

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
September 6, 2018
1:30 PM 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 June 28, 2018**
- VII. BOARD REPORTS**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
 - a) Roofing bids
 - b) Building D
 - c) Set dates for work meetings
- X. PUBLIC COMMENT**
- XI. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, SEPTEMBER 6, 2018
1:30 P. M.**

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

The meeting was called to order by the President, Keenie Bugenhagen, at 1:30 P.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 Tom Foley to approve the minutes of the Board of Directors meeting of June 28, 2018, as presented.

MOTION PASSED.

BOARD REPORTS

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

Treasurer - Owen Hodge: 1). Read his report, which is attached and made a part of these original minutes. 2). The draft budget needs to be completed by the end of September.

Maintenance - Tom Foley: 1). The maintenance crew is creating and submitting weekly reports.

AGM Requests: MOTION was made by Karen Stone and seconded by Owen Hodge to approve the AGM for Unit # 763, add insulation to the attic and replace carpet with tile and sound deadening, Unit # 118, for air conditioner replacement, Unit # 311, for replacement of support beams around sliding glass doors, Unit # 127, to replace bathrooms, Unit # 710, to replace damaged sheet rock, Unit # 117, to replace water heater and expand water heater closet, Unit # 309, for completion of renovation project and allocation of funds, Unit # 239, to install cabinets, tile and vanities, 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 Tom Foley and seconded by Karen Stone to approve the proposal from Main Frame Builders to clean all gutters and put all debris in the Association dumpster, at a cost of \$2,400.

MOTION PASSED.

MOTION was made by Karen Stone and seconded by Owen Hodge to approve the dryer vent cleaning proposal from the Vent Doctor for Building C in Section I and all of Section II, at a cost not to exceed \$3,000, as presented.

MOTION PASSED.

The Board will send a letter to the owners of Buildings A, B and D, E, F, G, & H and advise them to have their dryer vents cleaned.

MOTION was made by Owen Hodge and seconded by Karen Stone to purchase crushed shell to cover the South walkway beside the tennis courts, at a cost not to exceed \$1,000.

MOTION PASSED.

The maintenance staff will spread the shell.

AGM Requests were submitted by Units # 754 to add four patio blocks, and from Unit # 223, for new plantings. Both requests were tabled for inspection.

UNFINISHED BUSINESS: None.

NEW BUSINESS.

- a. Roofing Bids: The roofing bids that have been submitted are not “apples to apples”. A special meeting will be called to address only the roof replacements. Management will help clarify the bids submitted.
- b. Building D: Due to bat infestation, this renovation will be moved up to 2019.
- c. Set dates for working meetings: Budgets and roofs need to be addressed. Board members need to provide available dates for meetings during the month of September.

Public Comment: 1). Owners in the 700’s feel that they are not getting enough work done in their areas. 2). A letter was read from the owner of Unit # 754.

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

MOTION PASSED.

The meeting was adjourned at 2:26 P. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, September 27, 2018, at 8:30 A. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,
For the Secretary

SECRETARY'S REPORT

SEPTEMBER 6, 2018

1. Spreadsheets show the following and are attached:
 - a. Sales since January 1, 2018 number 14
 - b. Leases since January 1, 2018 number 11 in 8 different units
 - c. Visitors since January 1, 2018 number 4
2. Added to the Sales Approval document is a statement that if the new owner changes locks, new keys must be given to maintenance (in case of flood, fire, or Hoskins)
3. I am working on how we let maintenance know about sales, leases and visitors as they are approved.

