

**NOTICE
BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
THURSDAY, JANUARY 27TH, 2022
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 December 23, 2021
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
 - a. Community Pest Service
 - b. Clubhouse Update
- VIII. NEW BUSINESS.
 - a. Owner's meeting, ballots and proxy forms
 - b. Fences, balconies, and stairs
 - c. Pumps, wells, pond and irrigation
 - d. Empty lot behind Pine Run
 - e. Updating owner/buyer/lease packet
 - f. Campus issues/building monitors
 - g. AGM's
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting date will be February 1st, 2022 via Zoom

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, JANUARY 27, 2022
8:30 A. M.**

Present: Kip Kellogg, President, Damon White, Vice President, Owen Hodge, Treasurer, AJ McDowall, Secretary, Tom Foley, Amy Grandelli, and Steve Ross Directors, Jim Kraut for Management and owners in the audience.

The meeting was called to order by the President, Kip Kellogg, at 8:30 A.M. in the Recreation parking lot, a quorum being present. Proof of Notice and Agenda was 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 Damon White and seconded by AJ McDowell to approve the minutes of the Board of Directors meeting of December 23, 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: Covered under New Business “AGMs”.

Maintenance: Tom Foley/Steve Ross: Tom Foley reported that the plumbers have finished the re-pipe of the clubhouse. Steve Ross: No report.

Amy Grandelli: There are 42 kayaks in the kayak racks. There are 38 that have been identified. All will be removed from the current location while trees are removed, and new kayak racks are constructed. Once the work has been completed, the 38 identified kayaks will have a new ID tag attached and the other four will either be identified or removed from the area.

Treasurer - Owen Hodge: The Treasurer 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. Community Pest Service: Waiting on a call from Nature Zone to schedule the bi-annual inspection and treatment.
- b. Clubhouse Update: The next step is the concrete pour which has been delayed by the weather. Once completed the support column and deck work will begin.

NEW BUSINESS.

- a. Owner's Meeting -return ballot/proxy: Owners need to return their proxy/ballots so that we have a quorum to conduct the meeting. Management will send a Zoom link for the meeting and a blank copy of the proxy/ballot form to Dan Muss, who will then distribute them to the owners via an email blast.
- b. Fences, balconies and stairs: There are 68 sets of front stairs, there are 138 privacy fences, 82 front balconies and railings and 80-100 back balconies and railings. The Board is committed to maintain and replace these items as needed and schedules two sets of stairs for replacement every month.
- c. Pumps, Wells, Pond and Irrigation: The pond pump is now working. The irrigation is working well in the 100's and the 200's. The irrigation pump for the 300's and 700's is not working and is scheduled for repair. Water Equipment Technologies has been contracted to do the work.
- d. Empty Lot Behind Pine Run: This lot has been sold and is reportedly to become a carwash.
- e. Updating Owner/Buyer/Lease Packets: The Secretary has been working on updating these forms. Management stated that they were working on making these forms writable to make it easier for wones to fill them out and submit. Management can also create sub folders for these forms so that
- f. Campus Issues/Building Monitors: The Secretary suggested that each building have a representative who can be a contact/go between for the owners and the Board, can distribute information and paperwork. Management will provide an outline of Building Representatives from another Association to use as a reference.
- g. AGMs: MOTION was made by Steve Ross and seconded by Amy Grandelli to approve the following AGMs, as presented:
 1. 209: Electrical outlets.
 2. 308: Add washer and dryer hookups.
 3. 222: Kitchen remodel.
 4. 227: Air conditioner replacement.
 5. 106: Add plants in front of the air conditioning compressor.
 6. 222: remove hedge and replace.
 7. 225: Add mulch and edging.
 8. 225: Add mulch next to small pool.
 9. 225: Add mulch around the small pool restroom.
 10. 225: Fill gaps along sidewalk aggregate tiles with pea gravel.
 11. 362/364/366: remove invasive plants, weeds and dead plants from shared courtyard. Trim overgrown plants and install large bulk mulch.

MOTION PASSED.

Public Comment: 1). The first estimate will be coming on February 7. Two of three contractors do not seem interested. 2). Q: Do we have extra paint we can use for touchups? A: Yes, Peter has it. 3). There could be an FYI page on the website to include things like extra paint. 4). Q: Can we define how the 25% rental number is determined. 5). Two companies have been contacted about repairing/replacing the current security system. Quotes should be available at the February Board meeting. 6). Q: Are we looking at a gate for the opening between our property and the Marijuana Dispensary? A: This is all part of the fence project. 7). If you have a concern, put in a work order.

The meeting was adjourned at 9:32 A. M. The annual meeting will be held on February 1, 2022, via Zoom. The next regularly scheduled Board of Directors meeting will be held on Thursday, February 24, 2022, at 8:30 A. M.

