

Pine Ridge Property Owners Association

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

November 17, 2023

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. 2022 Annual Meeting Minutes
3. 2024 Candidates for the Board of Directors Bios
4. 2024 Budget
5. Balance Sheet & Income Statement dated 10/31/23
6. Volunteer Sheet
7. Owner Update form.
8. Meeting Proxy and Mail-In Ballot
9. Self-addressed stamped envelope for returning your Proxy and Ballot

This meeting will be held December 11, 2023 at the **Bluffton Township Fire District Station 35 located at 357 Fording Island Road, Bluffton, SC 29909.**

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, Owner Update form and return them to Bundy Management in the postage paid, pre-addressed envelope provided.** Your valid Proxy must be received on or before noon on **December 11, 2023**. If you do attend the meeting, your Proxy will be destroyed at registration. Valid Proxies must be returned to management in the enclosed envelope, by email to kathy@bundyinc.com or by fax to 843-521-0743 on or before noon on December 11, 2023 to be recorded. Please note-if a ballot is received without the signed proxy, your vote will not count. Also your appointed proxy must be present at the meeting.

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

Please complete and sign 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 2023 Board of Directors:

Betty Black	President	38 Wiregrass Way	bettyb518.bb@gmail.com
Lynne Prochazka	V-President	4 Hemlock Ct	jlynneprochazka@gmail.com
Tom McEwin	Secretary	4 Stonefield Ln	tom.mcewin@gmail.com
Hector Avila	Treasurer	3 Hemlock Ct	havila@hargray.com
Laura Yacso	Director	115 Holly Ridge	lyacso@gmail.com

PINE RIDGE PROPERTY OWNERS ASSOCIATION

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

Notice of Annual Meeting

December 11, 2023

**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 11, 2023, with registration at 6:00 pm. This meeting will be held at the Bluffton Township Fire District Station 35 located at 357 Fording Island Road, Bluffton, SC 29909

Please attend the meeting so that you may take an active part in your association and your community.

It is ***extremely important that you return the enclosed Proxy and Ballot*** to ensure that we have a quorum at the meeting. Your Proxy must be received by Bundy Management on or before noon **December 12, 2022**. If you do attend the meeting, your Proxy will be destroyed at registration and you will use the meeting ballot to vote.

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 2022 Annual Meeting Minutes
5. Board of Directors Report
6. Election of 2024 Board Members & Internet Provider
7. Other Business
8. Visitor Comments
9. Election Results
10. Adjourn

Pine Ridge POA – Annual Meeting Minutes – December 12, 2022

Location of Meeting: Buckwalter Recreation Center at 905 Buckwalter Parkway, Bluffton, SC 29910.

Board Members present were Betty Black, Lynn Prochazka, Laura Yacso and Tom McEwin. Kathy Bundy and Robert Bundy were present from Bundy Appraisal & Management.

Betty called the meeting to order an 6:31 PM. Betty asked the question do we have a quorum? Kathy confirmed that the number of owners to meet the quorum is 56 and that there were 63 owners present in person (14) or by proxy (49).

Betty asked for a motion to approve the 2021 Annual Meeting minutes. Tom moved that the 2021 Annual Meeting minutes be approved as written, Maria Ragland seconded the motion. The motion passed.

Betty reported on the improvements made at the Buckwalter Entrance, renovations completed at two cul-de-sacs and the security company which began in 2022. Betty also reported that there had been two yard trash pick-up days scheduled during 2022. The Parking Boss program has been successful and was renewed for 1 year with a savings.

Betty reported that if the association wants to participate in a Neighborhood Watch program, there must be 30% owner participation. Maria Ragland has offered to head up this program.

Election. Hector Avila, Lynne Prochazka and Laura Yacso are the three owners running for the three seats on the board. David Bryant made a motion to accept the slate of directors as presented. Ed McDonald seconded the motion and the motion carried.

Laura Yacso presented plans on upgrading the park/playground. They are also looking into getting security cameras to place in the playground.

Betty Black is researching putting cameras at both entrances into Pine Ridge.

Betty Black has contracted with Patrick Chester to do an audit for 2022.

No other Business to discuss.

Betty called for Visitors Comments

Being no further discussion David Bryant made a motion to adjourn the meeting. Tom McEwin seconded the motion and Betty adjourned the meeting at 7:22 PM.

Respectfully Submitted,
Robert Bundy

Betty Black
38 Wiregrass Way
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 President.

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.

In this past year we totally updated the playground to make it more family oriented. We now have a community meeting place that was not available to the residents. It's has been a pleasure to watch the kids enjoy the play equipment. The fence added a security item to the park. This addition will add to this community a friendlier place to live.

My vision is to get more people involved in this great community. We do need different people ideas and thoughts. That's actually how the park got updated one person with a new idea.

Thank you for your consideration.

.....

Jill Murphy
123 Holly Ridge Drive

I'm responding to a board position for the community of Pine Ridge. My husband, my daughter and I just closed on 123 Holly Ridge Drive. I'm a full- time resident of Sea Pines and Sea Pines Real Estate agent at the Beach Club in Sea Pines on the island. I'm also the chair of the Outreach Committee for the Association of Realtors in Hilton Head and Bluffton with my term coming to a close this year in December. I'm looking to plug myself into another volunteer position in which I can serve our community best. Please feel free to reach out to me if I can serve in any way.

