

**NOTICE**  
**BOARD OF DIRECTORS MEETING**  
**PINE RUN CONDOMINIUM ASSOCIATION, INC.**  
**THURSDAY APRIL 22, 2021**  
**PINE RUN CLUBHOUSE**

**8:30 AM**

**Meeting held outside**

**Special meeting for board appointment/roof assessment for section 3**

**AGENDA**

- I. Call the Meeting to Order.
- II. Determination of Quorum.
- III. Proof of Notice of Meeting.
- IV. Meeting Decorum.
- V. Resignations and Appointments / Amy Grandelli
- VI. Approval of Minutes of March 25, 2021
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
  - a. Rules enforcement/unit violations
  - b. Completed HUD agreement
  - c. Pest treatment
- VIII. NEW BUSINESS.
  - a. Section 3 roof special assessment
  - b. Borrowing money/line of credit
  - c. Grounds maintenance
  - d. Kayak storage problems/project
  - e. AGM's
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting May 27, 2021

**MINUTES OF THE ZOOM MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, APRIL 22, 2021  
8:30 A. M.**

Present: Kip Kellogg, President, Damon White, Vice President, Owen Hodge, Treasurer, Karen Stone, Secretary, Tom Foley, Amy Grandelli 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 8:32 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: Amy Grandelli joined the Board.

Reading/Approval of Minutes of Previous Meetings: MOTION was made by Owen Hodge and seconded by Tom Foley to approve the minutes of the Board of Directors meeting of March 25, 2021, as amended.

MOTION PASSED.

The amendment was that Cathy Kruger is from Section 3.

BOARD REPORTS.

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

Maintenance - Tom Foley: 1). Read his report, which is attached and made a part of these original minutes. 2). People are happy with Tioli. 3) People are happy with the condition of the pools.

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

Secretary - Karen Stone: 1). Read her report, which is attached and made a part of these original minutes.

MOTION was made by Karen Stone and seconded by Tom Foley to approve the Housing Report, as attached.

MOTION PASSED.

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

original minutes.

#### UNFINISHED BUSINESS.

- a. Rules Enforcement/Unit Violations: 1). A letter was sent to an owner who had not been submitting rental applications. Responses, applications and application fees have been received. This owner has only one more rental allowed in 2021. 2). Two other owners have been sent letters requesting information on possible rentals of their units without submitting applications and fees. 3) The third walkthrough of the properties will be done when Peter returns.
- b. HUD Report: The President reported that the HUD agreement has been approved.
- c. Pest Control Treatment: Units # 361 and # 753 were treated for termites by Pest Eliminators a week ago. Two more units will be recommended by Mark from Nature Zone for May.

#### NEW BUSINESS.

- a. Section # 3 Roof Special Assessment: MOTION was made by Owen Hodge and seconded by Tom Foley to approve a special assessment of \$29,000, for the replacement of the roof on Building # 8, and all related repairs and replacements, with payments due in three equal amounts per bedrooms, in May, June, and July, 2021, as presented.

MOTION PASSED.

- b. Borrowing Money/Line of Credit: The Board is moving forward with gathering information on obtaining a \$500,000 line of credit.
- c. Grounds Maintenance: 1). A letter was read against the possible removal of the large pine tree on the Southeast side of the clubhouse. 2). Owners were requesting that they be allowed to put up "No cutting" signs on various areas of landscaping because they are not being trimmed properly. 3). A copy of the new landscaping contract will be placed on the website.

Damon White was excused at 9:27 A. M.

4. The fire pit gas line is in and the pavers will be put down next week.
- d. Kayak Storage: 1). The Association allows up to two kayaks per unit but there are some units that have four and even six kayaks, creating a kayak rack shortage. 2). There are Carrotwood trees in the kayak storage area that need to be removed. 3). There are no standard identification tags for the kayaks and new rules need to be created and enforced.
- e. AGMs: MOTION was made by Tom Foley and seconded by Owen Hodge to approve the following AGMs as submitted:
  1. Unit # 305, new kitchen.
  2. Unit # 224, to refinish floors and regrout tiles.

MOTION PASSED.

MOTION PASSED.

MOTION was made by Owen Hodge and seconded by Steve Ross to approve the following AGM's, as submitted:

3. Unit # 303: Removal of plants.
4. Units # 356 & 360: To plant Iris on both sides of the courtyard walls.
5. Unit # 761: Trim Schefflera.

MOTION PASSED.

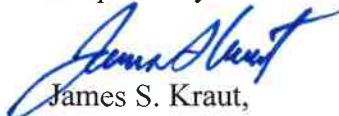
MOTION was made by Owen Hodge and seconded by Steve Ross to approve the Devine Design proposal for new irrigation clocks on Buildings A and B for \$1,500, and repairs to the irrigation system for \$360, as presented.

MOTION PASSED.

Public Comment: 1). Q: Do other Associations have HUD complaints? Did we have an appeal? A: Nothing currently. Yes, and it was answered. 2). Main Frame needs to do a better job of cleaning up the jobsite on a daily basis. A: The President will speak with the owner of Main Frame. 3). There is a new roof on Building # 10 but there is a water stain on the ceiling in Unit # 132 and there has been no follow up with the owner. 4): Board minutes seem to be posted late or not at all. A: They are draft minutes only and have not been approved but are still put on the website after Board review. 5). Q: How often does pest control come? A: New pest control is done twice per year. 6), Q: How often are dryer vents being cleaned? A: Each section is on a separate schedule. 7). Q: When will fence be replaced? Can we get a loan? A: We can do anything you want as long as you want to pay for it

The meeting was adjourned by the President at 9:58 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, May 27, 2021, at 8:30 A. M.

