

# Pine Ridge Property Owners Association

PO Box 1225  
Beaufort, SC 29901  
843-524-2207 x 227 or 229

November 15, 2019

**TO: Pine Ridge Property Owners**  
**FROM: POA Board of Directors**  
**SUBJECT: Annual Membership Meeting**

Enclosed, please find the following:

1. Notice of Annual Membership Meeting and Meeting Agenda
2. 2018 Annual Meeting Minutes
3. Meeting Proxy and Mail-In Ballot
4. 2020 Candidates for the Board of Directors Bios
5. 2020 Budget
6. Balance Sheet & Income Statement dated 10/31/19
7. Volunteer Sheet
8. Self-addressed stamped envelope for returning your Proxy and Ballot
9. Owner Update form.

This meeting will be held in the Buckwalter Recreation Center, 905 Buckwalter Parkway, Bluffton, SC 29910.

We cannot stress enough the importance of completing the enclosed Proxy. Even if you are planning on attending the Annual Membership Meeting, **PLEASE complete and sign the enclosed Proxy, Ballot, Volunteer form and Suggestion/Concern form and return them to Bundy Management in the postage paid, pre-addressed envelope provided.** Your Proxy and RSVP must be received on or before noon on **December 6, 2019** to be able to give Hargray a count of how many will be attending. Hargray will be providing vegetable, fruit and cookie trays for your convenience. If you do attend the meeting, your Proxy will be returned to you at registration. Proxies must be returned to management in the enclosed envelope, by email to [kathy@bundyinc.com](mailto:kathy@bundyinc.com) or by fax to 843-521-0743 on or before noon on December 6, 2019 to be recorded.

If we do not have a quorum, we will have to schedule another meeting, and that will cost the association more money.

Please complete the enclosed **Proxy** and **mail it** in the provided envelope **today.** You may withdraw your Proxy any time before the day of the meeting.

Should you have any questions, please feel free to contact any 2019 Board of Director:

Betty Black	President	38 Wiregrass Way	<a href="mailto:bettyb518.bb@gmail.com">bettyb518.bb@gmail.com</a>
Tom McEwin	Secretary	4 Stonefield Ln	<a href="mailto:tom.mcewin@gmail.com">tom.mcewin@gmail.com</a>
Hector Avila	Treasurer	3 Hemlock Ct	<a href="mailto:havila@hargray.com">havila@hargray.com</a>
John Langley	Director	24 Pine Ridge Dr	<a href="mailto:jrl89@icloud.com">jrl89@icloud.com</a>

# PINE RIDGE PROPERTY OWNERS ASSOCIATION

PO Box 1225 • Beaufort • South Carolina • 29901 • 843-524-2207 ext 229

## Notice of Annual Meeting

**December 9, 2019**

**6:30 PM to 8:00 PM**

**(Registration begins at 6:00 PM)**

The Pine Ridge Property Owners Association Annual Meeting will be held from 6:30 p.m. to 8:00 p.m. on December 9, 2019, with registration at 6:00 pm. This meeting will be held in the Buckwalter Recreation Center at 905 Buckwalter Parkway, Bluffton, SC 29910

Please attend the meeting so that you may take an active part in your association and your community. Hargray will be providing vegetable, fruit and cookie trays for your convenience. Please remember that this is a business meeting for adults. Hargray will need to know how many are coming so please return the proxy sheet with the number attending.

It is ***extremely important that you return the enclosed Proxy*** to insure that we have a quorum at the meeting. Your Proxy must be received by Bundy Management on or before noon **December 6, 2019 to give Hargray an estimated count of attendees for the refreshments**. If you do attend the meeting, your Proxy will be returned at registration.

For your convenience in returning your Proxy, we have enclosed a stamped self- addressed envelope.

