

# Pine Ridge Property Owners Association

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

November 19, 2022

**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. 2021 Annual Meeting Minutes
3. 2023 Candidates for the Board of Directors Bios
4. 2023 Budget
5. Balance Sheet & Income Statement dated 10/31/22
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 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, Owner Update form and return them to Bundy Management in the postage paid, pre-addressed envelope provided.** Your Proxy must be received on or before noon on **December 12, 2022**. If you do attend the meeting, your Proxy will be destroyed 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 12, 2022 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 2021 Board of Director:

Betty Black	President	38 Wiregrass Way	<a href="mailto:bettyb518.bb@gmail.com">bettyb518.bb@gmail.com</a>
Lynne Prochazka	V-President	4 Hemlock Ct	<a href="mailto:jlynneprochazka@gmail.com">jlynneprochazka@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>
Laura Yacso	Director	115 Holly Ridge	<a href="mailto:lyacso@gmail.com">lyacso@gmail.com</a>

# PINE RIDGE PROPERTY OWNERS ASSOCIATION

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

## Notice of Annual Meeting

**December 12, 2022**

**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 12, 2022, 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.

It is ***extremely important that you return the enclosed Proxy*** 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 2021 Annual Meeting Minutes
5. Board of Directors Report
6. Election of 2023 Board Members
7. Election Results
8. Other Business
9. Visitor Comments
10. Adjourn

## *Pine Ridge POA – Annual Meeting Minutes – December 13, 2021*

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

Board Members present were Betty Black and Tom McEwin. There were three guest speakers, along with Kathy Bundy, Sabra Fermin and Robert Bundy from Bundy Appraisal & Management.

Betty called the meeting to order at 6:30PM, she 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 61 owners present by proxy (48) or in person (13).

Betty introduced Rachel Wisnefski the Beaufort County School Board member from District 7. Mrs. Wisnefski gave a brief personal history followed by a question and answer period with owners in attendance.

Betty then introduced Cassandra Larry and her local supervisor Terry Paczas with Securitas. Cassandra explained Securitas roll in securing the community. Later Cassandra and Terry answered questions from owners in attendance.

Betty asked for a motion to approve the 2020 Annual Meeting minutes. Tom moved that the 2020 Annual Meeting minutes be approved as written, Betty seconded the motion. The motion passed.

Betty and Tom gave the Directors report, highlighting the accomplishments of 2021.

Election Results. Kathy reported that Betty and Tom had been re-elected. A brief discussion followed by two owners volunteering to also serve on the Board. The current board will address this issue at their January meeting.

No other Business to discuss.

Betty called for Visitors Comments, discussion followed regarding, the audit, drainage, security, limiting the number of rental properties, an odor of gas, having the Association Attorney present at annual meetings.

Being no further discussion Betty adjourned the meeting at 7:44PM.

Respectfully Submitted,  
Robert Bundy

## **Hector Avila**

3 Hemlock Court  
[havila@hargray.com](mailto:havila@hargray.com)

I retired from the United States Marine Corps in 2000 and continue to work for the Government as a project manager aboard the Marine Corps Air Station in Beaufort. I am married and have 4 daughters. I have lived in Pine Ridge since June, 2005. Prior to moving into Pine Ridge I lived in the Farm for 4 years. I have been in area for 23 years.

I was elected to the Pine Ridge Board of Directors at the December 2006 annual meeting and have served since 2007 - Present. I pride myself in being consistent and fair in all matters regarding our community. I believe in maintaining high standards, following our rules while at the same time listening to our community and addressing their concerns in a fair objective manner. I look forward to continuing to serve on BOD and represent our community.

## **Lynne Prochazka**

4 Hemlock Court  
[ilynneprochazka@gmail.com](mailto:ilynneprochazka@gmail.com)

My name is Lynne Prochazka. I moved to Pine Ridge in 2005 and have raised two beautiful children in our community. Over the years, I have watched the Greater Bluffton area grow explosively. With that growth have come new communities and housing options for our ever-increasing population. My interest in being on the Property Owners Association Board of Directors stems from my desire to help our current POA board maintain the integrity of our neighborhood both physically and fiscally, making Pine Ridge a desired community in the Bluffton area.

I am an ELA teacher at H.E. McCracken Middle School and hold an education degree and a degree in communications.

I appreciate your consideration,

J. Lynne Prochazka

## **Laura Yacso**

115 Holly Ridge  
[lyacso@gmail.com](mailto:lyacso@gmail.com)

Hello my name is Laura Yacso. I am one of your Halloween clowns passing out candy and "balloon animals". We have lived in Pine Ridge for seven years now. I've been working with the POA to better serve the community and update our playground! I am also hoping to build up our social committee to have some fun events in the future!

