

**NOTICE
BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
THURSDAY, FEBRUARY 27, 2020
PINE RUN CLUBHOUSE
8:30 AM**

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 of January 23, 2020.
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
 - A. LCE Committee meeting with lawyer.
 - B. Tree bids and work already done.
 - C. Speed bumps.
- VIII. NEW BUSINESS.
 - A. Landscape liaison to the Board.
 - B. Small pool assessment.
 - C. Water leakage 300's/water meters.
 - D. Work orders.
 - E. AGMs.
 - F. Trash/Recyclables.
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting date will be March 26, 2020.

UNAPPROVED
MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, FEBRUARY 27, 2020
8:30 A. M.

Present: Kip Kellogg, President, Damon White, Vice President, Owen Hodge, Treasurer, Karen Stone, Secretary, Pat Hamilton and Steve Ross, Directors, Jim Kraut for Management and owners in the audience. Absent: Tom Foley, Director.

The meeting was called to order by the President, Kip Kellogg, 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: Deferred.

Reading/Approval of Minutes of Previous Meetings: MOTION was made by Damon White and seconded by Owen Hodge to approve the minutes of the Board of Directors meeting of January 23, 2020, as presented.

MOTION PASSED.

BOARD REPORTS

Secretary - Karen Stone: Read her report, which is attached and made a part of these original minutes.

MOTION was made by Damon White and seconded by Steve Ross to add the following sentence: "Have you been a renter at Pine Run within the last two years?" to the lease application.

MOTION PASSED.

The email and directory forms will be attached to the sale application on the Keys-Caldwell website. Keys-Caldwell will provide all new owner information to the Secretary for updating the directory.

Pat Hamilton: Deferred.

Treasurer - Owen Hodge: 1). Reviewed his report, which is attached and made a part of these original minutes. 2). The Social Club has a little over \$4,000 in their bank account.

Vice President - Damon White: Read his report regarding the LCE Committee meeting with the Association attorney and being able to resume compliance walkarounds.

Maintenance – Steve Ross.

AGMs:

1. Unit # 315: Remove existing screened storm door and replace with new screened storm door of the same color.
2. Unit # 112: Convert second story loft into a bedroom.
3. Unit # 223: Install new outdoor lights and Ring doorbell.
4. Unit # 353: Replace water heater.
5. Unit # 101: Remodel interior of Unit.

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

MOTION PASSED.

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

President's Report – Kip Kellogg: Read his report, which is attached and made a part of these original minutes.

UNFINISHED BUSINESS.

- a. LCE Committee: Covered.
- b. Tree Bids and work already done: 1). Palm trees are being trimmed and some trees have already been removed. 2). There is one pine tree in the Recreation Area that the County needs to inspect before any action can be taken.

MOTION was made by Damon White and seconded by Steve Ross to add the removal of two more trees at a cost of \$1,000, to the original approved tree removal contract.

MOTION PASSED.

- c. Speed Bumps: Kip Kellogg, Damon White and Tom Foley will walk the property and determine the best places to install the speed bumps.

NEW BUSINESS.

- a. Landscape Liaison to the Board: MOTION was made by Karen Stone and seconded by Steve Ross to appoint Keenie Bugenhagen as the Chair of the Landscape Committee and Damon White as the Landscape Committee Board Liaison.

MOTION PASSED.

All Landscape AGMs will go through the Landscape Committee for review before submission to the Board for approval. The Landscape Committee will work to identify and prioritize projects and use Florida Friendly plants, and reduce water, pesticides and fertilizer wherever and whenever possible.

- b. Small Pool Assessment: MOTION was made by Steve Ross and seconded by Owen Hodge to accept the proposal from Gettle Pools to replace the pool equipment at the small pool over the summer, at a cost of approximately \$16,000, a submitted.

MOTION PASSED.

