

**BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
December 20, 2019 2:00pm  
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 November 18, 2019**
- VII. BOARD REPORTS**
  
- VIII. OLD BUSINESS**
  - a) HUD Complaint**
  - b) Electrical Panel**
  - c) Small Pool**
  - d) Rule Revisions**
  
- IX. NEW BUSINESS**
  - a) Special Assessments Sections 1 and 3**
  - b) Royal AC Contract**
  - c) Parking Accommodation 711**
  - d) Maine Frame Bid Stairs 224**
  
- X. PUBLIC COMMENT**
  
- XI. ADJOURNMENT**

# PINE RUN ASSOCIATION, INC.

Managed by KEYS-CALDWELL, INC. 1162 Indian Hills Blvd., Venice, FL 34293  
Telephone: (941) 408-8293 Fax: (941) 408-8664 Email: kcweb@keys-caldwell.com

## NOTICE

**SPECIAL ASSESSMENT MEETING  
BOARD OF DIRECTORS  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
PINE RUN CLUBHOUSE  
FRIDAY, DECEMBER 20, 2019  
2:00 P. M.**

**PURPOSE:** to discuss and vote on a special assessment for Section I, \$98,000, and Section III, \$52,000, for roof replacement, building restoration and painting, as part of the multi-year roof and restoration project and all related repairs and replacements.

**UNAPPROVED**  
**MINUTES OF THE MEETING**  
**BOARD OF DIRECTORS**  
**PINE RUN ASSOCIATION, INC.**  
**FRIDAY, DECEMBER 20, 2019**  
**2:00 P. M.**

Present: Keenie Bugenhagen, President, Damon White, Vice President, Owen Hodge, Treasurer, Karen Stone, Secretary, Tom Foley, and Steve Ross, Directors, Jim Kraut for Management and owners in the audience.

The meeting was called to order by the President, Keenie Bugenhagen, at 2:01 P.M. at the clubhouse, a quorum being present. Proof of Notice was mailed at least 14 days in advance, with Agenda 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 Steve Ross and seconded by Karen Stone to approve the minutes of the Board of Directors meeting of November 18, 2019, as presented.

MOTION PASSED.

**BOARD REPORTS**

Steve Ross: 1). He will meet with the seasonal renter for Unit # 207, when she arrives on January 1, 2020. 2). He will meet with the original architect for Pine Run, Frank Fulsom-Smith, to ask to obtain any records for Section # 1, that he may have in his possession.

Vice President - Damon White: No report.

Treasurer - Owen Hodge: 1). Reviewed the proposed special assessment for Sections 1 and 3, and stated that if passed, payments should begin in February. 2). Read his report, which is attached and made a part of these original minutes.

Secretary - Karen Stone: Reviewed 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:**

1. Unit # 302: Repair to ceiling due to plumbing leak.
2. Unit # 132: Replacement of flooring and sound barrier.
3. Unit # 209: Replacement of screen door with a storm door with retractable screen.
4. Unit # 103: Replacement of air conditioning unit.
5. Unit # 222: Remodeling of interior by Main Frame Builders.

MOTION was made by Tom Foley and seconded by Karen Stone to approve the AGMs listed above, as submitted.

MOTION PASSED.

MOTION was made by Tom Foley and seconded by Damon White to approve the AGM request for Unit # 303 for tile replacement, as submitted.

MOTION PASSED.

(For: Bugenhagen, Foley, Ross, Stone, White. Abstain: Hodge).

MOTION was made by Damon White and seconded by Owen Hodge to approve the AGM request for Unit # 353, to modify the original AGM request to make the lanai enclosure smaller, as presented in the blueprints submitted to Tom Foley for review.

MOTION PASSED.

(For: Bugenhagen, Foley, Hodge, Stone, White. Abstain: Ross).

President's Report – Keenie Bugenhagen: Read her report, which is attached and made a part of these original minutes. Members of the Board will meet with the maintenance staff on an individual basis on Monday to conduct evaluations to discuss compensation for 2020.

MOTION was made by Damon White and seconded by Karen Stone to approve the AGM request from Unit # 112, to put down brown mulch on both sides of the entry sidewalk, but not touching the building.

MOTION PASSED.

UNFINISHED BUSINESS.

- a. HUD Complaint: The complaint is ongoing but two different attorneys have advised the Board to reopen the paddleball courts until a resolution is made.

