

NOTICE
BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
THURSDAY JULY, 28TH 2022
PINE RUN CLUBHOUSE
8:30 AM
Meeting held outside

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 May, 26th 2022
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
 - a. Clubhouse/locker rooms plumbing/air conditioner
 - b. Fence/shutter
 - c. Association update/FPL/building reps
- VIII. NEW BUSINESS.
 - a. Updating of rules
 - b. Electric smoker
 - c. Trash cans
 - d. Wind mitigation reports
 - e. AGM's
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting August, 25th 2022

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, JULY 28, 2022
8:30 A. M.**

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

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 AJ McDowell and seconded by Damon White to approve the minutes of the Board of Directors meeting of May 26, 2022, as presented.

MOTION PASSED.

BOARD REPORTS.

Maintenance - Tom Foley and Steve Ross: Deferred to AGMs.

Vice President's Report – Damon White: Deferred to AGMs.

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

Treasurer – Owen Hodge: 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. Clubhouse/Locker rooms plumbing/air conditioner: 1). We are waiting for a bid for the clubhouse roof, including the gutters and French drains. 2). Bulls Eye Plumbing made the emergency repairs to the water heater in the locker room. 3). Royal Air will install the new air conditioner in the recreation area. continue.
- b. Fence/Shutter Committee: 1). The report was read by the Secretary and is attached and made a part of these original minutes. 2). The Secretary will provide a draft of the new shutter standards to the Board for review at the August Board meeting.
- c. Shutter Committee: Covered under Action Items.

NEW BUSINESS.

- a. Updating of Rules: Approval for building in the common elements needs to be updated. ESA and Service Animals needs to be added. The Secretary will make adjustments and additions and provide the draft to the rest of the Board for review.
- b. Electric Smoker: The Board discussed the grilling regulations in the State Fire Code. A copy of the grilling regulations will be forwarded to the Board and are attached and made a part of these original minutes.
- c. Trash Cans: Owners are asked to fill garbage cans completely before putting waste in another can.
- d. Wind Mitigation Reports: Wind Mitigation reports are good for 5 years but may continue to be accepted by your insurance company. The company that did the inspections for the roofs that were completed in 2017, will be asked to return, inspect these roofs and provide the updated Wind Mitigation forms.
- e. AGMs: MOTION was made by AJ McDowell and seconded by Steve Ross to approve the following Landscape and Building AGMs, as presented:
 1. 124: New plantings.
 2. 131: New plantings.
 3. 220: New plantings with assurance that the Firecracker plants have plenty of space to grow.
 4. 225: New plantings.
 5. 225: New plantings with the exclusion of the Corky Stem Passion Vine and the Maypop.
 6. 362: Remodel interior of the Unit.

MOTION PASSED.

Unit # 763: second floor porch extension – Tabled.


Unit # 304: construct enclosed rear patio 25 x 16 feet – Tabled.

Management will contact the Association's attorney and ask for an opinion on the unit owner construction projects on the common elements.

Public Comment: 1). Q: How is information communicated to the owners? A: Board meetings, Board minutes and Committee reports. 2). Q: Is the new air conditioning in the recreation area a single unit? A: Yes.

The meeting was adjourned by the President at 10:08 A. M. The next regularly scheduled Board of Directors meeting will be held on August 25, 2022, at 8:30 A.M. in the Recreation Area.

Respectfully submitted,



James S. Kraut,
For the Secretary

LANDSCAPING REPORT

June 21, 2022

In Attendance:

Committee members – Keenie Bugenhagen, Bob McDowell, Ruth Schroeder

Also in attendance – AJ McDowell

AGM's:

124 – Fiddlewood, 3 Little Psychos Dwarf Wild Coffee – Recommend approval

131 – 2 Spiny Black Olive, 3 Rockland Lantana – Recommend approval

220 – 2 Deep Ocean Salvia, 1 Firecracker bush, 3 impatiens – Recommend approval with assurance that Firecracker be given adequate space.

225 – 7 Heirloom penta, 2 Dwarf Salt Bush, 1 Rosemary, 2 Dwarf Pitch Apple – Recommend approval.

225 – Revisit from last month – owner appealed decision with more information provided. We now recommend approval of the horizontal indigo berry bush, the 2 sterile Purple Porterweed, and the Little John Bottle Brush. We do not recommend approval of the Corky Stem Passion Vine or the Maypop. These are both aggressive vines.

Work Orders:

Completed by Maintenance Staff:

131 – Remove 3 Fiddle Leaf Figs

709 – Remove small Brazilian Pepper

752 – Remove small Carrotwood

Bldg E – Remove 2 thorny Citrus trees

Completed by Devine:

131 – Replace irrigation head

Bldg 10 – Replace Irrigation head

209 – Removal of Queen palm and Bottlebrush tree.

