

PINE RIDGE PROPERTY OWNER'S ASSOCIATION, INC.
BOARD OF DIRECTOR'S BUSINESS MEETING
Wednesday December 21, 2022, at 6:00 P.M.

Minutes
Approved as Submitted

1. Roll Call

Vice President, Bill Miller presiding; Secretary, Sue Wassermann; Treasurer, Wayne Tuch; Director, Mike McCoy; President, John Hyde via phone to Sue Wassermann

2. Pledge of Allegiance

3. President's Comments

As the year closes we had many challenges in Pine Ridge. Changes are facing us within as well as around the community. We've lost our Golf Course. New development is happening on our southern boundaries and could happen on the Golf Course property as well. The Suncoast is now fully funded to US 19 and that will impact the southwestern corner of Pine Ridge as well as bring more people into the area.

More then ever we're going to need Members to be more active in our community so that the County Commission will hear Pine Ridge's concerns and will take them serious enough to provide solutions. Self-nominations for the Board of Directors are now open. We have two seats open with no incumbents running. It is an opportunity for new people with fresh ideas and energy to take a turn to help lead Pine Ridge into the future. We'll also need new folks to populate our committees which do so much of the detailed work to support the Boards decision making. Committees are also a great way to get experience on the basics of governing our community. Please consider serving in some capacity in the new year.

So, in our last Board meeting of 2022, I'd like to Wish everyone a Merry Christmas, Happy Holidays and a happy and prosperous New Year.

I'd also like to thank my fellow Board members and all our volunteers for the work they do. And a special thanks and appreciation to the POA Staff who supports the Board all year long.

4. Members Comments * (1/2-hour limit)

Comments were heard regarding 9f and 9g

5. Members Comments General and Response by Board

Member suggested Pine Ridge Deed Restrictions specify that County, State, Federal rules/ordinances/statutes remain in effect and take precedence over Deed Restrictions

6. Review Minutes/accept

a. Regular Board Meeting Minutes November 30 ,2022

Mike McCoy moved to accept minutes as printed, Wayne Tuch seconded. Motion passed 5/0, all in favor.

b. Board Workshop Meeting Minutes December 7, 2022

Wayne Tuch moved to accept minutes as printed, Mike McCoy seconded. Motion passed 5/0, all in favor.

7. Communications

a. Adopt Treasurers November 30, 2022

Mike McCoy moved to accept the Treasurer's report, subject to audit. Sue Wassermann seconded. Motion passed 5/0, all in favor.

b. Manager & Committee Reports – In the Packet

Roads Committee presented.

8. Unfinished Business

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

Mike McCoy moved to remove item from the table, Wayne Tuch seconded. Removal passed

5/0 all in favor. Accept bid Tyler Duncan Painting, Inc's bid for up to \$12,000 to paint the interior of the barn as detailed in the bid. Sue Wassermann so moved, Wayne Tuch seconded. Motion passed 5/0, all in favor.

b. 2022 Holiday Bonuses for Employees/Vote: Mike/Wayne 5/0 remove from table

Ratify Holiday bonus for POA staff as follows:

Fulltime employees -\$300, parttime employees- \$150. Mike McCoy so moved, Wayne Tuch seconded. Motion passed 5/0, all in favor.

9. New Business

a. Funding FOIA Request for Roads Committee/Vote:

Fund up to \$500 for fees associated with FOIA requests from the Roads Committee for traffic studies. Sue Wassermann so moved, Wayne Tuch seconded. Motion passed 5/0, all in favor.

b. Barn Electrical Upgrade Bids/Vote:

Mike McCoy moved that the item be tabled, Wayne Tuch seconded. Motion to table passed 5/0 all in favor.

c. Adopt (CIP) Capital Improvement Plan/Vote:

Wayne Tuch moved that the CIP be adopted as written, Mike McCoy seconded. Motion passed 5/0, all in favor.

d. Approve Change of Language in Employee Handbook "Holidays"/Vote:

Approve changes to the employee handbook section "Holidays" Replace : "*Part-time employees working 20 hours or more per week*" to "*Part-time employees regularly scheduled for 15 hours or more per week*" effective January 1, 2022. Mike McCoy so moved, Sue Wassermann seconded. Motion passed 5/0, all in favor. See Attachment 1 for full paragraph).

e. Approve Change of Language in Employee Handbook "Vacation"/Vote:

Approve changes to the employee handbook section "Vacation" Replace: "*Part-time employees over 15 hours per week*" to "*Part-time employees regularly scheduled for 15 hours or more per week*" effective January 1, 2022. Mike McCoy so moved, Sue Wassermann seconded. Motion passed 5/0, all in favor. See Attachment 2 for full paragraph).

f. Approve Deployment of Tennis/Pickle Ball Registration Tool on PR Website/Vote:

Approve deployment of the Tennis /Pickleball registration system on the Pine Ridge website. Task Tennis/Pickleball Committee to encourage players/Member to register to establish demand for the amenity for possible modification or expansion. Bill Miller so moved, Mike McCoy seconded. Motion passed 5/0, all in favor.

g. Approve Initial Consultation with CEDS/Vote:

Approve up to \$200 funding for a Zoom meeting with CEDS for research into options for mitigation of any land use change for development on the Pine Ridge Golf Course. Ron Walser to work with Board of Directors and POA staff to organize, facilitate and set agenda for Zoom meeting. Wayne Tuch so moved, Sue Wassermann seconded. Motion passed 5/0, all in favor.

h. Board Policy and Procedures/Discussion

Sue Wassermann suggested that the next Board Workshop set priorities to create policies and procedures on topics such as staff interaction, communication, seeking legal opinions, and other regular Board actions.

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

None

10. Adjournment: Wayne moved to adjourn at 7:10 PM

Attachment 1

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, 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 regularly scheduled for 15 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. *Adopted Board Meeting December 21, 2022*

Attachment 2

VACATION

Full-time employees are eligible for paid vacation time according to the following schedule.

Part-time employees regularly scheduled for 15 hours or more per week are eligible for vacation time: Their accrual is based on 50% of the "Vacation calculation of a full-time employee according to their anniversary date.

Vacation is calculated according to your anniversary date as follows:

After 180-day probation period, Full-time employees are eligible to receive 40 hrs. (5 working days) of vacation during the first year.

After one year, you will receive 80 hrs. (10 working days) of vacation accrued at 6.67 hrs. for eleven months and 6.63 the last month.

After 2 years, you will receive 88 hrs. (11 working days) of vacation accrued at 7.33 hrs. for eleven months and 7.37 the last month .

After 3 years, you will receive 96 hrs. (12 working days) of vacation accrued at 8 hrs. each month. After 4 years, you will receive 104 hrs. (13 working days) of vacation accrued at 8.67 hrs. for eleven months and 8.63 the last month .

After 5 years, you will receive 120 hrs. (15 working days) of vacation accrued at 10 hrs. each month.

Vacation time will be accrued monthly. The PRPOA board may approve advancing of vacation time under extraordinary circumstances, up to a maximum of the current year. Requests for vacation should be submitted in writing at least one month in advance to the manager. When possible, vacation periods will be assigned in accordance with employee requests, taking operating requirements into account. Generally speaking, length of employment determines priority when scheduling vacation times.

Vacation time may not be carried over to the following year unless prior arrangements are made. Vacation pay will not be granted in lieu of taking the actual time off.

No more than two weeks of vacation may be taken at one time without special PRPOA approval.