
NOTICE
BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
THURSDAY, MARCH 26,, 2020
PINE RUN CLUBHOUSE PARKING LOT
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 February 27, 2020.
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
 - a. Small pool repair contract
 - b. Water leakage/Sewer repair
 - c. Wind mitigation reports
- VIII. NEW BUSINESS.
 - a. AGM's
 - b. CoronaVirus changes
 - c. North boundary drainage project
 - d. Missing application Unit 104
 - e. Suspending cleaning service contract
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting date will be April 23, 2020.

UNAPPROVED
MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, MARCH 26, 2020
8:30 A. M.

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

The meeting was called to order by the President, Kip Kellogg, at 8:30 A.M. in the parking lot 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: Karen Stone distributed "Get well" cards to the Board Members so they could offer their best wishes to Pat Hamilton for a speedy recovery.

Reading/Approval of Minutes of Previous Meetings: MOTION was made by Owen Hodge and seconded by Karen Stone to approve the minutes of the Board of Directors meeting of February January 27, 2020, as presented.

MOTION PASSED.

BOARD REPORTS

Treasurer - Owen Hodge: 1). Read his report, which is attached and made a part of these original minutes.

Maintenance – Tom Foley: Sunshine Electric has been contacted for the installation of the new irrigation pump.

Maintenance Items requested by owners include:

1. Adding crushed shell along the walking path at the tennis courts.
2. Trimming of the palm trees.
3. Fertilizing of the shrubs and lawns.
4. Painting of Building C.

Secretary - Karen Stone: 1). Read her report, which is attached and made a part of these original minutes. 2). A letter will be sent to the owner of Unit # 104 about the current occupancy of the Unit.

Vice President: Deferred to Old Business, (a).

Steve Ross: 1). The Board needs to arrange for the removal of the limb on the pine tree at the clubhouse circle to help rebalance the tree. 2). Is the Bougainvillea at the pond dead? 3). He will meet with the new owner of Unit # 239, when she is available.

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

UNFINISHED BUSINESS.

- a. Small Pool Repair Contract: MOTION was made by Owen Hodge and seconded by Tom Foley to amend the approval of the contract with Gettle Pools to replace the pool equipment at the small pool over the summer, at a cost of approximately \$16,700 and not \$16,000, as previously approved.

MOTION PASSED.

- b. Water Leakage/Sewer Repair: The County has completed the repairs. Unfortunately, they hit a gas line that they also had to repair.
- c. Wind mitigation: The report will be done as part of the roof replacement project. The company will be out on April 7, at 10:00 A.M., to complete the reports for Buildings # 2 and C.

NEW BUSINESS.

- a. AGMs: MOTION was made by Owen Hodge and seconded by Damon White to approve the following AGMs, as presented:
 1. Unit # 307: Kitchen Remodel.
 2. Unit # 202: Complete Stack Replacement.
 3. Unit # 106: Replace air conditioning system.
 4. Unit # 109: Replace front door in approved Association color.
 5. Unit # 137: Replace water heater.
 6. Unit # 101: Remodel interior of Unit. Requested paperwork/drawings have now been received.

MOTION PASSED.

- b. Corona Virus Changes: Owners need to stay at least six feet apart and in groups of no more than 10.
- c. North Boundary Drainage Project: MOTION was made by Damon White and seconded by Steve Ross to accept the proposal from John Heyrman to redo the North boundary drainage line/swale, at a cost not to exceed \$18,000, as submitted.

MOTION PASSED.

- d. Missing Application Unit # 104: Covered.
- e. Suspending Cleaning Service Contract: No action at this time.
- f. Pool Damage from Spray Can Sunscreen: MOTION was made by Tom Foley and seconded by Karen Stone, to ban the use of the spray on sunscreen in the pool area for safety reasons and for the preservation of the pool equipment.

MOTION PASSED.

Public Comment: Pat Hamilton is in rehab and is making progress.

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

MOTION PASSED.

The meeting was adjourned at 10:03 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, April 23, 2020, at 8:30 A. M., at the clubhouse.

Respectfully submitted,



James S. Kraut,
For the Secretary

Maintenance Report 3/26/2020

- ✂ Our weekly maintenance reports continue to keep us updated on our crew's daily activities.
- ✂ After a lengthy search we discovered the source of our unusual water leakage in section I. A pinhole under the flooring of unit 355 was the culprit. That has been repaired and water usage has appeared to return to normal.
- ✂ We have ordered speed bumps which Pete and Walt will install. Our plan is to locate them so that no resident has to traverse more than two, coming or going. The need has been reinforced many times. We have clocked several residents at 25 MPH, both entering and exiting the complex. We have also experienced more than a few near misses when people do not obey the stop sign exiting from the one and two hundreds.
- ✂ The RESURFACING we did to our tennis and PICKLE BALL courts has stood up reasonably well considering that we were not able to afford a ground-up repair. That would have been in the vicinity of 150K. As anticipated, some cracks have appeared. The company, Sport Surfaces, that did the work in 2017 will be checking out our courts in the next couple of weeks and give us a clue as to how we can most effectively, inexpensively, and aesthetically do repairs in house.
- ✂ We continue to experience damage to our sprinkler system by parked cars, mowers, and deterioration. From now on we will be replacing broken buried sprinkler heads with wands that stand about a foot high. It is the only way we can keep from damaging them when they are hidden.
- ✂ We also have to deal with a seriously compromised irrigation pump problem behind the odd 100s. It shuts down randomly and requires constant resetting.

