

**NOTICE  
BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
THURSDAY, JULY 23, 2020  
PINE RUN CLUBHOUSE PARKING LOT  
8:30 AM**

**AGENDA**

- I. Call 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 June 25, 2020
- VII. BOARD REPORTS
- VIII. OLD BUSINESS
  - a. Small Pool
  - b. Pest Control
  - c. Gutters on Building 2
- IX. NEW BUSINESS
  - a. Work order for 301/303
  - b. Pipe Lining Issue for 763, 765, 767
  - c. Light Standards on Shell Path
- X. PUBLIC COMMENT
- XI. ADJOURNMENT: Next meeting date will be September 24, 2020

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

Present: Damon White, Vice President, Owen Hodge, Treasurer, Karen Stone, (Arriving at 8:38 A. M.), Secretary, Tom Foley, (Via telephone), Pat Hamilton, Steve Ross, Directors, Jim Kraut for Management and owners in the audience. Absent: Kip Kellogg, President.

The meeting was called to order by the Vice President, Damon White, 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 Steve Ross to approve the minutes of the Board of Directors meeting of June 25, 2020, as corrected.

MOTION PASSED.

**BOARD REPORTS**

Secretary - Karen Stone: No report.

Steve Ross: The pine needles on the tennis and pickleball courts need to be cleaned of by the landscaper on a regular basis. The walkways and paths should also be cleaned regularly.

Pat Hamilton: No report.

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

Vice President – Damon White: Reviewed his report, which is attached and made a part of these original minutes.

Maintenance – Tom Foley: No report.

President's Report – Kip Kellogg: No report.

**UNFINISHED BUSINESS.**

- a. Small Pool Schedule: The pool renovation should be completed by the end of this week.
- b. Pest Control: Covered under the Treasurer's report. There was some concern about the amount charged for Sentricon installation. The contract will be reviewed.

- c. Gutters on Building 2: 1). The gutters on Buildings 2 and C will be scheduled very soon. 2). The replacement of the Building 6 roof has been delayed. Damon White will contact Tioli Roofing to confirm the start date.

#### NEW BUSINESS.

- a. Work Order for Unit # 303: 1). There is a leak between the lanai roof and the upper balcony and also against the bedroom wall. This water intrusion has caused rotting in the second floor balcony decking. It was the consensus of the Board that the Association would be responsible to replace the decking, but that the leak in the roof, as it was added after the original construction, would be the responsibility of the unit owner. 2). Owners in the audience stated that there are other units that are having the same leak problems. Owners were asked to submit work orders so the issues can be investigated and addressed.
- b. Pipe Lining Issue for Unit # 763, 765, 767: MOTION was made by Steve Ross and seconded by Pat Hamilton to approve the relining proposal from BullsEye Plumbing to reline the main waste line pipe that serves Units # 763, 765 and 767, at a cost of \$15,200, as presented.

MOTION PASSED.

An owner in the audience stated that she had paid for the cost to clear a shared waste line and was advised by the Board to submit the invoice to Management for review to see if the owner should be reimbursed by the Association for all or any part of this expense.

- c. Light Standards on Shell Path: Two of the black metal posts and light fixtures on the shell path were not working and were removed and replaced with wooden posts and motion activated, battery powered fixtures. The posts are non-conforming, and the fixtures do not provide sufficient light. Peter will be asked what happened to the original posts and lights and what it would cost to have them reinstalled.


Public Comment: 1). The owner of Unit # 238 asked if her work order had been received. The concrete slab in front of her doorway has shifted so that water runs up against the foundation instead of away from the building. 2). Q: Has the palm tree trimming been completed? A: No, there are a few more palm trees that need to be trimmed. Note: None of the palm trees behind the buildings will be trimmed at this time. 3) The concrete border for the shelled pathway has not been installed, as promised. When will this be done? 4). Fences are still in disrepair and need to be addressed. 5). Q: What is the plan for the large concrete culvert pipes that have been stacked up for a few months? A: The Vice President will find out. 6). John Heyrman and his crew need to do a better job of cleaning up. 7). A new recycling notice has been created and will be laminated and posted in the garbage areas.

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

MOTION PASSED.

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

Respectfully submitted,



James S. Kraut,  
For the Secretary

DRAFT

### **Operations**

Last month I reported that operations were \$8600 over budget for January through May. The deficit is increasing. As of the end of June, the operations expenses are about \$12000 over budget year-to-date. That is an increase from 1.4% to 1.7% over budget. This latest increase comes from two sources. There was an initial payment of about \$8000 to NaturZone for the installation of the sentiricon system. There was also a total expense of \$14175 allocated to grounds maintenance and supplies. These expenses were not anticipated in our 2020 budget. If these are one-time occurrences the finances are manageable. We need to be careful with our spending in the next few months. Easy to say. Not always easy to do.

### **Assessments Income**

Given the unavoidable national and statewide economic consequences of the covid-19 pandemic we need to be alert to possible financial effects here in Pine Run. I am happy to report that only one owner is ninety or more days in arrears and we are now able to pursue legal procedures to collect the approximately \$14000 in arrears. While there are some owners who are not current, the amounts in arrears are not increasing month by month. It is a manageable situation so far.

### **Reserves**

Reserve funds for 2020 are all about new roofs. The roof on building D is now complete and painting is next before gutters can be reinstalled. Building 6 is next. The section 1 combined roof and building restoration reserves are down to about \$9000, a very low level. I believe this is offset by the 2020 special assessment but to be honest I do not know how to verify that in our monthly financial reports.

