

**NOTICE  
BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
MONDAY NOVEMBER 29, 2021  
ZOOM ONLY**

**7:00 pm  
ZOOM ID: 874 4937 4925  
Passcode: 331714**

**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 October 28th, 2021
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
  - a. Emails to Pine Run
  - b. Plastic bags in the recycling
- VIII. NEW BUSINESS.
  - a. 2022 Budget
  - b. Clubhouse deck construction
  - c. Fire pit directions and use
  - d. Kayak and bicycle storage
  - e. AGM's
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting December 23rd, 2021

**MINUTES OF THE ZOOM MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, NOVEMBER 29, 2021  
7:00 P. M.**

Present: Kip Kellogg, President, Damon White, (Via Zoom), Vice President, Owen Hodge, (Via Zoom), Treasurer, AJ McDowell, Secretary, Tom Foley, (Via Zoom), Amy Grandelli, (Via Zoom), Steve Ross, (Via Zoom arriving at 7:15 P.M.), Directors, Jim Kraut for Management and owners in the Zoom audience.

The Zoom meeting was called to order by the President, Kip Kellogg, at 7:01 P.M. in the office of Keys-Caldwell, Inc., a quorum being present. Proof of Notice was mailed to all owners at least 14 days in advance, with Agenda 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 AJ McDowell and seconded by Owen Hodge to approve the minutes of the Board of Directors meeting of October 28, 2021, as presented.

MOTION PASSED.

**BOARD REPORTS.**

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

Vice President: Landscape Report was deferred to New Business.

Directors – Amy Grandelli: Kayak Renovation report will be deferred to New Business.

Maintenance: Tom Foley/Steve Ross: Deferred to New Business.

Treasurer - Owen Hodge: Deferred to New Business.

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

**UNFINISHED BUSINESS.**

- a. Emails to Pine Run: There is great news. Email traffic is being directed to the Keys-Caldwell website.
- b. Plastic Bags in the Recycling Area: Leaving plastic bags in the recycling bins continues to be a problem. If this practice continues, Waste Management will refuse to pick up recycling. This item will be added to the next newsletter.

## NEW BUSINESS.

- a. 202 Budget: 1). The Treasurer stated that the important information about the 2022 budget is included in the budget cover letter. 2). The insurance premium is over 40% of the budget. 3). The proposed reserve funding is 75% of the statutory amount and that is because of the special assessments that were paid this year.

MOTION was made by AJ McDowell and seconded by Tom Foley to approve the proposed 2022 budget, with 75% reserve funding, as mailed to all owners.

MOTION PASSED.

- b. Clubhouse Deck Construction: 1). The permit was received last week and although we hoped the work would start today, it should start tomorrow. 2). The locker rooms and gym will be closed during construction, but the pool will be open with access from the gate next to the fire pit.

Steve Ross joined the meeting.

- c. Fire Pit Directions and Use: Instructions are on the wall next to the gate entering the pool.
- d. Kayak and Bicycle Storage: Amy Grandelli stated that there are many questions here:
  1. Who has kayaks there now?
  2. How do we communicate to find out who has interest in storing kayaks in that area?
  3. Can we add paddleboards?
  4. There are bicycles where bicycles don't belong, so can we add bicycle storage to this area?

In addition, kayaks need to be removed so that much needed tree trimming can be done. Amy will speak with Steve Ross and Jim Adams and will look for additional volunteers to help and provide suggestions. A plan will be presented to the Board at the December meeting.

- e. Proposed Amendments: MOTION was made by Tom Foley and seconded by AJ McDowell to have the Association's attorney draft a proposed amendment limiting the number of rentals to 25% of the total units. This amendment would be voted on by the owners at the 2022 annual meeting.

MOTION PASSED.

MOTION was made by Damon White and seconded by Steve Ross that the rule requiring written approval from neighbors and affected units before an ARC could be considered, be modified to state that as long as the proper documentation is included, such as drawings, diagrams, permits insurance, licenses, etc., the Board will have the authority to approve the ARC form after giving the neighbors two weeks to submit an objection.

