

**NOTICE
BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
THURSDAY, SEPTEMBER 23 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 July 22nd 2021 and September 8th 2021
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
 - a. Clubhouse permit
 - b. Special Assessment
- VIII. NEW BUSINESS.
 - a. 2022 Budget
 - b. Work order study
 - c. Irrigation bid change
 - d. Report a violation
 - e. AGM's
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting date will be October 28, 2021

**MINUTES OF THE ZOOM MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, SEPTEMBER 23, 2021
8:30 A. M.**

Present: Kip Kellogg, President, Owen Hodge, Treasurer, AJ McDowell, Secretary, Amy Grandelli, (Via Telephone), and Steve Ross, Directors, (arriving at 9:10 A. M.), Jim Kraut for Management and owners in the audience. Absent: Damon White, Vice President, and Tom Foley, Director.

The meeting was called to order by the President, Kip Kellogg, at 8:30 A.M. in the clubhouse parking lot, a quorum being present. Proof of Notice and Agenda were posted at least 48 hours in advance. 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 AJ McDowell to approve the minutes of the Board of Directors meetings of July 22, and September 8, 2021, as presented.

MOTION PASSED.

BOARD REPORTS.

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

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

Vice President: No report.

Directors – Amy Grandelli: No report.

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

Landscape Report: Deferred to New Business.

UNFINISHED BUSINESS.

- a. Clubhouse Permit: The application was originally submitted to the County in May. Delays were caused by requests for additional information and architectural adjustments to the permit. It should be ready soon and work will then begin.
- b. Roofing Special Assessment: The money has been approved and will be used to finalize all of the roof replacements by the end of 2022.

NEW BUSINESS.

- a. 2022 Budget: The proposed budget has been sent to all Board members for review.

MOTION was made by Owen Hodge and seconded by Kip Kellogg to approve the mailing of the proposed 2022 budget to all owners for approval by the Board at the November Board of Directors meeting.

MOTION PASSED.

- b. Work Order Study: There will be a meeting tomorrow to review the system and discuss the process.
- c. Irrigation Bid Change: MOTION was made by Kip Kellogg and seconded by Owen Hodge to approve the two irrigation bids for new electric clocks in Section 2, as presented.

MOTION PASSED.

- d. Report A Violation: Management answered questions about how the system works and why you would use it. It is not designed to make people snitch on their neighbors, but instead a system that collects and records all information in one place, that is viewable by the Board and Management, instead of hearing things by word of mouth or by random emails to various people. The Board is going to try it and see how it works. It can always be deactivated if the Board doesn't want to use it.
- c. AGMs: MOTION was made by AJ McDowell and seconded by Owen Hodge to approve the following AGMs, as presented:
 1. 220: Replace tile in the master bath.
 2. 225: Clear the median across from their Unit including removing of a Carrotwood tree.
 3. 124: Apply Diatomaceous Earth to the turf area around Building # 10.
 4. 124: Window and door replacement.
 5. 209: Replace plantings around the Unit.
 6. 220: Replace plantings around the Unit.
 7. 703: Unit remodel including plumbing flooring sinks and cabinets.
 8. 141: Replace carpet, screen and lighting.

MOTION PASSED.

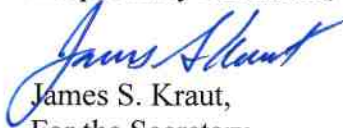
(For: Grandelli, Hodge, Kellogg. Abstain: McDowell on Unit # 124 requests).

Steve Ross joined the meeting.

Public Comment: 1). Q: When is the next termite treatment? A: Nature Zone will provide the next units for treatment to the President. 2). Q: Do we monitor AirBNB and other rental sites. A: Yes, when necessary. 3). Q: Is the list of those not wanting to participate in the Association pest control program audited? A: Yes.

The meeting was adjourned by the President at 9:18 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, October 28, 2021, at 8:30 A. M.

Respectfully submitted,



James S. Kraut,
For the Secretary

September, 2021 Treasurer Report Owen Hodge

Insurance

Insurance policies run from July to July. Budgets run from January to January. Half of a budget year is covered by one policy and half by a new policy. We usually budget for a 5% increase in each annual January to January insurance budget. In 2020 we were told to expect a 15% increase in the policy that would begin in July. That is what we budgeted for in 2021. For the 2022 budget the assumption is a 5% increase in the next premium which will begin at the end of June.

Premium Cost

July, 2020 - July, 2021	\$288,914	
July, 2021 - July, 2022	\$346,230	
(estimated) July, 2022 - July, 2023	\$363,542	5% increase
2021 Budget	\$305,001	2022 Budget \$354,895 16.4% increase

Operations Budget 2022

The total of the operations budgets will increase by 7.5% in 2022 mainly due to the \$49000 increase in insurance premiums.

Reserves

Roof replacement will be completed in 2022, financed through special assessments. To avoid a monthly assessment increase the reserves for 2022 will be funded at 75%. When the new reserve study takes effect in 2023, the reserves should go back to 100% funding.

