

**BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
January 23, 2020 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 December 20, 2019**
- VII. BOARD REPORTS**

- VIII. OLD BUSINESS**
 - a) Fence**
 - b) Gutters**
 - c) LCE Committee Report**
 - d) HUD Complaint**
 - e) Dog Restrictions**

- IX. NEW BUSINESS**
 - a) Dog Attack 352**
 - b) Maine Frame Bid 224**
 - c) Speed Bumps**
 - d) Tree Bids**
 - e) Orientation Forms**
 - f) Electrical Bid**
 - g) Recycling Program**
 - h) Casey Key Library**

- X. PUBLIC COMMENT**

- XI. ADJOURNMENT**

UNAPPROVED
MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, JANUARY 23, 2020
8:30 A. M.

Present: Keenie Bugenhagen, President, Damon White, Vice President, Owen Hodge, Treasurer, Karen Stone, (arriving at 8:39 A. M.), 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 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 passed at this meeting were unanimously approved 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: MOTION was made by Owen Hodge and seconded by Damon White to appoint Kip Kellogg to fill the remainder of Kate Koski's term on the Board of Directors.

MOTION PASSED.

Mr. Kellogg joined the Board.

Reading/Approval of Minutes of Previous Meetings: MOTION was made by Steve Ross and seconded by Tom Foley to approve the minutes of the Board of Directors meeting of December 20, 2019, as presented.

MOTION PASSED.

Karen Stone joined the meeting.

BOARD REPORTS

Maintenance – Tom Foley.

AGMs:

1. Unit # 141: Carpet removed and replaced with laminate flooring and soundproofing.
2. Unit # 308: Kitchen remodel.
3. Unit # 308: Repipe the unit and install new water heater.
4. Unit # 222: Architectural remodel.
5. Unit # 209: Replace screen door with a storm door.
6. Unit # 132: Replace flooring and add soundproofing.
7. Unit # 103: Replace air conditioner.
8. Unit # 302: Replace leaking bathroom trap.

MOTION was made by Damon White and seconded by Steve Ross to approve the AGMs, as listed above.

MOTION PASSED.

Treasurer - Owen Hodge: 1). Reviewed his report, which is attached and made a part of these original minutes. 2). Expenses for landscaping need to be split between Common and Recreation. 3). Owners who overpaid their maintenance fees for 2019 will be issued refunds.

Vice President - Damon White: The Limited Common Element Committee is waiting for an appointment with the Association attorney.

Steve Ross: Has an interview scheduled with Unit # 205 today.

Secretary - Karen Stone: 1). There have been three leases since the last meeting. 2). The Welcome Packet is almost complete.

President's Report – Keenie Bugenhagen: 1). Read her report, which is attached and made a part of these original minutes. 2). Violations at Unit # 703, are being addressed.

AGMs:

1. Unit # 115: Planting of two Wild Coffee Plants in locations as indicated.
2. Unit # 711: Plant tri-color plants in front of a bank of ferns, as indicated.

MOTION was made by Karen Stone and seconded by Damon White to approve the two AGMs as listed above.

MOTION PASSED.

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

UNFINISHED BUSINESS.

- a. Fence: Waiting on FPL to locate underground wires along the fence line. The meter in that area is apparently no longer in use and if so, should be removed.
- b. Gutters: Building # 9 is still missing some gutters. Building # 10 is complete.
- c. LCE Committee: The Committee has completed their walkaround and submitted a draft. They are waiting to meet with the attorney.
- d. HUD Complaint: 1). The complaint is ongoing. 2). New rackets have been added to the good list, which will be posted at the courts.
- e. Dog Restrictions: If owners want to restrict type, number and /or size of dogs, it must be voted on by the ownership and be an amendment to the Declaration.

NEW BUSINESS.

- a. Dog Attack Unit # 352: MOTION was made by Owen Hodge and seconded by Steve Ross to fine the owner of Unit # 352, \$100 for not having their dog under control at all times.

MOTION PASSED.

