

NOTICE
BOARD OF DIRECTORS MEETING
PINE RUN CONDOMINIUM ASSOCIATION, INC.
THURSDAY SEPTEMBER, 22ND 2022
PINE RUN CLUBHOUSE
8:30 a.m.

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 August, 25th 2022
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
 - a. Pine Run website update
 - b. Ring doorbell/common element legal opinion updates
- VIII. NEW BUSINESS.
 - a. Clubhouse drainage proposal
 - b. Dog breed exception request
 - c. New landscaping contract
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting October, 27th 2022

**MINUTES OF THE MEETING
BOARD OF DIRECTORS
PINE RUN ASSOCIATION, INC.
THURSDAY, SEPTEMBER 22, 2022
8:30 A. M.**

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

The meeting was called to order by the President, Kip Kellogg, at 8:30 A.M. in the clubhouse, 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 Kip Kellogg to approve the minutes of the Board of Directors meeting of August 25, 2022, as presented.

MOTION PASSED.

BOARD REPORTS.

Maintenance – Tom Foley and Steve Ross: No report.

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

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

Vice President's Report – Damon White: No report.

President's Report – Kip Kellogg: 1). Returned yesterday and spent the day getting caught up.

UNFINISHED BUSINESS.

- a. Fence Committee: The report was read by the Secretary and is attached and made a part of these original minutes.
- b. Action Items: Reviewed by the Secretary and attached and made a part of these original minutes.
- c. Sales and Rentals: The Secretary attached her report which is attached and made a part of these original minutes.
- d. Pine Run Website Changes: Official business will be posted on the Keys-Caldwell website and all other information will be posted on the Pine Run Website.
- e. Ring Doorbell Opinion: The final opinion letter from the attorney has been received and will be added to the Keys-Caldwell website.

NEW BUSINESS.

- a. Clubhouse Drainage Proposal: MOTION was made by Owen Hodge and seconded by AJ McDowell to approve the clubhouse drainage proposal from Main Frame Builders at a cost of \$5,750, as submitted.

MOTION PASSED.

- b. Dog Breed Exception Request: It was the consensus of the Board to refer this request to the Association's attorney for his legal opinion.
- c. New Landscaping Contract: MOTION was made by Owen Hodge and seconded by AJ McDowell to terminate the landscaping contract with Devine Design effective October 31, 2022, and to accept the landscape proposal from, and to move forward with, the contract negotiation with Duval Landscaping, which if accepted, will be effective November 1, 2022.

MOTION PASSED.

Management will request financial consideration from Devine Design for the five missed mowings during this year.


- d. AGMs: MOTION was made by AJ McDowell and seconded by Owen Hodge to approve the following Landscape AGM, as presented:
 1. 220: Two new Ginger Dwarf Allamanda.

MOTION PASSED.

Public Comment: 1). We need to address the contract with Blackburn Point Woods which expires at the end of 2023. AJ McDowell will reach out to the Secretary of Blackburn Point Woods. 2). There are problems with people from outside the Community driving and walking onto the property. 3). The uneven sidewalk at Building # 9 needs to be addressed. 4). Q: What is happening with Walton? A: Can't speak to that issue right now.

The meeting was adjourned by the President at 9:40 A. M. The next regularly scheduled Board of Directors meeting will be held on October 27, 2022, at 8:30 A.M. in the clubhouse.

Respectfully submitted,


James S. Kraut,
For the Secretary

September 22, 2022
Treasurer Report
Owen Hodge

We are starting into the budget process quite a bit later than usual this year. The goal is to have a draft completed by November 1. As a major step in that effort about two weeks ago Keenie Bugenhagen, Damon White, AJ McDowell and I met with Eric Dixon of FPAT to discuss setting up a new reserve study now that the roof project is nearing completion. This was a very productive session. We considered the possibility of adding some new things into the reserve funds like replacing drainage lines that flow out from more than one unit. That way we might be able to save up for these replacements that are running the operations repair expenses way over budget in almost all budget sections. Eric Dixon will have a draft of the reserve study probably by next week. Then we will discuss and refine the draft to arrive at a finished product.

