

**NOTICE  
BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
THURSDAY, MAY 26, 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 of April 28, 2022
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
  - a. Clubhouse update
  - b. Fence Committee
  - c. Shutter information
  - d. Association update
  - e. FPL update
  - f. Building rep report
  - g. Sprinkler remote expense
- VIII. NEW BUSINESS.
  - a. Special Assessment
  - b. AGMs
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting TBD

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
THURSDAY, MAY 26, 2022  
8:30 A. M.**

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

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 mailed to all owners at least 14 days in advance, and 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 Owen Hodge Damon White and seconded by AJ McDowell to approve the minutes of the Board of Directors meeting of April 28, 2022, as presented.

MOTION PASSED.

**BOARD REPORTS.**

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

Maintenance: Tom Foley: Mr. Foley explained the pricing differences between replacing waste lines and water lines and relining existing waste lines and water lines, using his unit as an example.

Vice President's Report – Damon White: 1). Read the Landscape report, which is attached and made a part of these original minutes.

MOTION was made by Damon White and seconded by Tom Foley to approve up to \$5,000 to remove one identified Rubber Tree, identified Brazilian Pepper Trees, and depending on the results of the gate survey, due on June 15, the replanting of the entryway, as submitted.

2). The irrigation schedule needs to be updated and posted so owners know when their areas are going to be watered. 3). Owners were reminded that the irrigation in the Community must follow County guidelines. 4). A map of the irrigation system needs to be created.

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

President's Report – Kip Kellogg: No report.

UNFINISHED BUSINESS.

- a. Clubhouse Update: The work is ongoing as delays continue.
- b. Fence/Shutter Committee: Covered under Action Items.
- c. Shutter Committee: Covered under Action Items.
- d. FPL Update: Covered under Action Items.
- e. Building Rep Report: Covered under Action Items.
- f. Sprinkler Remote Expense: MOTION was made by Damon White and seconded by Owen Hodge to increase the amount approved for the irrigation remote control from \$500 to \$600.

MOTION PASSED.

- g. Action Items: AJ McDowell reviewed her report, which is attached and made a part of these original minutes.

MOTION was made by AJ McDowell and seconded by Owen Hodge to send out an email blast about monitoring your unit when you are away and to authorize AJ McDowell to be responsible to send official Association eblasts to the Community.

MOTION PASSED.

NEW BUSINESS.

- a. Special Assessment: MOTION was made by Owen Hodge and seconded by Tom Foley to approve the special assessment for increased costs for Association insurance, as attached and made a part of these original minutes, with the full payment due on July 1, 2022.

MOTION PASSED.

- b. AGMs: MOTION was made by Owen Hodge and seconded by Tom Foley to approve the following Building AGMs and Landscape AGMs, as presented:
  1. 310: Replace carpeting with Laminate flooring.
  2. 116: New plantings with Landscape Committee stipulations.
  3. 124: New plantings, as submitted.
  4. 209: Edging pavers and new plantings with Landscape Committee stipulations.
  5. 225: New plantings with Landscape Committee Stipulations.

MOTION PASSED.

Tom Foley will request a drawing or example of the “fixed staircase”.

MOTION was made by Owen Hodge and seconded by Kip Kellogg to decline the AGM for Unit 213 because it was improperly submitted by Unit # 763, and the work has already begun.

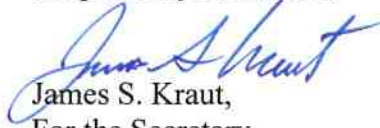
MOTION PASSED.

The President will speak with the owner of Unit # 763 and request that a new AGM be submitted through Unit # 213, and that all work will cease until that AGM has been submitted to and approved by the Board.

Public Comment: 1). Q: What is the status of the kayak racks? A: A change will be made because of the location of the fire hydrant. There are two Carrotwood Trees that will be removed. 2). Peter is given \$100 a month for use of his truck to pick up Association materials. There was a lengthy discussion about the potential danger and financial liability of using the Association's golf cart, which is not street legal, to drive off property.

The meeting was adjourned by the President at 9:46 A. M. The next regularly scheduled Board of Directors will be called by the President.

Respectfully submitted,

  
James S. Kraut,  
For the Secretary

Secretary's Report  
For Board of Director Meeting

May 26, 2022

Sales and Leases:

2 sales scheduled to close May 2022.

0 leases for 2022

As mentioned in the Secretary's Report in February the process of updating the owner and lease applications continues with assistance from Keys-Caldwell in the inclusion and updating of previously used documents. As one portion of the agreement is updated, then another is needed to be addressed. Once we work through the corrections and clarify documents that should be included in each packet, Keys-Caldwell will complete the document numbering and interfacing with the Keys-Caldwell web-site as writable documents. In the meantime, when I am presented with a new sale or lease application, I contact the owners and provide additional forms to be completed.

The fence committee continues in their efforts as an active group. We have had multiple electronic communications and one conference call. That report will be provided later in the agenda.

The need for the security system has not changed, in fact, the need has been amplified by the recent theft experienced on Blackburn Point Road by Florida Power and Light. Employees arrived to begin their work only to discover that road construction barrels and barriers had all been stolen during the night.

