

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

January 11, 2023, at 9 AM

Minutes

Approved as Submitted

Attendees: John Hyde – President, Sue Wassermann – Secretary, Wayne Tuch – Treasurer (via telephone 9-10:11, in person 11:40-end), Mike McCoy – Director

Absent: William Miller – Vice President

Meeting opened at 9:00 AM

Member Comments

Member comments were heard re: Pickleball documentation and holiday gathering with guests

Committee Reports

Technology Committee Report

Bluestream/Pine Ridge Contract is still being worked out

Tech committee chair emailed details

Roads Committee Report

Suncoast Parkway Update

Agenda

Heavy vehicles through Pine Ridge - President contacted Sheriff department to alert them of the issue and has not heard from complainant since. Item closed.

Policies to develop - Discussed several activities that this and future Boards perform which might benefit from having written policies/procedures/guidelines – John to develop draft for last item (starred **), Sue to develop drafts for others. Processes to develop include:

- Developing bids & proposals, including developing and negotiating contracts.
John to send to Sue his previous draft of the same
- Distribution of staff bonus pool
- Periodic review of motor vehicle records (MVR) of staff who use PRPOA-insured vehicles
- Communication and interaction between Board members
- Communication and interaction of Board members with staff, including taskings
- Duties and responsibilities of committee chairpersons
- Communication between committees on related issues
- Duty to consult with the professional community manager; what issues, when, etc
- Contents of motions (who, what, when, where, why, how, how much, tasking, and follow-up)

- Consulting legal – approval from BoD? written questions? written summary of interaction from BoD member?
- Staff counseling (positive or negative) – how, when, where, BoD responsibility prior?
- ** Contents of and information provided for agenda items

Other topics as necessary

Business Continuity Plan - Staff has provided events for the annual maintenance calendar

3 Barn electrical update bids have been received. Zoom special meeting 9AM Monday and notice to members

Town Hall afternoon of Jan 11 to bring affected residents up to date on Dix Development plans for the 147 acres abutting Ranger and Tampico

Auto Insurance – still waiting for a written estimate from B&B, waiting for renewal quote from Hagar, McGriff declined to quote, because he would be quoting us on Auto Owners, which is the same company we currently have with Hagar. He felt AO coverage was the best option for us that his brokerage represented.

Survey re: Deed Restriction 1.03A is ready to send. President is coordinating with Manager for deployment. Survey will be open for 14 calendar days or 300 YES responses, whichever comes first

Vacation policy in Employee Handbook – President offered rewrite of Vacation paragraphs. John will provide additional language that vacation be taken in either half or whole day increments.

Finance committee – Board needs to recruit members

Bocce Ball – Wayne will lead a committee to determine feasibility and cost study for Bocce Ball

Evaluate and estimate of full resurfacing of Community Center asphalt from start of traffic circle through upper parking lot – need evaluation and estimate of full resurfacing

Concern that hours are submitted for pay processing prior to employee having worked those hours.

Ask L. Moreland (former HR professional) what PRPOA can say on a departing employee's reference. Subsequent answer was that we should provide only dates of employment, last position held, and whether or not former employee is eligible for rehire.

Adjourned at 12:40