Yesterday afternoon I received an email from Jessica Harrison of the Brown and Brown insurance agency. We had asked that she look into the possibility of a new starting date for our insurance policies. She says she hopes to have a reply from Centauri Insurance within a couple of days. The new starting date is really important if we can work it out. First of all, we would know what our insurance expense is going to be when we set up our budget at the end of the year instead of having to guess what it will be in July. Secondly, since the current policy will only be in effect for 6 months before, hopefully, the new one starts up, maybe the increase will not be so big this time.

Once we have the insurance and reserve information we will be ready to draft our budget. I will post notices on the bulletin boards for when for when owner input sessions are scheduled.

Here is one other item that I think needs to be considered right away. Our maintenance supervisor, Peter Askilipious, has been working without assistance for nearly two months. Given the full employment situation at the moment, the last thing we want is to have to look for another manager. We were definitely considering a raise for him in the 2023 budget. I would suggest initiating that raise as soon as possible. We have the money to do this for the rest of the year and the amount of increase for salaries next year will be very small if at all because a new employee will start at our base level for at least the first six months.

Secretary's Report

For Board of Director Meeting

September 23, 2022

Sales and Leases:

1 sale scheduled to close September 2022

0 new leases

Since the August 2022 board meeting, the Secretary has completed and submitted the updated Pine Run Rules and Regulations along with updated forms to be used by owners, buyers, real estate agents to the Board of Directors. The goal remains the same, which 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. As noted in the August meeting, the increase in the processing fees for sales and leases has been applied.

In September the Secretary has continued to receive communications with owner reports and inquiries about violations and campus safety concerns. Many questions have arisen regarding the process of violations after they have been submitted on-line by concerned owners as well to efforts to protect owner property.

The Secretary continues to expand the recorded information 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.

With safety issues in mind, the fence committee continues in their efforts as an active group. We continue to have a variety of communications and have submitted two property fence quotes to the Board of Directors. That report will be provided later in the agenda. In addition, the need for the security system has not changed. This month another bicycle has been stolen and there have been several sightings of a non-resident, non-leasing male jogging and/or walking around the buildings, as well as the paved streets with a pit-bull.

The Blast System has been used over the month for the purpose of notifying owners of water shut off, roofing schedules, clubhouse closures and openings, as well as the status of our pools.

The Action Item list has been updated and forwarded to all 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
September 2022 Board Meeting

Since the September 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. Interview process continued with commercial fence vendors, one interview being a second visit with their construction manager.
3. Quotes have been received and forwarded to the Board for review and the 2023 budget consideration. Quotes include extensive warranties on their products not expected to require maintenance for greater than 15-20 years. Focus on the commercial fence has been sound attenuation, maintenance free as well as an architectural fit for our community.
4. In addition to the quotes will be landscaping considerations where plantings are encroaching or on the property lines and require removal for the fence installation.
5. Lines of communication between property neighbors and the Association are continuing in hope of future negotiations with our fencing project.
6. Committee has continued to receive communications from owners stating they would like to have more information about the inquiry involved in the blast for gates on the community, especially considering the recent thefts.



State License #: CBC 1256823

Project Name: Pine Run
Project #: 4257

Proposal Number ("Proposal"): 00002064
Expiration Date: September 26, 2022

Permacast Walls, LLC ("Permacast") Contact Information

Sales/PM: Jason Downs
Email: jason@permacastwalls.com
Phone: (888) 977-9255
Mobile: +1 3522016783

Sales Manager: Steven Hatcher
Email: steven@permacastwalls.com
Phone: (888) 977-9255
Mobile: +1 8137204720

Main Contact and Job Site Address

Contact Name: AJ McDowell
Phone: (478) 442-8283
Email: ajpinerun@gmail.com

Job Site Street: 300 Blackburn Point Road
Job Site City: Osprey
Job Site State: FL
Job Site Zip Code: 34229

Billing Information

Bill To Name: Pine Run Association
Bill To Address: Osprey, FL

Description: Install 2,600' of 6'H PermaWall 1.0. Choose from 3 available textures at no additional cost. Tree removal and MOT to be done by others.

