

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
October 24, 2019 8:30 am
Pine Run Club House**

- 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 September 26, 2019**
- VII. **BOARD REPORTS**

- VIII. **OLD BUSINESS**
 - a) HUD Complaint
 - b) Unit 767 window/shutter issue
 - c) Kimes Engineering/small pool

- IX. **NEW BUSINESS**
 - a) Replacing decks in units 363 and 365
 - b) Replacing staircases in 300's
 - c) Approve deck in 713

- X. **PUBLIC COMMENT**

- XI. **ADJOURNMENT**

UNAPPROVED
MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, OCTOBER 24, 2019
8:30 A. M.

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

The meeting was called to order by the Vice President, Damon White, 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 September 26, 2019, as presented.

MOTION PASSED.

BOARD REPORTS

Kate Koski: Absent.

Secretary - Karen Stone: Reviewed 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.

Tom Foley: No report.

Maintenance – Steve Ross: MOTION was made by Steve Ross and seconded by Damon White to approve the AGM request from Unit # 767, to have Main Frame Builders replace single pane windows and install Bahama shutters, as submitted.

MOTION PASSED.

MOTION was made by Steve Ross and seconded by Karen Stone to approve the AGM request from Unit # 305, to remove the existing ceiling and install new, as submitted.

MOTION PASSED.

MOTION was made by Owen Hodge and seconded by Damon White to approve the AGM from Unit # 220, for new landscaping in front of Units # 218 and # 220, as submitted.

MOTION PASSED.

Vice President - Damon White: Read his report, which is attached and made a part of these original minutes.

Owen Hodge reminded owners to call Hoskins for contract related, such as ants and termites, and to call maintenance for all other items, including rodents and bats.

President's Report – Keenie Bugenhagen: Absent.

UNFINISHED BUSINESS.

- a. HUD Complaint: No new information is available. Rule revisions: No action taken. Waiting on attorney response.
- b. Unit # 767 Window/Shutter Issue: Covered.
- c. Kimes Engineering/Small Pool: The discussion is ongoing with the engineering company regarding the pump and pump shed.

NEW BUSINESS.

- a. Replacing decks in Units # 363 and # 365: Main Frame Builders was instructed to proceed with the project.
- b. Replacing Staircases in the 300's: Main Frame Builders was instructed to proceed with the project.
- c. Approve Deck at Unit # 713: MOTION was made by Karen Stone and seconded by Steve Ross to approve the proposal from Main Frame Builders for the replacement of the deck on Unit # 713, as presented.

MOTION PASSED.

- d. Security Cameras: ADT is not responsive to requests for service. Management was asked to provide alternative companies for security issues.

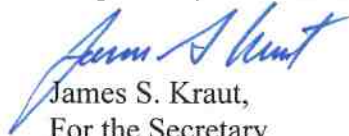
Public Comment: 1). The reinstallation of the gutters on Building # 9, is only about 2/3rds completed and water runoff is damaging the new construction. 2). The gutter replacement on Building # 10, has not even begun. An ultimatum must be presented to Keith Hagen to complete the work. 3). The new deck boards in the lanai of Unit # 236 need to be painted. 4). The entrance to the 300 and 700 Buildings needs to be trimmed back to allow for cars, bikes and walkers to share the road. 5). There is a soffit vent screen at Unit # 236 that is missing and needs to be replaced. 6). What is the ongoing issue with irrigation at Building # 9? 7). The sprinklers in the Building # 9 area are spraying on the recycling area and on the road. Is there a leak?

MOTION was made by Steve Ross and seconded by Karen Stone that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:12 A. M. The next regularly scheduled Board of Directors meeting will be held on Monday, November 18, 2019, at 7:30 P. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,
For the Secretary

Secretary's Report for
Board of Directors Meeting
October 24, 2019

Sales and lease statistics are attached. Since early September's Board Meeting, there have been 3 new sales, one in September and two in October, bringing total sales for 2019 to 15, one less than last year at this time.

Leases number 3, two in September and one in October. Note that unit 139 was leased twice, for different dates. By September 15th of 2018 there were only 10 leases compared to 27 this year. We might conclude that there are more leases from last year to the current year. This may bear watching as time progresses.

Still to come will be a pared down version of our orientation for renters. Additionally for owners who live out of state, a phone contact to the orientor with an in-person orientation once moved in seems appropriate. Some have questions while on the phone; the advantage here is that the new owner now has a contact person if there are "long distance" questions prior to move in.

Sales

| | | PINE RUN CONDO SALES | | 2018 | | PINE |
|--------|------|----------------------------|----------------------------------|------|-------------|------|
| # Sold | Unit | Current Owner | New Owner | | Application | |
| Units | | | | | Date | |
| 1 | 306 | Walter Hebb | Michael & Patricia J Harshbarger | | 01/01/18 | |
| 2 | 754 | Cara Wells | Avonelle Edwards | | 01/08/18 | |
| 3 | 203 | Linda Bellinghausen | Kelly Brayton | | 01/19/18 | |
| 4 | 360 | Carolyn Keeney | Charles & Bria Lynn Freyer | | 01/26/18 | |
| 5 | 224 | Paul Rogulich | Domenica Mondo | | 02/01/18 | |
| 6 | 209 | Mary B Green Rev. Trust | Pamela Williams | | 01/26/18 | |
| 7 | 126 | Julia Fallon; Fallon Trust | Lyle & Hazel Morse | | 02/06/18 | |
| 8 | 366 | Dominica Mondo | Melonie & Jason Levine | | 02/21/18 | |
| 9 | 231 | Dennis & Carolyn Wilbee | Curl S. Wilson | | 02/26/18 | |
| 10 | 117 | Phyllis Nathan | Naomi King | | 03/07/18 | |
| 11 | 701 | David Baker | Virginia Saunders | | 03/10/18 | |
| 12 | 308 | Mario and Jennifer Messina | James & Linda Engstler | | 03/18/18 | |
| 13 | 232 | Holly Abes | Nancy Rencis | | 06/11/18 | |

