

**NOTICE  
BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
THURSDAY, SEPTEMBER 24, 2020  
PINE RUN CLUBHOUSE  
2:00 PM**

**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 JULY 23, 2020
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
  - a. Section 1 plumbing issues
  - b.
  - c.
- VIII. NEW BUSINESS.
  - a. Section 1 Special Assessment
  - b. Rules and Regulations
  - c. Work Orders
  - d. Social Club Project
  - e. Electric work on pump houses
  - f. Termite contract for the 700's
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting date will be October 22, 2020

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, SEPTEMBER 24, 2020  
2:00 P. M.**

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

The meeting was called to order by the President, Kip Kellogg, at 2:00 P.M. in the parking lot at the clubhouse, a quorum being present. Proof of Notice was mailed at least 14 days in advance and the Agenda was posted at least 48 hours in advance of this meeting. 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 July 23, 2020, as presented.

MOTION PASSED.

**BOARD REPORTS**

Pat Hamilton: Reviewed her report, which is attached and made a part of these original minutes.

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

Maintenance - Steve Ross: Deferred to AGM.

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

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

Maintenance – Tom Foley: No report.

Vice President – Damon White: No report.

**UNFINISHED BUSINESS.**

- a. Section # 1 Plumbing Issues: Bulls Eye Plumbing has replaced cast iron sewer lines with pvc for eight units in the 700s and five units in the 300s, all the way out to the County sewer lines. The owner of Unit # 356 requested reimbursement for the

approximately \$2,000 spent cleaning out their individual drain line, which did not solve their problem. The request was denied by the President. The shared, common line was cleaned out at Association expense, which resolved the problem.

#### NEW BUSINESS.

- a. Section # 1 Special Assessment: MOTION was made by Owen Hodge and seconded by Pat Hamilton to approve the special assessment for Section 1, as mailed to Section # 1 owners, with three equal payments due and payable on October 30, 2020, November 30, 2020, and December 30, 2020.

MOTION PASSED.

- b. Rules and Regulations: MOTION was made by Pat Hamilton and seconded by Karen Stone to approve the amended and restated rules and regulations dated September 8, 2020, be approved, as presented.

MOTION PASSED.

- c. Work Orders: Pat Hamilton reported that 1). The new system will replace emails, telephone calls and paper forms. 2). The maintenance supervisor will have an ipad with cellular service to enter notes, take photos and update status of the work orders. 3). Owners will enter work orders online and can use the clubhouse computer, if needed. Owen Hodge and Pat Hamilton have offered to help owners learn the system. 4). Once new online work orders are entered, an email is automatically sent to the maintenance supervisor and to all Board members.
- d. Social Club Project: Outdoor socialization is currently safer than meeting indoors. There will be an outdoor area next to the big pool, (drawings were passed around), which will include a low brick wall around a barbeque pit. Personalized bricks can be purchased by owners, with the money raised to help fund the project.
- e. Electric Work on Pump Houses: The President reported that the drainage swale was created to help prevent the flooding of the # 100s and 200s. The 100s are still flooding, so power will be run to the pump house behind the strip mall for an on-demand pump to move water to the swale. Electricity will also be repaired/replaced along the walking path beside the tennis courts, so the temporary lights can be removed. The cost for the two pump houses is \$3,100.

Management was excused at 2:47 P. M.

- f. Termite Contract for the 700s: NaturZone does not have the equipment to deal with the heavy termite infestation. Treatment will include drilling into the wood and injecting chemicals. Removal of vegetation needs to be done to eliminate areas where termites can live. Wood flooring had to be removed from first and second floor units because of extensive damage.
- g. AGMs: MOTION was made by Steve Ross and seconded by Owen Hodge to approve the following AGMs, as submitted.
  1. Unit # 366: Enclosed patio with screen.

2. Unit # 313: Remove sliders opening onto lanai and install sliders at outside edge of lanai to extend size of living room.
3. Unit # 209: Install hibiscus and pine bark nuggets behind the lanai.
4. Unit # 354: Install wood flooring on the lanai.
5. Unit # 707: Replace wood flooring with carpet.
6. Unit # 131: Plant Sunshine Mimosa trees.

MOTION PASSED.


Public Comment: 1). Q: When will the renovation of Building # 6, scheduled for July, begin? A: No exact date is known. 2). The owner of Unit # 225 requested a copy of the current landscape contract. Owen Hodge will post the current landscape contract in the website.

Karen Stone was excused at 3:21 P. M.

3). The rent on the clubhouse apartment has not been raised in three years. The President stated that the current tenant has the pool maintenance contract, monitors the clubhouse and the large pool. 4). Heyrman's landscape schedule is two buildings per week.

The meeting was adjourned by the President at 3:35 P. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, October 22, 2020, at 8:30 A. M., at the clubhouse.

Respectfully submitted,

  
James S. Kraut,  
For the Secretary

September, 2020 Treasurer Report  
Owen Hodge

### **Audit**

I have reviewed the 2019 association draft audit from the firm of Peacock and French in Venice. It agrees reasonably well with our year end 2019 financial report. That is very good news.

