

**NOTICE**  
**BOARD OF DIRECTORS MEETING**  
**PINE RUN CONDOMINIUM ASSOCIATION, INC.**  
**THURSDAY, FEBRUARY 25, 2021**  
**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 January 28, 2021
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
  - a. Sport court calendar
  - b. Landscaping
  - c. Pest Eliminators 2 units treated
  - d. Plumbing
- VIII. NEW BUSINESS.
  - a. Tree bid from Devine Design
  - b. Insurance meeting
  - c. Dryer vent cleaning contract
  - d. Employee addition
  - e. Bldg 6 roofing contract
  - f. Legal issues
  - g. AGM's
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting date will be March 25th, 2021

**MINUTES OF THE ZOOM MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, FEBRUARY 25, 2021  
8:30 A. M.**

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

The Zoom 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 was mailed with Agenda 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 Steve Ross and seconded by Pat Hamilton to approve the minutes of the Board of Directors meeting of January 28, 2021, as presented.

MOTION PASSED.

**BOARD REPORTS.**

Maintenance - Steve Ross: No report.

Secretary - Karen Stone: 1). Reviewed her report, which is attached and made a part of these original minutes. 2). The Authorization form needs to be added to the Orientation form. Telephone numbers and email addresses are needed to communicate with the owners and to add to the directory. 3). The new directory is almost ready for publication. Management will have the copies made using their discount card. The directory cover will be a bright orange.

Pat Hamilton: No report.

Maintenance - Tom Foley: Read his report, which is attached and made a part of these original minutes.

Maintenance - Tom Foley: There is a water leak in Unit # 357. The cause of the leak has not yet been determined.

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

MOTION was made by Owen Hodge and seconded Tom Foley to approve the proposal from FPAT to perform the Association insurance appraisal, as presented.

## MOTION PASSED.

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

## UNFINISHED BUSINESS.

- a. Sport Court Calendar: 1). Waiting on the schedule. 2). The northside of the tennis court may need replacing.
- b. New Landscaping Vendor: 1). Devine Design is working hard and coming more times than provided in the contract. 2). The barrel policy for landscape waste is working well.
- c. Pest Eliminator - two units treated: Inspection will be done next Tuesday to determine which two units need to be treated. They will recommend more than two if they are needed.
- d. Plumbing: The Association has been using multiple plumbers and needs to interview more plumbers to determine the best value.

## NEW BUSINESS.

- a. Tree Bid from Divine Design: Limbs were removed above Building # 6.

MOTION was made by Tom Foley and seconded by Karen Stone to approve the common area tree proposal from Devine Design at a cost of \$6,600, as submitted.

## MOTION PASSED.

- b. Insurance Meeting: The Board will continue to review and discuss the insurance coverage with our agent to keep our premiums as low as possible while providing the necessary coverages.
- c. Dryer Vent Cleaning Contract: The Association will continue to schedule and pay for dryer vent cleaning for all dryer vents that were included in the original construction of the building. Owners who have installed dryers after construction was completed are responsible to pay for their own dryer vent cleaning.
- d. Employee Addition: MOTION was made by Damon White and seconded by Steve Ross to hire a part time employee two days per week in March and three days per week in April until Peter is cleared to return to full time status after his surgery.

## MOTION PASSED.

Management will send the employment papers for the part time employee to Tom Foley.

- e. Building # 6 Roofing Contract: The Board is waiting for the schedule, which is based upon when the County will approve the permit.
- f. Legal Issues: 1). The attorney provided legal guidance on how to terminate the maintenance men uniform contract. The President will compose a letter that will be sent certified mail by the Management company. 2). The new paddles are here and ready for use. The President is working with HUD and the Plaintiff. 3). The

- maintenance issues with Unit # 229 are between the owner and their insurance company. Management will contact Brown and Brown to put them on notice.
- g. Association Updates: There are electrical issues inside of Unit # 101.
  - h. AGMs: MOTION was made by Damon White and seconded by Pat Hamilton to approve the following AGMs as submitted:
    - 1. Unit # 310: Install water shutoff inside of the Unit.
    - 2. Unit # 754: New air conditioner installed.
    - 3. Unit # 308: Remove ferns from behind the Unit and replant in the center island around the light pole.
    - 4. Buildings C and # 10: install Magnolia tree at the owners' expense. The Association will pay to straighten a nearby palm tree.

MOTION PASSED.

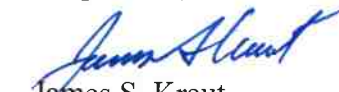
Public Comment: 1). Appreciate all the work that is being done by the Board. 2). The damaged screen on the lanai of Unit # 227 needs to be replaced by the Association.

MOTION was made by Pat Hamilton and seconded by Karen Stone, that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:05 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, March 25, 2021, at 8:30 A. M.

Respectfully submitted,



James S. Kraut,  
For the Secretary

## February 2021 Presidents Report

I am happy to hear that more and more of our residents have received their vaccines. While this is good news, we still want to remind residents and guests that we still support the use of masks and social distancing. We will continue to take advantage of our beautiful weather and hold our meetings outside. I heard good reviews of the use of Zoom for our owners meeting. If it gets too hot out here, we may have to give it another try.

