

**NOTICE  
BOARD OF DIRECTORS MEETING  
PINE RUN CONDOMINIUM ASSOCIATION, INC.  
THURSDAY NOVEMBER, 22nd 2022  
PINE RUN CLUBHOUSE  
7:00 P.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 October, 27th 2022
- VII. BOARD REPORTS.
- VIII. OLD BUSINESS.
  - a. Storm update/tree damage/court bid/  
insurance/special assessment discussion
  - b. Dog breed update
  - c. Clubhouse
- VIII. NEW BUSINESS.
  - a. 2023 budget
  - b. Rules and regulations
  - c. golf cart
  - d. AGM'S
- IX. PUBLIC COMMENT.
- X. ADJOURNMENT: Next meeting December, 22nd 2022

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
PINE RUN ASSOCIATION, INC.  
TUESDAY, NOVEMBER 22, 2022  
7:00 P. M.**

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

The meeting was called to order by the President, Kip Kellogg, at 7:01 P.M. in the clubhouse, a quorum being present. Proof of Notice was mailed 14 days in advance, with 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: There will be at least two vacancies on the Board next year as both Kip Kellogg and Damon White will not be seeking reelection.

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 October 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. AJ also read the report from the Fence Committee, which is attached and made a part of these original minutes. Kindness is so valuable during this time. Thank you for your cards.

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

Treasurer – Owen Hodge: 1). The Treasurer read his report, which is attached and made a part of these original minutes. 2). Thanks to Kip, AJ and Keenie for organizing repairs following Hurricane Ian.

Landscape: Keenie Bugenhagen read her report, which is attached and made a part of these original minutes.

Maintenance – Tom Foley and Steve Ross: Steve Ross requested that trees be the priority.

President's Report – Kip Kellogg: The President read his report, which is attached and made a part of these original minutes.

**UNFINISHED BUSINESS.**

- a. Storm Update/Tree Damage/Court Bid/Insurance/Special assessment Discussion: FEMA was here Monday, Tuesday and Wednesday. Thanks to the volunteers for getting things piled up for pickup. We will continue to look at the trees and prioritize.

SoundProofing: All acoustical blocks were removed. Fifteen of them were salvaged saving the Association about \$10,000. The needed acoustical blocks have been ordered at \$650 each and will arrive in three weeks.

MOTION was made by Kip Kellogg and seconded by Steve Ross to purchase the needed acoustical blocks and have them installed by Main Frame at a cost of \$14,379.55, as submitted.

MOTION PASSED.

Insurance: AJ McDowell read her report, which is attached and made a part of these original minutes. Main Frame will be starting their roof inspections. Owners who are Florida residents can go to FEMA.gov and file a claim for damages. All owners should check their individual policies for "Loss Assessment Coverage", which can be used to pay for expenses, other than trees/landscaping assessed against the owners.

- b. Dog Breed Update: New information has been sent to the Association's attorney for review and comment.
- c. Clubhouse Expenses: The gutters were approved but the gravel was not. The details for the gravel expense will be obtained and the expense can be ratified.

#### NEW BUSINESS.

- a. 2023 Budget: MOTION was made by Damon White and seconded by Owen Hodge to approve the proposed 2023 budget as submitted to the owners.

MOTION PASSED.

- b. Rules and Regulations: MOTION was made by AJ McDowell and seconded by Damon White to add limited common element to the existing rules and regulations.

MOTION PASSED.

MOTION was made by AJ McDowell and seconded by Damon White to include that any owner who does not comply with the recorded documents or rules and regulations, will be held responsible to repay any and all legal costs related to enforcement of said documents and rules and regulations, as part of the limited proxy for an owner's vote at the February 2023 annual meeting.

MOTION PASSED.

- c. Golf Cart: MOTION was made by AJ McDowell and seconded by Kip Kellogg to ratify the sale of the unused golf cart to Main Frame Builders at a cost of \$750.

MOTION PASSED.

- d. Action Item List: The Secretary reviewed the action item list, which is attached and made a part of these original minutes.