MOTION was made by Tom Foley and seconded by Karen Stone that the paddleball courts be reopened for play, following the rules previously established by the Board, effective immediately.

MOTION PASSED.

- b. Electrical Panel: The Board is still waiting for the bid to replace the panel.
- c. Kimes Engineering/Small Pool: The engineering report arrived today and will be used for the reconstruction of the pump room.
- d. Rules: Committee representatives and a Board liaison will meet with the Association's attorney to get an explanation on what could/should be allowed in the common and limited common elements.

NEW BUSINESS.

- a. Special Assessments Sections 1 and 3: A letter submitted by the owner of Unit # 364 requesting that if a special assessment was approved, that it be spread out over a 12 month period.

MOTION was made by Steve Ross and seconded by Tom Foley that a special assessment of \$98,000, be approved for Section 1, and a special assessment of \$52,000, be approved for Section 3, to be due and payable in six monthly installments starting February 1, 2020, and following the payment breakdown per unit on the fee sheet that has been previously mailed to all owners, and as attached and made a part of these original minutes.

MOTION PASSED.

- b. Royal Air Conditioning Service Contract: MOTION was made by Steve Ross and seconded by Damon White to approve the annual service contract of \$530, from Royal Air Conditioning, as presented.

MOTION PASSED.

- c. Parking Accommodation Request Unit # 711: MOTION was made by Karen Stone and seconded by Damon White to approve the requested parking accommodation for Unit # 711, based on the letter submitted by a health care provider.

MOTION PASSED.

A sign will be erected in front of the designated parking space.

- d. Maine Frame Builder bid for Stairs at Unit # 224: MOTION was made by Owen Hodge and seconded by Damon White to approve the proposal from Main Frame Builders of \$2,800, to rebuild the stairs to Unit # 224, as presented.

MOTION PASSED.

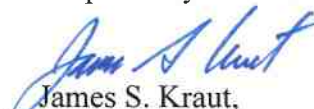
Public Comment: 1). There is one downspout that has still not been installed on Building # 9 and although the gutters have finally been installed on Building # 10, none of the downspouts have been installed. 2). Q: Is there a schedule for painting the buildings? A: Yes, it will be scheduled per building after the roofing and fencing work has been completed.

MOTION was made by Damon White and seconded by Tom Foley that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 3:07 P. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, January 23, 2020, at 8:30 A. M., at the clubhouse.

Respectfully submitted,

  
James S. Kraut,  
For the Secretary

## Pine Run 2020 Special Assessments

As of the end of 2019 we have completed 9 out of 17 buildings.  
The Pine Run roof replacement project will be completed in 2022.

Buildings to get new roofs in 2020:

Section 1 Buildings D and A

Section 3 Building 6

The special assessments are contributions to the cost of roof replacement, building restoration work, and paint for the Pine Run multi-year roof and restoration project.

2020 Special Assessments:

Section 1 \$98,000 in 6 monthly payments.

	Per month	6 month total
1 bedroom/A	\$164.97	\$989.82
1 Bedroom/B	\$205.80	\$1234.80
Townhouse	\$236.83	\$1420.98
2 Bedroom/Up	\$267.05	\$1602.30
2 Bedroom/Down	\$267.87	\$ 1607.22
3 Bedroom	\$300.53	\$1803.18

Section 3 \$52,000 in 6 monthly payments.

	Per Month	6 Month Total
1 Bedroom	\$160.60	\$963.60
2 Bedroom	\$207.63	\$1245.78
3 Bedroom	\$228.36	\$1370.16

Pine Run Association Treasurer Report  
December 20, 2019 Owen Hodge

In this meeting, the board will vote on whether to approve special assessments for Sections 1 and 3. In the past three years roofs have been replaced on 9 out of 17 Pine Run residential buildings. It is the intention of this board to complete the replacement of all Pine Run roofs by the end of 2022. The special assessments are contributions to the cost of roof replacement, building restoration work, and paint for the Pine Run multi-year roof and restoration project.

Proposed 2020 Special Assessments:

Section 1 \$98,000 in 6 monthly payments.

	Per month	6 month total
1 bedroom/A	\$164.97	\$989.82
1 Bedroom/B	\$205.80	\$1234.80
Townhouse	\$236.83	\$1420.98
2 Bedroom/Up	\$267.05	\$1602.30
2 Bedroom/Down	\$267.87	\$ 1607.22
3 Bedroom	\$300.53	\$1803.18

Section 3 \$52,000 in 6 monthly payments.