Work is on-going for the securing of the Building Representatives for each area.

Again, I have received comments of appreciation from the Waste Management company for the manner in which we, Pine Run, is currently scheduling our vegetation waste. The new pattern of scheduling is consistent and well planned out. This duty was reassigned to the Secretary. Four to six weeks of trailer swap outs are successfully being scheduled at the time.

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  
Pre-meeting 4/28/2022 meeting/**

**Action Items**

<b>Date</b>	<b>Subject</b>	<b>Board Member</b>	<b>Due Date</b>	<b>Status</b>
12/23/2021	<b>Fence Committee</b> formed. Members Darrin Bishop and Jackie Gessner, Joe Gessner added during the March board meeting	AJ	5/25/22	5/24/22 Blast initiated. Red Stake has been contacted for survey needs per approval in the April 2022 board meeting
12/23/2021	<b>Kayak Racks Project</b> —form a committee, meet with the landscaping committee to discuss layout, options etc.	Amy	2/27/2021	<b>Update on status on 3/24/22 dates</b> of: Budget, diagram of location and design of the racks, materials, etc.-- submission to the board for approval (4.11.22 Planned completion date-pending board approval) <b>No reports, designs, etc. have been received.</b>
12/23/2021	<b>Shutter</b> research project, formulate a committee, available shutter products and a suggested plan of action. Committee thus far: Gayle Brown	AJ	5/25/22	By-laws currently indicate hurricane shutters and/or hurricane impact glass be used for all windows. Some homeowners have opted to refurbish their shutters, some place in stationary positions their inoperable shutters by a contractor. The search for shutter replacement continues
12/23/2021	<b>Security System</b> research, bds, recommendations and suggestion plan of action	AJ	5/25/2021	Florida Statutes for maintaining of the current security system remains unchanged.
02/24/22	Obtain Surveyor report from Trulieve for fence committee	Jim	Completed	Completed and delivered to fence committee

02/24/22	Legalities involved in owners installing and maintaining surveillance equipment outside their condo.	Jim	03/24/22	Jim continues to review aspects, researching legalities. <b>Owners have been requesting an answer to this pressing question.</b>
02/24/22	<b>Notification of AGM/ACC</b> for individual condo building common areas based on the 14 day window ruling in the Feb 1, 2022 annual voting. 1 <sup>st</sup> and 15 <sup>th</sup> dates to be posting dates.	Jim/ Warren	Completed	The 1 <sup>st</sup> and 15 <sup>th</sup> 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	<b>Gathering and posting of info</b> for status of complex projects, status of permits, inspections, installations, vendor to complete building repairs, etc.	Tom or Steve	03/24/2022	Blast system approved by the board. Weekly submission of info to K-C is necessary for the accuracy of the blasts. <b>UPDATE needed.</b>
02/24/2022	Proactive replacement of complex <b>sewage</b> waste pipes. Pricing, involved issues.	Tom or Steve	03/24/2022	On-going. Evaluating and obtaining quotes for camera evaluation of pipes with a plan of action moving forward. <b>UPDATE needed.</b>
02/24/2022	Proactive assessment of <b>windows</b> being sealed properly for prevention of water leaks.	Tom or Steve	03/24/2022	On-going. Buildings refurbishments previously completed incorrectly to be established with a plan of action of addressing.
03/24/2022	<b>Building Contact/Representative</b> with list of duties	AJ	Completed	Completed and board approved 3/24/22.
03/24/2022	<b>Locating of Volunteers</b> for the building contact duties	AJ	3/24/2022	Names and contact info to be obtained and maintained by the Secretary. Representatives being interviewed, continues to be a work in progress.
03/24/2022	Prescheduling of vegetation <b>waste dumpster</b> pick up.	AJ	On-going	Acknowledged at 3/24/22 meeting
3/24/2022	Verification that FPL meter status is inactive from treasury standpoint.	Owen	03/25/2022 Completed same day	Verified inactive. 4/28/22 FPL letter for removal has been written and provided to the association president for his signature.

4/25/2022	Condominium Association required continued education and certification	AJ	4/25/2022	As of this date the Keys-Caldwell site shows 6 members have not obtained and/or reported their completion of FL state required education. Please forward that information to the Association Secretary for documentation. <b>UPDATE needed.</b>
5/24/2022	FPL meter disconnection and removal scheduling	AJ	5/4/2022	Verification of inactivity on 5/4/22 and 5/24/22 with scheduling for disconnect and removal of FPL equipment at concrete post in front of the 100s at the end of Woodland Place.
4/25/2022	Establishment of a list of owners off campus for more than a month to provide the secretary the name and contact info for the person(s) watching their unit.	AJ	5/26/2022	Request for the board to approve a blast to be sent out to all owners to forward requested info to the secretary.