MOTION PASSED.

- f. AGMs: MOTION was made by Tom Foley and seconded by AJ McDowell to approve the following AGMs, as presented:
1. 112: Plant Long Leaf Palm and ferns.
  2. 116: New plantings.
  3. 209: Planting at the entrance.
  4. 308: New plantings.
  5. 303: New kitchen counter.
  6. 752: Replace kitchen counter tops and sink.
  7. 229: Replace toilet and kitchen faucet.
  8. 353: Install new flooring and soundproofing.
  9. 206: Remove master bathtub and install a walk-in shower.
  10. 142: Remove master bathtub and install a walk-in shower.
  11. 124: Remove carpet and tile and install vinyl plank and soundproofing.
  12. 116: Install a glass panel insert in front door.
  13. 364: Install a storage enclosure to the right of the front door.

MOTION PASSED.

Grandelli, McDowell and Ross abstain from voting on their individual ARC requests.

- g. Irrigation Proposals from Devine Design previously approved by the Board:
1. Center Islands in the 300's across from the D & B Buildings for \$1,520.
  2. Buildings G & H for \$1,850.
  3. Island in the middle of Buildings E, H & L for \$1,839.
  4. Buildings E & F for \$1,902.
  5. Buildings 9 & 10 for \$1,805.
  6. Buildings B & C for \$2,475.
  7. Buildings 7 & 8 for \$1,875.
  8. Improvements throughout, including electrifying clocks at Buildings A & B.

Public Comment: 1). The pond pump has burned out by sucking in a fish and a plastic bag. Hopefully the pump is covered by warranty. 2). The Committee did a great job with the clubhouse yard. 3). Q: When the roofs are all replaced, will the owners see an insurance reduction? A: The market is uncertain but all of the work that has been done in the last five years have given us the ability to stay in the private market.

MOTION was made by Owen Hodge and seconded by AJ McDowell that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 8:08 P. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, December 23, 2021, at 8:30 A. M.

Respectfully submitted,  
James S. Kraut,  
For the Secretary



# Secretary's Report

## For Board of Director Meeting

November 29, 2021

### Sales and Leases:

- 2 sales which included units 304 and 705 Pine Run Drive
- 4 short term leases, some extending to April 2022

Request for authorization forms to be turned in after completion of orientation with new owners. This information will be compiled to be forwarded to Dan Muss for the newsletter and bulletins, as well as for the 2022 Pine Run Association Directory. Board members, please forward your signed orientation forms to the secretary by email or hard copy.

Pine Run owners and leasing individuals have been very responsive to my inquiries as we work through their applications. Electronic means is a cost and time effective means of transferring of information, however, often times this creates difficulty in legibility and processing.

The process continues with Keys-Caldwell in the inclusion and updating of previously Pine Run Board Member approval for the lease and sale application form and process. I plan to continue to work on these items with the request of Keys-Caldwell's assistance and guidance.

During the month there were some questions initiated by some owners regarding the removal of dry termite infestation. I volunteered to research out this info and will elaborate on at the meeting.

I continue to receive Pine Run information and documentation regarding the campus history, decisions made and so forth. As I review this information I will document accordingly in the fulfillment of my Board Secretarial responsibilities.

October 4, 2021

TO: PINE RUN OWNERS  
FROM: BOARD OF DIRECTORS  
RE: PROPOSED 2022 BUDGET

The total of the operations budgets for sections 1,2,and 3 will increase by 7.5% in 2022 mainly due to a \$49000 increase in insurance premiums. Pine Run roof replacements will be financed through special assessments in order to complete all roof replacements in 2022. Reserves will be funded at 75% because in the months following the roof completion we will not need to be accumulating as much for reserves. Monthly 2022 assessments will be close to the 2021 level.

The Pine Run budget is complicated, consisting of six separate budgets: Commons, Recreation, Small Pool, and Sections I, II and III.