Sales

		2018		PINE		RUN		CONDO		SALES			
Unit	Current Owner	New Owner	Application Date	Received Date	Approval Date	Settlement Date	Keys & Board Notified	Publication forms to Kate & Editor of Newsletter					
1	306	Walter Hebb	Michael & Patricia J Harshbarger	01/01/18	03/14/18	03/17/18	04/02/18	Yes					
2	754	Cara Wells	Avonelle Edwards	01/08/18	01/11/18	01/12/18	02/08/18	Yes					
3	203	Linda Bellinghausen	Kelly Brayton	01/19/18	01/25/18	01/25/18	02/01/18	Yes					
4	360	Carolyn Keeney	Charles & Bria Lynn Freyer	01/26/18	01/30/18	02/01/18	02/12/18	Yes					
5	224	Paul Rogulich	Domenica Mondo	02/01/18	02/05/18	02/13/18	02/20/18	Yes					
6	117	Phyllis and Fred Nathan	William & Beverly Bogle	02/02/18	02/09/18	02/14/18	03/22/18	Yes					
7	126	Julia Fallon; Fallon Trust	Lyle & Hazel Morse	02/06/18	02/16/18	02/16/18	02/27/18	Yes					
8	366	Domenica Mondo	Melonie & Jason Levine	02/21/18	03/12/18	03/14/18	03/27/18	Yes					
9	231	Dennis & Carolyn Wilbee	Curl S. Wilson	02/26/18	03/14/18	03/15/18	03/21/18	Yes					
10	117	Phyllis Nathan	Naomi King	03/07/18	03/14/18	03/18/18	04/05/18	Yes					
11	701	David Baker	Virginia Saunders	03/10/18	03/12/18	03/12/18	03/13/18	Yes					
12	308	Mario & Jennifer Messina	James & Linda Engstler	03/18/18	03/20/18	03/21/18	03/23/18	Yes					
13	232	Holly Abes	Nancy Rencis	06/11/18	06/12/18	06/14/18	not listed	Yes					
14	304	Dennis J. Norton	Larry R & Ruth E Standlee	07/12/18	08/13/18	08/17/18	not listed	Yes					

Leases

A	B	C	D	E	F	G	H	I	J
# Leased	2018								
Units									Board &
	Unit	Owners	Rentors	Application Date	Received Date	Approved	Occupancy Date from	Occupancy Date to	Maintenance
		Name(s)	Name(s)						Notified
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	101 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	211 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	230 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	5	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 Ianleng	07/11/18	07/17/18	07/18/18	07/12/18	10/31/18	Only Board
13	6	301 Fred & Joni Weinerth	Amy Mitchell	07/15/18	07/19/18	07/20/18	08/15/18	09/15/18	Only Board
14	7	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	8	244 Louis & Joan Komer	Irwin Konopolsky	08/03/18	08/24/18	08/24/18	12/01/18	01/31/19	Only Board

Visitors

2018									
									Board &
Unit	Owners	Visitors	Application Date	Received Date	Occupancy Date from	Occupancy Date to	Approved Date	Maintenance	Notified
	Name(s)	Name(s)							
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	Antse Wodarzx & 4 others	08/07/18	08/20/18	09/01/18	09/13/18	08/20/18	Only Board	

RE: APPLICATION FOR SALE OF PINE RUN CONDOMINIUM UNIT 304

Dear :

Thank you for submitting your Application for Sale of Pine Run Condominium Unit , dated July 12, 2018 . It was received on August 13, 2018, for review.

I am pleased to inform you that the sale application was approved on August 17, 2018.

The buyer(s) is/ are listed as

The following Association requirements apply to owners/sellers of Pine Run property:

- (1) Inform the buyers/agent that the Association has approved the sale. A copy of this approval letter is also provided to the prospective buyer. Our management company will forward a Certificate of Approval for the sale transaction as approved by the Board.
- (2) Advise the buyers that they are to schedule an orientation session with an Association representative immediately upon your receipt of this approval letter and prior to settlement. The buyers are to contact the Association representative, .
- (3) Arrange to provide the buyers with a set of the Pine Run governing documents as they will be responsible for compliance with the Association rules. These documents are on the Pine Run web page, and can be accessed at www.pinerunosprey.org.
- (4) Ensure that the electrical service is not disconnected if there is a period of non-occupancy between owners. The AC must remain ON at a thermostat setting of "Cool – 80 degrees- auto" and a humidistat setting of 60% to prevent mildew.
- (5) Ensure that water needs to be turned off any time the unit will be vacant for more than one week.

