

**PINE RIDGE PROPERTY OWNER'S ASSOCIATION, INC.
BOARD OF DIRECTOR'S BUSINESS MEETING MINUTES**

Wednesday October 5, 2022

Approved as Submitted

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. President's Comments**

We dodged a bullet. But for an early cold front pushed south by the freakish drop of the Jet Stream, we could be looking like Lee County.

I'd like to recognize the Pine Ridge Staff. Pine Ridge has a Hurricane Preparedness Plan and under Gail Denny's leadership it was well executed. As a result, the POA's assets were well protected had the storm come ashore here. And even if it didn't seem so, we were much closer than some think.

To the many new Residents in Pine Ridge who prepared well, then nothing really happened, don't let this experience make you complacent in the future. The folks in Lee County who reside about the same distance from the Gulf as Pine Ridge still experienced winds of over 100MPH. While our elevations are higher with no real threat of storm surge, **we have trees**. Our blessing of trees most of the time becomes a curse in a bad windstorm. It's the falling trees that take out the power lines and punch holes in roofs. Making what is usually one of our biggest assets our Achilles Heel in a hurricane. Make sure you keep them properly trimmed.

In the future please don't become complacent. Prepare just as well each time a threat is near. Because, when you say "I'm not doing that again, it'll miss us", that could be when **It** will come get you. Ask your neighbors in Pine Ridge that lived in Miami-Dade and went through Hurricane Andrew, they'll have some stories.

Hopefully, with Fall seeming to be here, our threat of hurricanes is over for this year.

- 4. Members Comments * (1/2-hour limit)**
Member comments were heard
- 5. Members Comments General and Response by Board**
Member comments were heard
- 6. Review Minutes/accept**
 - a. Regular Board Meeting Minutes August 25,2022**
Bill Miller moved to accept, Wayne Tuch seconded, passed 5/0 all in favor
- 7. Communications**
 - a. Adopt Treasurers August 31, 2022**
Mike McCoy moved to accept, Sue Wassermann seconded, passed 5/0 all in favor
 - b. Manager & Committee Reports – In the Packet**
- 8. Unfinished Business**

a. Replace 20-ton A/C unit in Community Center/Vote:

Wayne Tuch moved to remove item from table, Bill Miller seconded. Motion passed 5/0, all in favor.

Original motion from July 27, 2022, meeting: Create Project plan, and RFP to replace 20-ton A/C unit in community center. Include estimates, time frames of acquisition and installation, estimates of salvage value and disposal plan of current used equipment. Project to be handled by staff and start on October 1. Original motion amended to add surge and phase protection to units. Wayne Tuch moved to amend motion to add surge and phase protection to units, Bill Miller seconded. Motion to amend passed 5/0, all in favor. Amended motion passed 5/0, all in favor.

9. New Business

a. Approving Attorney's Fees/Vote:

Approve attorney's fees for the following:

1. Review of POA fraudulent property purchase procedure
2. Review of employment contract as relating to employee handbook and FL statute 468.431
3. System security best practices for business continuity planning.
4. Review of updated bylaws document

So moved by Wayne Tuch, seconded by Bill Miller. Motion passed 4/1, John Hyde, Bill Miller, Wayne Tuch, Sue Wassermann in favor, Mike McCoy against. Sue Wassermann noted she felt seeking most of these legal opinions was unnecessary and her vote was only because the legal opinions had been delivered. Mike McCoy requested his objection be specifically recorded.

b. Approve Scope and Charter for Finance Committee/Vote:

Motion to approve scope and charter document for Finance Committee (attachment 1). So moved by Bill Miller, seconded by Wayne Tuch. Motion passed 5/0, all in favor

c. Approve Laddering Schedule for CD Rollover/Vote:

Approve laddering schedule for CDs. \$700 K total, with \$500 K to be split by three CD's \$200 K in two separate CD's and \$100 K in the other taken from ICS Operating to be invested for 3 months and \$200 K out of ICS Reserves to be invested for 6 months, Treasurer and Manager to review cash flow needs two to three weeks before maturity. If they determine cash on hand is adequate, CD rollover can take place with no further Board action. So moved by Mike McCoy, seconded by Bill Miller. Motion passed 5/0, all in favor.

d. Approve Minor Changes to Referendum Document/Vote:

Affirm the Board decision on September 12, 2022 to change question 12 of the referendum: Should section 3.02D2 be amended to prohibit open sided carports, shed ports (except the shed portion) and porte-cochere from being used to store anything other than motorized or wheeled vehicles by: striking "~~motorized or wheeled vehicles~~" and adding "vehicles listed in 4.08 A and B" and Change Paragraph 5 of 3.02D2 by striking "~~permitted motorized or~~

