

**NOTICE  
BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
THURSDAY, JULY 22ND 2021  
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 June 22nd, 2021
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
  - a. Deck Update
  - b. Security company search
- VIII. NEW BUSINESS.
  - a. Roof special assessment planning
  - b. Employee compensation
  - c. Landscape bid
  - d. Setting lease percentage cap
  - e. AGM modification
  - f. AGM's
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting date will be September 8th and September 23rd, 2021

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

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

The Zoom meeting was called to order by the President, Kip Kellogg, at 8:30 A.M. in the clubhouse, a quorum being present. Proof of Notice was mailed with Agenda posted at least 14 days in advance for the appointment of a new director and 48 hours in advance of this meeting for the rest of the agenda. 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: 1). The President announced that Karen Stone will be selling her house and moving North, so she is resigning from the Board. AJ McDowell has been appointed to fill her remaining term on the Board and as Board Secretary. Karen Stone was thanked for her years of service and for working with AJ McDowell to insure a smooth transition. 2). The President also stated that he was sad to report that Peter Campanelli, a long time resident and Board member in Pine Run, has passed away.

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 June 22, 2021, as presented.

MOTION PASSED.

**BOARD REPORTS.**

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

Vice President: No report.

Secretary – AJ McDowell: Read her report, which is attached and made a part of these original minutes.

Directors – Amy Grandelli: No report.  
Tom Foley: No report.

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

## UNFINISHED BUSINESS.

- a. Deck Update: 1). The work on the recreation decks is at least two weeks away as the contractor is waiting on the issuance of County permits. 2). The recreation area, with the exception of the swimming pool, which can be accessed by the gate facing the parking lot, will be closed for four to six weeks.
- b. New Security Vendor Search: Having no luck with the original companies provided, Management will provide additional names of security companies to contact.

## NEW BUSINESS.

- a. Roof Special Assessment Planning: It was the consensus of the Board that a special assessment meeting be held on September 8, 2021, to gather funds to replace the remaining four roofs with new roofs. The work is being done for both safety and insurance considerations.
- b. Employee Compensation: MOTION was made by Kip Kellogg and seconded by Owen Hodge to pay Peter Asklipious an extra \$100 per month, effective August 1, 2021, for using his vehicle for Association business.

## MOTION PASSED.

- c. Landscape bid: The previously approved landscape work will begin after Keenie Bugenhagen returns in August.
- d. Setting Lease Percentage Cap: The Association's attorney will be asked to provide the Board with information about setting a percentage limit of units that can be rented at any one time and what is entailed in becoming a 55 + Community.
- c. AGMs: MOTION was made by Damon White and seconded by Tom Foley to approve the following AGMs, as presented:
  1. 313: Replace hall windows with new.
  2. 229: Repair/replace air conditioner.
  3. 229: Replace sheetrock, cabinets and change sinks.
  4. 132: Remodel both bathrooms.
  5. 141: Replace front door and paint an approved color.
  6. 221: Renovate the kitchen, install new flooring, paint throughout and rescreen lanai and lanai screen door.
  7. 209: Transplant mature plants from front sidewalk to an area further West towards the trash can enclosure.

## MOTION PASSED.

Public Comment: 1). Q: What is happening with the gutter installation at Building # 6? A: The installer will be back soon to reinstall existing and add additional where needed. 2). Q: What is happening with the irrigation? A: Buildings A & B have been completed and the technician is now going building to building to inspect and repair all systems. 3). There is a protruding irrigation head in the shell along the Southeast corner of the tennis court. 4). Netting in the soffits needs to be replaced to prevent rodent and bat intrusion. 5). Roof vents either have self-contained screens or have screens attached by the pest control company.

The meeting was adjourned by the President at 9:18 A. M. The next meeting will be the Special assessment meeting of September 8 and then there will be a regularly scheduled Board of Directors meeting on Thursday, September 23, 2021, at 8:30 A. M.

