

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
April 25, 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 March 28, 2019**
- VII. BOARD REPORTS**

- VIII. OLD BUSINESS**
 - a) Pickleball Paddles**

- IX. NEW BUSINESS**
 - a) Building D Bids**
 - b) Tioli Roofing Bids**
 - c) Small Pool Heater**
 - d) New Vote on Material Alterations to Common Element**
 - e) Maintenance Staff**
 - f) Louvers**

- X. PUBLIC COMMENT**

- XI. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, APRIL 25, 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, (via telephone), 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 Kate Koski and seconded by Damon White, to approve the minutes of the Board of Directors meeting of March 28, 2019, as corrected. The correction being that e-cigarettes and vaping are prohibited in "recreation areas".

MOTION PASSED.

BOARD REPORTS

Kate Koski: 1). The Directory has been completed. Volunteers are needed to distribute. Tom will do the 300's, Damon the 700's and Keenie the 100's. 2). The new forms will be sent to Management to post on the website.

Secretary - Karen Stone: 1). Read her report, which is attached and made a part of these original minutes. 2). Please email her after orientation meetings are completed.

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

MOTION was made by Kate Koski and seconded by Tom Foley to approve the AGM for Unit # 131 to complete the first phase of the landscape plan involving Florida Friendly plants. Permission from neighbors is required.

MOTION PASSED.

(For: Foley, Hodge, Koski, Ross, Stone, White. Abstain: Bugenhagen, for conflict of interest).

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

MOTION was made by Damon White and seconded by Karen Stone to approve the proposal to replace the pool heater at the small pool, at a cost of \$3,638.93, as presented.

MOTION PASSED.

MOTION was made by Damon White and seconded by Owen Hodge to approve the purchase and installation of a new fountain pump, at a cost of \$2,063, as presented.

MOTION PASSED.

AGMs:

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

Unit # 220: Kitchen renovation.

Unit # 709: Installation of a fence painted in approved Association color around the air conditioning unit.

Unit # 309: Replacement of washer and dryer.

Unit # 365: Installation of window film, as presented.

MOTION PASSED.

MOTION was made by Kate Koski and seconded by Damon White to approve the AGM request from:

Unit # 359: Installation of a new air conditioning system, as presented.

MOTION PASSED.

(For: Bugenhagen, Hodge, Koski, Ross, Stone, White. Abstain: Foley, for conflict of interest).

Steve Ross: Will hold an orientation meeting with the new tenant in Unit # 226.

Vice President - Damon White: Two orientation meetings have been held and completed.

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 Karen Stone to approve the request to park a trailer at the clubhouse parking lot for a maximum of 14 days.

MOTION PASSED.

AGM:

MOTION was made by Damon White and seconded by Karen Stone to approve the AGM for Unit # 112, to install three coco plum bushes outside of Unit # 114, as presented. Written permission from Unit # 114, is attached.

MOTION PASSED.

UNFINISHED BUSINESS.

- a. Pickleball Paddles: 1). The enforcement of the pickleball paddle rules has begun. 2). A laminated list of approved paddles and a list of owners who have approved paddles, will be attached to the equipment shed.

NEW BUSINESS.

- a. Building D Bids: 1). Renovations of Buildings D, A, and 6 were planned for this year, but based on new renovation costs and funds available, the Board is focusing on Building D. The bid received from Main Frame Builders was \$65,500. More bids are expected so no action will be taken on this contract until the May Board meeting. 2). The wind mitigation forms for Buildings B, 9 & 10, are available on the website.
- b. Tioli Roofing Bids: MOTION was made by Damon White and seconded by Tom Foley to approve the proposals from Tioli Roofing to complete the flat roofs as follows: Building G: \$2,900, Building H: \$4,100, Building #3: \$7,650, Building # 7: \$3,700, as presented.

MOTION PASSED.

- c. Small Pool Heater: Covered.
- d. New vote on Material Alterations to Common Element: The Association attorney has advised the Board that to avoid possible legal challenges, owners in all three sections should vote on the same five items voted on only by Section 1, at the last owner's meeting. Owners need to be aware that the cost for installing the proposed acoustic fence is already in the budget.

MOTION was made by Damon White and seconded by Tom Foley to hold an owner's meeting on June 27, at 8:30 A.M., to vote on the same five items that were voted on only by Section 1, at the previous owner's meeting.

MOTION PASSED.

- e. Maintenance Staff: MOTION was made by Tom Foley to appoint Peter Asklipios, as Maintenance Chief, with a \$1.00 per hour raise, effective May 1, 2019, with work hours from 7:30 A. M. to 4:00 P.M, Monday to Friday and to have Walton Fleming work from 6:30 A. M. to 3:00 P. M., Monday to Friday.

MOTION PASSED.

Steve Ross was excused at 9:55 A. M.

- f. Louvers: This a Section 1 issue only. Damon White will check with Dren Geer to obtain information on previously replaced louvers.

Kate Koski was excused at 10:00 A. M.