BOARD OF DIRECTORS
MARCH 26, 2020 MEETING
SECRETARY'S REPORT

There have been 6 sales since the first of the year; that averages out to about 2/month.

There have been two recommendations which I would like to bring to the Board for approval:

1. The following phrase should be added to the Authorization Form for Directory and Emails: "Pine Run Association does not provide the mail addresses on its communication list to any third party and all communication of Pine Run business is by blind copy so that other recipients do not see each other's email addresses".
2. There has been some difficulty with realtors knowing an approval was sent to an owners. It would be helpful if our Application for Sale of Unit were revised to include the name, email and address of the seller's realtor.

The directory is nearly ready to go to the printer (if Staples is open). I am trying to meet with Kate Koski to finish it up and learn what the next steps are.

Just a reminder to get signed orientation forms to me once you have completed the process.

Karen Stone

Secretary

Legal/Professional Expenses: I am happy to report that legal/professional expenses are \$1400 under budget for the first two months of the year.

Section 1 Water Expense: For each of the first 3 months of 2020 the section 1 water expense has been about \$800 over budget. A couple of weeks ago the location of the problem was identified by our maintenance staff and immediately addressed. The corresponding meter now shows normal usage. The problem is corrected.

Swale Drainage: We received a bid of approximately \$25,000 from John Heyrman for extensive tree removal. That would equal the entire 2020 tree removal budget. We know from past experience with wind damage that it is prudent to have available funds to deal promptly with tree removals that may occur later on in the year during hurricane season. Therefore John Heyrman has submitted an alternative proposal of approximately \$18,000 that addresses restoring the necessary level of drainage in the swale. Due to insufficient swale drainage we have had a number of severe flooding episodes affecting driveways, parking, and access to some Pine Run units. A large part of this project is tree removal. The swale will be cleared out as much as possible and then, to facilitate drainage, a 30 foot pipe will be installed. Some of the funds for this will come from tree removal, some from commons maintenance and repairs, and some from commons irrigation. That way we will have tree removal funds available later on.

Roofs: Work on Building D in the 300's has begun. This will be followed by building 6 in section 3 and then building A in the 300's. We do not know at this time how the schedule might be affected by the coronavirus situation.

Operations Expense: The section 1 repair expenses are \$2000 over the year-to-date expected amount. This is the kind of thing to keep track of to see if a budget adjustment might be needed for next year. The total operations expenses for the three sections, recreation, commons, and small pool are \$4000 under budget for January and February.

BPW Contribution: Three weeks ago I received a communication from Chris Sanders, the BPW board chair, that BPW did not make any payments to Pine Run in 2019 for shared use of recreation facilities. I want to make it clear that BPW fully recognizes their obligation and will correct this situation immediately. Basically what happened seems to be that in June, 2019, their management company requested an invoice for the 2020 amount due but we were still in the negotiation stage which continued until October. It seems to me that the BPW management firm could have followed up with an invoice request later on, but they simply did not pay. The necessary funds were, and are, available. Sometimes, as the saying goes, whatever can go wrong will go wrong. To be sure it does not happen again we will now include the BPW payments in our aging reports. Payments will be made on a quarterly basis as in past years.

Online Work Order Submission: We are postponing setting up the system for online submission of all Pine Run work orders through the Keys Caldwell website. We all have our hands full with other things for now. We will definitely resume this project later on.

All In It Together Finally, I would like to thank the Pine Run/BPW Social Club, and especially Myra Dryver, for so quickly putting together a way to get information and supplies to any of us who might need them. This is community at its best.

March 2020 Presidents Report

We find ourselves suddenly caught up in a world we do not recognize. The day to day happenings of a condo association take on new meaning when who we talk to or where we go might be a life or death decision. Up to this point, we have attempted to follow best practice and CDC guidelines. We have encouraged social distancing, closed our gym, locker rooms and clubhouse. All social club activities that mark the progress of the season are cancelled. We are limiting contact between residents and our staff for the benefit of all parties involved. We have kept the courts and the pool open as there has been no county, state, or federal ruling on their closure. We will keep making best practice decisions as this pandemic continues.

The biggest non pandemic decision we have facing us today is the north boundary drainage project. This project will be broken up over 2020-2021 in order to not break the tree/landscape budget, and involves the removing of hundreds of feet of inadequate drainage pipe, and the eventual re-landscaping of the north border to our property. The goal of the project is to create a swale to hold all water as it makes its way counter clockwise around the property towards the lagoon at the end of the pool. Over the last 5-7 years, we have had approx. a half dozen summer rains that have resulted in a surge of water from the 100's and 200's backing up into the parking lots to a depth of up to 2 feet. We have come close to water entering into condo units. We dodged being flooded only because we committed multiple gas fed pumps to the battle, and caught a break from Mother Nature. How and why the original developer chose to use a mix of swale and pipes around the property has always baffled me. We hope that this project addresses the moving of water to benefit us all. In addition, once we have tackled

the water issue, we can then move on the bamboo and Brazilian pepper removal, and then replant the north border. Thankfully no single unit in Pine Run has a direct north facing view of this project. There is no doubt that over the next several years, we will have less greenery to protect our view if we focus on Happy Haven Drive, but this cannot be avoided. We will have budget money next year to clear the berm and replant Florida friendly fauna. As so many things go in Pine Run ...a work in progress.

We wish good health and safe travels to all our residents and guest who seem to have disappeared over the past 10 days. Things will continue to be fluid, but those of left behind will do our best to see Pine Run through this mess...Kip