Outstanding:

104 – Replant area between Buildings 4 and 5 – work needs to be completed and irrigation heads located before understory trees planted.

Bldg. A – Remove large Schefflera at rear of Building. Too large for maintenance staff. Will require professional removal, depending on funds.

Irrigation: Work is continuing. A valve needed to be replaced in island in the 300's. Some valves still have not been located. We have started to put post-it notes on windows of vehicles whose wheels are onto the turf, asking them to please keep tires on the pavement. The remote has arrived, allowing for easier testing of the system.

Plant/Tree Installation: A Lignum Vitae was purchased for \$300 to replace the failing Orange Geiger. It was planted by volunteers.

Tree Removal/Trimming: The large rubber tree at the end of Building 5 was removed, as well as many of the Brazilian peppers between it and Building 4. Two other invasive trees were also removed from Building 5 - a Queen palm that was deemed a safety hazard because of dropping berries on the sidewalk, and a Bottlebrush tree that was onto the roof. An invasive Javanese bishopwood next to a carport for Building 10 was also removed. A large pine next to Building 9 carport needs to be looked at by the county to determine if it is in danger of falling so that a permit can be obtained.

Volunteers: are now meeting Wednesday morning instead of Thursday morning. A large amount of saw grass was dug out by the roots behind Buildings E and F. Approved pavers installed across front of clubhouse.

Policies: Given the problems we are having with vines, we discussed not allowing any vines to be planted.

Other Discussion: We discussed various plans for the entry islands, done both by committee members and the horticulturist at Devine. Plants which have been agreed upon include a Little Gem Magnolia, Coontie and Dwarf Wild Coffee. Our goal is to have an attractive planting that does not require trimming so that a naturalized appearance is possible.

Walk-through: 100's

Building 2 –

- Carissa by the garbage needs to be cut back.
- Confederate jasmine needs to be cut back from the building. This is not appropriate to use where it can grow up onto the building.
- Many small plants – carrotwoods, oaks and queen palms need to be removed by volunteers.

Building 3 –

- Small seedlings that need to be removed by volunteers
- Queen palm and palmetto near carport should be removed
- Travelers palm behind building should be removed

Building 4 –

- More seedlings to be removed
- Schefflera and Corn plant behind building should be removed
- Rubber tree planted behind building needs to be removed

Building 10 –

- Large weeds need to be dug out

Secretary's Report

For Board of Director Meeting

July 28, 2022

Sales and Leases:

2 sales scheduled to close August 2022.

4 leases for 2022 and/or 2023

4 short term

Since our May 2022 Association Board Meeting, the Secretary had a face-to-face meeting with Key-Caldwell staff to review previous and current updating of sales, leases, short- and long-term non-lease, pest and volunteer waiver forms. There have been multiple areas where changes in our Association, as well as Key-Caldwell information needed to be corrected. The goal is to create "packets" for multiple paged instructions and assigned applications in hopes to streamline the process from owner to Keys-Caldwell to the Secretary. At present, until those packets are finalized, owners with missing information are contacted by phone and/or email with explanations and provisions of forms needing to be completed for their particular transaction.

Since the May Board of Directors meeting the Secretary has fielded multiple calls with owner reports and concerns about violations for Pine Run secured unit keys, improper disposal of recyclables, as well as real estate and insurance company inquiries and reviewed their provided documentation.

The Secretary has fleshed out the information recorded on the sales excel spreadsheets to include emergency contact information, vehicle tag and state of issuance, as well as email and phone numbers of the new owners

The Florida Statute 718 allows for an increase in the processing fees for lease and sales. This will be discussed in more detail during the new business, Rules and Regulations of the Board of Directors meeting.

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. Several owners have requested the Secretary initiate an incident log to be used to provide safety updates to our Association. The cooperation and assistance of Pine Run employees would greatly assist with this information providing record.

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

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 Association
Fence Committee
July 2022 Board Meeting

Since the May 2022 Board of Directors meeting, the fence committee has continued in their effort to fulfill their responsibilities to the association owners by:

1. Remaining in contact with all committee members via phone and electronic means.
2. Scheduling and meeting with Red Stake for our eastern property line verification.
3. Stakes were placed and Darrin reinforced these stakes to ensure a repeat of "re-posting and repaying" for the same services is avoided.
4. Interview process has begun with vendors: Committee met, received an in-depth interview with power point from a commercial fence erector.
5. Lines of communication between property neighbors and the Association are continuing in hope of future negotiations with our fencing project.
6. Multiple communications have been received from owners stating they would like to have more information about the inquiry involved in the blast for gates on the community.