Line Items (each a "Line Item" and collectively, the "Project")

Product Name	Line Item Description	Quantity	Sales Price	Total Price
PermaWall 1.0 - 6ft - Sand	Furnish & Install 6'H PermaWall 1.0 (10' O.C.) Sand Finish	2,600.00	\$175.00	\$455,000.00
Column - 8.5x14	8.5"x14" Standard Columns included in wall LF price.	135.00	INCLUDED	INCLUDED
Cap - 8.5x14 - Standard	Standard Column Cap - Please ask about our upgraded column cap options.	135.00	\$50.00	\$6,750.00
Standard Paint - One Color	Permacast Specified Paint - Spray Application (applied on site after installation)	2,600.00	\$10.00	\$26,000.00
Engineering Fee	Engineered Shop Drawings required for local building dept. permit approval	1.00	INCLUDED	INCLUDED
Initial Permit Running Fee	Processing fee and actual permit fees up to \$1500 any additional fees paid by owner at cost via CO.	1.00	\$2,000.00	\$2,000.00

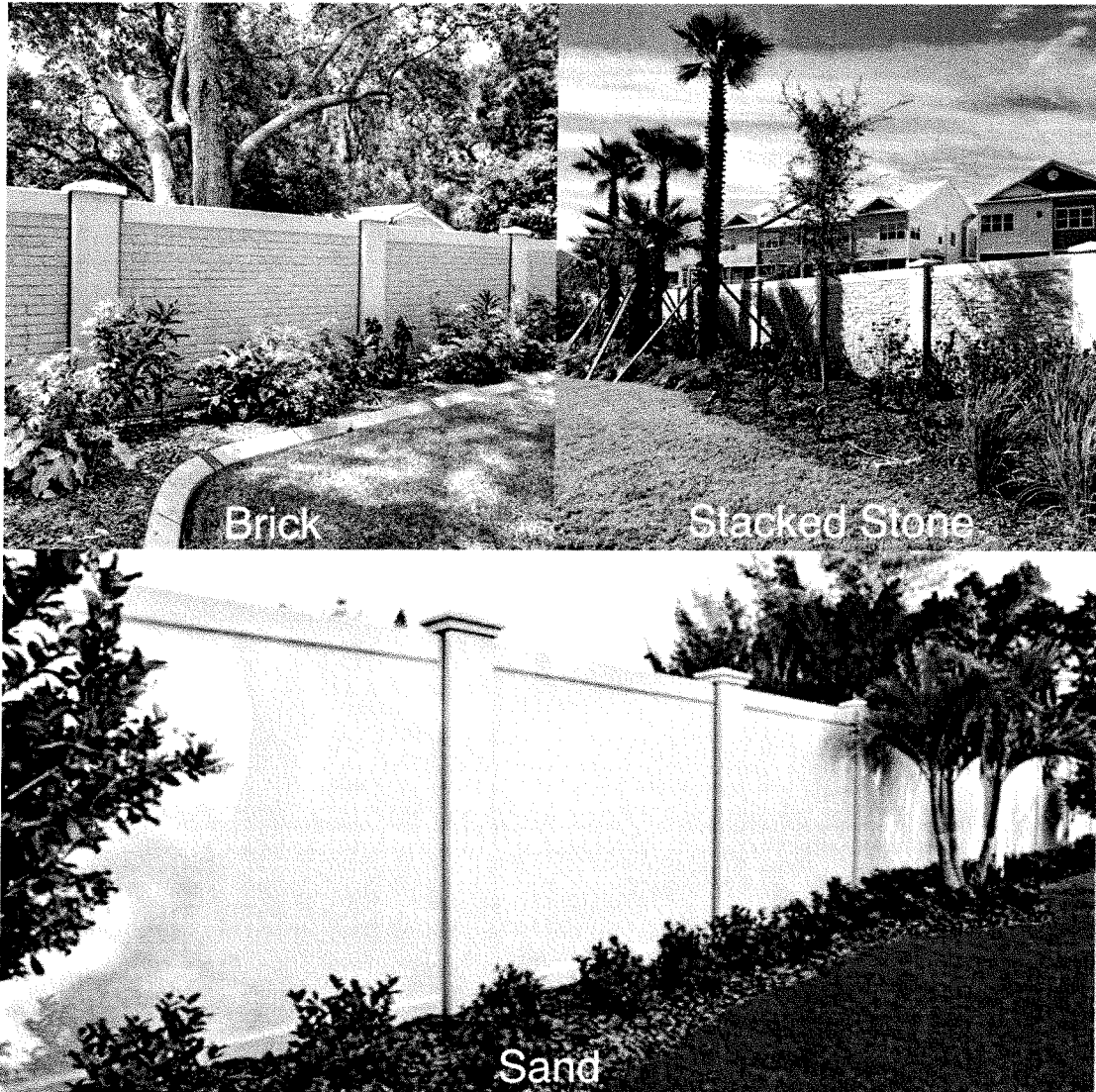
Totals

Grand Total: \$489,750.00

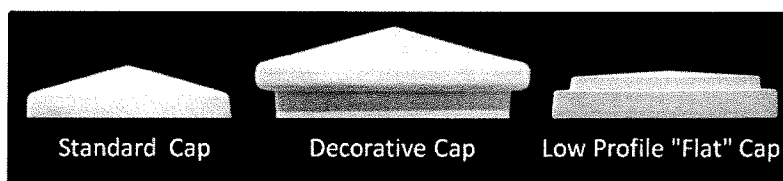
Per LF Base Price is based on*:

Wind Load	Exposure
140	D

- Should the actual wind or exposure rating be determined or required higher than estimated, Buyer is responsible for all associated cost differences.
- The acceptance of this Proposal constitutes agreement that Permacast's Scope of Services and Table A will be incorporated into the final Agreement.

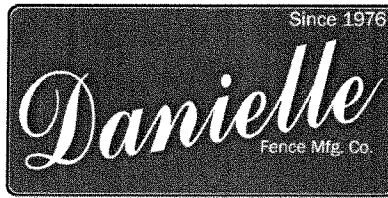