## AGENDA

1. Call to Order
2. Establishment of a Quorum
3. Guests- TBD
4. Approval of the 2018 Annual Meeting Minutes
5. Board of Directors Report
6. Election of 2020 Board Members
7. Election Results
8. Other Business
9. Visitor Comments
10. Adjourn

## ***Pine Ridge POA – 2018 Annual Meeting Minutes – December 10, 2018***

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The annual meeting of the Pine Ridge POA was held on December 10, 2018 at the Bluffton Fire Station, 367 Fording Island Road, Bluffton, S. C. with 68 properties represented in person or by proxy. Board members present were Sybil Nienke, Betty Black and Hector Avila.

Representing our management company was Robert Bundy and Kathy Bundy. The meeting was called to order at 6:30pm by board president, Sybil Nienke.

Kathy Bundy informed the membership that there was the necessary number of votes to establish a quorum.

Sybil Nienke introduced himself to the membership followed by introductions from the other board members.

The minutes of the 2017 Annual Meeting were approved as written.

Sybil Nienke presented to the membership the items that were done in the community during 2018.

Betty Black reported that street parking continues to be problematic but National Towing Company continues to drive through the community during the hours of midnight to 6am for violators.

The 2019 Budget was discussed. Homeowners in attendance made some suggestions.

Legal action against delinquent homeowners has been successful and the board will continue to take legal action against owners who do not pay their assessments in a timely manner.

Nominations were taken from the floor for write in candidates for the election of directors. There were no nominations from the floor. The board agreed to consider to hold a special meeting to hold a vote to open the board to 5 members again.

Input from the community is vitally important to the board, and the board thanked everyone for their input.

The results of the election were announced by Kathy Bundy. Hector Avila was re-elected for the 2019 year for the Pine Ridge Board of Directors.

The meeting was adjourned at 9:00 pm.

Respectfully Submitted,

Hector Avila  
Secretary

## Candidate Bios

Betty Black  
38 Wiregrass Way  
[bettyb518.bb@gmail.com](mailto:bettyb518.bb@gmail.com)

My family and I moved to the Hilton Head/ Bluffton area in 2003. We bought our house in Pine Ridge in 2014. I have been on the board since January 2016. This year I was your Vice President. I would like to continue as your representative on the board.

I have more than 20 years of experience in business as a manager in retail, 10 years in a hospital setting and 10 years as a business owner with my husband.

I feel that I still have more ways to improve our community. At this point, we have the new street light and sign project to start soon. I have been involved in the lagoon, parking, and the landscaping committees. I want to be accessible to the residents so they can talk to me about suggestions for the community.

My vision is that this community will be the one that people buy their house to live in it not for an investment to rent.

Thanks for your consideration.

Tom McEwin  
4 Stonefield Lane  
[tom.mcewin@gmail.com](mailto:tom.mcewin@gmail.com)

I grew up in Muncie, Indiana, where I attended Ball State University. I have a Bachelor's Degree in Business Administration. I was a Logistics Officer in the U. S. Marine Corps, and I retired from the Marine Corps in 1994. I joined West Marine Products, Inc. (a boating and marine supply retailer) in 1996. In the last 23 years, I've held several positions with West Marine, including Store Manager of three different Stores, District Manager in two different districts, and Corporate Training Director for four years. I am currently the Manager of the West Marine store on Hilton Head Island.

My wife, Patti, and I have lived in Beaufort County since 2014, and bought our home in Pineridge in May, 2015. I am a past member of the ACC Committee. I was appointed to the Pine Ridge BOD in February.

I believe our Board operates with the intention of improving the community for all our residents, while adhering to the covenants, rules and restrictions that provide stability to us all. I am willing to add whatever experience, time and energy I have to those efforts.

Thanks for your consideration.