- c. Water Leakage 300 Buildings: 1). The County is checking the meters on the 300 Buildings to try to locate the source of the major water usage. 2). Ron Horn will be asked to provide bids for installing building water shutoffs. 3). Additional leak detection companies will be contacted to provide bids.
- d. Work Orders: 1). Owen Hodge and Pat Hamilton are working to have all work orders submitted through the website. This will help with tracking and record keeping. 2). Work orders will be prioritized by urgency, expense and time of completion.
- e. AGM's: Covered.
- f. Trash/Recyclables: Notices and instructions have been posted at every trash area. Please follow instructions or the County will not pick up the containers.

Public Comment: 1). The billing that includes the special assessment amounts is confusing. 2). Main Frame needs to be told that there are a few items that have not been completed on Building # 2. 3). There is an area of wood on Building # 2, above the shutters that needs to be replaced. Q: Are the shutters supposed to be removed? A: The Board will check on it. 4). Karen Stine will be absent in March. Pat Hamilton will write the approval letters while Karen is away.

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

MOTION PASSED.

The meeting was adjourned at 9:38 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, March 26, 2020, at 8:30 A. M., at the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

Secretary's Report for
Board Meeting
February 27, 2020 at 8:30 AM

A. Statistics

1. Sales from January to December:

- a. 2018: There were 17 sales, a percentage of **12** based on 147 units total
- b. 2019: There were 19 sales, a percentage of **15** based on 147 units total

2. Leases from January to December:

- a. 2018: There were 13 leases, a percentage of **9** based on 147 units total; 5 of the units were leased twice (2) by the same owner and 1 was leased three (3) times.
- b. 2019: There were 26 leases, a percentage of **18** based on 147 units total; 7 of the units were leased twice (2) by the same owner and 3 were leased three (3) times.

3. Visitors from January to December:

- a. 2018: 8 visitors
- b. 2019: 9 visitors

B. Orientations

1. I am finding that some renters have rented in Pine Run before and don't feel they need an orientation. For that reason, I would like to add the following to our lease application:

"Have you been a renter at Pine Run within the past 2 years? Yes _____ No _____"

2. Orientation packets have been updated as follows:

- a. The welcome letter has been updated by Keenie to include the new recycling information as a visual.
- b. The checklist of things to do when leaving your unit for a week or more has been updated by Damon.

c. A biography form was developed by Keenie to be used by residents who would like to share their background/skills as a way for the community to get to know each other.

d. I will ask Keys-Caldwell if the the bio form and the email/directory forms could be made a part of their website packet for sales applications. Otherwise, these would become a part of the orientation.

C. New Directories

I will begin working on the new Directories this month and will request information from Keys-Caldwell regarding changes in ownership. People not wanting to be in the directory will only have their name and unit number published.

Sales

		2019										Orientation Completed	
		Applicatio	Received	Approved	Settlement	Board & Mainte-	Publication						
		Date	Date	Date	Date	nance Notified	forms to Dan Muss						
17+1=18	752	01/22/19	01/25/19	01/28/19	not listed	Yes	Yes	Yes	Damon				
2=19	765	01/22/19	01/25/19	01/28/19	not listed	Yes	Yes	Yes					
3=20	214	01/10/19	01/25/19	01/28/19	02/14/19	Yes	Yes	Yes					
4=21	238	01/25/19	02/05/19	02/07/19	02/28/19	Yes	Yes	Yes					
5=22	307	03/13/19	03/22/19	03/23/19	03/29/19	Yes	Yes	Yes	Karen				
6=23	767	03/13/19	03/22/19	03/23/19	not listed	Yes	Yes	Yes	Damon				
7=24	717	03/11/19	03/25/19	03/27/19	04/02/19	Yes							
8=25	754	04/10/19	04/16/19	04/17/19	05/06/19	Yes	Yes	Yes	Damon				
9=26	200	04/20/19	04/22/19	04/24/19	not listed	Yes	Yes		unavailable				
10=27	104	04/11/19	05/14/19	05/15/19	05/17/19	Yes	Yes	Yes	Keenie				
11=28	112	05/06/19	05/14/19	05/17/19	06/05/19	Yes	Yes	Yes	N/A				
12=29	215	08/07/19	08/08/19	08/14/19	08/28/19	Yes	Yes	Yes	N/A				
13=30	357	09/25/19	10/04/19	10/06/19	10/20/19	Yes	Yes	Yes	Karen				
14=31	236	10/28/19	11/13/19	11/13/19	11/18/19	Yes	Yes	Delivered	Steve				
15=32	763	10/10/19	10/18/19	10/20/19	11/14/19	Yes	Yes	Delivered	Damon				
16=33	108	10/24/19	10/26/19	10/26/19	11/18/19	Yes	Yes	Delivered	Keenie				
17=34	236	10/28/19	11/13/19	11/13/19	11/18/19	Yes	Yes		Steve				
18=35	124	11/19/19	11/20/19	12/08/19	12/27/19	Yes	Yes		Keenie				
19=36	715	11/29/19	12/05/19	12/08/19	12/27/19	Yes	Yes		Damon				