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

- b. Main Frame Bid: Unit # 224: Covered in December.
- c. Speed Bumps: MOTION was made by Steve Ross and seconded by Damon White to purchase portable/removable speed bumps, at a cost not to exceed \$3,000, with placement to be decided by Tom Foley, Kip Kellogg and Damon White.

MOTION PASSED.

- d. Tree Bids: 1). The President is waiting for the bid for bamboo removal before considering the bid for palm tree trimming. 2). The County is offering free trees, but more information is needed. 3). Carrotwood Trees at the small pool need to be removed.
- e. Orientation Forms: MOTION was made by Damon White and seconded by Karen Stone to approve the Orientation Form for use, as amended.

MOTION PASSED.

- f. Electrical Bids for the Small Pool Equipment: Two of the requested six bids have been returned and they are significantly higher than expected. The engineer will be contacted and asked to review the bids as they are received and provide a recommendation for acceptance.
- g. Recycling Program: Kip Kellogg will work with Management to laminate 30 of the County's instruction cards for recycling and place them around the recycling areas for owner use.
- h. Casey Key Library: MOTION was made by Steve Ross and seconded by Damon White to pass a resolution that a Pine Run liaison be created to act as a go between for owners and the Casey Key Library.

MOTION PASSED.

The Lifetime Membership to the library is \$25.00 per person.

Public Comment: 1). The borders on the gravel path are broken and need to be replaced or removed. 2). Pay raises and sick days are included in the benefits for the maintenance men. 3). Don't feed the wild animals. 4). Check to see if you are eligible for a Homestead exemption. 5). The fence along the Bank property could be taken down while waiting on FPL to locate underground wires. 6). Many fences need to be replaced while others need supports. 7). The fence stacked in a parking space should be moved. 8). Why are the sprinkler clocks set as they are? A: Depends on the zones. 9). There are problems in the 200's with irrigation and lights. 10). Q: What is the percentage of rented units? A: Approximately 16-18% 11). Why don't we borrow money from the Bank to get these major projects, like fencing and irrigation, done? A: The Board will look into that.

MOTION was made by Steve Ross and seconded by Kip Kellogg that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:32 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, February 27, 2020, at 8:30 A. M., at the clubhouse.

Respectfully submitted,
James S. Kraut,
For the Secretary



January, 2020 Pine Run Association Year End Treasurer Report Owen Hodge

This report is based on the Keyes-Caldwell end of the year financial report. TAC is the contracted accounting firm. I am confident that the upcoming audit will verify the calculations.

Assessments: There are 147 units in Pine Run. Payments are current with 145 units. One unit is over 30 days but less than 60 days past due for one payment. One unit is seriously in default. The association is pursuing legal action.

Assessment Payments Section 2:

In section 2 the assessments for 2 bedroom units were \$548.08 in 2018 and \$539.12 in 2019. Many section 2 owners paid the 2018 amount instead of the 2019 amount last year. I think we should consider a refund. For each owner who overpaid, the refund would be \$108. I estimate the total to be refunded as \$2268. This needs to be carefully verified. A few owners changed from the incorrect to the correct amount sometime during 2019.

Reserves: Reserve levels are at the expected amounts. This means that the multi-year roof replacement project will continue on schedule. The reserve funds will be supplemented by special assessments in sections 1 and 3. We do need to pursue bids on buildings 4,5,8,E and F to maintain the accuracy of our reserve calculations.

Operations

Commons: Due mainly to severe unexpected drainage problems in the swale the 2019 commons expenses are \$32,000 over budget. Legal, audit and accounting expenses are also substantially over budget. All of this was offset to a considerable degree by tree trimming and removal expenses that were more than \$20,000 under budget.

Recreation: Pool expenses were \$5527 over budget. The total deficit for recreation operations expense is \$6140.

Grounds Contract Allocation: Grounds Contract expense is to be apportioned between commons and recreation. 78% to commons and 22% to recreation. This was done for the first 6 months of the year. When we changed contractors in July the grounds contract expense was allocated only to commons. This needs to be corrected before the audit to provide correct values for commons and recreation expenses.