PINE RIDGE POA  
2019 BUDGET

		2019	2020	
	10/31/2019	Budget	Budget	
<b>INCOME</b>		\$540 (\$135/Qtr)	\$540 (\$135/Qtr)	
Assessments- 311 homes	\$167,940.00	\$167,940.00	\$167,940.00	
New Buyer Assessment	\$8,937.49	\$10,000.00	\$10,000.00	
Fines	\$5,990.00	\$1,000.00	\$1,000.00	
Late Fees	\$7,812.23	\$3,700.00	\$3,700.00	
ACC Submittal Income	\$390.00	\$300.00	\$300.00	
Bad Debt Recovered	\$1,237.10	\$0.00	\$0.00	
Hargray Royalty Fees	\$2,509.18	\$1,500.00	\$2,500.00	
Interest Income	\$1,217.80	\$0.00	\$0.00	
Legal Fee Income	\$5,102.22	\$0.00	\$4,000.00	
<b>TOTAL INCOME</b>	<b>\$201,136.02</b>	<b>\$184,440.00</b>	<b>\$189,440.00</b>	
<b>EXPENSE</b>				
Operations				
Common Area Maintenance				
Landscaping Contract	\$19,000.00	\$27,420.00	\$30,000.00	
Landscaping Additional	\$3,124.77	\$15,080.00	\$0.00	
Landscape Repairs/Maint/Supplies (includes sign	\$10,855.31	\$8,500.00	\$26,000.00	Combine with Landscaping Additional
Lagoon Maintenance	\$4,248.72	\$6,000.00	\$6,000.00	
Lagoon Maintenance-Other	\$0.00	\$1,200.00	\$1,200.00	
Administrative Expenses				
Management	\$16,550.00	\$19,860.00	\$19,860.00	
Office Supplies	\$3,445.04	\$3,500.00	\$4,000.00	
Postage	\$1,851.77	\$2,000.00	\$2,000.00	
Bad Debt Expense	\$2,109.69	\$15,000.00	\$9,800.00	
Assessment Discount	\$3,510.00	\$4,000.00	\$4,000.00	
Other Administrative				
Tax Return Prep	\$220.00	\$300.00	\$300.00	
Legal	\$6,295.05	\$1,200.00	\$5,200.00	
Taxes-Real Estate-Common Areas	\$0.00	\$1,500.00	\$1,500.00	
Buckwalter POA Fee	\$683.28	\$725.00	\$725.00	
Insurance	\$6,554.00	\$8,000.00	\$7,000.00	
Administrative Misc	\$261.26	\$500.00	\$500.00	
Website	\$0.00	\$500.00	\$500.00	
Social Committee	\$175.00	\$1,000.00	\$1,000.00	
ACC Committee	\$0.00	\$300.00	\$250.00	
Security Committee	\$0.00	\$500.00	\$250.00	
Communication	\$0.00	\$0.00	\$500.00	
Utilities				
Electricity	\$628.90	\$1,200.00	\$1,200.00	
Street Lights	\$23,528.85	\$32,000.00	\$32,000.00	
Water-Irrigation	\$7,228.02	\$5,500.00	\$7,000.00	
<b>TOTAL EXPENSE</b>	<b>\$ 110,269.66</b>	<b>\$ 155,785.00</b>	<b>\$ 160,785.00</b>	
<b>Reserves</b>				
Road Reserve	\$13,591.70	\$16,310.00	\$16,310.00	
Emergency Reserve	\$0.00	\$12,345.00	\$6,345.00	
Community Improvement Reserve		\$0.00	\$6,000.00	Community Improvement Reserve separated from EM Reserve.
<b>Total Expense + Reserves</b>	<b>\$123,861.36</b>	<b>\$184,440.00</b>	<b>\$189,440.00</b>	
<b>NET INCOME</b>	<b>\$77,274.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	
		\$0.00	\$0.00	