Best Regards,
Jill Murphy
Sea Pines Real Estate at the Beach Club
Jillmurphyrealtor.com
843-338-1587

PINE RIDGE POA
BUDGET

	2023	10/31/2023	2024
	Budget		Budget
	\$540 (\$135/qtr)		\$540 (\$135/qtr)
INCOME			
Assessments- 311 homes	\$167,940.00	167,940.00	\$167,940.00
New Buyer Assessment	\$10,000.00	15,522.50	\$10,000.00
Fines	\$1,000.00	1,690.00	\$1,000.00
Late Fees	\$3,700.00	5,206.16	\$3,700.00
ACC Submittal Income	\$300.00	465.00	\$300.00
Bad Debt Recovered	\$0.00		\$0.00
Hargray Royalty Fees	\$2,500.00	6,219.23	\$0.00
Interest Income	\$0.00	887.41	\$0.00
Legal Fee Income	\$1,000.00	1,882.74	\$1,000.00
Other Income	\$0.00		\$0.00
TOTAL INCOME	\$186,440.00	\$199,813.04	\$183,940.00
EXPENSE			
Operations			
Common Area Maintenance			
Landscaping Contract	\$27,720.00	23,100.00	\$28,560.00
Landscape Repairs/Maint/Supplies (includes sign repairs)	\$24,690.00	20,980.01	\$25,000.00
Lagoon Maintenance	\$6,004.00	5,003.30	\$6,244.00
Lagoon Maintenance-Other	\$6,991.00	0.00	\$6,991.00
Administrative Expenses			
Management	\$21,600.00	18,000.00	\$22,032.00
Office Supplies	\$4,200.00	2,381.90	\$4,200.00
Postage	\$2,000.00	1,687.86	\$2,300.00
Bad Debt Expense	\$0.00		
Assessment Discount	\$5,500.00	5,590.00	\$6,000.00
Meeting Expense	\$300.00	600.00	\$600.00
Other Administrative			
CPA/Tax Return Prep	\$8,000.00	220.00	\$8,000.00
Legal	\$2,000.00	3,758.44	\$3,000.00
Taxes-Real Estate-Common Areas	\$2,500.00	0.00	\$3,000.00
Buckwalter POA Fee	\$725.00	0.00	\$725.00
Insurance	\$7,200.00	8,056.00	\$7,800.00
Administrative Misc	\$500.00	1,870.87	\$2,000.00
Website	\$500.00	1,010.41	\$500.00
Social Committee	\$1,000.00	209.52	\$1,000.00
ACC Committee	\$0.00	0.00	
Security-Flock Cameras \$5500, Playground Cameras data \$1200, Parking Boss \$4000	\$24,000.00	12,586.16	\$11,000.00
Storage Unit	\$700.00	350.00	\$0.00
Communication	\$500.00		\$500.00
Utilities			
Electricity	\$1,000.00	813.25	\$1,000.00
Street Lights	\$16,500.00	13,778.22	\$16,600.00
Water-Irrigation	\$6,000.00	5,618.73	\$6,000.00
TOTAL EXPENSE	\$ 170,130.00	\$ 125,614.67	\$ 163,052.00
Reserves			
Road Reserve	\$16,310.00	13,591.70	\$16,310.00
Emergency Reserve			
Community Improvement Reserve			\$4,578.00
Total Expense + Reserves	\$186,440.00	\$139,206.37	\$183,940.00
Transfer Excess Income to Reserves			
NET INCOME	\$0.00	\$60,606.67	\$0.00

Balance Sheet

As of 10/31/2023, Accrual Basis

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

Pine Ridge POA

Assets

Current Asset

Pine Ridge POA - 01-Operating-SSB	90,998.31
Pine Ridge POA - 01-Operating-SSB - Pending EFTs	883.12
Pine Ridge POA-02-Ameris Money Market	154,651.36
Pine Ridge POA-03-CD-FFB-Hargray-6/10/24	35,803.30
Pine Ridge POA-05-FFB Money Market	27,085.49
Pine Ridge POA-10-Road Reserve-SSB MM	99,349.41
Pine Ridge POA-11-Road Reserve-CD-FFB-3/31/24	72,994.96
Pine Ridge POA-12-Road Reserve-FFB-CD-3/2/24	52,812.09
Pine Ridge POA-20-EM Reserve-MM-Ameris	38,540.04
Pine Ridge POA-22-EM Reserve CD-Regions	75,928.15
Pine Ridge POA-22-EM Reserve CKG Regions	2,626.61
Pine Ridge POA-30-ImproveReserve-AmerisMM	9,290.64
Pine Ridge POA-31-ImproveReserve-RegionsMM	19,703.41
Receivables	24,326.15
Receivables Allowance for Doubtful Accts	(7,445.29)
Total Current Asset	\$697,547.75