Reserve Study

We will need a new reserve study in 2022 after all of the roofs have been replaced. The estimated cost is \$6500. This will be part of our 2022 Legal/Professional expense.

Repairs and Maintenance

As of July 31 the section 1 Repairs and Maintenance expense was about \$45,000 while the annual budget is only \$12,000. There was a similar situation in section 3 last year. We will cover about \$38000 of the section 1 Repairs and Maintenance with the special assessment. Under ordinary circumstances most of the repairs would have been covered by reserves. However the roof replacement project has seriously depleted the reserve funds in section 1. Looking ahead, the roofs will be complete and the reserves will start building up so a major increase in Repairs and Maintenance budget is probably not necessary.

Jim Kraut

From: Owen Hodge <owenpinerun@gmail.com>
Sent: Tuesday, September 21, 2021 11:49 AM
To: Jim Kraut
Subject: [EXTERNAL] Pine Run Budget and Reserves

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jim,
Here is what I have expressed in the letter for the 2022 budget. Just want to make sure you see it before the Thursday meeting.

This year the reserves will be funded at 75% if the owners vote to approve. If the membership so votes at the Annual Members Meeting, there will be permission to transfer (borrow) from reserve funds for payment of the insurance installments as they come due. Due to the roof replacement project our reserve funds are at lower levels than in previous years. If we need to take out a short term bank loan to keep the insurance payments on schedule in 2022 we will do so. Any such loan will be repaid by the end of the year.

Owen

SECRETARY'S REPORT FOR September 22, 2021

BOARD OF DIRECTORS MEETING

Sales since last meeting.....4
Leases since last meeting..... 3
Visitors.....0 based on info received

Number of 1 year leases since last meeting..... 1

Owen, Damon and AJ reviewed the 2021 estimated YE operating and reserve budgets and the proposed 2022 operating and reserve budgets and answered questions.

Reviewing of the current lease documents is on going in an effort to include 2021 approved regs. This is currently active.

Reviewing of documents, listings, and so forth received from predecessor, filing, etc in process.

LEASES:

Unit	2021	Renters Name(s)	Application		Received		Approved		Occupancy	
			Date	Date	Date	Date	Date	Date	Date	Date
244	Komer, Louis and Joan	Anne Feminella & William Orr	1/14/2021	2/18/2021	2/18/2021	2/19/2021	2/19/2021	2/19/2021	2/20/2021	2/20/2021
124	McDowell, Robert & Angela	Jim & Carol Braband	1/12/2021	2/18/2021	2/18/2021	2/19/2021	2/19/2021	2/19/2021	2/19/2021	2/1/2021
355	Charles & Cynthia Hodge	D. Christina Nicholson	#####	2/18/2021	2/18/2021	2/19/2021	2/19/2021	2/19/2021	2/19/2021	12/27/2020
110	Lincoln & Josie Olsen	Eric & Ludwina Olsen	2/14/2021	2/18/2021	2/18/2021	2/19/2021	2/19/2021	2/19/2021	2/19/2021	3/1/2021
244	Komer, Louis and Joan	Judith Hillier	6/6/2020	6/10/2020	6/10/2020	6/12/2020	6/12/2020	6/12/2020	4/6/2021	4/6/2021
108	Giambruno and Serrano	Patrick & Kathy Cody	2/22/2021	2/24/2021	2/24/2021	2/25/2021	2/25/2021	2/25/2021	3/1/2021	3/1/2021
236	Susan Burgstiner	Trisha & Jody Smith	3/8/2021	3/24/2021	3/24/2021	3/26/2021	3/26/2021	3/26/2021	12/30/2021	12/30/2021
117	Naomi King	Jill Oldham	2/10/2021	3/24/2021	3/24/2021	3/26/2021	3/26/2021	3/26/2021	2/20/2021	2/20/2021
755	Lauren & Steve Englander	Michelle Pujol & Brent Petrini	3/17/2021	3/26/2021	3/26/2021	3/28/2021	3/28/2021	3/28/2021	12/31/2020	12/31/2020
755	Lauren & Steve Englander	Jennifer Fruzzetti	1/22/2021	3/26/2021	3/26/2021	3/28/2021	3/28/2021	3/28/2021	2/3/2021	2/3/2021
755	Lauren & Steve Englander	Denny & Robi Kelly	3/17/2021	3/26/2021	3/26/2021	3/28/2021	3/28/2021	3/28/2021	3/12/2021	3/12/2021
755	Lauren & Steve Englander	Karin Bennett	3/15/2021	3/26/2021	3/26/2021	3/28/2021	3/28/2021	3/28/2021	4/16/2021	4/16/2021
755	Lauren & Steve Englander	Murielle & Stephan DeWekker	#####	3/26/2021	3/26/2021	3/28/2021	3/28/2021	3/28/2021	11/29/2020	11/29/2020
239	Nancy Doll	Mary Ann Mailman	3/10/2021	4/1/2021	4/1/2021	4/2/2021	4/2/2021	4/2/2021	3/1/2022	3/1/2022
239	Nancy Doll	James and Carol Braband	3/8/2021	4/1/2021	4/1/2021	4/2/2021	4/2/2021	4/2/2021	1/23/2022	1/23/2022
117	Naomi King--Tawny Owl, Inc.	Patricia Lukas	3/26/2021	4/13/2021	4/13/2021	4/14/2021	4/14/2021	4/14/2021	5/1/2021	5/1/2021
205	Denise & Bernie Fowler	Chris & Pamela Bartlett	02/23/21	04/23/21	04/23/21	04/24/21	04/24/21	04/24/21	12/26/21	12/26/21
236	Susan Burgstiner	Debra & Frank Cicerello	04/12/21	04/21/21	04/21/21	04/21/21	04/21/21	04/21/21	07/01/21	07/01/21
703	Belinda Maclurg	Joseph Audeh & Nadia Shareef	06/01/21	06/01/21	06/01/21	06/01/21	06/01/21	06/01/21	06/02/21	06/02/21
233	Joseph Milutis	Pat Hamilton	06/29/21	06/25/21	06/25/21	06/28/21	06/28/21	06/28/21	06/22/21	06/22/21
233	Joseph Milutis	Pat Hamilton	06/29/21	07/01/21	07/01/21	07/01/21	07/01/21	07/01/21	07/07/21	07/07/21
761	Mary Ann Spencer	Lee & Olga Traeger	06/30/21	07/07/21	07/07/21	07/14/21	07/14/21	07/14/21	07/01/21	07/01/21
239	Nancy Doll	Ann Landay	06/28/21	07/08/21	07/08/21	07/14/21	07/14/21	07/14/21	12/01/21	12/01/21
236	Susan Burgstiner	Rosemary O'Lone	7/8/2021	7/19/2021	7/19/2021	8/10/2021	8/10/2021	8/10/2021	3/5/2022	3/5/2022
761	Mary Ann Spencer	Juan Arrascue & Kari Holly	8/11/2021	8/17/2021	8/17/2021	8/21/2021	8/21/2021	8/21/2021	8/20/2021	8/20/2021
107	Kavesery Kirshnan	Liliane Lykes	6/2/2021	8/2/2021	8/2/2021	8/11/2021	8/11/2021	8/11/2021	7/1/2021	7/1/2021