### **Assessment Income**

I am happy to report that the special assessment obligations for sections I and II have been completely met. As to monthly assessments for 2020, in June there were 10 owners in arrears more than 60 days. In August that number is down to 5. This is a manageable situation which is improving. This calculation does not include the unit for which we are pursuing legal means to get the assessments due us.

### **Operations**

The operations expenses for repairs and maintenance are seriously over budget in sections 1 and 2. Section 1 is \$5000 over budget due to repairs related to siding in buildings G and E. Section 2 is \$12,000 over budget. A substantial portion of this was to address leaks in building 4. Year -to-date the operations expenses are \$37,000 over budget, 4%. The annual budget is \$1,400,000. If maintenance and repair expenses decrease from September through December it is still possible to finish the year close to the budgeted level. Definitely a challenge.

### **Section 1 2020 Maintenance and Repairs**

For the past few years Section 1 has had ongoing problems with drainage and with electric panels. In my July financial report I suggested a major increase of \$10,000 to the 2021 section 1 repairs and maintenance budget which would result in a significant increase in the monthly assessment. I have reconsidered. At this meeting we will approve a special assessment for two section 1 drainage problems. The process for proposing and approving a special assessment is quick enough to address a serious problem when it occurs rather than collect the money in advance and possibly not need it for a long period of time.

### **2021 Budget**

A draft of the 2021 budget is complete. I would like to present it for discussion at an open session in the clubhouse next Monday afternoon. We need to give 48 hours notice. The draft is similar to what board members reviewed a couple of weeks ago. The budget should be submitted to Keys-Caldwell early in October.

### **Teamwork**

Thanks to Pat Hamilton it is now possible to reference every NaturZone pest control report in a meticulously organized continuously updated spread sheet available on our online maintenance log. She has also been instrumental in working with Keys-Caldwell to set up an online system for submitting and tracking work orders. A perfect example of a skill set applied to benefit the Pine Run community.

**BOARD OF DIRECTORS**

**September 24, 2020 MEETING**

**SECRETARY'S REPORT**

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

- 1. Billie Born purchased Geri O'Donnell's unit and is currently renovating it.**
- 2. Marlene Rance (Unit 102) has leased her unit from 10/1/20 to 11/30/20.**

# September 2020 Board Report

*Patricia M. Hamilton, Board Member*

## **RULES AND REGULATIONS - 09/08/20 UPDATE**

The 09/08/20 updated Rules and Regulations along with a cover letter was mailed to all unit owners by Keys Caldwell at least 14 days prior to the September 24, 2020 Board Meeting (Keys Caldwell has affidavit for that mailing).

Cover letter text:

Dear Owner:

At our September 24, 2020 Board Meeting, there will be 2 Agenda items which require this 14-day notice to all owners; the first is a Special Assessment of \$23,000 for Section One, which, if approved, will pay for repair of drainage pipes at 2 locations in Section One; the second is an update to our Rules & Regulations, which is also being voted on by the Board.

The Special Assessment, if approved, will be payable in 3 installments in October, November, and December 2020.

The enclosed Rules and Regulations, while not a major overhaul, do have the updated pet rule, updated Work Order procedure, new Pest Control information, updated recycling information, and minor changes throughout, including revisions to appendices and forms. The purpose of the proposed Rules and Regulations is not only the protection of our unique community, but sustaining the quality of life of all Pine Run residents. Once these Rules and Regulations are approved, we do ask that you comply with them, and use the new forms and instructions in the appendices.

Thank you very much for your cooperation,  
Pine Run Board of Directors

## **ONLINE WORK ORDER SYSTEM**

Keys-Caldwell has its new online Work Order system up and running. Warren Wood, Keys-Caldwell's super-tech fellow has spent time introducing it to Owen Hodge and me. Peter Askilipious also attended a preview session and is enthusiastic about the convenience and efficiency of the new system.

Here's a brief rundown (from Owen and me):

- Work Orders are to be submitted *only* to the online system. No more paper copies, no email requests, no verbal requests (unless a true emergency). To smooth the transition, we will provide a computer in the clubhouse for owner use, a notice on the Bulletin Boards, instructions on the Pine Run website, and a write-up in the Pine Run News.
- The email address "pinerunworkorder@gmail.com", while used by maintenance staff and our contractors, will no longer be used by owners. If need be, owners can use the email address "pinerunoffice@gmail.com" (for communication other than work orders).
- When an online Work Order is submitted, the new system will automatically email a copy to our Maintenance staff and to every Board Member. Formerly a Keys-Caldwell staff member got each online Work Order submission and then emailed it to Maintenance staff and Board Members.
- Board Members will have access to view all Work Orders by selected criteria, e.g. "Open", "Closed", by unit number, by date, owner's name, et al. - access is to the Accounting System website, [kcl.cincsys.com](http://kcl.cincsys.com). Board members will obtain a different user name and password than the one they use as an owner to access the site [kcl.cincwebaxis.com](http://kcl.cincwebaxis.com).
- Maintenance staff (i.e., Peter) will get a new iPad - he will receive emailed Work Orders while in the office or in the community; can access Work Orders, enter Status changes (e.g. closed), or follow-up date, notes. He can also take photographs at the work order location and they will be automatically included in the online work order file.
- Expenses to set up the new system will include an iPad, the work order system app, and cellular service for the iPad. We do not have exact figures yet, but cost should be approximately \$800.