- e. AGMs: MOTION was made by Kip Kellogg and seconded by Steve Ross to approve the following AGM, as presented:
1. 752: Plant Silver Buttonwood but deny Areca Palms.
  2. 128: Replace four windows and a storm door.
  3. 226: Replace the bathroom window.
  4. 365: Replace the water heater.

MOTION PASSED.

Public Comment: 1). Q: Do we expect an increase from the 2022/2023 in the 2023/2024 insurance budget? A: Yes. 2). Q: When do we get back to the regular work order process? A: When the hurricane issues have been resolved, which means soon hopefully. The Committee will meet next Tuesday to review the current list. 3). Q: What is happening with irrigation? A: Monthly inspections are in the contract. Any repairs under \$300 can be done without further approval. 4). Some irrigation areas are not working.

The meeting was adjourned by the President at 8:05 P. M. The next regularly scheduled Board of Directors meeting will be called by the President.

Respectfully submitted,

  
James S. Kraut,  
For the Secretary

Secretary's Report  
For Board of Director Meeting  
November 22, 2022

Sales and Leases:

0 sales

2 new leases

Since the October 2022 board meeting, the Secretary has completed and submitted the September 2022 Board of Directors approved Pine Run Association Rules and Regulations as well as the forms. These are scheduled to be posted in the Keys-Caldwell website with the goal of interactive document completion and submission.

During the month of November, the Secretary has continued to document incidents received from owners who have experienced first-hand the property trespassing, theft and so forth regarding the safety of our complex.

The fence committee efforts over the last few months have proven to be valuable to the obtaining of information, quotes, and so forth due to hurricane Ian losses. The committee continues to have a variety of communications as we troubleshoot possible issues in erecting another fence. Pine Run Association security needs have not changed.

The Blast System continues to prove its value as it has been used for the purpose of notifying owners of post Ian clean up, use of amenities, water shut off, roofing schedules, and so forth. The secretarial duties continue with obtaining, assisting with the completion and submission of records to Keys-Caldwell for carport leases, non-leases agreements, long and short-term, as well as volunteer forms.

During the month the secretary created and completed the on-line job search for qualified candidates to fill the second maintenance employee position. The best candidate and choice of the Board of Directors was Rusty Duty. The secretary aided in the obtaining and submission of all personnel paperwork from Rusty to Keys-Caldwell. His first day of employment was November 14, 2022.

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.

I would like to express my appreciation to all of the volunteers who enthusiastically responded to the Blasts for days to work on the property. FEMA has thankfully come and gone, revealing that one portion of Hurricane Ian has passed, a positive memory of many working together with the same goal. Every rake, every barrel, every cart of yard debris is much appreciated. Now we move forward to the next phase of our clean-up, making our community safe with tree removal and trimming through the guidance of local experienced and certified arborists.

*AJ McDowell*

Secretary, Pine Run Association

Pine Run Association  
Fence Committee  
November 2022 Board Meeting

Since the October 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. Continuing in electronic communications with commercial fence vendors regarding the quotes to be used in the 2023 budget.
3. Benefits of Hurricane Ian is the visual proof of which fence has, around Florida counties consistently remained strong and intact and which would required constant maintenance and the possibility of loss in a hurricane situation.
4. Lines of communication between property neighbors and the Association continue to reveal a heightened desire to negotiate and work together for this common effort.
5. Committee has continued to receive communications from owners stating they would like to have more information about moving forward with a provision of safety for our community to replace the fence and discuss a gating system.

## Pine Run Association Post Ian Insurance Report November 2022

The secretary continues in post Hurricane Ian communication with Darren Eaton, a field adjustor for Mills Mehr & Associates. Assistance with previous documentation, quotes, and the like have been received from Kip, President and Owen, Treasure, as we work through these process as required by the insurance adjuster.

