

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
March 28, 2019 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 February 28, 2019**
- VII. BOARD REPORTS**

- VIII. OLD BUSINESS**
 - a) Rules and Regulations**
 - b) Pickleball Court Enforcement**
 - c) Eastern Property Line**

- IX. NEW BUSINESS**
 - a) Electrical Work**
 - b) Insurance**

- X. PUBLIC COMMENT**

- XI. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, MARCH 28, 2019
8:30 A. M.**

Present: Keenie Bugenhagen, President Damon White, Vice President, Owen Hodge, Treasurer, Karen Stone, Secretary, Tom Foley, Kathleen Koski, and Steve Ross, (Arriving at 9:10 A. M.), 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 February 28, 2019, as presented.

MOTION PASSED.

BOARD REPORTS

Kate Koski: 1). The Directory will be taken to the publisher next week. 2). There are three authorization forms for new owners that have not been provided.

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

Maintenance - Tom Foley: Read his report, which is attached and made a part of these original minutes.

AGMs:

MOTION was made by Tom Foley and seconded by Karen Stone to approve the AGM requests from:

Unit # 308: Installation of a ceiling fan.

Unit # 760: Installation of a Motion Camera in the carport, facing the bike area. (Approval has been received from carport mates).

Unit # 310: Installation of a new canister for ceiling light.

Unit # 238: Installation of plexiglass around bottom of lanai, and crushed stone or patio blocks on the outside of the lanai.

Unit # 715: Installation of new water heater, as presented.

MOTION PASSED.

MOTION was made by Tom Foley and seconded by Owen Hodge to accept the proposal from Symbiont to replace the geothermal pool heater, at a cost of \$8,718, plus permits.

MOTION PASSED.

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

Steve Ross: No report.

Vice President - Damon White: No report.

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

MOTION was made by Kate Koski and seconded by Damon White to inform the owner of Unit # 710, that the Board will reimburse for only what would have been the Associations cost to make the same repairs.

MOTION PASSED.

(For: Bugenhagen, Hodge, Koski, Stone, White. Against: Foley).

Steve Ross joined the meeting at 9:10 A. M.

MOTION was made by Keenie Bugenhagen and seconded by Karen Stone to approve the AGM for Unit # 711 to install nine plants, as presented.

MOTION PASSED.

MOTION was made by Damon White and seconded by Kate Koski to approve the request to install a donated park bench in memory of Jim Abdou.

MOTION PASSED.

UNFINISHED BUSINESS.

- a. Rules and Regulations: MOTION was made by Owen Hodge and seconded by Damon White to approve the proposed Rules and Regulations, as amended. The amendment is to include e-cigarettes and vaping as prohibited items in the common areas.

MOTION PASSED.

MOTION was made by Kate Koski and seconded by Karen Stone to refer questions about limited common elements and common elements decorations to the Association attorney for clarification.

MOTION PASSED.

- b. Pickleball Court Enforcement: With the passing of the Rules and Regulations, the enforcement of the pickleball paddle rules will begin one week from today, (April 4), and will be placed on the website.
- c. Eastern Property Lines: 1). The cost to survey the line, excluding the area behind the bank, was \$800. 2). The County inspected the new swale and approved of the work. 3). The Board needs to look at planting ground cover on the East side of the berm. 4). The plantings along the East side of the property are being restored and watered.

Kate Koski was excused at 10:16 A. M.

NEW BUSINESS.

- a. Electrical Work: MOTION was made by Tom Foley and seconded by Owen Hodge to approve the proposal from Bob's Electric for the installation of electricity to the tennis court and shed, at a cost of \$2,092.72, plus permit, as presented.

MOTION PASSED.

- b. Insurance: Information will be presented at the April Board of Directors meeting.

Public Comment: 1). There were eight, 40 lb. bags of salt delivered at the small pool by mistake and have been removed. 2). Limbs from the oak tree at Unit # 308, need to be trimmed away from the roof. 3). There is dead bamboo laying against the buildings in Section 3, that needs to be removed. 4). Roof vent screening at Buildings # 9 and 10 needs to be reinstalled. 5). The Board needs to have plans for drought tolerant ground covers for areas where grass cannot grow. 6). Fences around buildings need to be replaced before painting begins.

Damon White was excused at 10:27 A. M.

7). Pieces of roofing material have been trapped between lanai screens and pickets after the roof replacement of Building # 10. 8). Bike thefts continue to be a problem.