Small Pool: Expenses are \$3234 below budget.

Section 1: Water and sewer expense is \$2979 over budget. The total for section 1 expenses is \$1,110 over budget.

Section 2 expenses are \$3377 under budget.

Section 3 expenses are \$5150 under budget.

The total 2019 Pine Run operating budget was \$1,128,252. The total amount over budget was \$30,489. That comes to 2.7% over budget for operations expenses in 2019. We have addressed some of these deficits in our 2020 budget. Careful fiscal management will be important this year.

Electricity Expense Note: Section 1 - 66 units, Section 2-38units. Section 3 - 43 units. Section 2 electricity expense was \$2555 compared to Section 1 - \$1982 and Section 3 - \$990. We should check which meters are being assigned to which section. It's possible this imbalance has something to do with the drainage pumps we had running for long periods in 2019.

Invasive Plants and Tree Removal:

John Heyrman has proposed that he would trim all of the more than 300 Pine Run palm trees for \$7500. Once that is done he would maintain them at no extra monthly cost. He also proposed spending \$3000 to rent a Bobcat machine to pull out invasives and dumpsters to haul them invasives away. He would do it for no extra labor charge. There are owners who are willing to volunteer for a project like this. However, I have been informed that bamboo removal needs to be the highest board priority, followed by a significant amount of planting.

Jim Kraut

From: keenie bugenhagen <keeniepinerun@gmail.com>
Sent: Monday, January 20, 2020 2:35 PM
To: Warren
Cc: Jim Kraut; Owen Hodge
Subject: Re: PNR December Financials

The electrical expenses between Section 2 and 3 concern me. Section 3 is bigger than Section 2 (by 5 units), yet Section 2's electrical expenses are almost 3 times higher. The pump for the two sections is in Section 2, and I am guessing that the whole expense is getting billed to Section 2.

On Mon, Jan 20, 2020 at 1:12 PM Warren <Warren@keys-caldwell.com> wrote:

Hey Everyone,

Attached are the most current month of Financials.

Let me know if you have any questions or concerns.

Warren Wood

Keys-Caldwell, Inc.

Phone: 941-408-8293

Fax: 941-408-8664

If you have an urgent communication or if you have not heard from me in response to your e-mail, please telephone me immediately.

DO NOT ASSUME THAT YOUR E-MAIL HAS BEEN RECEIVED.

PRESIDENT'S REPORT JANUARY 2020

We have several ongoing projects that got delayed during the holidays. We are attempting to move forward in the new year. We have gotten a permit from the county to remove the diseased pine behind Building 2 along Blackburn Point Road (\$215 for the permit!). John Heyrman has been advised to schedule its removal. Unfortunately, John has now pointed out a diseased tree in the recreation area, which is also going to need a permit. We have a call into the county to send out an arborist to look at the tree so that we can request a permit for removal.

The new gas meter was installed for the approved grill and fire pit addition to the recreation area. We are now awaiting the locator service to mark all utilities so that gas lines can be installed.

As we continue to get bids for work on the common element, we will need to determine if parking lots will be sealed this year, and if crushed stone should be installed on the paths. We should be able to make these decisions soon.

We continue to grapple with nonpayment from one unit in Section 2. Because the owner cannot be located, we are moving through legal channels.

I have two AGM's to present – Unit 115 and unit 711.

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 1/23/20

| Name | Address/Lot # | Requesting to Speak Y/N | Topic (3 minute limit per subject). |
|----------------------|---------------|-------------------------|-------------------------------------|
| SUE GROVE | 227 | N | |
| Linda Engster | 308 | N | |
| Carol's Nomin Bishop | 205 | N | |
| Sandy Thetier | 365 | N | |
| Sue Brumbaugh | 214 | Y | |
| Kathy Kwasnicka | 212 | N | |
| Pat Hamilton | 273 | N | |
| Tasha Gessner | 132 | N | |
| Cathie Kruger | 218 | N | |
| Pam Williams | 209 | N | |
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