# Balance Sheet

Accrual Basis, As of 10/31/2019

Prepared By: Bundy Appraisal &  
Management  
PO Box 1225  
Beaufort, SC 29901

## Pine Ridge POA

### Assets

#### Current Asset

Pine Ridge POA - 01-Operating-SSB	\$146,382.80
Pine Ridge POA - 01-Operating-SSB - Pending EFTs	\$559.46
Pine Ridge POA-02-Ameris Money Market	\$75,906.09
Pine Ridge POA-03-CD-CBC-Hargray-6/10/20	\$34,190.11
Pine Ridge POA-04-CD-Ameris-	\$75,000.00
Pine Ridge POA-05-CD-CBC-9/30/19-	\$26,540.79
Pine Ridge POA-10-Road Reserve-SSB MM	\$49,177.52
Pine Ridge POA-11-Road Reserve-CD-CBC-12/31/19	\$68,191.24
Pine Ridge POA-12-Road Reserve-CBC-CD-5/29/20	\$50,715.69
Pine Ridge POA-13-Road Reserve-CD-CBC-6/30/20	\$10,377.16
Pine Ridge POA-20-EM Reserve-MM-Ameris	\$31,779.54
Pine Ridge POA-21-EM Reserve-CD-CBC 6/30/20	\$19,273.65
Pine Ridge POA-22-EM Reserve-CD-CBC-1/11/20	\$36,758.59
Pine Ridge POA-30-Ameris MM Reserve-	\$57,963.98
Receivables	\$39,191.40
Receivables Allowance for Doubtful Accts	(\$27,625.31)

**Total Current Asset** **\$694,382.71**

**Total Assets** **\$694,382.71**

### Liabilities & Equity

#### Equity

Retained Earnings	\$258,704.41
Net Income	\$77,260.73
<b>Total Equity</b>	<b>\$335,965.14</b>

#### Current Liability

A/P-- Grounds Maintenance	\$19,430.14
A/P- Website	\$700.00
A/P-Other Maintenance	\$11,000.00
A/P-Social Committee	\$1,000.00
Accounts Payable	\$125.00
Prepaid Assessments	\$1,925.06
Reserve Fund - Emergency Reserve Fund	\$87,811.78
Reserve Fund - Road Reserve Fund	\$178,461.61
Reserve Fund-Community Improvements	\$57,963.98