If you glance at this month's agenda items, or take a walk around Pine Run with myself and my grand dog, you see that there are issues from every part of PR. Since the owners meeting just three weeks ago, I have had conversations about termites, speed bumps, traffic direction, clothing contracts, rental checks, smoke alarms, legal reviews, pool heaters, water leaks, roofing notices, knee surgery, tree bids, condo violations, bamboo, windows, plumbers, paint colors, doors, legal settlements, building cleanup and signs. My point is the issues never stop. I appreciate resident's patience if we didn't get to your issue this month. Don't worry; March is just around the corner.

The other issues of which we have much to say are in this month's agenda...so let's get started.

## **Insurance**

Insurance dominates Pine Run finances. The 2021 budget for insurance is \$305,000. That is 38.5% of the operations budget.

Kip Kellog, Damon White and I met with Jessica Harrison of the Brown and Brown insurance agency. Basically the meeting was to set expectations for the new policy that starts in the last week of June. Most of the printed information we received from Jessica Harrison was about the severe hurricane season last year, the most active on record. As a result, the suggested level of increase to prepare for in the 2021 Pine Run insurance budget was estimated at 15%. We have budgeted 17% so that looks reasonably manageable. One problem is, at least as I understand it, the insurance industry sets new market rates on June 1, so we will not know the actual cost until then. We discussed the possibility of adjusting the starting date of our premiums to March or April to avoid the June 1, uncertainty. If we decide to do this it will not be until next year.

We are due for a new insurance appraisal right now. Florida statutes mandate a new appraisal every three years. As a general rule, the value of property like ours in Florida increases by about 2% per year. An increase in value will certainly result in an increase in premium expense. On the plus side, we need to be sure that our policy covers the current value of our buildings and property.

Our 2015 appraisal was done by Staebler Appraisal and Consulting. I have contacted Mary Wilk of Staebler Appraisal and Consulting. The Staebler fee for the appraisal will be \$1800.

The 2018 insurance valuation was done by FPAT. They sent us an appraisal bid for \$575 in September. Somehow it got sidetracked. We need to accept this bid right away. Thanks to Mark at Keys Caldwell for pointing this out. We will contact FPAT later today.

I think it will be sufficient for the board to approve contracting with FPAT for the appraisal even if the fee might be a bit higher because we did not reply promptly.

SECRETARY'S REPORT  
for Board of Directors Meeting

February 25, 2021

This has been a busy season--it almost feels like a sense of normalcy!

Leases:

I have approved 5 leases in just the past week.

Sales:

I have approved 5 sales in just the past week.

Authorization forms are not routinely coming with applications for sales. Therefore, it becomes VERY important to take authorization forms with you when you orient new owners, have them fill it out while you are with them, and return these to me. This form is included in the orientation packet I put together. If you need a new supply, let me know. I will get them to Dan Muss so our new community members receive the newsletters; in fact Dan is sending both the current copy and the previous copy to new owners!

I am still missing phone numbers and some owners who have installed keypad locks have not given access codes to maintenance. I found one owner had given us a fax number ONLY! I have no address other than here in Pine Run. They also have a keypad and maintenance does not have the access code. I left a handwritten note on their door stating that we MUST have a working phone number for emergencies, but I am not sure they are down here now to retrieve that communication.

There is another owner who we do not have a phone number for. I sent her a note telling her we MUST have a working phone number in the event of an emergency. Again, I only have her Pine Run address, and have not received a response from her yet.

The 2021 Directory is almost ready to go to print. I am waiting for just a few authorization forms so our Directory will be complete. I want to thank Pat and Damon for helping me get information I needed for this project.

## **LANDSCAPING COMMITTEE REPORT**

**February 23, 2021**

### **New Landscapers:**

Devine Design started as our new landscapers on February 2<sup>nd</sup>. The owner, David Daniels came for an overview and tour of the property with Jessica, the foreman who will be servicing our property. Jessica and her crew did a fine job mowing and trimming.

On February 9<sup>th</sup> David Daniels again came out to make recommendations on prioritizing tree removal. After touring the property, two bids were received, which are attached. The first bid, to trim an Oak above Building 6 for \$600, was completed as a necessary precursor to the roofing job on that building. The other bid, to remove the seven trees which were determined to be the highest priority, totals \$6,600.00. It is recommended that this bid be approved in its entirety. If approved, two of the trees – the pine at the end of the 700's, and the Oak in front of 222, will require permits. Devine Design will request the permit once the bid is approved.

Despite the contract calling for service every other week this time of year, they have given us service on both the 16<sup>th</sup> and the 23<sup>rd</sup> because of the amount of work to be done. At this point, I am pleased with the service we have received. They expect that it may take them up to a year to get the entire property caught up.

I will follow up with a bid from them to grind approximately 30 stumps.

