

NOTICE
BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
THURSDAY, March 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 February 25, 2021
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
 - a. Legal issues...uniform contract, insurance, HUD
- VIII. NEW BUSINESS.
 - a. Unit Violations
 - b. Compliance Committee
 - c. New uniform contract
 - d. Pest Treatment
 - e. AGM's
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting date will be April 22, 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, and Steve Ross, Directors, Jim Kraut for Management and owners in the audience. Absent: Pat Hamilton, Director.

The Zoom meeting was called to order by the President, Kip Kellogg, at 8:32 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: MOTION was made by Karen Stone and seconded by Steve Ross to accept the resignation of Pat Hamilton from the Board of Directors, effective immediately.

Reading/Approval of Minutes of Previous Meetings: MOTION was made by Karen Stone and second by Steve Ross to approve the minutes of the Board of Directors meeting of February 25, 2021, as presented.

MOTION PASSED.

BOARD REPORTS.

Secretary - Karen Stone: 1). Read her report, which is attached and made a part of these original minutes. 2). A letter will be sent to Unit # 755 to clean out the dryer vent. 3). The Compliance Committee members are Cathy Kruger for Section # 1, Robert Payne for Section # 2, and Sherwood Schaub and Holly Macario from Section # 1.

Damon White: Read the Landscape Committee report, which is attached and made a part of these original minutes.

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

Maintenance - Steve Ross: 1). The black landscape debris trashcans are put out for owner use on Wednesdays and are being dumped on Thursday, so they need to be put back in storage by the maintenance staff on Thursday. 2). The landscape workers are just chopping things down with no attempt at shaping and owners don't know when they are coming. 3). Management will request a monthly schedule from the landscape contractor that can be posted on the website calendar. 4). An article about the landscape barrel usage will be posted in the newsletter.

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

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

UNFINISHED BUSINESS.

- a. Uniform Contract: The AlSCO contract has been terminated.
- b. Plumbing: The Association's insurance company, Brown and Brown has sent a letter to the owner of Unit # 229, stating that the Association has done all they work that it is responsible for.
- c. HUD Report: The President has submitted the monthly progress report, as required, which was received and approved by the HUD agent.

NEW BUSINESS.

- a. Units # 203 and # 240: a letter has been sent to the owners indicating that if there is no response or an unsatisfactory repair, the Board will move forward with additional enforcement.
- b. The Compliance Committee: Two notification letters will be sent to all owners for their first violations, followed by a notification of hearing by the Compliance Committee. If a violation that went through the fining process is repeated by the same owner, the first two notification letters will be skipped, and the fining process will begin.
- c. Cintas Uniform Contract: MOTION was made by Owen Hodge and seconded by Tom Foley to accept the uniform contract with Cintas at approximately the same price as AlSCO, as submitted.

MOTION PASSED.

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

- d. Pest Treatment: Unit # 361 and Unit # 753 are the next two units designated by Naturzone to be treated for termites by Pest Eliminators. The owner of Unit # 362 stated that she was promised by Naturzone that she is on the list and should be scheduled for treatment. She will call Naturzone. For clarification, those units designated for treatment by Pest Eliminators will be paid for by the Association and will be covered for three years at Association expense. Owners, if they desire can pick up the warranty after that time period if they chose to.
- e. Association Updates: Covered.
- f. AGMs: MOTION was made by Damon White and seconded by Tom Foley to approve the following AGMs as submitted:
 1. Unit # 112: Replace AC unit and entry door.
 2. Unit # 209: Installation of pavers in the front courtyard.
 3. Unit # 216: Remodel the kitchen.
 4. Unit # 303: Replace carpet with bamboo flooring.
 5. Unit # 308: Installation of a patio by Main Frame.
 6. Unit # 366: Installation of plumbing for washer.

7. Unit # 757: New air conditioner installed.

MOTION PASSED.

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

8. Unit # 356: Request to stain the shared walkway – rejected. This is an Association responsibility.
9. Unit # 366: Remove the outer shutters – Tabled for more information.
10. Unit # 351: Extension of lanai to conform with the deck built above and to pour a concrete floor and install screening. Tabled until the positive signatures from the other owners in the building have been collected.


Public Comment: 1). Unit # 362 has hired Main Frame to replace the deck, but the roof below needs to be repaired first.

MOTION was made by Owen Hodge and seconded by Damon White, that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 10:30 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, April 22, 2021, at 8:30 A. M.

Respectfully submitted,



James S. Kraut,
For the Secretary

SECRETARY'S REPORT

For Board of Director's Meeting

March 25, 2021

This month has been rather slow; only 1 sale, 1 lease, and 1 very short term lease.

What has kept me busy is looking into an owner who is leasing her unit through Airbnb and ignoring our rules. Keys-Caldwell has sent a "cease and desist" violation letter. Currently there are renters in this unit from Michigan for a month. My concern is that there may be other owners doing the same thing. I have 2 other units to look into regarding this. If we allow this to get out of hand, we will become more of a rental without controls than a place where owners actually want to live. Orientations become critical to renters so they understand the rules and so we get to know them. I will keep you all posted as this unfolds. Also, our maintenance men got a call from an owner that the dryer vent in Unit 755 needed cleaning as lint was hanging out of it. They did this task; can we bill the owner the \$60 we pay the Vent Doctor? Since clogged dryer vents are a fire hazard, I wish there was an ability for the Association to just clean out all dryer vents once every three years. Fixing roofs on built on atriums is not a fire hazard and doesn't seem a justifiable reason to refuse to clean dryer vents.

