

**NOTICE
BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
THURSDAY, OCTOBER 22, 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 SEPTEMBER 24, 2020
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
 - a. Electric work
 - b. Termite discussions
- VIII. NEW BUSINESS.
 - a. 2021 budget.
 - b. Continuing clubhouse discussions.
 - c. Property work bids.
 - d. Partial re-opening.
 - e. Starting again with property walk thru's and warning letters.
 - f. AGM's.
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting date will be November 19, 2020

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, OCTOBER 22, 2020
9:00 A. M.**

Present: Kip Kellogg, President, Damon White, Vice President, Owen Hodge, Treasurer, Tom Foley, (arriving at 8:44 A. M.), and Pat Hamilton, Directors, Jim Kraut for Management and owners in the audience. Absent: Karen Stone, Secretary, Steve Ross, Director.

The meeting was called to order by the President, Kip Kellogg, at 9:00 A.M. in the breezeway at the clubhouse, a quorum being present. Proof of Notice with 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 Damon White to approve the minutes of the Board of Directors meeting of September 24, 2020, as amended.

MOTION PASSED.

BOARD REPORTS

Vice President – Damon White: 1). Reviewed the Landscape Committee report, which is attached and made a part of these original minutes. 2). The Plumbago has been cut back and the Asparagus ferns at the tennis court have been sprayed. 3). Fruit and Rubber trees need to be removed. The County provides beetles that will eat the Air Potato Vines. They will be picked up when available.

Pat Hamilton: No report.

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.

Secretary - Karen Stone: No report.

Maintenance - Steve Ross/Tom Foley: No report.

Tom Foley joined the meeting.

UNFINISHED BUSINESS.

- a. Electric Work: The new pump house behind the 100' has been wired for the new float pump. The irrigation pump house and the light along on the trail will be rewired next.
- b. Termite Discussions: 1). Naturezone does not have the equipment needed for the termite spot treatment and will not purchase it. The President will meet with the Naturezone Representative and subcontractor to discuss treatment options. 2). The Board will consider a contract with three visits per year for interior pest control.

NEW BUSINESS.

- a. 2021 Budget: MOTION was made by Pat Hamilton and seconded by Damon White to mail the proposed 2021 budget to the owners to be voted on by the Board at the Board of Directors meeting of November 30, 2020, at 7:00 P. M.

MOTION PASSED.

- b. Continuing Clubhouse Discussions: 1). A structural engineer is needed to examine the support system at the clubhouse and determine what needs to be done to strengthen it. 2). The proposal for the new fire pit area was discussed and a copy of the plan is attached and made a part of these original minutes.
- c. Property Work Bids: 1). Raise the oak tree canopy for the Waste Management trucks, at a cost of \$1,800. 2). Removal of culvert drainage pipes, at a cost of \$1,000. 3). Removal of large Rubber Tree, at \$800. 4). Identifying stumps, (24 so far), to be ground down, flush cut or removed, at a cost of \$1,500.

MOTION was made by Damon White and seconded by Pat Hamilton to approve the proposals for oak tree canopy raising and culvert drainage pipes at a total cost of \$2,800, as presented.

MOTION PASSED.

Management will review the existing landscape contract and provide the Board with samples of similar contracts for reference.

- d. Partial Re-Opening: Rats have destroyed the drywall in the bathrooms at the small pool. The walls will need to be rebuilt.

MOTION was made by Damon White and seconded by Pat Hamilton to add more signage, to open the gym for single owner use, to reopen the Community bathrooms, locker rooms and clubhouse following the CDC Guidelines for social distancing and the wearing of face coverings, when needed. Sanitizers and wipes will be supplied, but the facilities will be used at owner's risk with no expectation of CDC sanitation.

MOTION PASSED.

- e. Property Walkthroughs to begin again: The new walkthroughs, using the CINC System on the new Ipad, will begin in November with the 100's and 300's. The 200's and 700's will be done December. An email will be sent to all owners making them aware so that they can correct violations beforehand.