**Total Current Liability** **\$358,417.57**

**Total Liabilities & Equity** **\$694,382.71**



# Income Statement

Accrual basis, From 1/1/2019 to 10/31/2019, By Quarter

Prepared By: Bundy Appraisal &  
Management  
PO Box 1225  
Beaufort, SC 29901

## Pine Ridge POA

Account	1/1/2019 - 3/31/2019	4/1/2019 - 6/30/2019	7/1/2019 - 9/30/2019	10/1/2019 - 10/31/2019	Total
<b>Income</b>					
ARB Review/Submittal Income	\$135.00	\$120.00	\$75.00	\$60.00	\$390.00
Assessments	\$41,985.00	\$41,985.00	\$41,985.00	\$41,985.00	\$167,940.00
Bad Debt Collected		\$1,237.10			\$1,237.10
Fines	\$3,040.00	\$2,475.00	\$425.00	\$50.00	\$5,990.00
Hargray Royalty Revenue	\$769.54	\$746.54	\$993.10		\$2,509.18
Interest Income	\$214.30	\$186.42	\$807.72	\$9.36	\$1,217.80
Late Charges	\$2,206.14	\$2,821.02	\$2,515.98	\$269.09	\$7,812.23
Legal Fee Income	\$2,007.46	\$2,587.75	\$507.01		\$5,102.22
New Owner Fee	\$1,404.99	\$2,466.25	\$3,433.75	\$1,632.50	\$8,937.49
Reserve Interest Income	\$135.41	\$268.86	\$347.48	\$110.50	\$862.25
Reserve Interest Income to Reserve Fund	(\$135.41)	(\$268.86)	(\$347.48)	(\$110.50)	(\$862.25)
<b>Total Income</b>	<b>\$51,762.43</b>	<b>\$54,625.08</b>	<b>\$50,742.56</b>	<b>\$44,005.95</b>	<b>\$201,136.02</b>
<b>Expense</b>					
Administrative Expenses	\$151.58	\$109.68			\$261.26
Assessment Discount	\$850.00	\$910.00	\$880.00	\$870.00	\$3,510.00
Bad Debt Expense	\$0.00	\$407.33	\$1,702.36		\$2,109.69
Buckwalter POA Fee	\$683.28				\$683.28
Electricity	\$202.37	\$195.74	\$168.16	\$62.63	\$628.90
Electricity-Streets	\$7,070.75	\$7,040.90	\$7,062.90	\$2,354.30	\$23,528.85
Insurance Expense	\$570.00			\$5,984.00	\$6,554.00
Lake/Lagoon/Pond Management Routine	\$944.16	\$1,416.24	\$1,416.24	\$472.08	\$4,248.72
Landscaping / Grounds					
Landscape Contract	\$5,700.00	\$5,700.00	\$5,700.00	\$1,900.00	\$19,000.00
Landscape Repairs/Maint/Supplies	\$2,262.16	\$8,082.12	\$274.00	\$237.03	\$10,855.31
Landscaping Additional	\$1,085.00	\$554.64	\$1,106.96	\$378.17	\$3,124.77
Water-Irrigation	\$1,284.60	\$1,980.20	\$3,044.87	\$918.35	\$7,228.02
<b>Total for Landscaping / Grounds</b>	<b>\$10,331.76</b>	<b>\$16,316.96</b>	<b>\$10,125.83</b>	<b>\$3,433.55</b>	<b>\$40,208.10</b>
Legal Expense	\$2,345.96	\$2,587.75	\$1,224.49	\$136.85	\$6,295.05
Management Fee	\$4,965.00	\$4,965.00	\$4,965.00	\$1,655.00	\$16,550.00
Office Supplies/Expense	\$1,538.02	\$970.58	\$576.64	\$359.80	\$3,445.04
Postage and Delivery	\$831.11	\$442.87	\$435.94	\$141.85	\$1,851.77
Reserve Expense	\$4,077.51	\$4,077.51	\$4,077.51	\$1,359.17	\$13,591.70
Social Committee	\$175.00				\$175.00
Tax Return Prep	\$220.00				\$220.00
<b>Total Expense</b>	<b>\$34,956.50</b>	<b>\$39,440.56</b>	<b>\$32,635.07</b>	<b>\$16,829.23</b>	<b>\$123,861.36</b>
<b>Net Operating Income</b>	<b>\$16,805.93</b>	<b>\$15,184.52</b>	<b>\$18,107.49</b>	<b>\$27,176.72</b>	<b>\$77,274.66</b>
<b>Non-operating Income</b>					
Hargray Contract Renewal Bonus	\$35,000.00				\$35,000.00
<b>Total Non-operating Income</b>	<b>\$35,000.00</b>				<b>\$35,000.00</b>
<b>Non-operating Expense</b>					
Transfer Renewal Bonus to Comm	\$35,000.00				\$35,000.00
<b>Total Non-operating Expense</b>	<b>\$35,000.00</b>				<b>\$35,000.00</b>
<b>Net Non-operating Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Income</b>	<b>\$16,805.93</b>	<b>\$15,184.52</b>	<b>\$18,107.49</b>	<b>\$27,176.72</b>	<b>\$77,274.66</b>

## ***Pine Ridge POA - Vehicle Registration Form***

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Registration of Vehicles for property located at: \_\_\_\_\_

*It is mandatory to register all vehicles so that the security committee can distinguish between owners & guests.*

All vehicles parked at your residence must properly display the Pine Ridge POA decal.

Any vehicle not displaying the Pine Ridge POA decal is subject to a fine or towing by the posted towing company, **United Towing Company (843) 987-0800**, at the owner's expense.

Guest parking requires registration, guests will be allowed to park in front of your residence for 96 hours, max.

Send email to **PINERIDGEPARKING@BUNDYINC.COM** including:

**MAKE, MODEL, COLOR AND LICENSE PLATE NUMBER.**

NOTE: Overnight guests may park in your designated parking spaces without a decal or approval.

In an effort to reduce the parking issues within the Pine Ridge Community;  
The number of decals provided to each residence will be equivalent to the total number of spaces available at that particular residence. (Maximum of 4 without additional approval.)