Sales

| RUN | CONDO | SALES | | | | | | | |
|---------------|---------------|-----------------|------------------------------|---------------------------|-----------------------|--|--|--|--|
| Received Date | Approval Date | Settlement Date | Board & Maintenance Notified | Publication forms to Kate | Orientation Completed | | | | |
| 03/14/18 | 03/17/18 | 04/02/18 | Yes | | | | | | |
| 01/11/18 | 01/12/18 | 02/08/18 | Yes | | | | | | |
| 01/25/18 | 01/25/18 | 02/01/18 | Yes | | | | | | |
| 01/30/18 | 02/01/18 | 02/12/18 | Yes | | | | | | |
| 02/05/18 | 02/13/18 | 02/20/18 | Yes | | | | | | |
| 02/01/18 | 02/01/18 | 02/22/18 | Yes | | | | | | |
| 02/16/18 | 02/16/18 | 02/27/18 | Yes | | | | | | |
| 03/12/18 | 03/14/18 | 03/27/18 | Yes | | | | | | |
| 03/14/18 | 03/15/18 | 03/21/18 | Yes | Yes | | | | | |
| 03/14/18 | 03/18/18 | 04/05/18 | Yes | | | | | | |
| 03/12/18 | 03/12/18 | 03/13/18 | Yes | | | | | | |
| 03/20/18 | 03/21/18 | 03/23/18 | Yes | | | | | | |
| 06/12/18 | 06/14/18 | not listed | Yes | | | | | | |

Pine Run Association Treasurer Report
October, 2019

There is not much change in our Pine run financial picture since my September treasurer report. That is basically a good thing. As I reported last month we can expect our audit and accounting expenses to be about \$7000 over budget at yearend. The audit process was unacceptably slow. We will certainly be considering a new auditing firm for the coming year. Legal fees will be at least \$10,000 over budget. As I reported at the last board meeting we will have a total operations deficit of about \$25,000 to carry over from 2019 to 2020 mainly due to the \$27000 expense of addressing the severe unexpected swale drainage problems which affected all three sections.

The 2020 Pine Run budget will soon be mailed out to all Pine Run owners. The board will present the budget at the annual budget meeting to be held on Monday, November 18 at 7:30 PM.

Our roof replacement project is now focused on Building C in the 300's. Preparation work on the fascia is complete and paid for. Tioli Roofing Roof will begin roof work soon. Maine Frame Construction has pointed out the additional need for repairing four decks and two staircases at a total cost of about \$8000. This is very similar to what has happened in the other buildings that have now been completed. Section I does have the reserve funds for this extra work. The goal is to maintain the value of our buildings.

Last month I reported that there would be special assessments in all three sections in 2020. However, in our recently completed 2018 audit the balances for reserves differ in all three sections from the 2018 yearend financial report. I have adjusted the schedule for our remaining roof restoration work accordingly. In 2020 we will do buildings D and A in section I. There will be a special assessment of \$98,000. Also in 2020 we will do building 6 in section III funded partially by a special assessment of \$42000. We had previously planned to do building 4, section II, in 2020. Because of the change in reserve balances we will postpone doing building 4 until 2021. As a result there will be no need for a section II 2020 special assessment. The board will vote on assessments at the November meeting.

Here is the schedule for completing roof restoration in Pine Run.

| | | |
|------------------|-------------------------------|-------------------------|
| 2020 3 buldings | Section I: Buildings D and A. | Section III: Building 6 |
| 2021 3 buildings | Section I: Building F | Section II: Building 4 |
| 2022 2 buildings | Section I: Building E | Section III: Building 8 |

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Board of Directors Meeting
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Vice President's Report: October 24th, 2019

We continue to face issues with various buildings. Maine Frame Builders have discovered rot beneath the fascia in several buildings and have been given the green light to repair the rot.

Tioli Roofing is waiting for Maine Frame to finish the trim work on Building C before they start re-shingling the roof. They expect to begin the process in a couple of weeks.

It has come to my attention that Hoskins Pest Control charges Pine Run \$120.00 per visit whenever residents call for a problem with rats or wasp nests or other rodent/insect-related drama. Residents need to be aware that we can avoid that \$120.00 charge if we do one of two things: 1) call our maintenance crew first – they can often take care of the problem themselves; or 2) wait until Tuesday when Hoskins is already here to handle regular bug spraying of units. On Tuesdays we will not incur the \$120.00 special visit fee.

Our yearly Association Budget meeting has been re-scheduled for Monday, November 18, 2019 @7:30 pm.

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date:

| Name | Address/Lot # | Requesting to Speak Y/N | Topic (3 minute limit per subject). |
|------------------|-------------------|-------------------------|-------------------------------------|
| Chris O'Connell | 206 Woodland Dr | X | Dawn Sports not complete |
| PAT HAMILTON | 233 Woodland | N | |
| Julie Dons | 104 Woodland | N | |
| Alex Frater | 360 | N | |
| BOB BARTUETT | 119 Woodcamps Rd. | N | |
| Mary Beire H | 836 Woodland | N | |
| Kathleen Kearney | 713 Pine Run | | |
| Ann McConachie | 220 | y | gutters |
| | | | |
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