	Per Month	6 Month Total
1 Bedroom	\$160.60	\$963.60
2 Bedroom	\$207.63	\$1245.78
3 Bedroom	\$228.36	\$1370.16

Here is the schedule for the remaining work.

2020: Buildings D,6, and A in that order beginning in February.

2021 Buildings 4,F, and 8.

2022 Buildings E and 5.

We have binding estimates for all of the 2020 work. We should obtain estimates for buildings 4,5,8,E and F in the coming month or so to make sure our projections are as accurate as possible. I think the contracted work with Maine Frame, Tioli and Mike Glancy Painting has been very reliable. It seems to me a good idea to tie them into three more years when we can use their services.

Looking ahead at the expenses for this project, and to be as open as possible about what to expect, it is clear to me that completion by the end of 2022 will require one more special assessment in 2021 for sections 1 and 3. I would estimate the amount for each of these special assessments at \$50,000.

**Secretary's Report for  
Board of Directors Meeting  
December 20, 2019**

Three sales have occurred since our last Board meeting on November 18, 2019; sales have numbered 19 since the beginning of the year compared to 17 sales for all of last year (2018), so they are nearly on an equal basis.

There have been seven new leases approved since the last Board meeting. It is important to note that 6 owners have rented more than once this calendar year. Statistics have been clarified to reflect this.

**Conclusions:**

1. Sales are about the same pace as last year.
2. Leases are 2 more than last year. What we need to watch is the percentage of leases compared to owner occupied only.

**MERRY CHRISTMAS AND A VERY HEALTHY, PROSPEROUS, AND PEACEFUL NEW YEAR TO ALL!**



Sales

2019 SALES											
17+1=18	752	Ronald & Barbara Skonning	Larry & Pamela Seifler	01/22/19	01/25/19	01/28/19	not listed	Yes	Yes	Yes	Yes Damon
2=19	765	Owen & Jacqueline James	Stuart & Veronica Shapiro	01/22/19	01/25/19	01/28/19	not listed	Yes	Yes	Yes	
3=20	214	David-Paul Joseph Nezelek	*Thomas & Susan Brunrabend	01/10/19	01/25/19	01/28/19	02/14/19	Yes	Yes	Yes	
4=21	238	Doris Cox	Christine Vann	01/25/19	02/05/19	02/07/19	02/28/19	Yes	Yes	Yes	
5=22	307	DeLynn V. Copping	David Neumann	03/13/19	03/22/19	03/23/19	03/29/19	Yes	Yes	Yes	Yes Karen
6=23	767	Jody Smith & Trisha Smith	Robert & Tracy Davis	03/13/19	03/22/19	03/23/19	not listed	Yes	Yes	Yes	Yes Damon
7=24	717	Brian & Jenny Walker	Dawn Quinn	03/11/19	03/25/19	03/27/19	04/02/19	Yes	Yes	Yes	
8=25	754	Avonelle Edwards	Pamela J Brow	04/10/19	04/16/19	04/17/19	05/06/19	Yes	Yes	Yes	Yes Damon
9=26	200	Rosalie B Sigel	Stephen Renville	04/20/19	04/22/19	04/24/19	not listed	Yes	Yes	Yes	unavailable
10=27	104	John C Fitzpatrick	Mike Cgbom	04/11/19	05/14/19	05/15/19	05/17/19	Yes	Yes	Yes	Yes Keenie
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	Yes	N/A
12=29	215	Jacob & Emily Heldstab	Tanya K Young	08/07/19	08/08/19	08/14/19	08/28/19	Yes	Yes	Yes	N/A
13=30	357	Lauren Kohl	Larry & Nancy Williams	09/25/19	10/04/19	10/06/19	10/20/19	Yes	Yes	Yes	Karen
14=31	236	James & Nancy Barrett	Myrtice Jll Goodson	10/28/19	11/13/19	11/13/19	11/18/19	Yes	Yes	to Dari Muss Delivered	Steve
15=32	763	Priscilla Adams/Chirtel Family Trust	Matt & Leslie Evans	10/10/19	10/18/19	10/20/19	11/14/19	Yes	Yes	Delivered	Damon
16=33	108	Teena Markowitz	Adriana Glambruno Accurso & Jose Abel Serrano Manzo	10/24/19	10/26/19	10/26/19	11/18/19	Yes	Yes	Delivered	Yes Keenie
17=34	236	James & Nancy Barrett	Jeannette M. Burgsimer	10/28/2019	11/13/2019	11/13/2019	11/18/2019	Yes	Yes	Yes	Steve
18=35	124	Linda Gregory & Richard Petersen	Robert & Angela McDowell	11/19/2019	11/20/2019	11/21/2019	12/16/2019	Yes	Yes	Yes	Keenie
19=36	715	Margaret Abdou	Richard & Sally Sanford	11/29/2019	12/5/2019	12/8/2019	12/27/2019	Yes	Yes	Yes	Damon