### **Reserves Budgets**

Each year we are required by the State of Florida and our condominium documents to set aside funds for future replacement and major repairs of designated areas. These reserve categories are associated with recreation facilities, small pool, roofs, painting, roads, irrigation and building restoration, and are funded by revenues from sections I, II and III. The Florida Condominium Laws state that we must fully fund reserves (Statutory Funding) unless the association votes to partially fund that total amount. 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.

### **Recreation Budget**

The recreation budget covers expenses for the clubhouse, tennis courts, large pool, and the immediate grounds. Our neighbors at Blackburn Point Woods also have full use of these facilities and through a shared use agreement contribute to the recreation budget annually. This agreement has been renegotiated for 2020, in an agreement that will continue to 2024.

### **Commons Budget**

The commons budget is funded by sections I, II and III. Items in the commons budget include pest control; irrigation; legal, audit, and payroll expenses; management fees; grounds contracts; as well as fire and safety expenses.

### **Small Pool**

The small pool budget is funded by sections I, II and III.

### **Section I**

Section I consists of buildings A through H, or the 300's and 700's. There are 66 units. Section I has an operations budget and a reserves budget. Rent from the clubhouse apartment contributes \$6243 to the section I budget. Buildings E and F will have new roofs in 2022.

### **Section II**

Section II consists of buildings 2,3,4 and 10, or the 100's. There are 38 units. Section II has an operations budget and a reserves budget. Rent from the clubhouse apartment contributes \$3594 to the section II budget. Building 4 in Section II will have a new roof in 2022.

### **Section III**

Section III consists of buildings 5,6,7,8 and 9, or the 200's. There are 43 units. Section III has an operations budget and a reserves budget. Rent from the clubhouse apartment contributes \$4067 to the section III budget. Buildings 8 and 5 will have new roofs in 2022.

<b>Total 2020 Operations Budget</b>	<b>\$851,754</b>	
Insurance	\$354895	41.7%
Payroll	\$12100	14.2%
Utilities	\$107972	12.7%
Repairs/Maintenance	\$73500	8.6%
Grounds Contract	\$60000	7.0%
Trees	\$20,000	2.3%
Management	\$31752	3.7%
Legal/Audit	\$27000	3.2%
Pest Control	\$18000	2.1%
Pool Expenses	\$22360	2.6%
Other	\$15275	1.8%

## November 2021 President's Report

Thank you for zooming with us tonight. I was unsure if we would have stairs to climb at the clubhouse, so instead here we are.

It is obvious that folks are drifting into both Pine Run and Sarasota. Parking is already becoming a challenge here and there is no doubt that traffic is way up. Hold on for the season.

We will be discussing our 2022 budget and the approval of our building permit for the clubhouse in a moment. It's looking like we are in for some construction headaches, but we are hoping it's been worth the wait.