(6) NOTIFY BUYER THAT IF LOCKS ARE CHANGED THEY MUST IMMEDIATELY GIVE A KEY TO MAINTENANCE. THEIR OFFICE IS LOCATED OPPOSITE THE BULLETIN BOARD BY THE BIG POOL.

If our management company, Keys-Caldwell, Inc., can be of service to you or your buyers, please contact them at 941-408-8293 or at kcweb@keys-caldwell.com.

Thank you,

Karen Stone
Board Secretary
Pine Run Association

Pine Run Association Treasurer Report
August 2018
Owen Hodge

We are starting our budget process later in the year than usual, mostly due to the long wait we had for our 2017 audit to be completed. Our maintenance budget for next year should be very close to what it is this year. One reason for this is that our maintenance staff will be two people in 2019 instead of three people budgeted for 2018. Also, we budgeted \$289,962 for insurance in the current budget. Actual expense this year is substantially less at \$268,253. If we budget the same amount as last year we could still handle an 8% increase in insurance cost.

We will need to work hard to come to some important decisions about our budgets for reserves. 2019 will be the third year of our multi-year roofing project. Estimates for roofing and building restoration expenses have been based on actual bids. Recent roofing bids from 3 contractors clearly indicate that roofing expense have gone up. We will definitely have to increase our projected expenses for the roofing project. One thing that has come up is that the roof work done so far has not included flat roofs. One of our new roofing bids covers flat roofs at a substantially increased rate. The other bids two do not. We need to come to a decision about how to handle replacing flat roofs and then budget accordingly.

Preparing the budget is a manageable problem but we will have to use our time efficiently. We need to basically have it complete by the end of September. Keys-Cladwell usually needs a finished draft by October 15 so it can be available for the November 15 Pine Run evening budget meeting.

On a more specific matter, Building D in section 1 has recently been inflicted with an invasion of bats due to gaps between the roofing and siding near unit 317. As a result we will need to schedule roof replacement for tow buildings, A and D , in section 1 in 2019 instead of just building A. There is a positive side to this. The fact that we have patiently increased our reserves to the fully funded level over the past four years means that we have the funds to do this unexpected second building next year.

PRESIDENT'S REPORT SEPTEMBER 6, 2018

The frequent rain storms have resulted in all our contractors being behind schedule, which means that we are behind schedule on our many projects, as well. I am extremely frustrated at the lack of progress on many fronts.

Hagen Construction has reported that they should be able to begin work on Building 10 next week. This has been posted at the message board by the mailboxes for these units to give notice to residents of this building. Only one resident is currently here, and she is aware.

We finally have a licensed roofer, Tioli Roofing, to replace and repair problem flat roofs. This is a huge relief, and some progress has been made in this area. One thing we need to consider is that the roofer recommends that the snap together tiles not be placed on the roofs without some sort of pad underneath. We need to investigate other options for these roofs.

The Association is one of two parties named in a lawsuit initiated by the owner of 307. It concerns a leak into the unit. We have contracted with Tioli Roofing to replace the flat roof above this unit, but again, the weather has hindered progress. The roofer is working in collaboration with a contractor hired by a neighboring unit to replace sliders. As soon as there is a break in the weather, work will move forward. The Association is being represented by an attorney assigned by Westfield Insurance. We will continue to work with him to resolve this problem.

The gutters that we approved for the owner of 304 to install came down in a recent rainstorm. The fascia that came down with them had to be replaced on an emergency basis. Roof repairs also had to be done. This building (A) is scheduled for roofing and fascia work next year, so permanent repairs will be made at this time.

Approved renovations to Unit 309 uncovered several problems that are the responsibility of the Association. The approved contractor has completed all repairs, with the costs being divided according to our documents. I will review submitted receipts with maintenance staff and Owen to ensure the appropriate amounts are reimbursed.

A leak of a copper pipe in Unit 137 resulted in damage to the building which is the responsibility of the Association. Main Frame builders did the necessary work. The cost to the Association is \$1,440.00.