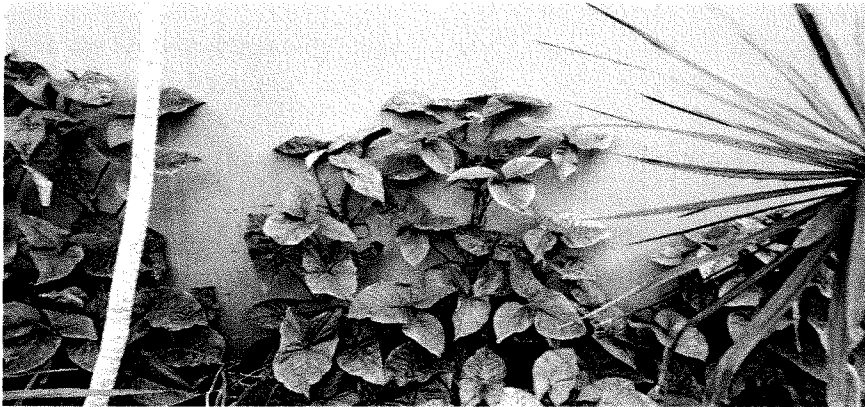
Molly Summers still cannot be contacted. Her last service date was October 15<sup>th</sup>. We need to determine how we are going to address the invasive plants which are regenerating. This could be done in-house, or we could request Devine Design to add this to our contract.



Unit 130 – Very overgrown tree behind fence, owner should be notified.



Units 208/210 – Plants growing up the side of the Building. They should be removed or moved away from the building. They will damage the paint and the siding.



Unit 244 – Golden Pothos – This very invasive plant should be removed or killed. It will go back up the building. It is starting to spread towards trees.



Unit 213 – Rubber tree next to fence should be removed.



Unit 205 – Two rubber trees behind unit should be removed.

We need to decide who will do all these things. What can be done by maintenance staff, what should be sent to Devine Design, and if you want me to try to get volunteers to do some of the smaller things. We also need to determine which residents should be notified.

There is a lot to be done, but we are making progress!

Devine Design Landscape & Lawn Maintenance, Inc

4579 Brooksdale Dr.  
Sarasota, FL 34232



**BILL TO**

Pine Run Association  
300 Blackburn Point Rd  
Osprey 34229, FL 34285

QUOTE # 20204758  
QUOTE DATE 02/11/2021

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**Quote Total** **\$600.00**

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DESCRIPTION	AMOUNT
Trim Oak tree at building 6 removing limb from rooftop. Includes cut, clean up, dissection, labor, equipment mobilization & dump fees	600.00
<b>TERMS &amp; CONDITIONS</b>	

Devine Design Landscape

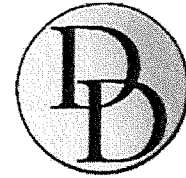
PO BOX 51181

Sarasota, FL 34232

Devine Design Landscape & Lawn Maintenance, Inc

4579 Brooksdale Dr.

Sarasota, FL 34232



**BILL TO**

Pine Run Association  
300 Blackburn Point Rd  
Osprey 34229, FL 34285

**QUOTE #**

2020-4760

**QUOTE DATE**

02/16/2021

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**Quote Total**

**\$6,600.00**

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**DESCRIPTION**

**AMOUNT**

Pine tree at the end of building 700 - drop tree, dissect, load, haul away,  
clean up debris (includes stump grind)

1,500.00

Fishtail Palm next to 232 - drop tree, dissect, load, haul away, clean up  
debris (includes stump grind)

900.00

Dead Pine & Norfolk behind 311- drop both tree, dissect, load, haul  
away, clean up debris

1,000.00

Dead Oak behind 359 & Carrotwood - drop both tree, dissect, load, haul  
away, clean up debris

700.00

Oak tree at 222 - drop tree, dissect, load, haul away, clean up debris  
(includes  
stump grind)

2,500.00

**AGM's:**

Unit 353 – Plant a 12' D.D. Blanchard Southern Magnolia between Building C and Building 10. Planting to be done by MRT. Recommended for approval with the understanding that watering must be done by the requesting residents.

Unit 308 – Remove ferns from behind unit and replant in center island around light pole and 2 palms. Recommended for approval.

**Requests:**

Unit 713 – Palm trimmed from roof. Owner offered access from her unit so that it could be reached with a pole saw.

Unit 709 – Invasive trees removed from behind unit. The Brazilian pepper is small enough that it could be done in-house.

Units 208 and 212 – Scheffleras removed from behind units.

Unit 315 – Cleanup and replant – area will be routinely addressed by landscapers; no plans for planting there, at this point.

**Complaints:**

Unit 107 – Not happy with trimming done by Devine Design. It seems to have been done properly, and the plants will grow back.

**Volunteers:** The Thursday morning volunteers have made tremendous progress removing vines along Blackburn Point Road and behind the dumpster area.

The new policy of residents requesting garbage containers for plant debris seems to be working very well.

A walk-through was done of the 200's and Building 10. The following problems were noted: