

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
May 23, 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 April 25, 2019**
- VII. BOARD REPORTS**

- VIII. OLD BUSINESS**
 - a) New Vote**
 - b) Rules/Compliance**

- IX. NEW BUSINESS**
 - a) Building C Bids**
 - b) Propane Tank**
 - c) Landscaping Contract**
 - d) Nichiha Board Purchase**
 - e) Insurance Company**
 - f) Recreation Area Use**
 - g) Unit 129 Reimbursement**

- X. PUBLIC COMMENT**

- XI. ADJOURNMENT**

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, MAY 23, 2019
8:30 A. M.**

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

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 Karen Stone and seconded by Owen Hodge, to approve the minutes of the Board of Directors meeting of April 25, 2019, as corrected. The correction being that the AGM for replacement of the washer and dryer was in Unit # 209, not #309.

MOTION PASSED.

BOARD REPORTS

Kate Koski: Directories have been hand delivered, when possible. All others will be mailed to owners by Management.

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

Treasurer - Owen Hodge: Read his report, which is attached and made a part of these original minutes and stated that there is great teamwork here at Pine Run.

Maintenance - Tom Foley: The Maintenance Log gives a recap of all work done by the staff over the past month.

AGMs:

MOTION was made by Damon White and seconded by Karen Stone to approve the AGM requests from:

Unit #767: Water heater and sliding glass door.

Unit #122: Interior renovations to both bathrooms provided that there are no bearing walls removed and permits and insurance are in place.

Unit #223: Install and paint a baby gate at the top of the stairs.

Unit #102: remove carpet, install hardwood flooring, cabinetry, new bathrooms, and a new storage space.

Unit #104: Installation of security system with two cameras by ADT.

Unit #133: Remove window blinds, replace carpet with flooring and tile, including soundproofing and using a licensed contractor.

Unit #301: Installation of a washer/dryer in the carport storage locker, where water and sewer pipes are already in place. as presented.

MOTION PASSED.

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.

AGM: MOTION was made by Owen Hodge and seconded by Damon White to approve the request from Unit # 102 to remove dead shrubs and replace with dwarf Clusia, as presented. Signatures from neighbors have been received.

MOTION PASSED.

UNFINISHED BUSINESS.

- a. 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 must 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
- b. Rules/Compliance: The Board has sent two proposed rules to the Association attorney for review and are waiting for his response.

NEW BUSINESS.

- a. Building C Bids: MOTION was made by Kate Koski and seconded by Damon White to approve the bids for Building C, including \$1,200 for tree trimming, \$36,300 for fascia and railing replacement, and \$46,300 for roof replacement, as presented.

MOTION PASSED.

- b. Propane Tank: A proposal of \$3,117, was submitted for the installation of a propane tank for the recreation area. If the Association digs the trench the price will be reduced by \$642. The annual lease for the tank is \$70, from the second year on. An owner has volunteered to work with Tom Foley to investigate using natural gas instead of propane.
- c. Landscaping Contract: MOTION was made by Kate Koski and seconded by Damon White to terminate the current landscaping contract with Truscapes, effective June 30, 2019, and to accept the contract from John Heyrman, at \$60,000, per year, with the following changes: cutting the grass height at 4 inches and blowing off the tennis courts.

MOTION PASSED.

- d. Nichiha Board Purchase: MOTION was made by Owen Hodge and seconded by Karen Stone that the Association purchase nichiha board for remodeling projects at a cost of \$16,464, with the materials stored at Lowes until needed.

MOTION PASSED.

- e. Insurance Company: MOTION was made by Karen Stone and seconded Damon White to accept the insurance proposal from Brown and Brown for the 2019-2020 insurance period, as presented.

MOTION PASSED.

- f. Recreation Area Use: 1). The Board is waiting for a response from the Blackburn Point Woods Board of Directors about their proposed contribution for 2020. 2). Staff relations are using the facilities. The Board will discuss this issue again in greater detail.
- g. Unit #129 Reimbursement: MOTION was made by Damon White and seconded by Karen Stone to approve a reimbursement amount of \$450, to Unit #129, for common area rodent damage expenses, as presented.

MOTION PASSED.

Public Comment: 1). Tioli Roofing needs to check to make sure the rodent exclusion screens are in place on the roof vents and downspouts. 2). The garbage can at the small pool is constantly overflowing with trash. It should be emptied on a regular basis or removed. The trash cans in the bathrooms should also be checked and emptied more often. 3). People need to clean up after themselves, including landscape cuttings. 4). The Board needs to put a better mechanism in place for following up on topics and projects.

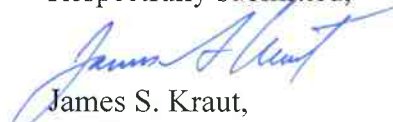
Kate Koski was excused at 10:13 A. M.