Gutter cleaning still has not taken place. The company we have used in the past will not agree to removing leaves that are cleaned out of the gutters. We are looking into other bids, but I am anxious to have a firm commitment by the end of the week, as the recent rains are causing problems. Last minute addition – Main Frame Builders has agreed to clean all gutters for the same price as our bid, \$2,400, and will clean up the leaves to our dumpster.

Our maintenance staff has met with a representative of one dryer vent cleaning company. An appointment with another company is scheduled for today. We need to clarify to owners that the Association will only contract to have vents cleaned that were installed by the Association. Any vents that were installed by individual owners are the responsibility of the owners of those units. I believe that the only vents installed in Section 1 are those in Building C, and that all other laundry facilities within units were owner-installed.

We have been awaiting Jim Bear to dig out a drainage area behind the 200's and form a retaining wall. Once this is done, our maintenance staff will begin to install the new fence in this area. We expected him 2 ½ weeks ago. In the meantime, the downpour we got last Friday produced extensive flooding. After looking at this problem from several angles, I think we may need to contract with a company to investigate and pinpoint obstructions in our drainage system. If the board agrees, I will direct our maintenance staff to get a bid from a recommended company. We have been having to run a pump to keep water levels down, and I would like to get to a point where this is no longer necessary.

The signs approved for the small pool and recreation area have been installed.

The security cameras we approved are awaiting our staff to install the required conduit.

A committee of residents formed to discuss desired improvements at Pine Run. They compiled a lengthy document of recommendations. I met with two representatives to discuss their ideas. They have merit, but we simply don't have the staff or the budget to carry them out. This does not mean that the ideas are being discounted. The document has been shared with all members of the board. We will take them into consideration as we move forward. During the discussion, it became apparent that newer members of the community are unaware of the number of improvements that have been made in the last several years. I compiled a list that has been posted on the website. It is important that we continue to prioritize work to be done and balance it with keeping monthly assessments at an affordable level for our residents. Interested owners are encouraged to consider running for the board.

We have been advised that our pools now need to be tested daily. Economy Pools services both pools on Monday, Wednesday and Friday. Our maintenance staff has begun testing pools on Tuesdays and Thursdays. Board members are filling in on weekends and holidays. We may have to increase our contracted pool services next year.

I have received a signed lease for our rental apartment, as approved at our June meeting.

Members of the Board of Directors conducted a walk-through of Section 1, as well as other flagged units. Letters have been sent to owners of units in violation of rules.

We have had three locked bicycles stolen from carports in separate incidents in the last few weeks. All of the thefts were in the 100's, but that doesn't mean that any area is immune. Police reports have been filed by owners. Residents are reminded to remain vigilant, and to report any suspicious activity.

Members of the Board of Directors will be meeting over the next month to prepare the budget. As the recreation budget is finalized, negotiations will continue with Blackburn Point Woods on our shared use agreement.

The installation of trees along the eastern border has been delayed awaiting the drainage work. As a result, Molly's Native Plantings is bringing trees in stages. Last Friday trees were planted beginning at the southern end of the eastern border. Next week a second planting will take place where trees won't interfere with fence installation and drainage work. We will continue to coordinate until all trees are in place. It is important that we do things correctly so that the result is a vastly improved commons area.

Members of the board met with both the Owner and Operations Manager of Truscapes. Concerns, expectations, recommendations and our contract were discussed. It was a positive meeting. The board will make efforts to improve communications with both residents and company representatives. The

improvement in our turf was noted. It will be important to continue to work on irrigation to maintain the progress we have made. We looked at shell paths and asked for a bid for replenishment of shells. I have received a bid from them. Because of the cost, I am recommending that we have our maintenance staff replace shells along both sides of the tennis courts, and that we delay installation of shells along the path between the 200's and the 700's.

Molly has been treating all removed invasives to make sure there is no regeneration. GardenMasters has applied micronutrients to all turf areas. The weed killer applied this spring has resulted in the reduction of broad leaf weeds. This, along with the rain, has improved the appearance of grassy areas.

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: Sept. 6, 2018

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
Patty Hershberger	306 Pine Run	N	
Connie HANSON	714 Pine Run	N	