

**NOTICE
BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
THURSDAY, FEBRUARY 24, 2022
PINE RUN CLUBHOUSE PARKING AREA
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
- VII. BOARD REPORTS
- VIII. OLD BUSINESS
 - a. Community Pest Service
 - b. Security Update
 - c. Clubhouse Update
 - d. Fence Committee
 - e. Shutter Committee
- IX. NEW BUSINESS
 - a. Well Pump Repair Bid
 - b. AGMs
- X. PUBLIC COMMENT
- XI. ADJOURNMENT: Next meeting will be March 24, 2022.

- c. Clubhouse Update: The footers have now been poured so the pace of construction should increase rapidly.
- d. Fence Committee – AJ McDowell: Read her report, which is attached and made a part of these original minutes.
- e. Shutter Committee: The Committee continues to gather information about best solutions.

NEW BUSINESS.

- a. Well Pump Repair Bids: MOTION was made by Owen Hodge and seconded by AJ McDowell to ratify the replacement of the well pump behind the 200's and beside the 100's, by Water Equipment Technologies, at a cost of \$2,600, as submitted.

MOTION PASSED.

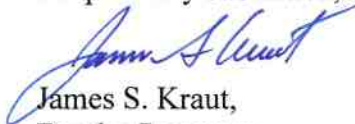
- b. AGMs: MOTION was made by Steve Ross and seconded by AJ McDowell to approve the following AGMs, as presented:
 1. 209: Florida Friendly plants.
 2. 225: Owners to pay for and have planted a triple Christmas Palm at the small pool.
 3. 225: Owner to pay to trim two Areca Palms next to their Unit if not part of the Devine Design contract.

MOTION PASSED.

Public Comment: 1). Landscape report additions: What is the approved landscape border material? The traffic by recreational golf carts on turf areas is causing damage and erosion. Can we require the golf carts be driven on shell and paved areas only? 2). Please check on and respond to the Work Order about the dripping hose bib at Building # 7. 3). An email update needs to be provided to the owners of Section # 2, Building # 4, about the scheduled replacement of their roof. 4). Q: Can there be a maintenance report posted on the website on a monthly basis? A: Yes. 5). Can a violation report be posted on a monthly basis? A: Yes. 6). If there is a work order that was mistakenly closed, the owner needs to submit a new one. 7). There will be more recreational golf carts in the future, so we need regulations. 8). Timely maintenance information is important. 9). The Board needs to follow up on AGM's that would affect neighbors, notifying them when the two weeks allowed for comments can begin. 10). Q: Can window installation problems issues be addressed by the Association instead of by individuals? A: If it is seen that there are widespread failures in a building or buildings.

The meeting was adjourned at 9:35 A. M. The next regularly scheduled Board of Directors meeting will be held on Thursday, March 24, 2022, at 8:30 A. M.

Respectfully submitted,



James S. Kraut,
For the Secretary

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, FEBRUARY 24, 2022
8:30 A. M.**

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

The meeting was called to order by the Vice President, Damon White, 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 Steve Ross and seconded by AJ McDowell to approve the minutes of the Board of Directors meeting of January 27, 2022, 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: The Treasurer read his report, which is attached and made a part of these original minutes.

Maintenance: Tom Foley/Steve Ross: There is an ongoing issue with Unit 229. The Board needs to consider doing video inspections of waste lines.

Amy Grandelli: Damon White read her report, which is attached and made a part of these original minutes. 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.

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

UNFINISHED BUSINESS.

- a. Community Pest Service: All units accessible have been treated.
- b. Security Update – AJ McDowell: Read her report, which is attached and made a part of these original minutes.

Secretary's Report

For Board of Director Meeting

February 24, 2022

Sales and Leases:

1 sale to 210 Woodland Drive scheduled to closed 2.25.22.

1 new short-term lease, ending March 31, 2022

The process of updating the owner and lease applications continues with assistance from Keys-Caldwell in the inclusion and updating of previously used documents. Left to be completed is the document numbering and interfacing with the Keys-Caldwell web-site as writable 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.

As I work through the role of Secretary, I am discovering new areas to be worked through in our sales and lease process tracking system. This includes, but not limited to verification of no outstanding violations, fees, pet verification and documentation, to name a few prior to completing the process.

The fence committee requested the secretary be their Board Liaison. We have had multiple communications and that report will be provided later in the agenda.

Two security company quotes for the securing of our grounds were also obtained by the secretary and will be provided later in the agenda.

The Action Item list was updated 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. That document is also attached to this report and will be updated by the secretary accordingly.