MOTION was made by Karen Stone and seconded by Damon White that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:17 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, June 27, 2019, at 9:00 A. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,
For the Secretary

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

May 23, 2019

There have been 2 Sales this month. Between January and May of 2018 we had 12 sales; this year there have been 11, so sales are pretty much the same this year over last year.

There are a couple concerns which have cropped up:

1. The orientation forms: it would be helpful to those of us orienting if these were on either our website or K-C's.
2. I have put together the forms for orientation which I found helpful in being thorough. Orienters can take one and make copies if you find them helpful.
3. The only way to get orientation forms, which have been signed by the orientee, to K-C, is by mail or personal delivery at Board Meetings. It would help complete this process of orientations if I receive the forms and I will assume responsibility for getting them to K-C and noting completion on spread sheets. This might also eliminate the need to email me when orientations have been completed, but until we establish a smooth system, please continue to email me when they have been done.
4. I am finding it difficult for new owners and tenants to be oriented before moving in for a few reasons:
 - a. Some are closing very close to the approval date.
 - b. Some live out of state and are not even here for the closing.

c. Some do not move in right away, especially if they have bought for investment.

I would like to see us go back to completing a telephone orientation when necessary and changing the approval letter which states: 'buyers are to schedule an orientation session with an Association representative immediately upon receipt of this approval letter and prior to settlement' to eliminate the and prior to settlement which in most cases seems impracticable. This would also allow the orienter to assess if an in-person orientation (which is preferable) or a phone orientation is more practical. I believe the goal is to assure the newcomers are oriented; could we be flexible in how that gets done? Water shut offs can be shown when the newcomer is here; we just need to let them know it's important and to call us to arrange a demo when they arrive.

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 Kate	Orientation Completed								
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	Domenica 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	02/26/18	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. Saiffici	Joseph & Jacqueline Gessner	08/28/18	09/05/18	09/07/18	09/25/18	Yes										
15	304	Dennis Norton	Richard Bacchocchi & 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 Sleg	12/06/18	12/10/18	12/13/18	12/21/18	Yes										
2019																		
17+1=18	752	Ronald & Barbara Skonning	Larry & Pamela Seltzer	01/22/19	01/25/19	01/28/19	not listed	Yes	Yes									
2=19	765	Owen & Jacqueline James	Stuart & Veronica Shapiro	01/22/19	01/25/19	01/28/19	not listed	Yes	Yes									
3=20	214	David-Paul Joseph Nezelek	Thomas & Susan Brunnabend	01/10/19	01/25/19	01/28/19	02/14/19	Yes	Yes									
4=21	238	Doris Cox	Christine Vann	01/25/19	02/05/19	02/07/19	02/28/19	Yes	Yes									
5=22	307	DeLynn Y. Copping	David Neumann	03/13/19	03/22/19	03/23/19	03/29/19	Yes	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	Yes									
8=25	754	Avonelle Edwards	Pamela J Brow	04/10/19	04/16/19	04/17/19	05/08/19	Yes	Yes									
9=26	200	Rosalie B Sigel	Stephen Renville	04/20/19	04/22/19	04/24/19	not listed	Yes										
10=27	104	John C Fitzpatrick	Mike Ogborn	04/11/19	05/14/19	05/15/19	05/17/19	Yes	Yes									yes
11=28	112	Priscilla Adams/Chirtel Family Trust	Mike and Patty Harshbarger	05/06/19	05/14/19	05/17/19	06/05/19	Yes	Yes									

May 2019 Pine Run Treasurer Report Pine Run Insurance

During the past few weeks the Pine Run board officers have been in communication with three condominium insurance agencies. We had no specific complaints about Bouchard Insurance. Insurance is such a big expense it makes sense to investigate some competing offers. Insurance policies constitute almost \$290,000, which is 38.4%, of the 2019 Pine Run budget. Since our insurance policies begin in July, that figure must cover the last six months of our current insurance policy and then the first six months of the new policy. When we propose our annual budgets in November we do not know what our premiums will cost for the last six months of the year. Our cautious budgeting strategy has been to assume that rates will increase. We were offered an email proposal from the Sarasota office of C-Biz. (Matthew Mercier represents C-BIZ. He was our agent at Bouchard three years ago and knows Pine Run well.) The board president, vice-president, and treasurer met last week with Jeff Beal and Jessica Harrison of the Brown and Brown agency of Fort Myers. We were scheduled to meet with Bouchard on June 3, but we have already come to a decision. After careful consideration we have authorized the firm of Brown and Brown to represent us.