MOTION was made by Karen Stone and seconded by Tom Foley that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:39 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, April 25, 2019, at 8:30 A. M., at the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

Maintenance Report 3/28/19

- ✘ I have several AGMs to recommend.
- ✘ Our weekly Maintenance Log coupled with our Maintenance Schedule has been translated by our treasurer Owen Hodge into a Maintenance Crew Checklist. This will streamline the oversight of maintenance tasks significantly.
- ✘ Our large pool heater has malfunctioned and we have a decision to make, repair or replace. Replacing creates a five year warranty on labor, a seven year warranty on parts and a lifetime warranty on some exchanger condenser and evaporator. The cost of replacement is \$8718 plus the cost of permitting. If we can afford it, this makes sense compared to the estimate of over \$4000 to repair.
- ✘ East boundary fencing should begin shortly.
- ✘ We continue to have waste line issues. One unit owner has opted to reline their waste line. I, for one, consider this to be a viable option.
- ✘ Getting to the more important issue, our crew removed a peacock from the porch of unit 712. This supports the board insistence that unit owners not feed any wild animals.

Secretary's Report for
Board of Directors Meeting
March 28, 2019

Attached are sales and lease statistics since February 28, 2019. Leases have increased from 18 last month to 21 this month, an increase of 14%. The number of units leased vs owner occupied stands at only 14 % right now.

Three sales applications were approved in the past month. Owner turnover, then, is now at 16% since January of 2018 to March of 2019.

For those who complete orientations for new owners, please be sure they receive the form allowing them to agree or decline having their information published in the directory and/or be on the email listing. It shouldn't be given until a sale is complete, but even if the orientation is completed before that, the buyer can still receive the form and send it to Kate and Dan once purchase is complete.

Also during orientations, please remind new owners if they change locks, new keys must be given to maintenance and where the maintenance office is located. Somehow, we need to assure receipt of new lock keys.

By doing the orientation after moving in the orientor can show the new person(s) where the water shutoff valve is and answer any questions.

Karen Stone will do orientations in the 300's, Steve Ross in the 300's and Damon White in the 700's. Kate Koski will be letting us know if there are new people she does not have an information form(for the directory). Kate and I would like the orientors to obtain the forms from these new members within the next week or two in order for the new directory to be complete.

Sales

		PINE RUN CONDO SALES		2018		PINE		RUN		CONDO		SALES		Publication forms to VP & Editor of Newsletter	
# Sold Units	Unit	Current Owner	New Owner	Application Date	Received Date	Approval Date	Settlement Date	Board & Maintenance Notified	Publication forms to VP & 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	209	Mary B Green Rev. Trust	Pamela Williams	01/26/18	02/01/18	02/01/18	02/22/18	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	Dominica 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 and 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	132	Chris L. Saffici	Joseph & Jacqueline Gessner	08/28/18	09/05/18	09/07/18	09/25/18	Yes							
15	304	Dennis Norton	Richard Bacchiocchi & Donna Nighingale	10/01/18	10/09/18	10/11/18	not listed	Yes							
16	301	Frederick & Joan Weinerth	Lou Anne Hirschberg	10/09/18	10/18/18	10/20/18	11/09/18	Yes							
17	223	Paul M. & Kathleen Gibson	Melissa Steg	12/06/18	12/10/18	12/13/18	12/21/18	Yes							
17+1=18	752	Ronald & Barbara Skonning	Larry & Pamela Seltzer	01/22/19	01/25/19	01/28/19	not listed	Yes							
2=19	765	Owen & Jacqueline James	Stuart & Veronica Shapiro	01/22/19	01/25/19	01/28/19	not listed	Yes							
3=20	214	David-Paul Joseph Nezelek	Thomas & Susan Brummabend	01/10/19	01/25/19	01/28/19	02/14/19	Yes							
4=21	238	Doris Cox	Christine Yann	01/25/19	02/05/19	02/07/19	02/28/19	Yes							
5=22	307	DeLynn V. Copping	David Neumann	03/13/19	03/22/19	03/23/19	03/29/19	Yes							
6=23	767	Jody Smith & Trisha Smith	Robert & Tracy Davis	03/13/19	03/22/19	03/23/19	not listed	Yes							
7=24	717	Brian & Jenny Walker	Dawn Quinn	03/11/19	03/25/19	03/27/19	04/02/19								