I am providing all orientors with our "authorization form" to have completed by new owners upon orientation. Please return them to me with the signed orientation form and I will get the authorization forms to me for the directory next year and Dan Muss for the newsletter and bulletins.

I am hoping to get the Directory to Jim Kraut this week so it can go to print. The delay has been due to formatting as well as missing Authorization forms so we have current information. Thanks, Tom Foley, for your help.

I have been looking at violation listings on the K-C website and it seems no fines are being imposed per our declarations and rules and regs. If we are to follow our rules, we need to constitute the compliance committee with 1 owner from each section. Since Damon had been a member and is now a board member I would like to see him appointed board liaison to the Committee. K-C's list of violations goes back a ways and there doesn't seem to be a second 14 day letter sent.

AGM's need a system to complete the process of Board approval. What we have works, but to my knowledge there is no communication back to the owner of the approval or other action such as needing more information. Could Steve notify owners he represents and Tom owners he represents? Also, this should be in writing, even if by email.

Finally, the list of owners not publishing their phone numbers is now complete except for one owner who resides in Switzerland. I will be sure our President has this list. Is there anyone else on the Board who feels a need to have this to deal with emergencies as they arise?

Pine Run treasurer Report
March, 2021
Owen Hodge

Assessment Income:

The Pine Run assessment income flow functions very well. As of the end of February there were only 2 of our 147 Pine Run owners were in arrears 60 days or more and one of those actually settled the debt to the association in March.

Operating Expenses:

The 2021 repairs and maintenance budget for section 1 is \$12000. For some repairs there can be a choice as to whether they are allocated to reserves or operations. Sometimes there is no clear line between long term structural replacement and ordinary structural repair. As of the end of February the section 1 repairs expenses are already above the budget for the year. By allocating these expenses to operations we avoid drawing down the reserves. This is only occurring in section 1.

In section 3, according to the February financial report, the water bills looked to be about 50% over budget year-to-date. The expense level in the financial report was \$2904.43. After careful research through all the water meter data, it is clear the actual amount should be \$2094.43. For once an easy solution: it was a typo in the financial report. The section 2 water expense is not over budget.

Insurance Appraisal:

The Felton Professional Adjustment Team (FPAT) will submit the completed insurance appraisal of the Pine Run buildings and facilities by March 27. Brown and Brown will then complete their insurance bid.

Roofs:

In the coming month the board will be considering the finances for the new insurance policy and for completing the roof replacement project. The pace of the roof work has slowed considerably. For example, we anticipated that building 6 in section 3 would be done by now. The permit process is part of the slowdown. The plan is to have buildings the clubhouse as well as buildings 6,8, and F done in 2021. Building F will probably be the last one of these, probably in November. In 2022 buildings E,4,and 5 will be completed, one in each section. We are running close to the edge in the reserves for sections 1 and 3. We need to take our time and plan carefully.

LANDSCAPING REPORT

March 23, 2021

Members Present: Keenie Bugenhagen, Pam Williams, Mary Ann Spencer, Chris Vann

Others in Attendance: Nancy Beane

Landscaping Maintenance: Maintenance continues to be provided by Devine Design, with visits every other week. Landscaping Chair is pleased with the service being provided. There was some concern about areas not being raked and debris being blown into beds. It was explained that it will take a year for them to get our landscaping to the desired appearance of neat, naturalized landscaping. The landscapers were instructed to prioritize the trimming of plant material away from buildings. This is what they have been doing. There was also concern expressed about how edging is being done. It was reviewed that they are to take direction from the Landscape Chair, and concerns should be expressed to her, and not to the landscapers directly.

Bids for Special Services:

Tree removal: The trees which were approved to be removed last month have been marked with orange ribbon. We are waiting for the county inspector to come out so that the permit can be issued. A ribbon was also tied around the large Oak in front of the clubhouse because of concern that much of the roots are above ground. The inspector will look at it and determine whether a permit will be issued for removal.

Irrigation services: Devine Design gave a bid for \$700 to bring irrigation system in Clubhouse area to correct working order. (Attached). It is recommended that this bid be approved, and that each building be done in turn once this work is completed.

Stump grinding and removal: A map was submitted to Devine Design of approximately 35 stumps. Their bid was for \$175/stump, or \$5,250. This is far above what we expected. It is recommended that we pursue other means to address the stumps.

Recreation Area: Bullseye has been scheduled by the Social Club to install the gas line extension the week of March 29th, with paver installation to be done by Paradise Stoneworks the following week. A map of this area has been supplied to Devine Design. This will guide the irrigation work.

Vine-Cutting Volunteers: The Thursday morning volunteers has done extensive work from Blackburn Point Road along the back of the even side of the 300's. The group is not meeting this week but will resume work next week. Many potted plants were at the root of much of the plants that had grown over palms, palmettos, and on to the building. The rules regarding potted plants may need to be reexamined.

Walk-through of the 300's:

- Large clumps of grasses have grown up behind the dumpster area where invasive plants and vines were removed. These need to be dug and pulled out before they take over.
- The following small invasive plants were noted. They should be removed before they get larger and become more of a problem.
 - Center median: Baby carrotwoods and asparagus fern
 - To the right of entry of 309: small Carrotwood
 - Behind Unit 303: Small Carrotwoods, a vine growing up an Oak, and a rubber tree
 - Behind 315: Many vines in trees. The volunteer group can add this area to their list.
 - Back right of Unit 361: Small Schefflera
- Unit 353 – The owner asked the Committee to check the trimming that was done in front of his unit, as he was upset at how the plants were “hacked”. The Committee did not see a problem with the appearance of the plants. There was concern expressed, however, with the presence of the rubber tree in such proximity to the building. It is not a desirable plant, and can grow far too large.