

**NOTICE
BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
THURSDAY, JUNE 25, 2020
PINE RUN CLUBHOUSE AREA
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 May 28, 2020.
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
 - a. Pest Control contact numbers
 - b. Small Pool
 - c. 238 Water issues
- VIII. NEW BUSINESS.
 - a. Medical Marijuana Dispensary
 - b. Landscaping Contract and new schedule
 - c. Clubhouse Roof Bid
 - d. Gutters/Hagen gutter bill
 - e. Fire Extinguishers Exchange
 - f. Equipment Rental Contract
 - g. Reopening facilities
 - h. AGM's
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting date will be July 24, 2020.

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, JUNE 25, 2020
8:30 A. M.**

Present: Kip Kellogg, President, Damon White, Vice President, Owen Hodge, Treasurer, Karen Stone, Secretary, Tom Foley, Pat Hamilton, Steve Ross, (Arriving at 8:35 A. M.), Directors, Jim Kraut for Management and owners in the audience. This meeting was tape recorded by a Board member.

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: None.

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 May 28, 2020, as corrected.

MOTION PASSED.

BOARD REPORTS

Vice President – Damon White: Deferred.

Pat Hamilton: No report.

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

Maintenance – Tom Foley: Reviewed his 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.

Steve Ross: 1). The water leak in the 700's was caused by a bad hose bib. The water coming from the hose bib is County water and is being used to water plants and wash cars, at Association expense. The Board discussed ways to provide irrigation water to hose bibs instead of providing potable water. 2). There is still a problem with the irrigation system in the 700 Buildings.

President's Report – Kip Kellogg: 1). Read his report, which is attached and made a part of these original minutes.

UNFINISHED BUSINESS.

- a. Pest Control Contact Numbers: 1). The contact information was mailed to all owners. Units in the 100's have already been inspected and the 200's are being inspected now. 2). Unit visits will be scheduled twice per year.
- b. Small Pool Schedule: The pool renovation will start the week of July 7, and last about three weeks. A section of the pool fence will be removed next week to provide access for the contractors. After completion, the back of the pool house will be repaired and a new section of fence will be installed.
- c. 238 Water Issues: 1). Two new gutters have been installed, one on each side of the front door, and are directed to the back of the unit to help control drainage issues. 2). There are multiple areas that are not draining properly because of clogged drains and broken pipes. These areas are being addressed as needed.

NEW BUSINESS.

- a. Medical Marijuana Dispensary: 1). The proposed location is the old Suntrust Bank. The sight will issue prescriptions, will provide security personnel and will have security cameras. The biggest concern will be what will happen at that sight if the State approves recreational marijuana in the future.
- b. Landscaping Contract and New Schedule: 1). As part of the new, proposed landscape contract, John Heyrman will have a set schedule for when and where work will be done. The new schedule will start July 6 and will repeat itself every eight weeks and will begin with Buildings 5 & 6. 2). A copy of the new schedule is attached and will be posted on the website and the bulletin boards. 3). The irrigation system has continuous problems and will now be included in the new contract. 4). Palm tree trimming is happening now. The raising of the tree canopy over the roads will be done next.

MOTION was made by Damon White and seconded by Karen Stone to approve the proposed landscape contract of \$6,000 per month, as presented.

MOTION PASSED.

It is important that John Heyrman follows the terms of the contract.

- c. Clubhouse Roof Bid: MOTION was made by Tom Foley and seconded by Damon White to accept the proposal from Tioli Roofing for the replacement of the clubhouse roof, at a cost of \$19,000.

MOTION PASSED.

The work will be done in August and the swimming pool will be closed during the project.

- d. Gutters/Hagen Gutter Bill: 1). Hagen is still owed \$4,335 for Buildings 9 & 10 and B. 2). The gutters on Building # 2 are being done now. 3). The Board should consider installing leaf guards on gutters of buildings that have trees around them.
- e. Fire Extinguisher Exchange: The exchange will be done in July or August. Notices will be provided to owners letting them know when their buildings will be done.

- f. Equipment Rental Contract: MOTION was made by Tom Foley and seconded by Steve Ross that the Association enter into a rental contract with Sunbelt Rentals of Port Charlotte.

MOTION PASSED.

- g. Reopening Facilities: MOTION was made by Steve Ross and seconded by Tom Foley to modify the existing guidelines by opening the clubhouse and library, following social distancing guidelines, and the weight room, allowing only one person at a time, as presented.

MOTION FAILED.

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

- h. AGMs: MOTION was made by Damon White and seconded by Tom Foley to approve the following AGMs, as presented:
 - 1. Unit # 131: Air conditioning install.
 - 2. Unit # 131: Replace carpet with Mexican Tile on the first floor bedrooms. This AGM was previously approved on 9/5/19 but could not be completed because of scarcity of material.
 - 3. Unit # 220: Replace carpet and tile with approved soundproofing and porcelain tile.
 - 4. Unit # 218: Demo and replace kitchen.
 - 5. Unit # 112: Install drain tile and crushed stone to front patio area.
 - 6. Unit # 356: Plant three Plumbago trees.
 - 7. Unit # 303: Replace back porch roof.
 - 8. Unit # 209: Create planting area using native, Florida Friendly plants.
 - 9. Unit # 234: Replace front door and paint with approved color and replace back lanai screen door.
 - 10. Unit # 364: Install a patio with framing timbers as submitted in the AGM from 2018.
 - 11. Unit # 135: Remove and replace cracked tile on outside lanais.
 - 12. Units # 236, 238, 242: Removal of an Orchid tree and replaced with Oleander and Jatropha trees.
 - 13. Units # 351 & 353: Existing Spanish Bayonet Plants relocated to the front of the carport.

