cover-52" heavy duty-\$24.99

Grill Tool Set-\$14.97

Propane Tank-20 lb-\$50.00

Total Cost before tax-\$358.96

What:

Picnic Table: 8 Ft long, made with Landscape Timbers built by our own Peter!

Cost: \$350.00-Delivered

Shuffleboard courts are not part of this proposal as the cost is \$1,500-\$3,000!

Lightening:

There is currently a light in the middle of the area designated for games.

The grill/Fire Pit area will have to be evaluated for needed illumination. Currently there

Is a spot light on the building, but it is probably not enough for anticipated activity.

Security:

There is currently a camera on the building. Additionally, a stake encased in cement, can be placed in the ground, with a chain attached to each of the items, to prevent theft.

Maintenance stated this is very low cost, and a quick solution. The propane tanks in the fire pit and BBQ can be secured with a lock on the items.

Total Cost: \$2,468.01-using large fire Pit/Table

Note:

This is a first step in determining if enjoying a fire pit, grills, picnic table and game area enhances activity and community at Pine Run. We hope this will be the beginning of an enhanced Community Center that is permanent with, a covered pavilion with a cement foundation, gas fueled fire pits, seating and refrigeration. One step at a time!

Respectfully Submitted: Nancy Evale and Carol Bishop- December 7, 2018.

What:

Outdoor Great Room Company Montego 59" Propane Gas Fire Pit Table with 42" Crystal Fire Burner-Basalm Brown-MG-1242-BLSM-K. 100,000 BTU's rated Crystal Fire Stainless steel burner. Includes grey glass burner and 15 LBS of glass fire gems. Battery spark ignition. Includes fire pit cover makes conversion to a flat surface easy. It comes with a black glass top, so table can be converted from fire pit to glass top table, which gives 4 extra square feet of surface for entertaining. 2lb Propane Tank not included.

Cost \$1,709.05-

Ultimate Patio (we can consider a less expensive, much smaller fire pit, starting at \$549.00 for 44"-cannot be converted to table .Outland Living Series –Amazon4.5 rating.

Propane Tank \$50.00

Location: Area near lake, by Club House, well over 20 ft. from building and vegetation including trees, well within the Sarasota Fire Code. Suggest clearing grass, cover ground with landscape fabric and mulch to decrease landscape maintenance.

Cost of Insurance:

This increased liability will cost an additional \$25.00/yr.

Storage:

Maintenance storage areas, staff suggested Electrical closet. Area can stay set up for use, most of the time.

What:

Game Area:

Middle Lawn area for games.

Ladder Golf- We have a donated new set.

Horse Shoes-`Developing a pit is inexpensive and easy.

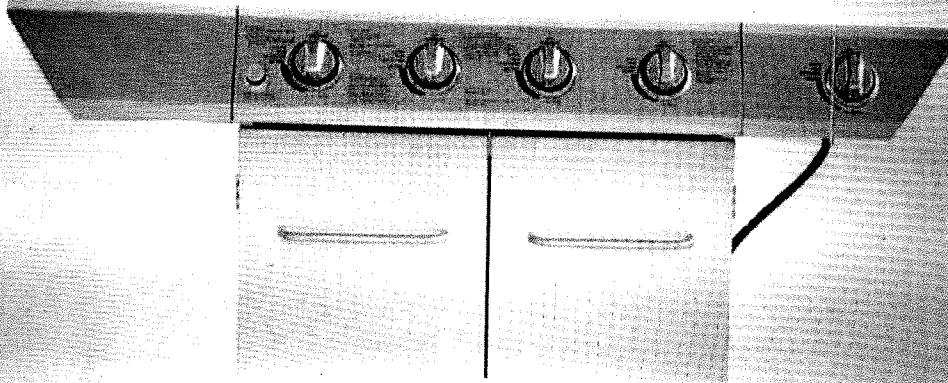
Bocce Ball-Equipment may be donated.

Corn Toss- Equipment inexpensive.

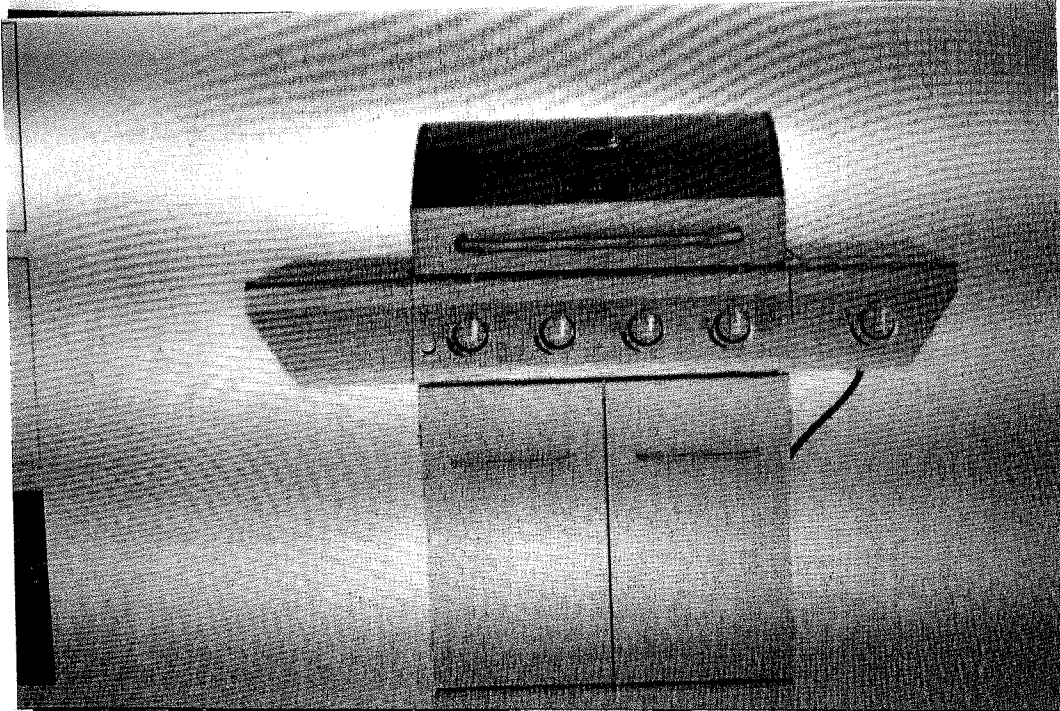
All suggestions welcome.

Nexgrill

4-Burner Propane Gas Grill in Stainless Steel with Side Burner and Stainless Steel Doors



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