Total Assets

\$697,547.75

Liabilities

Current Liability

A/P- Website	700.00
A/P-Social Committee	1,000.00
Accounts Payable	500.33
Prepaid Assessments	4,768.08
Reserve Fund - Emergency Reserve Fund	117,094.80
Reserve Fund - Road Reserve Fund	225,156.46
Reserve Fund-Community Improvements	28,994.05
Total Current Liability	\$378,213.72

Total Liabilities

\$378,213.72

Equity

Retained Earnings	258,706.32
Net Income	60,627.71
Total Equity	\$319,334.03

Total Liabilities & Equity

\$697,547.75

Income Statement

1/1/2023 - 10/31/2023, By Year, Accrual basis

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

Pine Ridge POA

Amount	01/01/2023 - 10/31/2023	Total
Income		
ARB Income		
ARB Review/Submittal Income	465.00	465.00
Total for ARB Income	\$465.00	\$465.00
Assessments	167,940.00	167,940.00
Fines	1,690.00	1,690.00
Hargray Royalty Revenue	6,219.23	6,219.23
Interest and Miscellaneous Income		
Interest Income	887.41	887.41
Reserve Interest Income	1,726.34	1,726.34
Reserve Interest Income to Reserve Fund	(1,726.34)	(1,726.34)
Total for Interest and Miscellaneous Income	\$887.41	\$887.41
Late Charges	5,206.16	5,206.16
Legal Fee Income	1,882.74	1,882.74
New Owner Fee	15,522.50	15,522.50
Total Income	\$199,813.04	\$199,813.04
Expense		
Assessment Discount	5,590.00	5,590.00
Bad Debt Expense	0.00	
Committees		
Social Committee	209.52	209.52
Total for Committees	\$209.52	\$209.52
CPA Services	220.00	220.00
Electricity	813.25	813.25
Electricity-Street Lights	13,778.22	13,778.22
Insurance		
Insurance Expense	8,056.00	8,056.00
Total for Insurance	\$8,056.00	\$8,056.00
Lake/Lagoon/Pond Management Routine	5,003.30	5,003.30
Landscaping / Grounds		
Landscape Contract	23,100.00	23,100.00
Landscape Repairs/Maint/Supplies	20,980.01	20,980.01
Water-Irrigation	5,618.73	5,618.73
Total for Landscaping / Grounds	\$49,698.74	\$49,698.74
Legal Expense	3,758.44	3,758.44
Management Fee	18,000.00	18,000.00
Meeting Expense	600.00	600.00
Miscellaneous Expense	1,870.87	1,870.87

Income Statement

1/1/2023 - 10/31/2023, By Year, Accrual basis

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

Amount	01/01/2023 - 10/31/2023	Total
Office Supplies, Copies	2,381.90	2,381.90
Postage and Delivery	1,687.86	1,687.86
Reserve Contribution Expense	13,591.70	13,591.70
Security	12,586.16	12,586.16
Storage Unit Rental	350.00	350.00
Website	1,010.41	1,010.41
Total Expense	\$139,206.37	\$139,206.37
Net Operating Income	\$60,606.67	\$60,606.67
Non-operating Expense		
Pine Ridge Community Improvement Project	29,943.11	29,943.11
Pine Ridge Entrance Enhancement Project	12,714.24	12,714.24
Pine Ridge-Transfer to Reserve Fund	(29,943.11)	(29,943.11)
Pine Ridge-Use A/P Funds set aside from Prior Yrs	(12,714.24)	(12,714.24)
Total Non-operating Expense	\$0.00	\$0.00
Net Non-operating Income	\$0.00	\$0.00
Net Income	\$60,606.67	\$60,606.67

Pine Ridge Volunteer Opportunities - 2024

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:**
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:**
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:**
Responsible for publishing the newsletter and the planning of social gatherings.

- Grounds & Lagoon Committees:**
Responsible for matters dealing with the common areas and the lagoons.

- Parking & Security Committees:**
Responsible for matters dealing with parking & security.

- Playground Committee:**
Responsible for ideas for playground.

- 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: _____

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 with any questions or additional committee requests.

If you are not receiving emails from the association, we do not have a current email address for you.

Please fill out and return this form by US mail to PO Box 1225, Beaufort, SC 29901 or email to

kathy@bundyinc.com or by fax to 843-521-0743.

Pine Ridge Property Owner & Resident Update Information Form

Please complete all items on this form and mail, e-mail, or fax to BUNDY APPRAISAL & MANAGEMENT.

Name _____ Property Address _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____

E-mail Please print or type _____

In Case of Emergency who would you like contacted?

Name _____ Email Address _____

Phone _____ Relationship to Pine Ridge Owner _____

Any other information you would like for us to have:

Send to Bundy Management via fax 521-0743, E-mail kathy@bundyinc.com or mail to:

BAM

P.O. Box 1225

Beaufort, SC 29901

The Pine Ridge Property Owners Association has my permission to include in a community directory for distribution to property owners and residents/tenants in the association.

_____ My name and address which are public information found in the Beaufort County Courthouse.

_____ My Phone Number _____.

_____ My Email address _____ . (Please print clearly or type.)

All residents residing at the property must sign.

Signature

Please print name

Signature

Please print name