Leases

A # Leased Units	B 2018 Unit	C		D	E		F		G		H		I	J
		Owners Name(s)	Rentors Name(s)		Application Date	Received Date	Approved Date	Occupancy Date from	Occupancy Date to	Board & Maintenance Notified				
1														
2														
3														
4														
5	1	Russ Cool & Barbara Wetherbee	Karin & Bruce Bennett			12/15/17	02/16/18	02/21/18	03/01/18	03/31/18	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	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	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	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	01/01/19	03/31/19	Only Board	
10	5	Betty Stevens-Marcum & H Bridewell	Elizabeth Arnold & 2 others			05/31/18	06/06/18	06/07/18	06/15/18	09/30/18	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	06/12/18	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	07/12/18	10/31/18	Only Board	
13	6	Fred & Joni Weinerth	Amy Mitchell			07/15/18	07/19/18	07/20/18	08/15/18	09/15/18	07/15/18	09/15/18	Only Board	
14	7	David & Mary Bond	Mary & Paul Badeau			07/17/18	08/06/18	08/07/18	11/01/17	10/31/18	11/01/17	10/31/18	Only Board	
15	8	Louis & Joan Komer	Inwin Konopolsky			08/03/18	08/24/18	08/24/18	12/01/18	01/31/19	12/01/18	01/31/19	Only Board	
16	712	Russ Cook & Barbara Weatherbee	Kevin Garrett & Cheryl McChesney			10/08/18	11/14/18	11/15/18	01/15/19	04/15/18	01/15/19	04/15/18	Only Board	
17	301	Fred & Joni Weinerth	Dora Lantsman			11/03/18	11/07/18	11/09/18	12/03/18	03/31/19	11/07/18	03/31/19	Only Board	
18	355	Cindy & Chuck Hodge	Christine Nicholson			11/13/18	11/21/18	11/23/18	01/08/19	03/28/19	11/13/18	03/28/19	Only Board	
19	362	Ann Whiteley	Christopher Falzone & Kristin Gubocki			08/25/18	11/21/18	11/23/18	10/01/18	09/30/18	10/01/18	09/30/18	Only Board	
20	101	Andrea Lowe	William and Jane Sneeringer			08/31/18	09/12/18	09/15/18	02/01/19	02/28/19	02/01/19	02/28/19	Only Board	
21	313	Anthony DeLorenzo	Patricia (Patsy) Lucas			11/01/18	01/08/19	01/08/19	11/01/18	11/30/19	11/01/18	11/30/19	Yes	
22	12	Kevin Hanon & Barb Jones	Bruce & Claire Drury			10/09/18	01/08/19	01/08/19	01/08/19	03/31/19	01/08/19	03/31/19	Yes	
23	13	Ellesebeth Starnes	Ian & Caroline Starnes			12/22/18	01/08/19	01/08/19	01/08/19	12/22/18	12/22/18	12/22/19	Yes	
24	14	Jacqueline & Joe Gessner	Craig & Holly Miller			11/07/18	01/08/19	01/08/19	01/08/19	03/02/19	02/01/19	03/02/19	Yes	
25	15	Laurent Schurch	Vivian Robinson & John Birch III			11/27/18	01/08/19	01/08/19	01/08/19	02/01/19	02/01/19	02/01/19	Yes	
26	110	Donald & Michelle Susanen	Diane & David Lawrence			12/19/18	01/08/19	01/08/19	01/08/19	04/30/19	02/01/19	04/30/19	Yes	
27	17	Jay Bartner & Claire Doheny	Mary Patterson			11/21/18	01/08/19	01/08/19	01/08/19	02/28/19	02/01/19	02/28/19	Yes	
28	305	Jay Bartner & Claire Doheny	George & Gail O'Connor			11/21/18	01/08/19	01/08/19	01/08/19	04/15/19	12/15/18	01/31/19	Yes	
29	18	Linda Gregory & Rich Peterson	Gary & Sally Goodwin			11/17/18	01/08/19	01/08/19	01/08/19	05/06/19	01/15/19	04/15/19	Yes	
30	355	Cindy & Chuck Hodge	Cindy Deveaux			10/13/18	02/14/19	02/16/19	04/03/19	05/06/19	04/03/19	05/06/19	Yes	
31	19	Lloyd & Linda Christiansen	Jane Ryer			10/31/19	02/14/19	02/16/19	02/16/19	04/01/19	02/16/19	04/01/19	Yes	
32	20	Kathy & Bernard Fowler	M. Blumenstein & T. Wontrobski			10/31/19	02/14/19	02/16/19	02/16/19	03/31/19	02/14/19	03/31/19	Yes	
33	239	Dirk & Melissa Stroh	Francis Joseph Renda Jr.			03/10/19	03/11/19	03/16/19	03/16/19	03/15/20	03/15/19	03/15/20	Yes	
34	244	Klouis & Joan Komer	Michelle Caron Impelluso			03/07/19	03/15/19	03/16/19	05/01/19	01/31/20	05/01/19	01/31/20	Yes	
35	310	Betty Stevens-Marcum	Valerie Iacuone			03/11/19	03/18/19	03/18/19	04/01/19	10/01/19	04/01/19	10/01/19	Yes	

Pine Run Association Treasurer Report
Thursday, March 28, 2019

Expenses for the first two months of 2019 are in line with the budget. That's the good news.