Thanks for attending....let's get started....Kip



AuthFormRe	Board & Maintenance Notified	Settlement Date	Approved Date	Received Date	Application Date	2021			
Yes	Yes	2/19/2021	2/6/2021	2/5/2021	1/20/2021	Stephanie Chambers	Ted Arnstein & Eliz. Jamison	1-361	3-222
Yes	Yes	2/2/2021	2/8/2021	2/8/2021	1/6/2021	Holly Macario	Charles Kenney	1-366	1-361
Yes	Yes	2/16/2021	2/16/2021	2/15/2021	2/15/2021	David and Ann Ferraro	George and Marlene Hookey	2-114	2-114
No	Yes	3/1/2021	2/19/2021	2/18/2021	2/9/2021	Joyce McKenzie	Melissa Steg	3-223	3-223
No	Yes	3/11/2021	3/1/2021	3/1/2021	2/16/2021	Judith Hallett	Louis & Joan Komer	3-244	3-244
No	Yes	5/11/2021	4/7/2021	4/6/2021	4/1/2021	Alfred Joseph DeFeo	Clyde J. Wells	2-139	2-139
No	P Yes	4/14/2021	4/13/2021	4/7/2021	4/7/2021	Shannon East, Eric and Sarah Dill	Larry & Shirley Trautman	2-103	2-103
No	Yes	05/11/21	04/24/21	04/23/21	04/21/21	Bruce Maffeo & Suzanne Mondo 1-354	Terry Marks & Anastasia Wirick	354	354
Yes	Yes	05/19/21	04/24/21	04/23/21	04/22/21	Anne Caprini 2-111	Delores Morgan	111	111
No	Yes	04/30/21	04/29/21	04/29/21	03/26/21	Paul and Mary Badeau & sons (2)	David and Mary Bond	228	228
No	Yes	06/21/21	06/08/21	06/07/21	06/04/21	Joseph Milutis	Pat Hamilton	233	233
No	Yes	7/23/2021	7/19/2021	7/9/2021	7/8/2021	Julie Hallett	Karen Stone	311	311
No	Yes	8/10/2021	7/21/2021	6/30/2021	6/29/2021	Terrance Joyce & Michelle Bruno	Robert J Jones	221	221
Yes	Yes	7/30/2021	7/1/2021	7/30/2021	6/26/2021	Christine A Bergeron	Wesley J & Marilyn Westrom	137	137
Yes	Yes	8/13/2021	8/11/2021	8/3/2021	7/30/2021	Marc Eric & Kiyomi Young	Belinda J MacLurg	703	703
Yes	Yes	8/25/2021	8/21/2021	8/13/2021	8/2/2021	Elizabeth Smith & Aaron Sartinsky	Janet H Smith	118	118
Yes	Yes	10/14/2021	9/7/2021	9/3/2021	8/29/2021	Lauren & David Gray	Marlene Rance	102	102
Yes	Yes	10/29/2021	10/19/2021	10/11/2021	10/6/2021	Sandra Warlick	Terrance Joyce & Michele Bruno	221	221
Yes	Yes	11/18/2021	11/16/2021	11/17/2021	11/12/2021	Scott and Gayle Adler	Richard Bacchiochi&D	304	304
Yes	Yes	12/1/2021	11/23/2021	11/17/2021	11/3/2021	Brennen McConnell&Anh Luong	Patricia Hargis	705	705