Respectfully submitted,


James S. Kraut,
For the Secretary

Secretary's Report
For Board of Director Meeting
January 27, 2022

Sales and Leases:

2 sales which included units 705 Pine Run Drive and 763 Pine Run Drive
1 new short-term lease, ending March 31, 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.

The process of updating the owner and lease applications continues with assistance from Keys-Caldwell in the inclusion and updating of previously used documents. Information continues to be received and I plan to continue to work on these items with the request of Keys-Caldwell's assistance and guidance. The goal is to have these completed for Board of Directors approval in February.

The application for condominium owner pet application has been developed and is based on September 2019 Board Meeting approval has been completed and included in the attached documents.

I continue to receive and process the sales and lease applications; however, the volume has decreased considerably. Some applications have proven to be very time consuming in an effort to obtain accurate applicant information. They often require phone and/or email follow up to verify or complete information.

In review of the leases and percentages, it has been discovered that there are units, both short- and long-term leases that are not included in the 2021 listing. It appears, at least for the long term, that the application process may have not been followed and/or used as is required by the association. That document is also attached to this report.

An Action Item list was developed and forwarded to all of the Board of Directors and Keys-Caldwell as a tracking device for our projects, committee actions, and other items of condo business. The support received regarding the development and disbursement of this list has been much appreciated. That document is also attached to this report and will be updated by the secretary accordingly.

Pine Run Sales January 2022

Sales 2022

Units

Unit	Owner's Name(s)	Buyer's Name(s)	Application Date	Received Date	Approved Date	Settlement Date
705	Hargis, Patricia Evans, Matt &	Esther Janssen	1/4/2022	1/12/2022	1/16/2022	1/20/2022
763	Leslie	Barrett, Scott	1/12/2022	1/13/2022	1/16/2022	2/9/2022

Pine Run Leases January 2022

#

Leased Unit 2022

Units

#	Leased Unit	Renters Name(s)	Application Date	Received Date	Approved Date	Occupancy Date from	Occupancy Date to
128	Linda Dellatore	Thomas & Coleen Falzone	1/9/2022	1/12/2022	1/16/2022	3/1/2022	3/31/2022

Rentals for 2022 as of 1/13/22

Rentals for January 2022

108, 110, 117, 122, 202, 205, 207, 211, 223, 236, 239, 244, 313, 755, CH

Percent total units rented = 10%

Rentals for February 2022

108, 110, 117, 122, 202, 205, 207, 211, 223, 236, 239, 244, 313, 755, CH

Percent total units rented = 10%

Rentals for March 2022

108, 110, 117, 122, 202, 205, 207, 223, 236, 239, 244, 755, CH

Percent total units rented = 9%

Pine Run Association

Managed by Keys-Caldwell, Inc. 1162 Indian Hills Blvd, Venice, FL 34293
Telephone: 941-408-8293, Fax: 941-408-8664

Request for Board Approval to Maintain a Pet in a Unit

*****NOTE: One application per pet and no more than two pets per unit.**

CONDO OWNER: _____ UNIT # _____

OWNER'S MAILING ADDRESS: _____

Street

Phone: _____

City

State Zip code

Please see list of dog breed that are not allowable on the attached page.

Pet ownership: _____ owner; _____ relative of the owner; _____ unit tenant; or
_____ other, please explain _____

1. In understand that to have this application approved, my pet breed must be within the guidelines as stated in Pine Run Board Meeting, September 26, 2019 adopted pet ruling.
2. I/WE state that my pet is current with all immunizations and is in good health. Yes _____ No _____
3. If this pet is owned by someone other than the condo owner, the condo owner takes full responsibility for this pet, as if it were his/her own pet, and agrees to assist the Association in the enforcement of the rules set forth in the September 26, 2019 pet rules and those rules promulgated by the Associating regarding, but not limited to, the health, wellbeing, and control of the pet and the protocol used to deal with any complaints about the pet.
4. The owner also agrees to see that this pet is not a nuisance, does not create a threat to any person or animal on the Pine Run property, and that no refuse or waste produced by the pet will be left on any Pine Run or adjoining property. The owner also agrees that all present and future State and Local laws and regulations regarding the licensing, taxing, immunization, control and care of the pet are strictly complied with.

***By signing this application, the owner accepts responsibility and liability for any damage caused by this pet whether that damage to be in the unit or any common element including but limited to damage caused to plumbing by the improper disposal of waste or other debris produced or generated by this pet.

Unit Owner's Signature: _____ Date: _____

In order for this application to be considered, it must be accompanied:

1. Immunization record, copy of pet license, and most recent examination record signed by the pet's veterinarian.
2. A recent photo of the pet with the pet's name and unit number printed on the back.