Init	2022	Renters Name(s)	Application Date	Received Date	Approved Date	Occupancy Date from	Occupancy Date to
28	Linda Dellatore	Thomas & Coleen Falzone	1/9/2022	1/12/2022	1/16/2022	2/1/2022	2/28/2022
28	Linda Dellatore	Jennifer Rogers	1/7/2021	2/4/2022	2/13/2022	3/1/2022	3/31/2022
39	Nancy Doll	James and Carol Braband	2/25/2022	3/7/2022	3/14/2022	1/29/2023	3/5/2023
36	Susan Burgstiner	Steven & Patricia Larson	3/23/2022	3/31/2022	4/15/2022	12/1/2022	4/30/2023
65	Theresa & Mike Moser	Christopher Howard & Hailey Powell	3/20/2022	3/29/2022	4/15/2022	4/30/2022	7/2/2022
05	Esther Janssen	c Venkatasatyanapayana	4/5/2022	4/5/2022	4/15/2022	4/17/2022	6/30/2022
01	Louanne Hirschberg	Stephen Hopkins	2/14/2022	3/29/2022	4/15/2022	5/1/2022	10/31/2022

May 2022 Pine Run Board Meeting  
Sales

Unit	Owner's Name(s)	Buyer's Name(s)	Application Date	Received Date	Approved Date	Settlement Date	Board Notified	Orienteering Person
705	Hargis, Patricia Evans, Matt & Leslie	Esther Janssen	1/4/2022	1/12/2022	1/16/2022	1/20/2022	yes	Damon
763		Barrett, Scott	1/12/2022	1/13/2022	1/16/2022	2/9/2022	yes	Damon
210	Seymour, Robert	Frazier, Daniel/Stiles, Dan	2/12/2022	2/14/2022	2/18/2022	2/25/2022	yes	AJ
223	McKenzie, Joyce	Fahey, Paul and Kelly Conticchio, William and Halyna	2/14/2022	3/7/2022	3/14/2022	4/6/2022	yes	AJ
717	Quinn, Dawn R	Halyna	3/4/2022	3/9/2022	3/14/2022	4/5/2022	yes	Damon
213	McGill, William	Barrett, Annabell J. Richards, Tina & Silverman,	4/16/2022	4/18/2022	4/25/2022	5/11/2022	yes	AJ
121	Thompson, Marisa	Sharon	4/11/2022	4/19/2022	4/25/2022	5/10/2022	yes	Keenie
362	Whiteley, Ann	Hartel, Paul Matunas, James and Michele	4/25/2022	4/29/2022	5/1/2022	5/18/2022	yes	Steve
128	Dellatorie, Linda		4/25/2022	5/11/2022	5/11/2022	5/20/2022	yes	AJ

5/24/22 Fence Committee notes

AJ, Darrin & Jackie met via phone. Discussed survey, abandoned meter and email blast.

## SURVEY

Darrin will follow up with Red Stake to:

- obtain quotes for surveying the Pine Run property, either full three sides - north, south and east borders, or in sections. Providing a final survey certified to Pine Run.
- Discuss with Red Stake how they plan to handle the overgrowth on the Happy Haven side
- Advise that a budget has been approved for the survey (without specifying amount)
- Advise that once we have the two estimates (full/partial), we will request an authorization from the Board to proceed.
- Ask that Red Stake add us to their backlog as they indicate it is approximately two months and we can run the parallel path of obtaining the estimates/authorizations during that time

If the total cost exceeds the \$1500 approved (which we suspect), then we will re-approach the board with a request to increase the survey budget to cover the best option (i.e. if it is more cost-effective to do all three sides at once, then that is the option we should take). If the estimate comes in higher than budget, Jackie will chase down a second estimate (hopefully) so that we have a comp to support Red Stake's estimate, to give the board comfort.

If the Red Stake estimate comes in at or under budget, or if the cost savings of doing the entire survey in one job vs three pieces is not significant, then AJ will submit an Authorization Request to pay Red Stake upon completion of the contracted work.

Reiterating reason survey is important - establish clear boundaries, where does dilapidated fence sit - on our property or strip mall? Will be required by any reputable fence contractor and permitting.

## METER

AJ believes she has the final answer - that the meter was originally installed to power a pump but it is no longer needed for that purpose, as the 200's are drawing power from another meter, and furthermore it has not been in use since at least 2017 (when FPL's records end). She has requested that FPL put the meter on the list to come and take and was told it would be 5 days or so. She will also submit a work order to have the concrete post demolished after the meter is removed.

EMAIL BLAST has been distributed. Darrin mentioned that he and Carol both received; they are going to fill out both surveys to test the system and see if it prevents double-voting per unit.

July, 2022 Special Assessment  
Presented at the May 26, 2022 Pine Run Association Board Meeting

Total: \$50,000

Purpose: To supplement funds to cover higher than expected insurance policy expense.

Unit Assessments: One Payment

Section 1	
1 Bedroom A	\$226.73
1 Bedroom B	\$282.86
Townhouse	\$325.51
2 Bedroom Up	\$367.04
2 Bedroom Down	\$368.16
3 Bedroom	\$413.06
Section 2	
1 Bedroom	\$268.33
2 Bedroom	\$348.72
3 Bedroom	\$386.59
Section 3	
1 Bedroom	\$269.85
2 Bedroom	\$350.58
3 Bedroom	\$385.83