**Pictures shown are for illustration purpose only. Actual product may vary due to specific products ordered.*



Column Caps Illustration

September 6, 2022



Pine Run HOA
Attn: Jackie Gessner
300 Blackburn Point Rd
Osprey, FL 34229

Job Site: Pine Run
300 Blackburn Point Rd
Osprey, FL 34229

Thank you for the opportunity to offer you an estimate for your fencing needs located at the job site listed above. Please accept this letter as our Proposal / Contract for your review.

Total Estimate: ALLEGHENY OPTION \$253,665.00

- Install 2657' of 72" Allegheny Stone Fence
- 1, 72" x 48" Allegheny Walk Gate

Total Estimate: SHERWOOD OPTION \$264,493.00

- Install 2657' of 72" Sherwood Fence
- 1, 72" x 48" Sherwood Walk Gate

Additional Cost

- Takedown and remove existing wood fence **\$8,580.00**

Price is for budget use only

Price includes tax, materials, installation.

Prices are based on a clear fence line, prior to finalizing contract footage has to be confirmed and a final site inspection is required and a 50% deposit.

2nd draw is due upon 1328' of fence installation for 25% of contract balance and final payment due upon completion.

Price is valid for 10 days or until next material price increase, whichever comes first.

Danielle Fence Mfg. Co., Inc. will provide a Certificate of Liability Insurance and Workers' Compensation Certificate, and will maintain it fully in effect until completion of this contract.

