

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

To be held at the Community Center and on Zoom
Wednesday November 30, 2022, at 6:00 P.M.

MINUTES

Approved as Submitted

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

Tonight, we will vote on the 2023 budget. Due to cost increases, labor increases, and a growing community our annual budgeted expenses are higher than the annual dues we collect. The good news is with other income, previous surplus, and the cost savings put into place by this Board and the last one, a dues increase is not needed now or in the immediate future.

First let me provide a little history. Back in the early 2000's there was an initiative to expand our Community Center building and build a health club and fitness course. The Board at that time raised dues 20% to cover the cost of the expansion, creating a surplus. The subsequent referendum for the buildings and the expenditures failed. From that point on Pine Ridge POA was running and accumulating a good-sized surplus each year. This continued until approximately three years ago when costs finally caught up and exceeded dues income.

Simplistically, the POA has three pools of money:

1. The annual operating revenues, which includes dues and other miscellaneous income.
2. The pooled reserves that have been set aside to refurbish capital assets as needed or for replacement as they wear out.
3. Unrestricted funds which are the product of the surplus years.

All Pine Ridge lots are paying dues, we may add a few additional lots but we're going to lose some to the Suncoast. With interest rates rising miscellaneous income from estoppels and new home fees will probably decline. In the past the surplus funds were growing, but as of late they are being called on to offset the growth of the POA's annual expenses and are supplementing our operating revenues. Current income is static while costs are going up.

The POA does not have an immediate need to raise dues, but as time goes on it will become a need. Along with the fact that everything costs more, and those costs continue to rise, we have experienced growth in the community. As more homes were/are built, more owners require POA services. Younger Residents with families are coming in, as demographics change there will be demands for additional amenities and expansion of some of the amenities we already have. As a community we need to recognize this and plan for the future.

How can you help? Automation is one of the areas that has already yielded savings, but there is more to be gained. Sign up for Electronic Billing, Electronic Communication, and Electronic Voting. With increasing labor, material, and postage costs this is the easiest way each of us can help the POA(US) to reduce costs. Get involved. Most everyone that lives in Pine Ridge has something they did or are still very successful at doing. Whatever your expertise you may have skills that can help us run a more efficient organization. Your insight and experience may be able to add ways to cut expenses.

Again, it will not be soon but don't be surprised when a future Board needs to ask for a dues increase.

If you would like detailed information on the Budget or the POA Financials, all reports are available through the POA office. The Manager, Gail Denny can answer any questions you have.

4. **Members Comments * (1/2-hour limit)** - Member comments were heard, all regarding item 9a
5. **Members Comments General and Response by Board** -
Member comments were heard regarding, Pickleball guest policy. Other advocated being an active member of the community. Notification of new Garden Club beginning in January 2023
6. **Review Minutes/accept**
 - a. **Regular Board Meeting Minutes October 26 ,2022**
Bill Miller moved to accept, Mike McCoy seconded, passed 5/0 all in favor
 - b. **Board Workshop Meeting Minutes November 16, 2022**
Bill Miller moved to accept, Mike McCoy seconded, passed 5/0 all in favor
7. **Communications**
 - a. **Adopt Treasurers October 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. **Policy for Meeting Recordings /Vote:**
Sue Wassermann moved to remove item 8a from the table, Wayne Tuch seconded. Motion to remove from table passed 5/0 all in favor.
Sue Wassermann moved to accept policy for meeting recordings (Attachment A), Wayne Tuch seconded. Motion passed 5/0 all in favor.
9. **New Business**

Sue Wassermann moved to amend the New Business agenda to remove item 9n as written and replace it with a topic of “Printer and printing supplies,” Mike McCoy seconded. Motion passed 5/0 all in favor.