~~wheeled vehicles~~” and adding “vehicles listed in 4.08 A and B”. So moved by Mike McCoy, seconded by Bill Miller. Motion passed 5/0, all in favor.

e. Approve Documents “Inspection Form” and Policy/Vote:

So moved by Mike McCoy, seconded by Sue Wassermann. Motion passed 5/0, all in favor.

f. Review/Approve RFP/Bids for Pasture Irrigation Update/Vote:

Approve bid from Coast to Coast for pasture irrigation project, not to exceed \$6000. So moved by Mike McCoy, seconded by Wayne Tuch. Motion passed 5/0, all in favor.

g. Review/Approve the Purchase of a Handheld Micro Recorder for the Secretary of the Association to Use at all Meetings and Adopt Policy of Use/Vote:

Approve up to \$75 for the purchase of a handheld digital micro-recorder for the Secretary of the Association to use at all meetings and adopt a policy for use. So moved by Sue Wassermann, seconded by Mike McCoy. Amendment to vote on purchase of recorder only and increase price up to \$200 proposed by John Hyde, seconded by Sue Wassermann. Motion to amend passed 5/0, all in favor. Amended motion passed 5/0, all in favor

h. Trunk or Treat for Halloween at the Community Center/Vote:

POA to sponsor a Trunk or Treat event in the Community Center Parking lot 6:30-8:00 PM on Saturday October 29. Funding not to exceed \$300. Pine Ridge Civic Association will work in conjunction with the POA to plan and facilitate. So moved by Mike McCoy, seconded by Wayne Tuch. Amendment to change event time to 4:00-5:30 proposed by John Hyde, seconded by Bill Miller. Motion to amend passed 5/0, all in favor. Amended motion passed 5/0, all in favor.

i. Manager Vacation Rollover Time Acknowledgement/Vote:

John Hyde moved to postpone discussion of Manager’s rollover time, Wayne Tuch seconded. Postponement passed 3/2, John Hyde, Bill Miller, Wayne Tuch for, Mike McCoy, Sue Wassermann against.

j. Garden Club/Vote:

Recognize and approve the formation and operation of the Pine Ridge Garden Club as one of the POA’s club organizations. So moved by Mike McCoy, seconded by Sue Wassermann. Motion passed 5/0, all in favor

k. Legal/Vote: Tax Deed, Liens/Foreclosure or Fines

Decline to bid on the property in question. So moved by Mike McCoy, seconded by Sue Wassermann. Motion passed 4/1, John Hyde, Wayne Tuch, Mike McCoy, Sue Wassermann in favor, Bill Miller against

10. Adjournment 7:17 PM

Susan Wassermann, PRPOA Secretary

Attachment 1

Pine Ridge Property Owners Association (PRPOA)

Finance Committee Mission, Scope, and Instructions

September 2022

The PRPOA Board of Directors (BoD) has determined that a committee is required to monitor, analyze and advise on community finances. This document describes the mission, establishes scope of responsibilities, and provides instructions from the BoD to the committee.

Mission

The Finance Committee is an advisory committee to the Pine Ridge Property Owners Association Board of Directors that maintains awareness of financial issues impacting Pine Ridge Estates. Finance Committee is currently an Ad-Hoc Committee, chaired by the Treasurer, and populated by the balance of the Board of Directors. Once this scope is adopted, the Treasurer will remain the Chair and the committee members will be chosen by the Chair with recommendations from the Board. At the time the Committee becomes fully formed and functional adjustments to this document may be made with the approval of the Board of Directors.

Scope of Responsibilities

- Routinely reviews financials and investments.
- Offers advice to the Board on money matters and corporate fiscal health.
- Ensures government financial requirements are met.
- Reviews internal financial controls.
- Assists with developing operating and capital budgets.
- Monitors trends in compensation and employee benefits impacting financials
- Is familiar with and monitors POA Reserve report and requirements.
- Monitors Cash Book Balance vs Income to determine need for increasing income
- Helps protect financial and capital resources.
- Makes recommendations to the Board on actions as determined by the Committee.

Instructions

The Finance Committee will:

- Take direction from the BoD on assigned issues
- Take a proactive approach to its scope of responsibilities.
- Provide a report on Committee responsibilities and activities at the monthly BoD meeting.
- Submit any suggested actions requiring BoD approval to the President of the BoD and property manager at least two weeks prior to the scheduled regular Board meeting.
- When needed, make recommendations to the BoD to modify or expand the mission, scope of responsibilities, or instructions for the Committee.