Respectfully submitted,

  
James S. Kraut,  
For the Secretary

## SECRETARY'S REPORT

for

### BOARD OF DIRECTOR'S MEETING

APRIL 22, 2021

The following leases are being brought to the Board for approval:

			Applicaition	Received	Approved	From	To
14	239 Nancy Doll	Mary Ann Mailman	3/10/2021	4/1/2021	4/2/2021	3/1/2022	3/31/2022
15	239 Nancy Doll	James and Carol Braband	3/8/2021	4/1/2021	4/2/2021	1/23/2022	3/1/2022
16	117 Naomi King-- Tawny Owl, Inc.	Patricia Lukas	3/26/2021	4/13/2021	4/14/2021	5/1/2021	4/30/2022

The following sales are being brought to the Board for approval:

			Applica	Received	Approved	Settlemt
Clyde J. Wells		Alfred Joseph DeFeo	4/1/2021	4/6/2021	4/7/2021	5/11/2021
Larry & Shirley Trautman		Shannon East, Eric and Sarah Dill	4/7/2021	4/13/2021	4/14/2021	4/28/2021

The 2021 Directory:

1. The last two pages did not get printed. I am in the process of correcting that problem and will ask Dan Muss to send them out to owners to add to their new Directory.
2. Mr. Bartner sent me corrections which did not get reflected in the final copy, so he has asked me to give each of you a sticker with his correct name and email for you to put in your Directory. I have those for each of you.
3. I hope the Directories will all be distributed by this week.

My vacation:

I will be away for the month of May. I am attempting to set up a system to do approvals long distance. I may have to purchase a laptop to do that.



April 2021 Pine Run Association Treasurer Report Owen Hodge  
**Roof Completion Schedule** (April,2021 - January,2023)

**Section 1**

Building A April or May, 2021      Building F December, 2021      Building E January, 2022

**Section 2**

Building 4 December 2021

**Section 3**

Building 6 April or May, 2021      Building 8 July, 2021      Building 5 January, 2023

**Clubhouse** May or June, 2021

**Proposed special assessment for Section 3**

**Purpose: Fund Roof replacement for building 8 by Tioli Roofing: \$29500**

Unit type	Total Assessed	Monthly Payment (3 months May-July)
1 Bedroom	\$546.66	\$182.22
2 Bedroom	\$706.74	\$235.58
3 Bedroom	\$777.31	\$259.10

**Estimated special assessments which will be finalized and voted on at the May meeting.**

**Section 1 Building E**

Purpose: \$100000 for building restoration work by Maine Frame and new roof by Tioli.

Unit type	Total Assessed	Monthly Payment (6 months July-December)
1 Bedroom A	\$1010	\$168.33
1 Bedroom B	\$1260	\$210.00
Townhouse	\$1450	\$241.67
2 Bedroom Up	\$1635	\$272.50
2 Bedroom Down	\$1640	\$273.33
3 Bedroom	\$1840	\$306.67

**Section 2 Building 4**

Purpose: \$50000 toward preparation and replacement of building 4 roof.

Estimated total cost is \$98450. Expense in excess of \$50000 will be covered by reserve funds.

Unit type	Total Assessed	Monthly Payment (6 months July-December)
1 Bedroom	\$1048.21	\$174.70
2 Bedroom	\$1348.23	\$224.71
3 Bedroom	\$1482	\$247.00

**Information Needed** Maine Frame bids for building 4,5 and E. Tioli bid for building E.

**Line of credit to fund insurance** We usually fund our insurance payments by borrowing from reserves. The roof project is drawing down the reserves so the association will need to set up a line of credit. Brown and Brown is in the process of getting quotes for our policy which initiates at the end of June. Estimated cost is \$350,000. The cost for a \$400,000 line of credit shouldn't be more than \$3,000 and would be good for two years and then renewal would be about \$400. Since we do not yet have the new policy amount at this time the board would only needs to agree to getting some specific bids for a line of credit.

## April 2021 President's Report

If it's April, it must be time for some of you to start the long trek north. As has been the case always, we will ask you to follow a couple of simple tasks before you go. Some of you will dedicate the time to tighten up your winter home, collect all the items outside that may disappear in a hurricane, leave keys for that car in the lot on the counter, and confirm that the home checker is on board. Many of you will not. You cannot for the life of you see the value of having someone come into your place and flush the toilets and run the water. You leave knowing that someone else can worry about the chairs or pots or hanging plants that have the potential to fly away like Dorothy's house. Some things will never change.

If you have followed along over the past 3-4 months, you have heard me talk about rules enforcement, and the fact that we have successfully completed two walk-thru of the entire property. Letters have been sent to owners found to have some sort of violation. These letters are the reasonable approach to our fellow owners to remind them that we are all in this together. The point is to nudge you back to the middle. The point is to remind you that you signed paperwork acknowledging at some point in the process you read the rules. The point is to have you correct the violation before we are forced to up the ante. The point is we are being forced to police you. You should be policing yourself. We will again today be discussing the issue of rule enforcement/unit violations. My point today is the letters will keep coming. The stakes will grow. The tools available to the board are many. Now is the time for you to make changes. Read the rules...please.