### **Section 1**

It is clear that we need to address severe problems in the drainage lines in section 1. The immediate consequences of not doing this will be severely backed up toilets in the 700's. The drainage pipes need to be lined and that will cost about \$15000. There is probably a need for pipe lining in the 300's as well. Also, in the past two or three years it has been necessary to replace two building electric panels in section 1 which is the oldest Pine Run section. My feeling about how to address the definite possibility of more major emergency repair expenses in section 1 is to avoid special assessments and raise the maintenance and repairs budget significantly. Special assessments can only be used for a specific purpose and if there is an emergency there is no way to quickly address it through a special assessment. Just as a ballpark figure to begin our conversation, an annual increase of \$30,000 would raise the monthly section 1 assessments by an average of about \$40.00. Looking ahead, if, at the end of a given year, there is a sufficient surplus available, then the owner assessments could be reduced.

### **2020 Budget**

In my report last month I said I planned to have a draft of the 2021 budget by the beginning of July. Make that the end of July. I think, on balance, it was better to wait a bit and get more information.

## VICE PRESIDENT'S REPORT

July 23, 2020

Kip Kellogg, PR President for Life, is away tending to newly minted grandchildren. As Vice President I will make the following observations. We are making progress on the small pool project. I spoke with Scott Gettle on Wednesday morning, and he indicated that the work on the small pool should be completed by Friday.

The Landscape Committee met Tuesday afternoon, dodged rain blasts and made several valuable recommendations for plantings, trimmings and alterations that the Board will need to consider in the near future. That report is included with my report.

We have had several instances recently of rotten wood on balconies, and we will apparently have more as more units in the 300's have discovered the problem.

A bigger problem looms with the possibility that cast iron waste line pipes are degrading and will need to be lined. We have committed to lining one set of pipes in the 700's, and we very likely need to line pipes in the 300's as well. Every indication I have been given by plumbers and contractors is that the problem is likely to arise elsewhere. We will need to plan for that contingency in our upcoming budget.

Some residents have concerns that NaturZone, our pest control company, has not as yet provided interior pest control for their units. When I spoke with Michelle in the NaturZone office, she indicated that units in the 100's, 200's and 300's have been done. The 700's remain to be done, and they would like to do those units on Monday.

I spoke with Dennis Harding about the gutter issue on Wednesday. He is aware that our gutters need to be installed ASAP, and he is doing everything he can to get his gutter man on the job. We will have to stay on top of that as well.

The rains have started; the new swale seems to be doing its job – although there have been a couple of wash-outs that Peter is aware of and will try to fix.

## July Landscaping Committee Meeting Report

July 21, 2020 4 pm

Attendees: Keenie Bugenhagen, Pam Williams

Damon White – Board Liaison

### Items discussed:

- Volunteers are making progress on the removal of the air potato vines. The tedious work of following the vines to dig out the potatoes is the best way of eradicating the vines. Pam Williams, Owen Hodge, Karen Stone and Keenie Bugenhagen have volunteered time.
- The plantings at the north end of the 200's and 700's were installed. Volunteers Steve Ross, Owen Hodge, Larry Seitter, Damon White and Keenie Bugenhagen assisted Molly Summers. Extensive roots made for slow progress. Volunteers Larry Seitter, Chris Vann and Carol Bishop are keeping them watered between rains. Molly Summers checked them on the 20<sup>th</sup> and is pleased with how they look.
- The piles of palm trimmings were picked up on the 17<sup>th</sup>. Yeah!
- We finally started receiving monthly reports from GardenMasters after clarifying where they need to be sent. A copy of the monthly report will be sent with this report. The dry conditions noted need to be addressed by checking irrigation. Afternoon rains have started, which should help.
- The grass is being cut shorter than we have in the past, which will inhibit its ability to fill in over the summer.
- The dwarf Yaupon holly in the islands in the 200's do not look good. John Heyrman was asked to cut them down very short so that they can regenerate. Because they are dwarf, they should not need trimming in the future. John agreed to do this and reported that he has removed air plants in the past to try to enable growth.

- The rubber tree by 201 is out of control and needs to be removed. We should get bids to remove the tree. As a reminder, the rubber tree behind 753 also needs to be removed.
- We are being overrun by Carrotwoods. They are springing up all over by the new plantings, underneath all the mature carrotwoods, in the wooded areas and in shrubs and hedges throughout the property. Up to this point, Molly has only worked in the naturalized areas. I asked her to start to address the Carrotwood seedlings throughout the property, as we need to get them under control. She will come every 2 weeks for a few cycles until she can scale back. It is far less expensive for her to remove them as seedlings than trying to deal with them later.
- There are a couple of areas in the drainage ditch where washouts have occurred. Peter and John were notified. They said they are aware and have a plan. Molly sprayed both sides of the ditch to keep foliage out.
- The palm in the front of the island in the clubhouse area was removed. This has opened up a view of the pool to Blackburn Point Road. An Orange Geiger tree has been recommended as a suitable planting to replace it, with Buttonbush Lantana planted around it at a later date. This will be further explored for board approval next month.
- The area where the Brazilian pepper was removed between Building C and Building 10 needs to be planted. A Gumbo Limbo was suggested as an appropriate tree for the area. A resident expressed a desire to plant a mature tree there. To date, no A/GM has been received. The Association should hold off on a decision for planting in anticipation of the A/GM, which will need to be signed by other residents affected in Buildings C and 10.
- There are still palms that are marked to be trimmed, that have not been trimmed.
- The sprinklers on Building 5 are not working.
- The Carissa in the front entryway need to be pruned back, as do the plants along Blackburn Point Road.



- The landscaping committee will work on a plan for the entryway for a complete redesign for 2021.
- A plan also needs to be designed for the area near the tennis courts with the asparagus fern and Plumbago.
- The landscaping page of the website has been updated with an article from the Herald Tribune on the value of native plants, and pictures and an article about the new plantings.