Sales

		2020									
		Application Date	Received Date	Approved Date	Settlement Date	Board & Maintenance Notified	Publication forms to Dan Muss	Orientation Completed			
36+1=37	Jason & Melanie Levine	12/30/19	01/06/20	01/08/20	02/14/20	Yes	Delivered	Karen--yes			
37=38	Elesebeth Mary Starnes	01/23/20	01/27/20	01/28/20	02/11/20	Yes	Delivered	Keenie--yes			
38=39	Nancy Neild	01/28/20	02/02/20	02/07/20	02/26/20	Yes		Keenie			

February, 2020 Pine Run Association Treasurer Report Owen Hodge

Irrigation Reserves

These financial reports often emphasize over-budget situations. I am happy to report that Irrigation reserves will be fully funded by the end of 2020 for sections 1,2,3, and recreation. The total of all these funds is \$60,000.

Tree Removal

In January and February we have spent \$5150 on tree removal out of a budget of \$26,000. We need to set careful priorities for tree removal expenses for the rest of the year. We should try to get as much done as possible while staying within the budget. We should also start looking ahead as to whether the tree budget should be increased in our 2021 budget. (Work on the 2021 budget will probably begin in May.)

Section 1 Water/Sewer Expense

The monthly allocation for water expense in section 1 is \$2883. In January we were over budget by \$1478, almost \$50 a day over budget. We are assuming there is a leak but it has proved to be difficult to find. Sarasota County meter information rules out the 700's. The problem is definitely in the 300's. Thanks to Steve Ross for checking the meters at 3 AM to verify the source of the problem.

Recreation Electricity

The monthly budget for recreation electricity is \$583, expenses were \$1036 which comes to \$453 over budget for January. We need to get a handle on this. A new electric panel will be installed in the office/clubhouse soon.

January Operating Expense

The operating expense total for all of the Pine Run budget sections was \$5,500 under budget.

Commons 2019 Deficit

The December end-of-the-year Commons Budget deficit was substantial due mostly to two factors: legal expenses at \$12,000 over budget and drainage work on the swale which ran to \$32,000. We budgeted for a deficit of \$28,000. The January financial report indicates a carried forward deficit of only \$2,564. I will be looking into this situation.

Swale and drainage

We need to address the serious flooding that occurs in section 3 due to the swale overflowing when we have major rainstorms. Last year we cleaned out the swale and cleaned out the drainage pipes. There is still more to be done. The swale affects all three Pine Run sections so the cost of working on the swale will be shared by all three sections.

Wind Mitigation Reports

Roofs have been replaced in buildings C,2, and 6. We need to complete wind mitigation reports for those buildings as soon as possible in order to reduce our insurance costs.

Building D

The next building for our ongoing roof project is Building D. Maine Frame, Tioli, and Mike Glancy should be scheduled accordingly as soon as possible. *Time w/ wind mit.*

Recreation Drainage Pipe

There is a severe recreation area drainage pipe problem that requires immediate attention. The budget for recreation repairs is \$8000. If it is possible to do so, we might consider paying for work on the recreation drainage pipe through recreation irrigation reserves.