THIS APPLICATION AND THE ASSOCIATION'S APPROVAL ARE NOT TRANSFERABLE TO ANY OTHER PETS OR SUBSEQUENT PETS.

Association Approval: _____ Date: _____
Signature of board member or authorized representative

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Telephone: 941-408-8293, Fax: 941-408-8664

Request for Board Approval to Maintain a Pet in a Unit

BREED RESTRICTION:

Dogs considered not allowed:

Pit bull or Staffordshire
Terrier
Rottweiler
German Shepherd
Husky
Malamute
Doberman Pinscher
Chow Chow
Great Dane
Wolf Mix

Note: List is subject to change.

Pine Run Board of Directors
Action Item List
January 2022

Action Items

Date	Subject	Board Member	Initial Date	Status
12/23/2021	Fence Committee formed. Members Darrin Bishop and Jackie Gessner	Kip	12/30/2021	Update on committee members received from Kip.
12/23/2021	Kayak Racks Project—form a committee, meet with the landscaping committee to discuss layout, options etc.	Amy	12/30/2021	Update on status on 1/27/22 agenda
12/23/2021	Shutter research project, formulate a committee, available shutter products and a suggested plan of action. Committee thus far: Gayle Brown	AJ	12/30/2021	Discussions on going for possible committee members, more info at 1/27/22 board meeting
12/23/2021	Security System research, bds, recommendations and suggestion plan of action	AJ	12/30/2021	1 vendor scheduled and met with a property walk through--waiting on written report 2 nd in the process of scheduling.

Reserves

No reason why a treasurer report shouldn't start with some good news. At the end of 2020 the combined level of all the Pine Run reserve funds was \$298000. The year end amount for 2021, after considerable expenses for roofs, building restoration and irrigation, came to \$357676. Granted there were special assessments but it is encouraging to see that we are maintaining workable levels of reserves that we can continue to build on.

Operations

Sections 1,2,and Commons exceeded the 2021 budget amounts while Recreation and Section 3 finished out the year substantially under budget. Taken as a whole, Pine Run expenses were a tiny amount (\$700) under budget. It does make me wish we just had one Pine Run budget instead of all the sections. Looking ahead, staying within our 2022 budget will definitely continue to be a challenge. For one thing, utility costs are going up and we did not know that would be happening when we prepared the budget. We will need to be careful with our electricity and water usage this year. Last year maintenance and repairs were considerably over budget in sections 1,2, and Commons. Section 1 will start the year with considerable expense for repairs to building H. Hopefully all that work will mean less maintenance and repair to deal with in all budget sections for the rest of the year.

Also, we will not know our insurance cost until May. We have certainly budgeted for an increase. One thing we might consider this year is arranging for our policies to run from February to February instead of June to June so we could know what we need when we are in the last stage of our annual budget process. This is something our insurance agent at Brown and Brown has suggested.

Special Assessment Update

Special assessments can be a challenge to set up for an owner, especially when an assessment begins in October instead of January. So far It looks like close to 90% of Pine Run owners have been making the monthly payments or have made a one-time payment. It is good to be aware that the total amount of the special assessment gets entered as a debit in an owner account at Keys-Caldwell. This means that even if the correct regular payments are being processed month by month, the unpaid special assessment amount will make it look like the owner is in arrears. Not to worry. There is a very clear record of all payments made and when the special assessment is paid in full the deficit will vanish.

Roofs

We are still on track to complete the last roof by April or May. For some reason the mitigation inspections have not happened as promptly as before. I am guessing that this is covid related. I have been informed that the mitigation inspector was here last week and new reports should be coming out soon.

Clubhouse

Sometimes there can be an unexpected bonus to getting things done. This month it was necessary to completely clear out all the planting in the clubhouse courtyard to prepare for installing the new support system for the balcony. As a result we became aware of sewer and power lines that had been forgotten about and ignored for a long time. Now we know we need to do the repairs and move those things away from the support beams. This will save us from tearing things apart at great expense later on.

Jan. 2022 President's Report

I was wondering if February of this year will be better than January. I'm hopeful. January has been a piece of work. Did everyone here email me this month or did it just seem that way. Was that my phone ringing on Sunday night at 9:37 pm really a call about a ballot. I did not answer. It seems like I met with dozens of residents, called contractors, met contractors, walked along with service providers, calmed some people down, talked some off the ledge. I needed guidance, had questions, returned calls, walked people thru our website. I stood next to sewage, shook my head in frustration, hauled hose for water and worked on the tennis courts. I was yelled at, took a deep breath and walked away. I need February to get here soon.

I think for all the mess, we continue to move forward at Pine Run. We have tackled so many projects over the past few years it's sometimes mind boggling. Just another day to roll up the sleeves and push on.

Oh, and February has to be better than January because I'm going sailing in the Bahamas for 15 days.