If you feel additional decals are required for your residence;  
Requests must be submitted to the Board of Directors and will be evaluated on a case by case basis.

You may submit an ACC request to add an additional concrete pad at your, the owner's, expense.

### **Vehicle #1:**

Registered Owner: \_\_\_\_\_ License Plate # \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

### **Vehicle #2:**

Registered Owner: \_\_\_\_\_ License Plate # \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

### **Vehicle #3:**

Registered Owner: \_\_\_\_\_ License Plate # \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

### **Vehicle #4:**

Registered Owner: \_\_\_\_\_ License Plate # \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

\*This form may be filled out and submitted online through our [www.PineRidgePOA.com](http://www.PineRidgePOA.com) website.



## ***Pine Ridge POA - Owner Information Form***

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*Please complete all items on this form and send to BUNDY APPRAISAL & MANAGEMENT.*

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **Owner Occupied:** Yes: ☐ No: ☐\*

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

*Preferred method of contact for personal communication:*

☐ *Standard mail*

☐ *Email*

☐ *Phone*

☐ *Text Message*

*Please indicate below if you will have internet access and wish to receive community information.*

☐ *Yes*

☐ *No*

\* Must submit the "Pine Ridge Property Owner's Tenant Information Form" per Article 11, Section H of the Declaration of Covenants, Restrictions and Easements for Pine Ridge at Buckwalter, as it states:

***Leases.*** *No portion of a Living Unit (other than an entire Living Unit) may be rented. All leases must be in writing and shall provide that the Association shall have the right to terminate the lease upon default by the tenant in observing any of the provisions of this Declaration, the Articles, Bylaws, of applicable rules and regulations, or of any other agreement, document or instrument governing the Lots or Living Units. A copy of the proposed lease must be delivered to the Association prior to occupancy by the tenant. The Residential Owner of the leased Living Unit shall be jointly and severally liable with his tenant to the Association to pay any claim for injury or damage to property caused by the negligence of the tenant. Every lease shall be subordinated to any lien filed by the Association whether before or after such lease was entered into.*

*Send to Bundy Management via mail, email or fax, see below:  
Pine Ridge POA, c/o BAM, P.O. Box 1225, Beaufort, SC 29901*

\*This form may be downloaded, filled out and emailed through the [www.PineRidgePOA.com](http://www.PineRidgePOA.com) website.

Questions: (843) 524-2207

Email: [PineRidgePOA@gmail.com](mailto:PineRidgePOA@gmail.com)

Fax: (843) 521-0743

## ***Pine Ridge Volunteer Opportunities - 2020***

Get involved in your community - volunteer to be on any of the following committees in your neighborhood.  
Below is the list of current committees that have been formed.

- ☐ Architectural Control Committee: **Hector Avila**  
Responsible for the review and approval of any proposed installation, construction or alteration of any structure on any home site.  
NOTE: This Committee is comprised of 3 volunteers each with a one year term minimum.
- ☐ Community Improvement Committee: **Tom McEwin**  
Responsible for researching and presenting ideas to the Board for improvements within the Pine Ridge Community.  
NOTE: This Committee will be comprised of 3 volunteers each with a one year term minimum.
- ☐ Communications & Social Committees: **Tom McEwin**  
Responsible for publishing the newsletter and the planning of social gatherings.
- ☐ Grounds & Lagoon Committees: **Betty Black**  
Responsible for matters dealing with the common areas and the lagoons.
- ☐ Parking & Security Committees: **Betty Black**  
Responsible for matters dealing with parking & security.
- ☐ I would like to see the following committee established and would be willing to serve:  
\_\_\_\_\_

I would like to be involved in my community and am willing to serve on the committee(s) checked above.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Preferred Contact: Phone: \_\_\_\_\_ email: \_\_\_\_\_

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Feel free to email your Board representative for any additional information regarding the committees that you would like to become involved in or you may email **Kathy Bundy** at [Kathy@bundyinc.com](mailto:Kathy@bundyinc.com) with any questions or additional committee requests.