The secretary has initiated or responded to emails and phone calls where the details and needed information for moving forward have been obtained and provided to the adjuster. Details from Maine Frame have been received, reviewed, and submitted to the adjuster, as well. All submissions included descriptions, pictures with details, quotes, as well as lists of damages and submitted contractor fees and future estimated costs.

The secretary coordinated a meeting where the field adjuster, Darren Eaton and Dennis Harding, contractor will meet. During this appointment they will be going from building to building for an interior and exterior inspection of damage, temporary repairs made and so forth. Owners' cooperation with this extensive investigation of each building is requested. This meeting is scheduled for Tuesday, November 29, 2022 to begin at 8AM.

**Pine Run Board of Directors  
Action Item List  
November 22, 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	8/24/2022 On-going	Committee continuing to work with vendors for appointments and budget submission. Conversations with car wash and Trulieve owners have been positive during Oct.
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>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.	AJ	9/22/22 Completed	Included in the Rules and Regs using Florida Statute 718 and association architecture as guide.
12/23/2021	<b>Security System</b> research, bds, recommendations and suggestion plan of action	AJ	10/22/2022	Placed in the 2023 budget for installation.
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 Completed	<b>***Attorney provided info placed on K-C website for owners</b>
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	Completed and on-going	Blast system regularly used. Secretary assigned to receive and post.



02/24/2022	Proactive replacement of complex <b>sewage</b> 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 <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. <b>Needs to be addressed.</b>
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	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 <b>waste dumpster</b> pick up.	AJ	On-going	Acknowledged at 3/24/22 meeting. Scheduled twice weekly through Dec 2022.
3/24/2022	Verification that FPL meter status is inactive from treasury standpoint.	Owen	03/25/2022 Completed	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, Need electrician to verify not live.
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 Completed	
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. <b>Need electrician to verify before removing post</b>

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 Completed and on-going	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 Completed	
7/28/2022	AGM #304 for building an extension onto the common area—need legal opinion	Jim to atty	8/28/2022	Awaiting opinion
8/28/2022	Obtaining of list and quotes of items for gym equipment to replace current gym equipment	Kip	8/28/2022	Status report
9/22/2022	Clarification/approval/disapproval/exception of excluded dog breed to owner	Jim to atty	10/04/2022	Opinion received advises not to approve exception. Letter to be sent to owners by property management
9/22/2022	Blackburn Point Woods annual amenities fee evaluation with committee to be assigned	Woody	09/22/2022	Status of committee and assignment of BOD liaison
10/20/2022	Insurance claim meeting with BOD for submission of post Ian property damage	Damon Owen AJ	10/20/22 On-going	Liaison/reporter is AJ McDowell, secretary. Update in Ian report to BOD
10/26/2022 NEW	Hurricane Ian debris pick up. County and FEMA are working on the decision to address condo aspect involved, and eligibility.	AJ	11/16/2022 Completed	Association debris removed by FEMA.
10/27/2022	Clarification/approval/disapproval of exception of same owner previously denied dog breed exception.	Jim to atty	10/27/2022	Atty review of request, credentialling of docs, etc. for decision.

Pine Run Association Treasurer Report  
November 22, 2022  
Owen Hodge

### **Appreciation**

I would like to begin by expressing my deep gratitude to Kip Kellog, AJ McDowell and Keenie Bugenhagen for providing such energetic and knowledgeable leadership in organizing all of the repairs and cleanup following hurricane Ian. To see so many owners enthusiastically working together was really fantastic. It was a wonderful expression of the meaning of community. I want to thank Peter Askilipious for all the extra work involved in making sure that what needed to get done got done. I also want to thank Dennis Harding of Maine Frame Construction. At a time when contractors were completely swamped we had immediate professional attention wherever we needed it. It means a lot to be able to count on Maine Frame. Finally I want to thank Keys Caldwell for very timely and accurate guidance regarding FEMA, tree trimming pickup, insurance and financial and accounting matters related to the hurricane.

### **Owner Ballot Measures**

There are two ballot measures in the budget packet received by Pine Run owners last week. I recommend voting yes for paying the 2022 reserves in the amount billed throughout the year. I recommend voting yes for reserves to be reestablished from "Component" (Straight-Line) to "Cash Flow" (Pooled) beginning with the 2023 budget.