- f. AGM's: MOTION was made by Pat Hamilton and seconded by Damon White to approve the ARC requests, as follows:
1. Unit # 755: Replace the front door following Association guidelines.
 2. Unit # 225: Replace the air conditioner.
 3. Unit # 220: Install a new chair lift on the outside stairwell.

MOTION PASSED.

Public Comment: 1). The current landscape contract needs to be reviewed. 2). Q: Who is supervising the landscapers to make sure that all the work is getting done? 3). Peter is following up on the work schedule checklist. 4). The irrigation system is not working properly.

MOTION was made by Pat Hamilton and seconded by Kip Kellogg that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 9:50 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, November 30, 2020, at 7:00 P. M., via Zoom.

Respectfully submitted,



James S. Kraut,
For the Secretary

LANDSCAPING REPORT OCTOBER 2020

October 20, 2020 4 PM

Present: Keenie Bugenhagen, Pam Williams, Julie Jons, Damon White (liaison to the BOD).

Items:

- The Orange Geiger planted in front of the clubhouse is doing well and sporting orange flowers!
- The plantings along the northern border are doing well.
- The renovations on the entryway are on hold because of other expenses of removing invasive plants. Therefore, we need to be vigilant about what is planted in Pine Run. The expense of removing “mistakes” prevents us from making other improvements.
- The garden on the southeast corner of the tennis courts: the Plumbago have been removed. Shell has been added. Molly sprayed the asparagus fern. Heyrman Landscaping will cut it back, and between them and Molly, efforts will be taken to remove it. When it has been successfully removed, the Orange Geiger, Pineland Lantana and Gaillardia will be planted. It looks much better already with the Plumbago gone and the new shell. Jordan and Brandon did a nice job on this.
- Unit 225 claims that they submitted an ARC to plant a *Caesalpinia pulcherrima* to K-C. It shows on their site. The Landscaping Committee hasn't received it. It should probably be signed by Unit 227 to be approved. It is a non-native, non-invasive plant. There are no warnings against it, other than that it has thorns. The spot which it occupies (as it has been planted) seems okay, but we cannot recommend it for approval without being in receipt of the ARC including the signature of the owners of 227.
- The wild coffee planted outside of Unit 360 is coming along. It is important that any further work on the Areca stumps doesn't harm them.
- The Areca stumps outside Unit 759 need to be cut back and treated before any planting can take place. The suggested *Clusia* have been rejected as too large for the space. The non-native dwarf *Clusia* are an option, or Spanish Stopper or more crotons. Other options can be explored. We just need to

find something that will fit in between the existing stumps, is properly sized for the space, and non-invasive.

- The Ligustrum in the entryway need to be severely cut back. They have completely overgrown the other landscaping. The palmetto near the entry sign need to be cut back. The Carissa in the entryway need to be cut back and weeded.
- All the saw palmettos need to be cut back and the dead fronds cut out. Those in the island in the 200's have completely overgrown the Coontie.
- The dwarf Yaupon holly in the center island of the 200's need to be cut way down.
- The irrigation is not coming on in many areas.
- Granular fertilizer was applied to all turf areas 10/21/20 by GardenMaster.
- There are 2 papaya trees that need to be removed between the 300's and 200's. The poison ivy needs to be killed first. There are also fruit trees behind 708/710 that need to be removed.
- The landscapers have agreed to raise the mowing height to no lower than 3 ½". This is in accordance with their contract. It is unfortunate that this was not done during the growing season to allow grass to better fill in bare areas. We need to make sure that they stick to this. They currently mow the clubhouse at 4". It would be even better to just mow the entire property at 4".
- A tree needs to be planted where the Brazilian Pepper was removed between the 300's and the 200's to provide privacy between buildings. The Landscaping Committee recommends a Gumbo Limbo for this spot. A resident has stated that he would rather submit an A/GM for an alternate tree. This has not been received. We should pursue planting a tree in this area in the next month.
- The county has advised that the Air Potato Beetles, which attack the vines, are backordered. In the meantime, volunteers continue to meet once a week to remove these invasive vines, as well as other invasive plants.
- The swamp grass behind the 700's has been allowed to get alarmingly big. It is too big to mow at this point and will need to be cut down by some other means.
- Cabbage palms are growing behind the fences of Unit 118. They have gotten much too large and are damaging the fences.