## Maintenance Report 12/20/2019

### AGMs

- 302 repair to ceiling due to plumbing leak
- 132 Flooring replacement which will have proper sound barrier
- 209 Replacement of screen door with storm door with retractable screen.
- 103 Replacement of A/C unit
- 303 Owen will bring the AGM
- 222 Remodeling done by Maine Frame. No red flags concerning structure
- 353 We previously approved a modification of his Lanai. He has down sized the modification that eliminates some of the construction and makes what we approved even less noticeable.

I can report that the roofing project on building "C" is completed. It was done efficiently and our crew report that it is quality work. It's a good thing because it wasn't quiet work.

We are seriously considering speed bumps. The incidence of people driving well above our speed limit has accelerated. Bicyclists are particularly at risk. Also, residents who are taking the left turn at the entrance to get to the three and seven hundreds need to be very careful when crossing in front of the stop sign at the exit of the one and two hundreds. The sign is ignored more than observed. That may be a prime location for one of the bumps. The bumps will be portable with a chain running through them. That will give us location options.

## PRESIDENT'S REPORT

All owners are reminded that our Annual Owners' Meeting and Election is scheduled for February 4<sup>th</sup> at 7:00 pm. Those who are willing to serve on the Board of Directors must submit the required paperwork by December 26<sup>th</sup>. It is important that we have volunteers to fill these positions.

Karen Stone and I attended a seminar for board members on background searches. It was very informative regarding the plusses and pitfalls of conducting searches on potential residents. We do not recommend that our board start requiring them at this point in time. We did receive a suggested disclaimer for board candidates to sign, which we believe would be a good addition to our procedures for new board members.

Our progress on moving the fence has come to a halt due to an FPL electric meter which is right near the property line. Our maintenance staff does not want to dig in the area without knowing if there are live wires connected to it. We are awaiting the locator service to mark the wires.

The new recycling program goes into effect the week of Jan. 6<sup>th</sup>. It will no longer be necessary to separate paper from cans and bottles. Neither plastic bags nor Styrofoam go into the recycling bins.

We have an agreement with TECO to install a gas meter for the fire pit and grill in the recreation area. They will schedule as soon as payment is received.

We received a report from Hoskins that the excessive vegetation around buildings is providing a perfect environment for rodents. John Heyrman, our landscaper, has been told that he needs to increase trimming around buildings. Residents also must be vigilant about trimming plants in limited common elements. Failure to do so results in rodents and termites which are major headaches for residents and create an unnecessary expense for the Association.

I think it is time to investigate speed bumps to deal with the chronic problem of excessive speed. Both residents and contractors/delivery people are to blame.

I received an inquiry regarding the trimming of the palm trees. They are overdue. They were last trimmed the summer of 2016 by Jim Bear. They were scheduled to be trimmed in 2018, but we had to remove all the Austrian pines, leaving no money for palm trimming. They were again scheduled to be trimmed in 2019, only to be delayed again due to the drainage expense. We will do them early in 2020 so that the money isn't diverted once again. We also need to address the falling bamboo on the northern border early in 2020.

I have one AGM to present for Unit 112.

Members of the Board will be meeting with the maintenance staff individually next week for year-end evaluations. Determination of budgeted payroll increases will be made at that time.

Happy holidays and best wishes for the new year.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 12/20/19

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject)
P. Williams	209		Cathy Kruger 218
Ted Ray	710 Pine Run		Mitt Pitts 703
Susan Samuel	716		
Acacia Schum	717		
Chris Cornell	206		
Richard Cleary	713		
Charis Kennedy	361		
Marge Abdey	715		
STEVE SHAFKO	708		
GAIL BLOWN	708		
SUE GROVE	227		
Jannette Dedden	315		
Ann McConacher	220		
PAT HAMILTON	233		
Doreen Swales	711		