Pine Run Board of Directors
 Action Item List
 January 2022
 Presented at Feb 24, 2022 meeting

Action Items

Date	Subject	Board Member	DO Date	Status
12/23/2021	Fence Committee formed. Members Darrin Bishop and Jackie Gessner	Kip	2/27/2021	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	2/27/2021	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	2/27/2021	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	2/27/2021	1 vendor scheduled and met with a property walk through--waiting on written report 2 nd in the process of scheduling.

Pine Run Board of Directors Meeting
February 24, 2022

Security System Update:

Two quotes have been received and reviewed for a full campus system, focusing on amenities, entrances and exits. I am in the process of conducting a line-by-line comparison and will be contacting the vendors with questions and clarity needed with hopes of submitting to the board next month.

AJ McDowell, Secretary

Board of Directors

Pine Run Board of Directors
 Action Item List
 Resulting from Feb 24, 2022 meeting

Action Items

Date	Subject	Board Member	DO Date	Status
12/23/2021	Fence Committee formed. Members Darrin Bishop and Jackie Gessner	AJ	2/27/2021	Moving along with FPL, fence quotes, anticipated communications with professional center owners.
12/23/2021	Kayak Racks Project—form a committee, meet with the landscaping committee to discuss layout, options etc.	Amy	2/27/2021	<p>Update on status on 2/24/22 dates of:</p> <p>3.3.22 Notification to owners to coordinate the move</p> <p>3.13.22 moving and securing of kayaks</p> <p>3.14-21 tree removal and trimming</p> <p>4.11.22 Planned completion date</p>
12/23/2021	Shutter research project, formulate a committee, available shutter products and a suggested plan of action. Committee thus far: Gayle Brown	AJ	3/24/2021	Discussions on going for possible committee members, discussion with Dennis. Contractor.
12/23/2021	Security System research, bds, recommendations and suggestion plan of action	AJ	2/27/2021	Completed two walk throughs, obtained 2 quotes. Meeting scheduled with one of the vendors for a follow up discussion, Q&A
02/24/22	Complex communications—Blast capability on Keys-Caldwell website. Blast type of communications regarding status of campus non-social activities. Details of permits, inspections, installations, vendor to complete building repairs, etc.	Jim/ Warren	03/24/22	New task. K-C software capability.

02/24/22	Obtain Surveyor report from Truleive for fence committee	Jim	03/24/22	New task
02/24/22	Legalities involved in owners installing and maintaining surveillance equipment outside their condo.	Jim	03/24/22	New task
02/24/22	Notification of AGM/ACC for individual condo building common areas based on the 14 day window ruling in the Feb 1, 2022 annual voting.	Jim/ Warren	03/24/22	New task. Suggestion is that on the 1 st and 15 th of each month the AGM/ACC submitted for each building be posted on the K-C website for each owner to be able to verify if anyone has filed an AGM/ACC for their building. Software capability needed and decision as to who will be providing this information.
02/24/2022	Gathering and posting of info for status of complex projects, status of permits, inspections, installations, vendor to complete building repairs, etc.	Tom or Steve	03/24/2022	New task. Info can be posted manually until K-C has established a "Blast" system
02/24/2022	Proactive replacement of complex sewage waste pipes	Tom or Steve	03/24/2022	New task. Evaluating and obtaining quotes for camera evaluation of pipes with a plan of action moving forward.
02/24/2022	Proactive assessment of windows being sealed properly for prevention of water leaks.	Tom or Steve	03/24/2022	New task. Buildings refurbishments previously completed incorrectly to be established with a plan of action of addressing.

FENCE COMMITTEE REPORT – 2/24/22

The fence committee is in the early stages of organization and activity. We have met twice and bandied about several options, likes, dislikes, opportunities and proposed actions. The committees is comprised of Jackie Gessner and Darrin Bishop, but have asked AJ McDowell to join the group and to act as liaison and represent the committee at Board Meetings.

The committee met with FPL and our maintenance staff to mark underground power lines and detail obstacles that may impede the placement of the new fence along the eastern lot line. We learned that FPL need not mark the lines now because they will come out when the permit is approved and mark the permitted area – that marking is good for two weeks from the time that it is established.

The committee has been trying to get vendors to come out and give us an estimate but have so far been too busy and unable to come out or too small of an organization to do a commercial property correctly. We have however met with H&Y fence for a quote and are awaiting their estimate. For that quote we have asked for quotes on wood and composite fencing – approximately 2100 feet long. That would cover the lot line along Happy Haven Rd, the eastern lot line (US 41 side) and along Blackburn Point Rd. We have also received a quote through Keys Caldwell from Florida Fence for 1400 feet of pressure treated wood, and residential grade white PVC. While it is a quote, we believe that no one actually came out and looked at the scope of the work and observed any obstacles that might impede a straight line of fence (i.e. Trees, poles, concrete posts).