**Pine Run Board of Directors
Action Item List
Pre 7/28/2022 meeting**

Action Items

Date	Subject	Board Member	Due Date	Status
12/23/2021	Fence Committee formed. Members Darrin Bishop and Jackie Gessner, Joe Gessner added during the March board meeting	AJ	5/25/22	Red Stake appt completed. Darrin provided a more permanent staking system. Request for more info about the gate blast. Communication with neighboring businesses continues.
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 3/24/22 dates 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) No reports, designs, etc. have been received.
12/23/2021	Shutter research project, formulate a committee, available shutter products and a suggested plan of action. Committee thus far: Gayle Brown	AJ	7/27/22	FL Statute 718 currently indicate hurricane shutters and/or hurricane impact glass be used for all windows, as stated in the building codes. Some homeowners have opted to refurbish their shutters, some place in stationary positions their inoperable shutters by a contractor.
12/23/2021	Security System research, bds, recommendations and suggestion plan of action	AJ	7/27/2021	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	Response Jim received from Attorney did not provide the anticipated guidance. *** Request attorney to provide recommended documentation?
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. 1 st and 15 th dates to be posting dates.	Jim/ Warren	Completed	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	Completed and on-going	Blast system approved by the board. Weekly submission of info to K-C is necessary for the accuracy of the blasts. UPDATE needed. Secretary assigned to receive and post.
02/24/2022	Proactive replacement of complex sewage waste pipes. Pricing, involved issues.	Tom or Steve	5/25/2022	On-going. Evaluating and obtaining quotes for camera evaluation of pipes with a plan of action moving forward. Tom brought professional opinion from one local plumber, discussed pricing, and stated that the investigation continues.
02/24/2022	Proactive assessment of windows 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. Needs to be addressed.
03/24/2022	Building Contact/Representative with list of duties	AJ	Completed	Completed and board approved 3/24/22.
03/24/2022	Locating of Volunteers for the building contact duties	AJ	On-going	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 waste dumpster 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. 5/4/22 and 5 FPL contacted to verify all info correct, Kellogg and Ross, remain incomplete
4/25/2022	Condominium Association required continued education and certification	AJ	7/27/22	Kellogg and Ross, remain incomplete
5/24/2022	FPL meter disconnection and removal scheduling	AJ	6/3/2022	Verification of inactivity on 5/4/22 and 5/23/22 with scheduling for disconnect and removal of FPL equipment at concrete post in front of the 100s at the end of Woodland Place. Awaiting FPL to remove. FLP meter has been removed.
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	7/27/2022	Blast initiated. Responses still being received and being recorded.
5/26/2022	Vendors parking on the grass/irrigation breaking the lines and sprinkler heads.	Entire board	5/26/2022	Vendors need to be held accountable for breakage—irrigation in the 700s, wood stored on clubhouse lawn. On-going problem.

July 2022 Board Meeting
Sales Excel sheet

Unit	Owner's Name(s)	Buyer's Name(s)	Application Date	Received Date	Approved Date	Settlement Date
705	Hargis, Patricia	Esther Janssen	1/4/2022	1/12/2022	1/16/2022	1/20/2022
763	Evans, Matt & Leslie	Barrett, Scott	1/12/2022	1/13/2022	1/16/2022	2/9/2022
210	Seymour, Robert	Frazier, Daniel/Stiles, Dan	2/12/2022	2/14/2022	2/18/2022	2/25/2022
223	McKenzie, Joyce	Fahey, Paul and Kelly	2/14/2022	3/7/2022	3/14/2022	4/6/2022
717	Quinn, Dawn R	Conticchio, William and Halyna	3/4/2022	3/9/2022	3/14/2022	4/5/2022
213	McGill, William	Barrett, Annabell J.	4/16/2022	4/18/2022	4/25/2022	5/11/2022
121	Thompson, Marisa	Richards, Tina & Silverman, Sharon	4/11/2022	4/19/2022	4/25/2022	5/10/2022
362	Whiteley, Ann	Hartel, Paul	4/25/2022	4/29/2022	5/1/2022	5/18/2022
128	Dellatorie, Linda	Matunas, James and Michele	4/25/2022	5/11/2022	5/11/2022	5/20/2022
767	Davis, Robert & Tracy	Folkerts, Lisa	7/7/2022	7/13/2022	7/14/2022	8/12/2022
306	Coleman, Beverly	Macario, Holly	7/19/2022	7/20/2022	7/21/2022	8/10/2022