Unit	2021	Renters Name(s)	Application	Received	Approved	Occupancy	Occupancy	Board & Maintenance
			Date	Date	Date	Date from	Date to	Notified
244	Komer, Louis and Joan	Anne Feminella & William Orr	1/14/2021	2/18/2021	2/19/2021	2/20/2021	4/5/2021	Yes
124	McDowell, Robert & Angela	Jim & Carol Braband	1/12/2021	2/18/2021	2/19/2021	2/11/2021	3/7/2021	Yes
355	Charles & Cynthia Hodge	D. Christina Nicholson	11/19/2020	2/18/2021	2/19/2021	12/27/2020	3/28/2021	Yes
110	Lincoln & Josie Olsen	Eric & Ludwina Olsen	2/14/2021	2/18/2021	2/19/2021	3/11/2021	2/28/2022	Yes
244	Komer, Louis and Joan	Judith Hillier	6/6/2020	6/10/2020	6/12/2020	4/6/2021	5/5/2021	Yes
108	Giambruno and Serrano	Patrick & Kathy Cody	2/22/2021	2/24/2021	2/25/2021	3/11/2021	3/31/2021	Yes
236	Susan Burgstiner	Trisha & Jody Smith	3/8/2021	3/24/2021	3/26/2021	12/30/2021	2/28/2022	Yes
117	Naomi King	Jill Oldham	2/10/2021	3/24/2021	3/26/2021	2/20/2021	4/15/2021	Yes
755	Lauren & Steve Englander	Michelle Pujol & Brent Petrin!	3/17/2021	3/26/2021	3/28/2021	12/31/2020	2/1/2021	Yes
755	Lauren & Steve Englander	Jennifer Fruzzetti	1/22/2021	3/26/2021	3/28/2021	2/3/2021	3/8/2021	Yes
755	Lauren & Steve Englander	Denny & Robi Kelly	3/17/2021	3/26/2021	3/28/2021	3/12/2021	4/13/2021	Yes
755	Lauren & Steve Englander	Karin Bennett	3/15/2021	3/26/2021	3/28/2021	4/16/2021	5/16/2021	Yes
755	Lauren & Steve Englander	Murielle & Stephan DeVekker	11/16/2020	3/26/2021	3/28/2021	11/29/2020	12/29/2020	Yes
239	Nancy Doll	Mary Ann Mailman	3/10/2021	4/11/2021	4/21/2021	3/11/2022	3/31/2022	Yes
239	Nancy Doll	James and Carol Braband	3/8/2021	4/11/2021	4/21/2021	1/23/2022	3/11/2022	Yes
117	Naomi King--Tawny Owl, Inc.	Patricia Lukas	3/26/2021	4/13/2021	4/14/2021	5/11/2021	4/30/2022	Yes
205	Denise & Bernie Fowler	Chris & Pamela Bartlett	02/23/21	04/23/21	04/24/21	12/26/21	03/31/22	Yes
236	Susan Burgstiner	Debra & Frank Cicerello	04/12/21	04/21/21	04/21/21	07/01/21	12/26/21	Yes
703	Belinda MacLurg	Joseph Audeh& Nadia Shareef	06/01/21	06/01/21	06/01/21	06/02/21	08/02/21	Yes
233	Joseph Milutis	Pat Hamilton	06/29/21	06/25/21	06/28/21	06/22/21	07/06/21	Yes
233	Joseph Milutis	Pat Hamilton	06/29/21	07/01/21	07/01/21	07/07/21	07/21/21	Yes
761	Mary Ann Spencer	Lee & Olga Traeger	06/30/21	07/07/21	07/14/21	07/01/21	11/30/21	Yes
239	Nancy Doll	Ann Landay	06/28/21	07/08/21	07/14/21	12/01/21	12/31/21	Yes
236	Susan Burgstiner	Rosemary O'Lone	7/8/2021	7/19/2021	8/10/2021	3/5/2022	5/4/2022	Yes
761	Mary Ann Spencer	Juan Arrasque & Kari Holly	8/11/2021	8/17/2021	8/21/2021	8/20/2021	10/11/2021	Yes
107	Kavesery Kirshnan	Lilliane Lykes	6/2/2021	8/2/2021	8/11/2021	7/11/2021	6/30/2021	Yes
223	Joyce Mckenzie	Marilyn Santarelli	4/28/2021	10/8/2021	10/10/2021	1/11/2022	3/31/2022	Yes
244	Judith Hallett	Steven & Patricia Larson	9/24/2021	9/30/2021	10/10/2021	1/11/2022	4/30/2022	Yes
122	Suzanne Andelora	Francis & Linda Markott	9/23/2021	10/4/2021	10/10/2021	1/23/2022	2/27/2022	Yes
313	Jim & Rene Orahood	Jeanne Laga	6/2/2021	10/14/2021	10/19/2021	1/11/2022	2/15/2022	Yes
108	A Giambruno & J. Serrano	Patrick and Kathy Cody	9/7/2021	10/14/2021	10/19/2021	1/3/2022	4/11/2022	Yes

207	Schurch Laurent	Jack & Carol Carra	10/19/2021	10/27/2021	11/12/2021	11/12/2021	11/12/2022	4/12/2021	Yes
755	Lauren & Steven Englander	William & Haylna Conticchio	10/15/2021	11/4/2021	11/12/2021	11/12/2021	1/1/2022	4/1/2022	Yes
755	Lauren & Steven Englander	William & Michele Olson	10/15/2021	11/4/2021	11/12/2021	12/1/2021	12/1/2021	12/30/2021	Yes
122	Susanne Andelosa	Dottie Laettner & Duane Scheuer	10/22/2021	11/18/2021	11/23/2021	11/23/2021	3/1/2022	4/10/2022	Yes