The committee is aware that a survey or surveys were completed on the eastern lot line, but have been unable to obtain copies of them. Keys Caldwell has forwarded three suggested vendors that might be preferable surveyors based upon their dealings with them; Brigham/Allen Land Surveying, Strayer Surveying and Mapping and Britt Surveying.

While the ultimate goal is fencing on three sides of the property, the committee is earnestly exploring options that would seriously reduce Pine Runs expense and still maintain a clean, smart appearance that would be sustainable for an extended period of time. While all options are on the table, the committee is favoring PVC or composite because of its durability and sustainability. We are also discussing gates (pedestrian and automobile) but need to first establish what the basic fence line will cost and how doable that is in the near future. The short-term objective is to try to get our arms around the cost and feasibility of establishing a contiguous fence around three sides of the property. Once that is accomplished, then we will move onto adding in customized options such as gates, height of fence, sound absorption and color. As it turns out this is a very complicated endeavor with a lot of moving parts – but so far the committee has tried to learn the intricacies of business and government, knock down misconceptions, and create a roadmap to completing this extremely necessary project.

Pine Run Association Treasurer Report
February 24, 2022
Owen Hodge

2022 Financial Challenges

As I have stated in the treasurer reports for the January board meeting and the February Annual Pine Run Association meeting, we can expect to encounter some financial challenges. The data from the latest accounting report confirms that there are two things we need to monitor in the next two or three months. First of all, the utility rates have recently gone up and although we made a modest increase in preparing the budget we were not aware of the extent of the increases. The 2022 utilities budget for water, sewer, and electricity is \$95,000. For the month of January we were nearly 10% over budget for the total of utilities for all budget categories.

The second challenge is, of course, insurance expense. From what I have been reading rates may be increasing considerably. We simply will not know until we get a quote in April or May.

As Pine Run treasurer I have often had the pleasure of reporting good news. While this report is not good news, I have every confidence in the ability of our board to handle these challenges. We are committed to doing whatever it takes to maintain the value of our property and the trust of our wonderful community.

Mitigation Reports

When a roof is replaced on a Pine Run building the insurance rate goes down. From 2017 up to early 2021 whenever a roof was replaced mitigation reports were completed within a few weeks. Possibly due to covid related issues the reports are now very slow. Building A was completed months ago and there is no report yet. I was told that somebody had been here to take the necessary photographs. Neither of our contractors have been able to address this problem.

Kayak Storage Area Report
2/24/22

The kayak storage project progress was slowed recently due to some personal commitments but will now move forward:

1. Identify all existing kayaks and their owners. **Complete. 93% of watercraft have been claimed. The rest will be claimed or not as work proceeds.**
2. With the cooperation of kayak owners, move all kayaks from existing racks and secure them at ground level nearby. Kayak owners will be notified at least 10 days before this happens. **Planned date is Sunday March 13th. Specific information will go to all identified owners by March 3rd in order to coordinate the move.**
3. Remove/trim nearby trees and ground plants and remove existing racks. **Work is planned March 14- March 21.**
4. Build platforms to hold kayaks, paddle boards and canoes. New platforms will include fixtures for securing the watercraft.
5. Assign spots to owners and institute a yearly validation process to ensure currency.
6. Return all kayaks to their new spaces. **Last three steps will execute concurrently. Planned completion date April 11.**

I am looking for a few volunteers to help with the tear down of the old racks and construction of the new one. I will send a request for assistance with the notification to move the kayaks. Any one wishing to help can contact Amy Grandelli at abgrandelli@gmail.com

We will keep you updated as we go.

Amy Grandelli

Vice President's Report

In lieu of Kip Kellogg's disappearance into the Bermuda Triangle, you get me. As one who is not inclined toward authoritarian control, I will defer to my other Board members and their infinite wisdom when it comes to any decisions we need to make today.

I will make a couple of bye-the-bye remarks, however. Although the construction at the Clubhouse looks messy, we are making progress. More on that later.

We are engaged in a new lawsuit. We have informed our lawyer and our insurance company. No more on that for now.

Having sat in on the Landscape Committee meeting Tuesday, I was impressed with the attention to detail and the focus on improving our green space for the enjoyment of all. Kudos to that committee for their work.

As a result of their work, we had large Devine Landscaping equipment around recently. They have been removing invasive species and trimming trees to eradicate rat highways to our roofs.

Finally, the English teacher in me wants to read you some poems. But I will spare you the flashback.