MOTION PASSED.

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


Public Comment: 1). There is a feral cat in the neighborhood. 2). The County swale along Blackburn Point Road needs to be maintained on a regular basis.

MOTION was made by Tom Foley and seconded by Kip Kellogg that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:49 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, July 24, 2020, at 8:30 A. M., at the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

DRAFT

BOARD OF DIRECTORS
JUNE 25, 2020 MEETING
SECRETARY'S REPORT

Very little activity in the last month. We have had one sale and one lease only.

There has been nice feedback on the Directory. I will be working on cleaning up some of the addresses which are different than what Keys-Caldwell has. I have also set up systems for new residents to be included in next year's Directory if they had not completed our authorization form.

A list of phone numbers obtained from information since February of 2018 has been developed (13). However 20 are still missing. I will see if Warren can help with this to complete the list. It should also be an ongoing list as new owners buy in Pine Run.

Operations

Operations expenses are 1.4% over budget through May. The operations budget through May is \$588,000 and we are \$8,600 over budget.

Insurance

Our insurance policies run from about the beginning of July to the end of June. On June 2 the president, vice president and treasurer of the association met with Jessica Harrison of Brown and Brown Insurance for a presentation of our new policy. The coverage presented for property, general liability, flood and crime was basically the same as in the expiring contract. We considered two additional options, the first was legal defense gap coverage and the second was cyber liability. We will not add the cyber liability coverage because the accounting firms that handle our financial data and our check writing and payment procedures have that coverage. We chose to add the gap coverage. It basically fills in some legal loopholes. One example would be that standard legal coverage only applies to Florida, not to an out-of-state jurisdictions. The gap coverage addresses possible exclusions like that.

Here is a look at costs of the past three policies:

2018-2019	\$283,660	2019-2020	\$265,996	2020-2021	\$287,121
Bouchard		Brown and Brown		Brown and Brown	

Standard procedure has been to anticipate a 5% increase per year. In the past two years our cost has gone up only a little over 1%.

Pest Control

At the May board meeting we agreed to contract with NaturZone. The transition has been very smooth and in terms of budget about the same as with Hoskins.

2021 Budget Planning

Insurance All the advice we are getting suggests that insurance costs in Florida will significantly increase, mainly due to storm coverage. If we increase our 2021 insurance budget by 6% that will cover a policy increase of 12% for half a year. That would be \$14000 above the current budget. I think that is the prudent thing to do. Some associations have experienced 15% increases already.

Grounds Contract

The grounds contract negotiated with John Heyrman will increase this budget item from \$60,000 to \$72,000. The range of service will be substantially increased as well as the requirement for documenting the work as it is done.

Payroll

The current payroll budget is about \$112,000. This includes wages and benefits including insurance. An increase of \$1 per hour rolls out to about \$2000 in a year. We need to plan for possible wage increases. We need to consider the possibility of a part-time employee if Peter Askilipious is assigned more time as Pine Run maintenance manager rather than maintenance employee. Payroll will definitely require some serious conversation and analysis by the board.

I plan to have a draft budget ready in early July. There will definitely be opportunities for board members and owners input.

Maintenance Report 6/25/20

- ✘ The heat pump exchanger for the large pool cannot keep up with the cooling cycle. The system is set up to keep the temperature constant by heating or cooling the water. One of the two pieces of machinery needs to be replaced. The remaining one cannot keep up with the heat that we have been experiencing lately.
- ✘ Roofing on Building B is complete and it is being painted.
- ✘ The fascia replacement and other Niche Board work is almost complete.
- ✘ We are waiting on a contractor to install the gutters on Building C.
- ✘ Small pool is on the agenda separately
- ✘ I have AGMs for units 112, 131, 218, 220, 366,
- ✘ I will be headed north on Saturday 6/27 to return the last week in October.

June 2020 Presidents Report

As I look around Pine Run, I see that we are buzzing with activity. Roofing, siding, power washing, painting, palm trimming, tree cutting, sections of new fencing, a new bridge, new shell on the paths, speed bumps, drainage fixes, new pest control company, new pool maintenance company, new bids for more new roofs, more rehab, small pool pump house remodel beginning July 7, new landscape contract, meetings with attorneys, and insurance representatives...whew!!! And this was just over the past 4-5 weeks.

I'm amazed at just how many decisions are made here in a month, by a group of volunteers, two paid staff members, and a management team. I bring all this up as a nudge towards thinking about future changes to the way we do business. I'll open the door to casual conversations towards the creation of a manager position that reports to the board. I believe that we are at a size that begs the question-----how much work are we asking of 7 volunteers who already put in 100's of hours a month. I got to thinking about all this just after we received our new Pine Run directory. I found the 2014 directory from our first year here as owners, and began thumbing through the pages of names. I quickly realized that a sizable number of names found in the 2014 book obviously no longer appear amongst our ranks. A quick tally revealed that 79 of 147 units had changed owners...in just 6 years. I can look around PR and see the hundreds of changes from when we first arrived. But many people cannot. They don't remember the broken mailboxes, or the falling down signs. They don't remember old round 70's street lights. They don't remember carpet in the gym, or card tables upstairs, or broken laundry machines. They don't know about the warped

boards around the big pool, or the brick island that blocked the driveway to the clubhouse lot. They never knew how senior members of the community stopped coming to meetings and events because we didn't have a stair lift. They never had the pleasure of standing in 2 feet of water in the 200's parking lot. They don't remember faded, aged tennis courts, or the dingy locker rooms. I say this as a reminder to everyone that we are always striving to improve on what we have here at Pine Run. We are not perfect, but we keep trying.