 - a. **Amend Section 1.03A1 of the Deed Restrictions**
Pursuant to paragraph 1.03A a Member has requested a change to paragraph 1.03A1 of Deed Restrictions as follows:
“A ~~unanimous~~ simple majority vote of the Board is required to approve the suggested proposal which includes the information listed above.”
And for the Board to vote to include this item as a referendum as part of the 2023 election for officers.
Bill Miller so moved, Wayne Tuch seconded. Motion failed 2/3, John Hyde, Bill Miller, Wayne Tuch in favor, Sue Wassermann, Mike McCoy against.
 - b. **Survey to Amend 1.03A1 in accordance with 1.03A2 of the Deed Restrictions**
Pursuant to paragraph 1.03A2 of the Deed Restrictions, since the Board could not get a unanimous vote to move forward on agenda item 9a, the board will move forward with a survey on the following change to paragraph 1.03A as requested by the Member:
“A ~~unanimous~~ simple majority vote of the Board is required to approve the suggested proposal which includes the information listed above.”
If the survey and/ or petitions produce 300 Members in favor of moving the item to referendum, the item will appear as a referendum as part of the 2023 election.
Wayne Tuch so moved, Sue Wassermann seconded. Motion passed 5/0 all in favor.
 - c. **Election 2023 Amended Documents/Vote:**
Sue Wassermann moved to approve Election Documents as presented in the Board Package:
Notice of Intent, Self-Nomination Application
Notice of Annual Meeting
2022/23 Calendar of Events
2022/23 Door Notice
Resume Form
Mike McCoy seconded the motion.

Wayne Tuch moved amend the Calendar of Events to state that paper ballots will be due at 10:30AM. Sue Wassermann seconded. Amendment passed 5/0, all in favor.

Amended motion passed 5/0, all in favor.

d. Ratify Updated Postcard Language/Vote:

Ratify minor changes made to language on the newsletter / election postcard.

Wayne Tuch so moved, Mike McCoy seconded. Motion passed 5/0, all in favor.

e. Painting Bids for Barn Aisle, and Stall Bars/Vote:

Mike McCoy moved that this item be tabled pending Board review of attorney opinion regarding Worker's Compensation Insurance, Sue Wassermann seconded. Motion tabled 5/0 all in favor.

f. Approve Attorney Fees/Vote:

Approve attorney fees regarding options on Worker's Compensation coverage. Wayne Tuch so moved, Mike McCoy seconded, motion passed 5/0, all in favor.

g. 2022 Holiday Bonuses for Employees

Wayne Tuch moved that this item be tabled pending review of workshop minutes, Bill Miller seconded. Motion tabled 5/0 all in favor.

h. 2023 Proposed Budget

Approve budget as developed and available for inspection. Bill Miller so moved, Sue Wassermann seconded. Motion passed 5/0, all in favor

i. Approve Holiday Décor Supplies for 491 & 486/Vote:

Approve up to \$800 for replacement and additional décor for entrances at 491 and 486. So moved by Bill Miller, seconded by Mike McCoy. Sue Wassermann moved to amend to "Ratify President's authorization to spend up to \$500 to repair and replace current décor and add up to \$300 for a total of up to \$800," Mike McCoy seconded. Motion to amend passed 5/0, all in favor. Amended motion passed 5/0, all in favor.

j. December Vacation Accrual/Vote:

Any employee on the job December 1st will have fully accrued their vacation through the end of December 2022 and it shall be used in the month of December 2022. Wayne Tuch so moved. Bill Miller seconded. Motion passed 5/0, all in favor.

k. Employee Handbook Amendments/Vote:

i. Sick Time Policy/Vote:

Approve changes to the Employee Handbook shown below as Attachment B. Wayne Tuch so moved, Bill Miller seconded. Motion passed 5/0, all in favor

ii. Exit Interview Policy/Vote:

Approve changes to the Employee Handbook section shown below as Attachment C. Wayne Tuch so moved, Sue Wassermann seconded. Sue Wassermann moved that the following sentence be added to the end of the section: The departing employee may complete their exit interview with two Directors of their choosing." Amendment seconded by Wayne Tuch. Amendment passed 5/0, all in favor. Amended motion passed 5/0, all in favor.

iii. Holidays/Vote:

Approve changes to Employee Handbook section "Holidays" shown below as Attachment D. Wayne Tuch so moved, Bill Miller seconded. Motion passed 5/0, all in favor.

l. Signage for Rear Tennis / Pickleball Courts/Vote:

Have made and install sign on rear (south end) courts to read "Private Members Only" to match front (north end) courts. Refurbish north courts sign. Wayne Tuch so moved, Bill Miller seconded. Sue Wassermann moved to amend both signs' wording to "PRIVATE Pine Ridge Members and their Accompanied Guests Only," Mike McCoy seconded. Amendment passed 5/0, all in favor. Amended motion passed 5/0, all in favor.

m. Landscaping Proposal and Funding/Vote:

Plan re-landscaping of 491 (Lecanto) entrance. Planting to begin on or about March 1, 2023. Sue Wassermann to work with staff to ensure Florida native plant selection used as much as possible. Funding to be made available based on final plan. Wayne Tuch so moved, Bill Miller seconded. Motion passed 5/0, all in favor.

n. ~~Legal/ Tax Deed, Liens/Foreclosure or Fines/Vote:~~ Printer and Printing Supplies/Vote:

Provide a printer for the Treasurer and Chair of the Corporate Documents Committee, and ongoing printer ink and paper supplies for Board members. Bill Miller so moved, Mike McCoy seconded. Motion passed 5/0, all in favor.

10. Adjournment At 7:45 PM Wayne Tuch moved the meeting be adjourned.

Attachment A

Meetings will be recorded for the purpose of accuracy with motions and recording the votes on the same, for all regular and special duly called meetings, as well as annual or special membership meetings. For workshops recording will be used to accurately produce minutes containing board member action items and Board Meeting agenda items

1. The Secretary of the association or whomever is appointed in his or her absence will use the device to record meetings.
2. Minutes or transcripts must be processed within 10 days from the date of any meeting.
3. All recordings of meetings will be deleted within 24 hours of the Board's approval of the printed meeting minutes.

Attachment B

SICK DAYS

Full-time employees are eligible to accrue up to twelve paid sick days each year. Newly hired employees can use accrued sick after three months of service.

Sick days are accrued at a rate of one 8-hour day on the 15th of each month worked during the first year of employment. Employees are entitled to accrue twelve sick days each calendar year thereafter.

Sick time will roll over year to year with Employees accruing up to a maximum of 60 days sick leave.

Available Sick days may be used for illness, scheduled medical, dental, or medical related appointments. Sick days may be used for extended, planned and or scheduled medical treatments (i.e., surgeries, rehabilitation, etc.) with advanced written notice and Manager approval. In the case of the Property Manager, approval will come from the Board of Director's President.

Employees missing three consecutive days or more due to illness coming back to work must present a written physician's excuse upon return to work. However, based on circumstances and past absenteeism this requirement may be waived by Management.

Employees who leave our association, whether voluntarily or involuntarily, will not be paid for unused sick days.

Attachment C

IF YOU MUST LEAVE US / EXIT INTERVIEW

Resignation:

Should you decide to leave your employment with us, we ask that you provide the manager with at least two weeks' advance notice. Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment with the PRPOA.

You should notify the PRPOA if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

Exit interview:

All resigning employees must complete a brief exit interview prior to leaving. The exit interview will be conducted by the Board President and the Secretary. If either the President or the Secretary are not available another member of the Board shall be substituted. The departing employee may complete their exit interview with 2 Directors of their choosing.

Attachment D

HOLIDAYS

The PRPOA observes ten holidays during the year. They are: New Year's Day, Martin Luther King's Birthday, Memorial Day, Fourth of July, Labor Day, Veterans Day, two days each at Thanksgiving and the Friday after, and Christmas Eve day and Christmas. Adopted Board Meeting November 30, 2022

In addition to the above holidays, you will receive one floating holiday which may be taken at your discretion on or about your birthday and with prior approval.

If one of the above holidays falls on Saturday, it normally will be observed on the preceding Friday; If a holiday falls on Sunday, it normally will be observed on the following Monday.

Full-time employees are eligible for paid holidays immediately upon hire. Part-time employees working 20 hours or more per week will receive holiday pay if their scheduled workday falls on a holiday with exception to their Birthday, which is paid regardless of the workday it falls on. You must work your scheduled workday before and after the holiday in order to be paid for the holiday, unless you are absent with prior permission.