Public Comment: 1). The Board should make sure that the Association has Ordinance and Law coverage. 2). What chemicals is Hoskin using to spray for bugs? 3). The Board should compare Ron Horn pricing with Leland Plumbing. 4). Can the Association require single ply toilet tissue? 5). Can the Association put GPS tracking devices under bicycle seats to deter or catch the thieves? 6). There are portions of the lawn that are in terrible condition. 7). The irrigation system needs to be reprogrammed at Buildings # 5, # 6 and the small pool. 8). The irrigation system is not working at all at Building # 9. 9). Q: When is the East boundary fence going to be installed? It looks terrible. A: The posts are in and the panels will go up as soon as the maintenance staff can free up some time. 10). Why can't the East fence be installed by a fence company? A: It can if the owners want to have a special assessment to pay for it. 11). There used to be a security patrol.

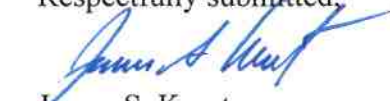
12). Owners asked about the status of their reimbursement request. 13). Roof vent stack screening needs to be checked and installed where needed.

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

MOTION PASSED.

The meeting was adjourned at 10:25 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, May 23, 2019, at 8:30 A. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,
For the Secretary

PRESIDENT'S REPORT APRIL 2019

The bad news is that everything seems to need attention at once on this aging property. The good news is that there is a lot happening in Pine Run to replace and rejuvenate much of what has become tired and old. Residents are going to need to be patient, however, as every new emergency requires reevaluation and reprioritizing of our ever-increasing to-do list. The board is trying very hard to do what is necessary to maintain our property and fully fund reserves without overburdening owners financially. Once we get the roofs replaced, it is our intention that we get on a schedule where every year three buildings will be painted with necessary repairs done in preparation. This means that every building will be on a cycle where it is painted every six years. This should prevent many of the problems we are experiencing now as we are trying to get caught up. Please keep in mind that means that owners should be prepared for either regular maintenance increases and/or special assessments in the next couple of years.

Many of our new residents are turning out at social events and showing interest in the community. It is important that we capitalize on this enthusiasm and encourage them to think about taking on leadership roles on committees and considering joining the board of directors. The success of a condominium association is dependent on the participation of its members. We also need to reach out more to owners at Blackburn Point Woods to become more involved in the planning and implementation of social activities to ensure the success and continuation of our shared use agreement of our recreation facilities.

The final plantings have taken place on the eastern border. The seed that we have sown on the bank has had disappointing results. Howell Concrete and Land Service will be hydroseeding and installing a coir mat on the bank to prevent erosion.

We continue to trim trees as necessary to prevent roof damage and rat access to buildings. We do not have enough money left in our annual tree budget to do widespread trimming, so again we are prioritizing what must be done. Palm trees are not scheduled to be trimmed at this point due to our limited funds.

We are now on a weekly mowing schedule. TruScapes is in the process of trimming foliage away from buildings and cleaning up debris. No fertilization is scheduled for this month.

I have a request from Unit 365 to park a 20' Lance trailer in the clubhouse parking lot or other designated spot for approximately 14 days in May. It will fit in a single parking spot. Our rule on this states that "Restricted vehicles may be directed to the clubhouse parking area for up to 72 hours with permission of the management, or longer with written permission of the Board."

I have two A/GM's – one for Unit 112 and one for Unit 131.

- ✘ I have several AGM applications that are routine.
- ✘ Large Pool renovation is almost completed with just a little more fence painting needed.
- ✘ We continue to have waste line problems. I have a contractor doing a camera inspection in preparation for a pipe relining if necessary.
- ✘ The small pool heater has to be replaced. I have a quote for that.
- ✘ The Pond fountain is on its last legs and needs to be replaced. I have a quote for that as well. The new fountain will be eight feet high and spread out to a diameter between 12 and 15 feet. A 12 foot high fountain would spread out to over twenty feet and I believe that would overwhelm the pond.
- ✓ ✘ We need to discuss our roofing plans. When the roof for building "C" was repaired yesterday as a result of a squirrel chewing through it, it was revealed that it was easy for the squirrel because there was so much rot. It was also revealed to have to have at least four additional areas compromised by rot. The contractor told me that repair on as needed basis will result in much larger expenditures, given that the roof will need to be entirely replaced soon.
- ✘ Our crew needs people to mark their storage closets so we can put up permanent numbers.

March Financial Report

In the first quarter of the 2019 fiscal we have spent close to the \$8000 allotted amount of Legal/ Professional expenses for the entire year. Expect a significant overrun. Repairs and maintenance expenses are well under budget for all categories except small pool which shows expenses of \$12722. I think this might be an expense that should be covered by reserves. Tree trimming is under budget by \$5000. Pool repairs is over budget by the same amount. The extensive pool repairs should mean we spend less on that budget category in the next couple of years. Section 3 water expense was \$4400 over budget for the first quarter. This is a somewhat unresolved situation because neither Keys-Caldwell nor I have been able to locate the actual water meter bill that would indicate the source of the leak. Even with this substantial overage the total first quarter utilities expense is only about \$1000 over budget compared to the annual utilities budget of \$90000.