Signature: _____

Date: _____ MN

Headquarters, Showroom and Facility
4855 State Road 60 West
Mulberry, Florida 33860
Hillsborough County: **813.681.6181** / Fax **813.676.1109**
Polk County: **863.425.3182** / Fax **863.425.5676**
Toll Free **800.255.6794**

www.daniellefence.com

**Pine Run Board of Directors
Action Item List
9/22/2022 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	8/24/2022	Committee continuing to work with vendors for appointments and updated quotes
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.	AJ	9/22/22	Included in the Rules and Regs using Florida Statute 718 and association architecture as guide.
12/23/2021	Security System research, bds, recommendations and suggestion plan of action	AJ	9/22/2022	Florida Statutes for maintaining of the current security system remains unchanged. Update quote being obtained
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	8/28/22	***Attorney provided info placed on K-C website for owners

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,
4/25/2022	Condominium Association required continued education and certification for Board members	AJ	8/28/22	Completed

5/24/2022	Updating of association sales, leases, etc forms	AJ	9/20/22	Worked with K-C on the effort for accuracy and all inclusive info.
5/24/2022	FPL meter disconnection and removal scheduling	AJ	6/3/2022 Partially Completed	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. Need electrician to verify before removing post
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. On-going process.
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. Kip to address.
7/28/2022	Updating of Association Rules and Regulations to include Board and owner information	AJ	9/20/22	Review of board meeting info/minutes, communications with K-C on items needing clarity.
8/28/2022	Obtaining of list and quotes of items for gym equipment to replace current gym equipment	Kip	8/28/2022	

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Sales:

Unit	Owner's Name(s)	Buyer's Name(s)
705	Hargis, Patricia	Esther Janssen
763	Evans, Matt & Leslie	Barrett, Scott
210	Seymour, Robert	Frazier, Daniel/Stiles, Dan
223	McKenzie, Joyce	Fahey, Paul and Kelly
717	Quinn, Dawn R	Conticchio, William and Halyna
213	McGill, William	Barrett, Annabell J.
		Richards, Tina & Silverman,
121	Thompson, Marisa	Sharon
362	Whiteley, Ann	Hartel, Paul
128	Dellatorie, Linda	Matunas, James and Michele
767	Davis, Robert & Tracy	Folkerts, Lisa
306	Coleman, Beverly	Macario, Holly
366	Macario, Holly	Garcia, Susan
767	Davis, Robert & Tracy	Sullivan, Gerarde & Nicole
226	McNally, Melanie M.	VanHellemont, Stephanie
100	Burk, VA/Judith Punshon	Hopkins, Stephen

Application Date	Received Date	Approved Date	Settlement Date
1/4/2022	1/12/2022	1/16/2022	1/20/2022
1/12/2022	1/13/2022	1/16/2022	2/9/2022
2/12/2022	2/14/2022	2/18/2022	2/25/2022
2/14/2022	3/7/2022	3/14/2022	4/6/2022
3/4/2022	3/9/2022	3/14/2022	4/5/2022
4/16/2022	4/18/2022	4/25/2022	5/11/2022
4/11/2022	4/19/2022	4/25/2022	5/10/2022
4/25/2022	4/29/2022	5/1/2022	5/18/2022
4/25/2022	5/11/2022	5/11/2022	5/20/2022
7/7/2022	7/13/2022	7/14/2022	8/12/2022
7/19/2022	7/20/2022	7/21/2022	8/10/2022
7/30/2022	8/3/2022	8/5/2022	8/15/2022
8/9/2022	8/12/2022	8/12/2022	8/31/2022
8/9/2022	8/12/2022	8/12/2022	9/1/2022
9/14/2022	9/15/2022	9/15/2022	8/26/2022

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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	11/7/2021	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 & Hailey 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/Viederis	Stephen Hopkins Woszczyna,	2/14/2022	3/29/2022	4/15/2022	5/1/2022	10/31/2022
240	Gregory, John and Mary	Krzysztof&Malgorzata	5/22/2022	5/25/2022	5/27/2022	6/1/2022	11/30/2022
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

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Short term lease:

OWNER NAME(S)	VISITORS NAME(S)	APP DATE	RECEIVED DATE	APPROVED DATE	OCC FROM	OCC TO
Robert Vander Graaf Renee Orahood	Ellen & Klaas-Jan Jooren Philippa	7/19/2022	7/19/2022	7/21/2022	8/4/2022	8/14/2022
Kip Kellogg	Carson Kellogg	8/29/2022	8/29/2022	8/31/2022	9/12/2022 2	9/19/2022