### **2023 Budget**

The budget letter in the packet received by Pine Run owners will serve as my report on the 2023 budget.

### **New Reserve Categories**

The new reserve studies for the three sections, recreation, and small pool are available on the Keys Caldwell website. In each of these reports the lists of items to be funded by the new reserve system are listed under "Reserve Items and Parameters." There will be some maintenance and repairs that will be covered by reserves now that used to be covered by operating funds. I think that is a good adjustment. This is especially true for recreation where the chairlift, all recreation AC units, the clubhouse kitchen, pool furniture, fences and the tennis court sound barrier are now reserve items. In sections one, two, and three the electric panels, sidewalks and sewer piping are all now on a fixed schedule to be funded by reserves. In the past these things would come up as "Repairs and Maintenance", sometimes pushing the operations budget into the red.

### **Hurricane and Special Assessment**

So far the main expenses related to the hurricane will be related to tree removal and reinstallation of the acoustic tennis court fence. Reopening the tennis and pickle-ball courts is a very high priority. As soon as the materials are available that work should begin. Hurricane related tree removal will require major expense well beyond anything budgeted. We need to remove leaning trees that are threats to Pine Run and BPW buildings. We need to think about trees and landscaping in terms of future hurricanes. We could do this removal in a step by step schedule over a period of many months but it is much less expensive to have the contractor come one time and do it all. My understanding is this expense will be in the six figure territory. We are moving as fast as we can to get bids for the work. This will have to be funded by a special assessment. All of these financial matters will be affected by what our insurance can cover and that is something else we are in the process of working out.

## **LANDSCAPING REPORT**

**November 22, 2022**

### **In Attendance:**

Committee members – Keenie Bugenhagen, Bob McDowell, Ruth Schroeder

Also in attendance – Damon White

**AGM's: 752** – to add Silver Buttonwood and Areca Palms to existing patio beds. Recommend approval for Silver Buttonwood, do not recommend approval for Areca palms. They get too large for patio areas; we are having to remove them from all over the property.

**Duval Landscaping:** Has given us 2 services of mowing and blowing. We have not yet gotten the trimming, bed maintenance or irrigation check for November.

**Plant/Tree Installation:** On hold for tree clean-up and removal.

**Tree Trimming/Removal:** We have done walk-arounds with 5 tree companies. We have received recommendations from 4 different arborists. We have received written quotes from 2 companies and are awaiting quotes from the other 3. All quotes will be forwarded to the BOD early next week with recommendations. More trees are being identified as compromised and posing hazards.

**Pine Run Staff:** has been invaluable in doing clean-up and tree removal since the storm.

**Volunteers:** have completed a lot of clean-up and provided assistance to maintenance staff. Thank you!

**Walk-through:** Two walk-throughs of property today with different tree companies.

We continue to push through the fallout from hurricane Ian. Just today, almost eight weeks after the storm, we were finally able to get a second arborist on property. I'm in touch with several other association presidents, challenged by the same issues. FEMA, trees, building/roof/fence damage, insurance and assessments. Jim will confirm that we are not alone in this journey.

We will talk about the budget more later, but much appreciation goes to Owen Hodge for the countless hours spent crafting our financial future.

Finally, for those who do not know, we lost our former employee Walton Fleming on November 12th to an apparent heart attack. Walton was with us for 5 years and I thank him for his service to Pine Run. At the same time, we welcome Rusty Duty back to Pine Run as our new full time employee.

Suggested addition to the Rules and Regs:

The BOD has been challenged on several Association Rules and Regulations in the last few months that have required the expertise and advice of our Association attorney.

Recommendation:

An owner that challenges the stated standards, particularly for their own personal benefit, in the Pine Run Association Rules and Regulations or By-Laws shall be responsible for any and all legal fees attached to their request, query or dispute.

Suggested verbiage will be obtained from K-C.