Unit	Owners	Visitors	Application	Received	Approved	Occupancy	Occupanc	Board & Maintenance
	Name(s)	Name(s)	Date	Date	Date	Date from	Date to	Notified
122	Alexia & James Perez	Suzanne & Gary Andelora	02/09/18	02/14/18	02/28/18	02/19/18	02/25/18	Yes
209	Pamela Williams	Mary E. Green	02/26/18	02/28/18	02/28/18	02/22/18	04/15/18	Yes
360	Charles & Bria Freyer	Carolyn Keeney	02/12/18	02/28/18	02/28/18	02/12/18	04/15/18	Yes
101	Andrea Lowe	Antse Wodarzx & 4 others	08/07/18	08/20/18	08/23/18	09/01/18	09/13/18	Yes
110	Donald & Michelle Susanen	K. Wiernicki, Jen Kennedy & Dau	10/15/18	10/25/18	10/26/18	12/23/18	12/31/18	Yes
306	Mike & Patty Harshbarger	Kearra Kane	12/07/18	12/11/18	12/13/18	12/11/18	12/15/18	Yes
306	Mike & Patty Harshbarger	Whitney Kolongowski & 3 kids	12/07/18	12/11/18	12/13/18	01/19/19	01/26/19	Yes
117	Naomi King (Tawny Owl)	Karena Murray	12/10/18	12/10/18	12/16/18	01/01/19	04/01/19	Yes
2019								
116	Ron & Ruth Schroeder	Phyllis & Ernest Irwin	01/02/19	02/14/19	02/17/19	01/11/19	02/16/19	Yes
116	Ron & Ruth Schroeder	Brian & Jenny Kiser, G Kizer & G Harp	01/21/19	02/14/19	02/17/19	02/01/19	03/16/19	Yes
717	Brian & Jenny Walker	Lauren and Dana Drake	01/21/19	02/14/19	02/17/19	02/02/19	02/14/19	Yes
306	Mike & Patty Harshbarger	Whitney Kolongowski & 3 kids	12/07/18	02/14/19	02/17/19	01/19/19	01/26/19	Yes
240	Mary & John Gregory	Ernest Barone	12/01/18	02/14/19	02/17/19	12/04/18	12/21/18	Yes
124	Linda Gregory & D Petersen	Helen McClure & Mike Nash	03/31/19	04/12/19	04/13/19	04/16/19	04/26/19	Yes
303	Owen & Trish Hodge	Zina & Tony Jayne	05/21/19	05/23/19	05/26/19	06/03/19	08/15/19	Yes
308	Bill and Linda Engstler	Dean Matucci and Denise Matucci	08/21/19	08/27/19	09/04/19	09/02/19	09/12/19	Yes
104	Mike Ogborn	Julie Jons	10/20/19	10/31/19	11/02/19	05/01/19	unknown	Yes
2020								
135	Kip Kellogg	Mark Kupsch & Jessie Diamond	1/31/2020	1/11/2020	2/2/2020	1/31/2020	2/8/2020	Yes
2021								
132	Joe & Jackie Gessner	Carson T Younguis	3/17/2021	3/17/2021	3/19/2021	4/9/2021	4/12/2021	Yes
101	Andrea Lowe	Serrano's and Zarruk	4/13/2021	4/13/2021	4/14/2021	4/17/2021	4/30/2021	Yes
101	Andrea Lowe	Paul Adams et al (5 total)	04/06/21	05/17/21	05/17/21	05/23/21	05/31/21	Yes
132	Joe Gessner	Morgan Youngquist & Ian Berka	05/20/21	05/20/21	05/24/21	05/26/21	06/02/21	Yes
218	Cathy Kruger	Chris Rosolowski	11/12/202	11/18/2021	11/28/2021	1	12/4/2021	cancelled visit