2021

			Application Date	Received Date	Approved Date
3-222	Ted Arnstein & Eliz. Jamison	Stephanie Chambers	1/20/2021	2/5/2021	2/6/2021
1-361	Charles Kenney	Laurel Van Horn	2/4/2021	2/5/2021	2/6/2021
1-366	Olivia Stultz	Holly Macario	1/6/2021	2/8/2021	2/8/2021
2-114	George and Marlene Hookey	David and Ann Ferraro	2/15/2021	2/15/2021	2/16/2021
3-223	Melissa Steg	Joyce McKenzie	2/9/2021	2/18/2021	2/19/2021
3-244	Louis & Joan Komer	Judith Hallett	2/16/2021	3/1/2021	3/1/2021
2-139	Clyde J. Wells	Alfred Joseph DeFeo	4/1/2021	4/6/2021	4/7/2021
2-103	Larry & Shirley Trautman	Shannon East, Eric and Sarah Dill	4/7/2021	4/13/2021	4/14/2021
354	Terry Marks & Anastasia Wirick	Bruce Maffeo & Suzanne Mondo 1-354	04/21/21	04/23/21	04/24/21
111	Delores Morgan	Anne Caprini 2-111	04/22/21	04/23/21	04/24/21
228	David and Mary Bond	Paul and Mary Badeau & sons (2)	03/26/21	04/29/21	04/29/21
233	Pat Hamilton	Joseph Milutis	06/04/21	06/07/21	06/08/21
311	Karen Stone	Julie Hallett	7/8/2021	7/9/2021	7/19/2021
221	Robert J Jones	Terrance Joyce & Michelle Bruno	6/29/2021	6/30/2021	7/21/2021
137	Wesley J & Marilyn Westrom	Christine A Bergeron	6/26/2021	7/30/2021	7/1/2021
703	Belinda J MaClurg	Marc Eric & Kiyomi Young	7/30/2021	8/3/2021	8/11/2021
118	Janet H Smith	Elizabeth Smith & Aaron Sartinsky	8/2/2021	8/13/2021	8/21/2021
102	Marlene Rance	Lauren & David Gray	8/29/2021	9/3/2021	9/7/2021

September 2021 President's Report

Our 2021 Summer of discontent appears to be coming to an end. The heat, rain, covid stricken contractors, scheduling set backs, delays, permit holdups, knee surgeries, vacations, and lumber costs look to be drifting into our rear view mirror.

We have budget and assessment issues in the front burner. We have roofs and building rehab in our future. We will talk about our clubhouse decking in a moment.

With lumber prices finally dropping, we are once again building fences. We have lots of new landscaping coming, and an update to our irrigation bid. I hope we can finish the last quarter of 2021 on a high note