Insurance

Insurance is the largest single item in the Pine Run budget. The board president and treasurer met with two people from Brown Brown Insurance of Fort Myers, an agency that specializes in condominium insurance. We accepted their proposal to present an insurance package for the coming fiscal year. This does not mean we are in any way dissatisfied with Bouchard Insurance. In fact Bouchard recommends getting a second opinion every few years.

Pine Run Maintenance Office

We have made the data from the uAttend employee time clock accessible to the board maintenance chair, the board president, and the board treasurer. We will very quickly set up a new protocol for monitoring and reporting employee hours.

We purchased a new office computer for about \$370. The old one was running much too slowly and reducing employee efficiency. The new router and new computer should provide substantial improvement for this situation.

BPW

The president and treasurer of Blackburn Point Woods met with the president and treasurer of the Pine Run Association to begin to come to an agreement over the BPW contribution to the Pine Run recreation budget. The new agreement will most likely take the form of a baseline contribution for 2020 followed by 3 or 4 years of 3% increase. We are close to an agreement on the baseline amount. At this time we do not see any reason to reduce our proposed baseline of \$22187. The BPW board officers have requested that they receive monthly recreation financial statements. We have no problem with that. BPW has also requested to be included in discussions related to recreation budget planning. We have agreed to that with the understanding that BPW has no actual vote in approving the budget. Another condition we will insist on is that the 3% increase is automatic. We will not be required to request the increase. This has caused problems with the current agreement.

Multi-year Roof and Restoration Project

Our multi-year project has reached a critical juncture. There have been cost overruns on buildings that are now complete. The work on buildings G,H,3, and 7 did not include replacing the flat roofs. In some ways this was a good thing because we now have had a chance to test a relatively inexpensive alternative that we have tested out in unit 305. The flat roof cost for section 1 buildings G and H will be \$7000, for section 2 building 3, \$7065 and for section 3 building 7, \$3700. These amounts are easily available but will cut into the reserves needed for upcoming work on other buildings. In addition, it has been suggested that we could save about \$2000 by purchasing all of the nichiha siding at once for the next three buildings in the project at

a cost of \$16464.. Loew's would store the panels until we need them at no cost. This is something we should agree to, but once again, it will require a reduction in reserve funds. Most important, as I reported last month, the bids for building restoration have increased significantly. Due to cost overruns, as well as the flat roof work needed, we need to make some important decisions. First, it would probably be best from now on to do only one building at a time and not start a new one until the current one is finished. This helps increase time for reserves to build up and should reduce the amount of clutter and inconvenience from the contractors. Second, we need to clearly establish our priorities for which buildings to do when. For example, we just got feedback from a contractor that the roof on building C is in worse shape than other buildings that we were considering as next to do. Third, it will likely be necessary to do a special assessment for each section within the next couple of years. This is the only way we can get the reserves back up to the necessary level. Our commitment is to protect the value of our Pine Run properties. This is most likely what will be required to accomplish that important goal.

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

April 25, 2019

Sales and lease statistics for this month are attached. There have been 2 new sales and 2 new leases since our last Board of Director's meeting.

Owner turnover in sales now number 26 since January of 2018, which is at 18% as of this month, an increase of just 1% over last month's report.

Owner leases now number 22 since January of 2018 which is at 15% as of this month, an increase of just 1% over last month's report.

I would like orienter's to email me when their orientations of new owners is complete, including your forwarding of the directory/newsletter permission sheets to Kate Koski. This is an important part of each orientation as we close the "hit or miss" process of the past. Kate will send them on to Dan Muss so new people receive our excellent newsletter.

Sales

		PINE RUN CONDO SALES				2018				PINE RUN CONDO SALES				2019			
# 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	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 Hershberger	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	Curt S. Wilson	02/28/18	03/14/18	03/15/18	03/21/18	Yes	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 Nightingale	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 Seitter	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 Brunnabend	01/10/19	01/25/19	01/28/19	02/14/19	Yes									
4=21	238	Doris Cox	Christine Vann	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	Yes									
8=25	754	Avonelle Edwards	Pamela J Brow	04/10/19	04/16/19	04/17/19	05/06/19	Yes									
9=26	200	Rosalie B. Sigel	Stephen Renville	04/20/19	04/22/19	04/24/19	not listed	Yes									

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 4/25/19

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject)
Fam Williams	209	N	
SUE GROVE	227	N	
Carol & Darrin Bishop	225 Woodland	Y	salaries
Wooden Schaub	702-06 PRT	N	
Ed Clarks	702 woodlands rd	N	
Nike Holsboys	306	N	
Patricia	220 Wood Ln	N	
Pat Hamilton	233	N	
Kathleen Cleary	713	N	