- A walk-through was done of the 200's. The following problems were noted. These problems will all become more expensive to address if allowed to continue:
 - There is a small oak tree growing close to the building behind Unit 212.
 - There is a rubber tree in front of the stairs to Unit 202.
 - The Golden Pothos which was removed from the building by Unit 244 is continuing to grow across the ground and up the fences of Unit 244. It should be removed/killed, as it is extremely invasive and will continue to cause damage.
 - There are baby Oaks growing behind Unit 234 close to the building.
 - There are Elephant Ears growing in front of the entry to Unit 238. The owner stated that she did not plant them, and that they are bothersome.
 - There is a broken sprinkler box cover in front of Unit 230, causing a trip hazard.
 - There are small Oaks growing in front of Unit 231.
 - There is Poison Ivy growing up the back of Unit 229.
 - Golden Pothos is growing up the back of Unit 213.
 - The 2 rubber trees behind Unit 205 should be removed.
 - The rubber tree outside the fence of Unit 213 should be removed.
 - The Wedelia outside the entry of Unit 201 should be cut back or killed.
 - There are unknown lilies planted on the berm behind Building 6. We will try to identify them to see if they are desirable or if they should be removed.
- The trimming that has occurred has improved the situation. We still have much work to be done to get caught up. As growing season ends that should help. Trimming needs to continue, much weeding and raking needs to be done.
- It is asked that residents put clippings and plant debris out to the curbs on Monday and Tuesday so that piles can be picked up on a timely basis.

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Treasurer Report
September, 2020
Owen Hodge

Budget

Our insurance policies kick in at the end of June. In planning a budget we know what the current policy is but do not know what the new one will be 6 months into 2021. The 2020 insurance budget is \$281,000. All the available information about insurance in Florida advises to prepare for significant increases. The proposed 2021 insurance budget is \$305,000 which would accommodate an increase of 17%.

As our multi-year roof project continues, reserve funds that have been expended need to be built back up. We will soon be replacing the roof on the clubhouse building and that provides a good illustration of the complexity of the Pine Run reserve financing. Right now the recreation roof reserves are fully funded at \$11,000. In theory this is supposed to completely cover the cost of a new roof. The problem is, the reserve study was done some years ago. Now the replacement cost is actually \$19,000. With a reserve study, we cannot just change the \$11,000 to \$19,000. We have to work within the parameters of the reserve study. Fortunately, in two more years the roof project will be completed. So far, thanks entirely to the commitment of Pine Run owners to get the job done, it has all gone very well.

To sum up: In the 2021 budget all three sections will have significant increases in reserves collected compared to last year. This is especially true in section 3. The increases in reserves and insurance are the main causes of these assessment increases.

Recreation

The posts in the clubhouse deck support system appear to be compromised and will need to be repaired soon. We are in the process of getting an estimate. As stated above, the roof on the clubhouse will be replaced. When we have the exact costs we will work out the funding.

Roofs

Buildings 6 and A will be completed in 2020. In 2021 the plan is to do Building 8 in section 3 and building F, section 1. That leaves only three more buildings for 2022, 5, E, and 4.

Operations

We have some serious budget overruns to deal with. The combined maintenance and repairs expenses for commons and sections 1 and 2 are more than \$50,000 over budget. All told the operations expenses to date are 7% over budget. We should avoid any operations expenses that cannot be put off until next year.