Respectfully submitted,



James S. Kraut,  
For the Secretary

### **Landscape Committee Proposal**

The landscape committee has developed a proposal for removing and planting trees in the next few months. The total cost will not exceed \$8000. The budget for tree removal and planting is \$20,000. To date we have spent about \$8400. There are sufficient funds for the landscape committee proposal.

### **Payroll Expense**

Peter Askilipious has had two knee replacement surgeries. For two weeks before the first operation a third employee was hired to be trained and then to fill in for three days a week during the recuperation period. As of the end of July the payroll budget was still \$3000 under budget.

### **Operating Expenses**

Operating expenses are about \$37000 over budget which is about 5% above the budgeted amount for the end of June. This is basically due to large unexpected expenses in section 1 for repairs and maintenance. The section 1 repairs total now exceeds \$40,000 where the annual budget is \$12000. As I stated in a previous report, these expense are related to repairs on balconies and decks. These repairs could just as well be allocated to reserves as to operations expenses. Due to the roof replacement project the current section 1 reserve levels are low so we have chosen to allocate to the operations side of the Pine Run finances.

### **Roof Replacement Project**

Work on section 3 building 6 is now complete. The roof on building F in section 1 has the first priority for the next replacement. Here is the list of remaining roofs:

Section 1 Buildings E and F.

Section 2 Building 4.

Section 3 Buildings 5 and 8.

After major increases prices for wood products have decreased lately so we are in the process of getting estimates for these buildings. We need these figures from Maine Frame and Tioli as soon as possible.

### **Schedule For The remaining Roofs**

I recommend that we consider completion of the roof replacement project as soon as possible, whatever it takes. It worries me that avoidable damage might happen if we do something like put off a building for a year after all of the other buildings have been completed. We know what needs to be done. It is unreasonable to ask owners to keep waiting for their new roofs when the rest of us have been taken care of.

### **Roof Project Funding**

The 2020 audit is complete. In the audit process a number of expenses were reallocated from operations to reserves. In sections 1 and 3 significant reserve expenses were reallocated from reserves to special assessments. Our current financial report needs to be lined up to these changes so we will have accurate figures for our reserve levels. As soon as I have estimates for all of the remaining roofs and the corrected financial report I will draft a financial plan for replacing the rest of our roofs by the summer of 2022. This plan will definitely require substantial special assessments. I will submit assessment drafts to board members by early August. There will be a special assessment board meeting on September 8. No later than two weeks prior to that meeting owners will be informed of the proposed assessments.

### **2022 Budget**

I will be back in Pine Run by August 1 and will begin working on the 2022 budget immediately. As in past years there will be work sessions open to interested owners. I hope to complete a budget draft by September 1.

## July 2021 President's Report

We are for sure sweating through the dog days of summer. While we are not a beehive of activity, we have had progress. Building 6 has been finished except for some additional gutter work. Building A has been rehabbed and roofed and is awaiting painting. We are also ready for rehab to begin on bldg. F. We have also completed the fire extinguisher update, as well as the community wide pest treatment. We will talk about the clubhouse in a moment.

Over the past 3-4 months, we began talking about, and sending out violation letters where it concerned failing to follow our updated community rules. We had a discussion on the meaning of the term, reasonableness. We related it to the issuing of fines, and how we might nudge residents into following our community guidelines. I must also now say that the issue is consistency, or lack thereof. We have failed due mostly to the absence of our maintenance supervisor Peter Asklipious and his knowledge of the new computer program being used to capture our violations. It is my hope that with his return to work following a 2nd knee surgery, that we can begin again to address and then enforce our rules.

We will begin to talk today about a September Special Assessment meeting dedicated solely to the issue of roofs. As Owen mentioned in his report, we will have numbers soon coming from our audit to make decisions on how much we will be asking for. The collapse of the tower in Miami resonates with us even though we are only 2 stories. Most of us now sleep under new roofs, while others wait. We can wait no longer.