**July 2022 Board Meeting
Leases**

Unit	2022	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	2/1/2022	2/28/2022
128	Linda Dellatore	Jennifer Rogers	1/17/2021	2/4/2022	2/13/2022	3/1/2022	3/31/2022
239	Nancy Doll	James and Carol Braband	2/25/2022	3/7/2022	3/14/2022	1/29/2023	3/5/2023
236	Susan Burgstiner	Steven & Patricia Larson	3/23/2022	3/31/2022	4/15/2022	12/1/2022	4/30/2023
365	Theresa & Mike Moser	Christopher Howard & H. Powell	3/20/2022	3/29/2022	4/15/2022	4/30/2022	7/2/2022
705	Esther Janssen#1	c Venkatasatyanapayana	4/5/2022	4/5/2022	4/15/2022	4/17/2022	6/30/2022
301	Louanne Hirschberg	Stephen Hopkins	2/14/2022	3/29/2022	4/15/2022	5/1/2022	10/31/2022
705	Esther Janssen#2	Huong & Hoa Nguyen	6/7/2022	6/8/2022	6/8/2022	7/11/2022	10/31/2022
244	Judy Hallett CANCELED	James & Diane Cotton	6/15/2022	6/16/2022	6/23/2022	6/30/2022	6/30/2023
123	Kimberly Milstead	Lillian Lykes	6/16/2022	6/22/2022	6/27/2022	7/1/2022	6/30/2023
236	Susan Burgstiner #4 for 2022	Christopher Elbag	7/5/2022	7/11/2022	7/12/2022	10/1/2022	11/29/2022

Treasurer Report
July 28, 2022
Owen Hodge

The Big Picture

The focus of this report will be entirely on preparation for the 2023 budget.

Budget preparation is happening later than usual this year. This is partly due to my being away since the end of June, but also, for one thing, because the roof project is nearing completion, and for another, we did not know until the end of June how much to expect for the increase in our insurance expense for 2023. The budget must be completed by the end of October. That will not be easy this year.

Reserves

Work on the last four roofs (the clubhouse, buildings E,F, and building 4) is in progress. It is absolutely crucial that we get the roof replacement project completed by the end of August or, at the very latest, early September because we will need to commission a new reserve study in time to include the reserve study data in our 2023 budget. The new study will reflect current costs for things like roofs, siding, and paint all of which are certainly higher now than in the old reserve study. It is basically a wait and see situation to know what the 2023 level for reserve assessments will be.

Operations

Insurance In past years we have budgeted for a 5% increase for the new policies that begin in July. This year I will move it up to 7% because last year the increase was about 15%.

Payroll The current payroll budget can stand for another year.

Repairs and Maintenance Expenses for this category are more than \$40,000 over budget right now and this is only the end of July. Section 1 accounts for more than half of the increase. In some cases, for example the clubhouse where we will install a new AC system for around \$7000, having this maintenance done this year means no expense for the AC next year so no budget increase is necessary. However, in all three sections yearly maintenance and repair expenses have increased for the past three years so we should assume that the expenses will not be decreasing next year.

Grounds Contract We are in the process of interviewing contractors. We will need to make a decision by September. If we want more landscaping work done next year then we have to pay more. The 2022 landscaping budget was about \$17,000 less than in 2021. We can, at the very least, expect to go back up to that 2021 level.

Pool Service Contract If there is any change it needs to be in place by September.

Utilities The current budget is about \$95,000, unchanged for several years. This will need to increase by about \$10,000. because electricity and water rates have gone up this year.

Committees Recommendations for projects and work to be done from any committee, such as landscape, fences or security, need to be submitted by mid-September along with cost estimates.

July 2022 President's Report

I cannot tell a lie. I very much enjoyed not having a June meeting. I think I made good use of my time away from Pine Run.

I'll start my report by noting that Ginny Burk recently passed away. Ginny and Harvey Burk purchased 100 Woodland Place in 1980. Harvey left us several years ago, and Ginny kept plugging right along. Ginny was a force of one, and her presence around campus will be missed.

Our clubhouse continues to take shape. The deck is up, the stair chair was reinstalled last week, concrete was poured yesterday, and now we scramble for a new roof, gutters, and courtyard drainage. We have already received requests for reservations, so we hope the next phase moves faster than the first phase.

Supply chain issues still plague all aspects of project planning. Just finding a company that will come out for a site visit can be maddening. Case in point a collapsing drainage pipe near the kayak racks. A company we've had on property numerous times and says they will come out, goes dark. It's happened with so many companies...covid, lack of employees, out of business. It's a new reality that we all have to work through.

Finally, a thank you to those who are doing the work for Pine Run during this unending heat and humidity.