Here are the basic reasons for our choice. First of all there are now four different carriers sharing the Pine Run insurance risk. That can cause issues at claim time. Also, our current policy has a co-insurance clause that strictly limits claim payments to the value of the property right now with no possible increase if the property replacement value increases. Another change is that we can achieve some reduction by switching from "named storm" coverage to "named hurricane" coverage. Damage from storms that are not hurricanes would then be covered by insurance for "all other perils." (AOP)

Brown and Brown is proposing increased coverage for drain and sewer backup from \$25,000 to \$100,000. Another coverage involving demolition will increase from \$1,400,000 to \$2,000,000. The Brown and Brown proposal suggests added coverages we do not now have for wind driven rain, as well as pollution, fungus, and mold issues,

Jeff Beal of Brown and Brown is very encouraging regarding our current roof replacement project. He has done some research in county documents on building restoration at Pine Run to present to insurers. He says that he can definitely provide us with an insurer who will grant an instant decrease in the total Pine Run premium as soon as any building gets a wind mitigation report. There would be no need to wait until the next policy takes effect.

. We were assured that given their extensive access to insurance carriers the cost of our new premium will not increase. We were provided with specific quotes to support this statement. We should have their proposal soon. Holding our insurance costs to the current level, or possibly even with a modest reduction, is definitely good Pine Run financial news. As it stands, according to the April Pine Run financial report, insurance expenses are currently about \$7400 under budget. That surplus should continue to increase for the rest of the year.

April Financial Report

Legal/professional expense at the end of April was \$7400 out of a total annual budget of \$8000. We expected a deficit in that category. The April expense for Repairs and Maintenance assigned to Commons was over budget by \$31,000. This was due to the work done by Howell Concrete to repair the drainage swale. We decided to assign this expense to commons so all three sections would share the expense instead of just the section where the repairs were done. The swale controls drainage for all three sections. Although there is no Landscape and Plantings budget for Commons, we assigned an April expense of \$8700 for necessary replanting affecting all three sections. Finally, in section 1 the water/sewer expense was \$4200 over budget for the month of April. This is not due to increased water use. It is due to an accounting error that caused a Sarasota County Utilities bill for March to be submitted twice.

PRESIDENT'S REPORT MAY 2019

We continue to try to stay caught up with all that needs to be done in Pine Run. The painting of Building B has been completed. Building 10 is being painted now. It will be followed by Building 9. In the meantime, the maintenance staff is striving to build new privacy fences ahead of the painter for Buildings 10 and 9. This has put the fence on the eastern border on hold, which is very frustrating for all involved. Garbage cans are also overdue for cleaning.

Twenty-two pickleball players have been checked for approved paddles. Those players and their paddles have been posted on the shed on the courts. I also reposted the list of approved paddles on the doors of the shed. It was requested at the last meeting that the list be posted inside the shed for aesthetic reasons. While I appreciate that concern, our number one priority needs to be awareness of the rules. There is a reason that we cannot legally post pool rules inside the locker rooms. Rules need to be front and center in all recreation areas to increase compliance. There have been complaints that someone is playing with an unapproved paddle. Board members are asked to be vigilant. If a louder paddle is heard, please go to the courts to check the paddles. It is important that we ensure compliance. The good news is that now that players are playing with approved paddles, a noncompliant paddle stands out.

The electrical work has been completed for the addition of the camera on the courts. We are awaiting ADT to install the camera. This will increase our capabilities of monitoring play. The use of the courts is noticeably reduced with the warmer temperatures and fewer residents on property.

We approved the flat roof contracts for buildings G, H, 3 and 7 at the last meeting. I asked that the first roof be the one between 711 and 713 to alleviate a leak situation. I was told that it would begin last week. Instead, I received an estimate this week that is higher than what we approved for the entire building. Obviously, there was some miscommunication that has taken place. I am trying to get answers to that now.

We have a unit in Section II that has obviously not had anyone there in quite some time. We do not have a key for the unit, so it has not been receiving pest control. The maintenance staff left a message for the owner, which was returned. The owner claimed that he had been there two weeks prior, and would be there in another two weeks, and would provide us with a new key when he arrived. This unit has a history of rats entering through a toilet, and the conditions on the entry porch suggest that the absence is longer than two weeks. The owners are also delinquent in their payments. We need to monitor this unit and follow through with appropriate steps.

May is the last month that fertilization is allowed before the summer restrictions. Both turf and plants were fertilized this month. Lawns were also treated for insects such as chinch bugs. The last plants along the eastern border are installed, and all plants are being watered and are growing.

Enjoy the sunshine. Much of the country is under rain clouds.

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 5/23/19

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject)
Darrin Blythe	225 Woodland Rd	Y	grounds
SUE GROVE	227		
Charlie Kenney	361	Y	Trees
Ann DeConnoche	220	N	
John Hamley	713	N	
Wally Schaub	706	Y	Grounds
Mick Karen Wicker	208 Woodland		