Presidents Report October 2020

Thinking about our September board meeting and the discussion and follow up has left me a bit confused and full of questions. The announcement of a special assessment seems to ripple throughout the community. It drives people to attend a meeting like nothing else. I for one dislike the term special assessment, and prefer to use something like special construction. Assessment somehow implies a penalty, from which nothing good will come from it. As I spoke last month, I attempted to define my view of how associations collect and spend money on their properties. I do believe that we fit into a middle model. We absolutely attempt to plan and live by a well thought out budget. We would love nothing more than to have fully funded reserves stuffed with spendable cash. If you've spent any time talking to me about Pine Run, you know I am ready and willing to spend more to make sure we are living our best present and future. The reality however, is that we have been fighting from behind for years, and have pushed the envelope in an attempt to update all of our buildings on an accelerated pace. Many of our reserves are wholly out of date with rising costs. As I stated last month, we are always attempting to balance the ability of our residents to fund the improvements without breaking the bank. That reality leaves us with residents who may have benefited in past years when their neighbors paid an assessment for their roof, and now they find themselves balking at returning the favor. We find ourselves pushing ahead, aware of the scrutiny that comes with making unpopular decisions. There will be more. But we are the custodians of this piece of property. We have pledged to look out for it. We want it to be its best. We want to leave it better than we found it. Without special construction, we might find ourselves leaving you and your building to fail. We might be digging a hole that never gets filled. As was stated during our meeting last month, we pay the same amount you do. We do not collect the money to support some lavish life style. We collect the money to save your roof, fix your plumbing, fix and save the clubhouse for future use, either by us, or by those that come after us.

Finally...try to remember that we are living during a global pandemic. Whatever we argue about here pales in comparison to what is happening to our world. We are alive and healthy right here, right now, and that is not always a given.

Recreation Area Fire Pit Proposal

Propane gas to be inclosed and locked. Piping will extend from the propane tank to the grill and fire pit. (Propane installation is much less expensive than natural gas installation.)

The fire pit area will be paved with paving stones some of which will be engraved. There will be a handicapped accessible picnic table.

In the future a gazebo may be added.

Estimated Costs

Propane installation \$5000

Annual lease for propane tank \$70

Tank of propane \$280 (Probably lasts a year)

Paving (Includes building fire pit) \$7,700

Picnic Table \$500

Funding

a. Special assessment of \$10000 to be applied to initial fire pit project expenses.

b. Social club

The social club has \$5000.

The social club is conducting a longterm engraved paving stone fundraising project.

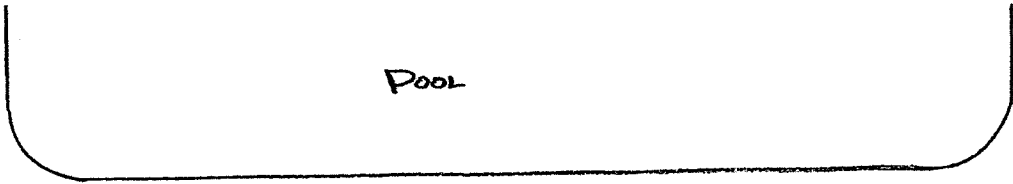
Polar Engraving will supply the paving stones to be engraved as well as easy online access to order and pay.

In just one week the social club has raised \$1200.

All future improvements for the fire pit project will be funded by the social club.

Board Actions

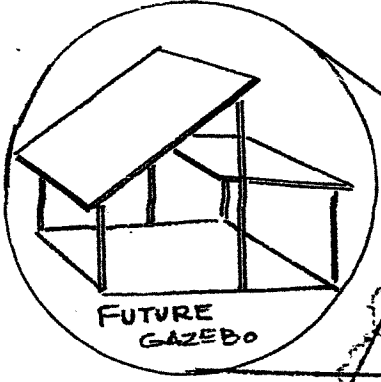
1. Approve installation of propane tank not to exceed \$6000.



Pool

CLUBHOUSE

GATE



FUTURE
GAZEBO



GRILL

16'x16'

PICNIC
TABLE

POND

FIRE PIT



20'x20'



1 INCH = 10 FEET