Work Order Submission

Pat Hamilton joined the board this month with very welcome strong skill sets in technology and finances. Her first project, already well under way, is to set up a system for online submission of all Pine Run work orders through the Keys Caldwell website. This will enable board members to accurately track the status of all work orders in real time. A significant improvement.

Presidents Report—February 2020

Welcome to the 2020 Pine Run BOD. We welcome Pat Hamilton as a new member, joining our cast of continuing members, and a brand new president. For those of you who do not know me, I am Kip Kellogg, a retired police officer from Madison Wisconsin, and a five year full time resident of Pine Run. I previously served on the board from 2015-2017 as a Vice-President and the maintenance chair. My return to the board was wholly unexpected, but here we are.

I would be remiss at this point if I did not take a moment to praise the past presidency of Keenie Bugenhagen. In four years at the helm, she and your past boards created the template we will look to expand on during our tenure. She worked tirelessly for the benefit of Pine Run, often times at great expense to her time, her family, and her enjoyment of her best Florida life. She has to be thanked for doing the job that nobody wanted.

That serves as a segue to where your 2020 board finds themselves today. Per the State of Florida, we are charged as fiduciary stewards for the promotion and preservation of Pine Run. That should be easy. Six of the seven of us live here full time. This is our home. We want exactly what you want. We want a quality neighborhood where we can entertain our family and friends, enjoy our slice of the Florida dream, and thrive both personally and professionally.

The question I am often left with when thinking of my past work on the Board of Directors is this. Why are we here? I don't mean why we are here at this meeting. I mean why are we at Pine Run? Why are we in Sarasota County? Why are we even in Florida? Not one of us retired or moved to Florida hoping to become fixated on a broken fence slat, a cracked sidewalk or a trimmed bush. We pulled into Pine Run and saw something that resonated with us, and decided that amongst the thousands of properties within 25 miles of Osprey, we would call this home.

Since the day my wife Margaret and I turned our Ryder truck into Pine Run in July of 2015, and I joined my first BOD, I have observed hundreds and hundreds of improvements in ways both big and small. I find myself now part of a group that

arrived at PR, loved what they saw, and knew that in order to help PR reach its full potential, they would have to volunteer. Volunteer-one who does something, especially for other people or an organization, willingly and without being forced or paid to do so. As far as I can tell, that's the only thing that separates us here today. As I mentioned, hundreds of improvements made both big and small. But at every stage along the way, your BOD's are forced to balance the budgetary constraints with the needs of our community.

So this board will now venture to build on past improvements. We love the idea of strategic planning, and fostering great relationships with our contracting partners. We see exactly what you see. We want exactly what you want. We just need to find the money to do so. I am aware of no problem at PR that could not be fixed with a \$5000 dollar per unit special assessment. I'm going to let that sink in for a second. Special assessment. If it has not become clear to you yet, I think of myself as a doer, not a complainer. I see projects-find me the money. I want to improve on what we have-find me the money. If you're so upset by something you see at PR and can't stand it anymore, find me the money and I'll fix it.

We are not perfect. Pine Run is not perfect. There is no perfect. We are your volunteer BOD, acting in a good faith effort to represent the will of the residents. Together we can do anything we want to.

PINE RUN ASSOCIATION, INC.

Sign In Sheet and Request to Speak on an Agenda Topic. Date: 2/07/00

Name	Address/Lot #	Requesting to Speak Y/N	Topic (3 minute limit per subject).
Mike + Patty Harshbarger	112 woodland Pl.	N	
Kear Callahan	129 Woodlark Dr		
Sue Grove	287 Woodlark Dr.	N	
Chris Vann	238 Woodland Dr.	N	
Steve Gilliam	129 Woodland Pl.	N	
Billie Brown	109 Woodland Pl.	Y	
Kathleen Dean	713 Pine Run	N	
Keenie Bingham	131 Woodland	N	