There are two proposals for the clubhouse pool from Symbiont Service Corporation. One is for a new geothermal heater at \$8718. The other is for a new compressor which would cost \$4056. The pool upgrade absolutely needs to be done. The February 1 balance for recreation pool and pool equipment reserves was \$17334 which will cover whichever proposal we decide on. Due to all of the recent work on the pool deck our recreation reserves are at a low level. We will need to be careful with the recreation reserve funds for the next couple of years.

We will need to make some changes in our longterm roof schedule. The plan for this year was to do buildings A and D in section 1, and building 6 in section 3. We recently received bids from Maine Frame for the building restoration work on buildings A,D, and 6. The bids were about twice as high as we what would have expected from Hagen Construction. I think this might be a miscommunication about the nature of the building restoration work needed for the for this project. The work we need is just to prepare the fascia to prepare for the new roofing. (According to our reserve study, a complete building restoration schedule should not be required for 20 years or so.)

The February financial report makes it very clear that the roof and building restoration reserves in section 3 are not sufficient to complete building 6 in 2019. In our original plan there was a gap year for 2019 with no building being worked on in section 3. We may have to go back to that schedule and postpone building 6 until next year. Or perhaps we could do part of the job on building 6 this year and finish next year. In section 1 there are sufficient funds for just one of the two proposed buildings. We can do either A, or D, but not both. We have sufficient funds to do building 2 in section 2. I would suggest we choose the building we want to start with, perhaps building D, and then take a little time to discuss how to proceed from there. We definitely need to get some more bids from contractors.

PRESIDENT'S REPORT MARCH 28, 2019

We continue to make progress with our various projects around Pine Run. Now that the roofers are done with Buildings B, 9 and 10, Hagen Construction is finishing up what they need to do on the buildings. Mike Glancy Painting is scheduled to begin work on Building B on Monday, April 1st. He will follow up with Buildings 9 and 10.

We put out bids for Buildings A, D and 6 for fascia replacement and repairs. It was sent to 3 contractors. Only one has submitted a bid. We will reach out to additional contractors.

We continue to battle rodents. We are again experiencing a problem in Building 2. Hoskins has suggested trimming some trees around this building. We are getting a bid to do that work.

We have just received quotes to address another problem with the geothermal heating for the large pool. Symbiont has advised us that to replace a compressor in the heater, it will cost us \$4,056, with a one-year warranty on parts and labor. To replace the entire heater, it will cost \$8,718. They advise that because our present heater is 13 years old, we may be better off to replace the entire unit, gaining the 5-year labor and 7-year parts warranty.

We have again experienced bike thefts. This is very frustrating. Owners are advised to keep bikes inside units or fenced areas when possible, and to secure bikes as heavily as they can. If anything is stolen, please report it promptly to the Sheriff's Dept., and make sure to have a record of the serial number. If you witness suspicious behavior, please report it.

We have a leak in the main water line of the well water in Section 3. It has required us to turn off all irrigation water for Sections 2 and 3 until Ron Horn arrives to repair the pipe.

Owen and I have a meeting scheduled with the president and treasurer of Blackburn Point Woods on Monday to discuss a renegotiation of the Shared Use Agreement of our recreation facilities.

We have a situation where an owner submitted a work order for repairs necessary due to a roof leak. We were aware of the leak and agreed to do the work. Our maintenance staff began to do the work when they were advised that the owner wanted a contractor to do the work. The owner was advised to complete an A/GM, which he did. We approved it at the Sept. 6th meeting. Now we are being presented with the bill for the contractor. I have denied the payment, as we did not hire the contractor, but were just made aware that the owner wished him to do the work. The owner has appealed, claiming that the drywall work is the Association responsibility.

All turf was fertilized this month by GardenMasters. TruScapes will be back to a weekly service schedule beginning next week with the arrival of April, and we are also due for a trim crew to trim and rake. As I reported last month, Molly of Molly's Native Planting believes that we need a few more plants on the northern end of the berm. I would like approval for up to 6 new plants in this area.

I have an A/GM from Unit 711.

Owners preparing to leave Pine Run for the season are reminded to please consult the checklist of how to prepare their unit for their absence, and to make arrangements to have someone check their unit.

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 5/28/19

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
David Ann Bishop	225 Woodland Dr	Y	door colors
DENNIS + SUE GROVE	227 WOODLAND DR	N	
Mike Harshbarger	306	Y	
McConnacho	220	Y	
Callaways	129		
Bill Engle	308		
Linda Engle	308		
Mike Wilder	208		
Landy Theriault	367 Pine Run	N	
ProBhatnagar	109 W. Pk.	N	
Kathleen Cleary	713	N	
Pgt Hamilton	233	N	
Nancy Groves	213 Woodland Dr		
Nancy Groves	711 Pine Run Dr	N	