PINE RIDGE POA  
BUDGET

	<b>2022</b>	<b>2022</b>	<b>2023</b>
	Budget	10/31/2022	Budget
INCOME	\$540 (\$135/Qtr)		\$540 (\$135/qtr)
Assessments- 311 homes	\$167,940.00	\$167,940.00	\$167,940.00
New Buyer Assessment	\$10,000.00	\$12,965.75	\$10,000.00
Fines	\$1,000.00	\$940.00	\$1,000.00
Late Fees	\$3,700.00	\$4,169.26	\$3,700.00
ACC Submittal Income	\$300.00	\$420.00	\$300.00
Bad Debt Recovered	\$0.00	\$1,009.57	\$0.00
Hargray Royalty Fees	\$2,500.00	\$3,095.35	\$2,500.00
Interest Income	\$0.00	\$297.99	\$0.00
Legal Fee Income	\$1,000.00	\$546.27	\$1,000.00
Other Income		\$653.45	\$0.00
<b>TOTAL INCOME</b>	<b>\$186,440.00</b>	<b>\$192,037.64</b>	<b>\$186,440.00</b>
<b>EXPENSE</b>			
Operations			
<b>Common Area Maintenance</b>			
Landscaping Contract	\$30,000.00	\$21,951.50	\$27,720.00
Landscape Repairs/Maint/Supplies (includes sign repairs)	\$22,000.00	\$25,037.52	\$24,690.00
Lagoon Maintenance	\$6,000.00	\$4,720.80	\$6,004.00
Lagoon Maintenance-Other	\$6,995.00	\$6,820.44	\$6,991.00
<b>Administrative Expenses</b>			
Management	\$21,000.00	\$17,500.00	\$21,600.00
Office Supplies	\$3,560.00	\$3,459.93	\$4,200.00
Postage	\$2,000.00	\$1,533.66	\$2,000.00
Bad Debt Expense	\$0.00	\$0.00	\$0.00
Assessment Discount	\$5,150.00	\$5,500.00	\$5,500.00
Meeting Expense		\$278.52	\$300.00
<b>Other Administrative</b>			
CPA/Tax Return Prep	\$300.00	\$220.00	\$8,000.00
Legal	\$2,500.00	\$546.02	\$2,000.00
Taxes-Real Estate-Common Areas	\$1,500.00	\$0.00	\$2,500.00
Buckwalter POA Fee	\$725.00	\$0.00	\$725.00
Insurance	\$7,200.00	\$6,730.00	\$7,200.00
Administrative Misc	\$0.00	\$0.00	\$500.00
Website	\$500.00	\$0.00	\$500.00
Social Committee	\$1,000.00	\$0.00	\$1,000.00
ACC Committee	\$0.00	\$0.00	\$0.00
Security	\$30,000.00	\$19,060.10	\$24,000.00
Storage Unit	\$700.00	\$506.00	\$700.00
Communication	\$1,000.00	\$0.00	\$500.00
<b>Utilities</b>			
Electricity	\$1,000.00	\$815.62	\$1,000.00
Street Lights	\$20,000.00	\$13,560.82	\$16,500.00
Water-Irrigation	\$7,000.00	\$4,343.80	\$6,000.00
<b>TOTAL EXPENSE</b>	<b>\$ 170,130.00</b>	<b>\$ 132,584.73</b>	<b>\$ 170,130.00</b>
<b>Reserves</b>			
Road Reserve	\$16,310.00	\$13,591.70	\$16,310.00
Emergency Reserve	\$0.00		
Community Improvement Reserve	\$0.00	\$129.61	
Total Expense + Reserves	\$186,440.00	\$146,306.04	\$186,440.00
Transfer Excess Income to Road Reserve			
<b>NET INCOME</b>	<b>\$0.00</b>	<b>\$45,731.60</b>	<b>\$0.00</b>

# Balance Sheet

As of 10/31/2022, 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	96,042.80
Pine Ridge POA - 01-Operating-SSB - Pending EFTs	1,672.07
Pine Ridge POA-02-Ameris Money Market	153,739.29
Pine Ridge POA-03-CD-FFB-Hargray-6/10/23	35,743.62
Pine Ridge POA-05-FFB Money Market	27,044.55
Pine Ridge POA-10-Road Reserve-SSB MM	82,775.84
Pine Ridge POA-11-Road Reserve-CD-FFB-12/31/22	70,563.10
Pine Ridge POA-12-Road Reserve-FFB-CD-12/3/22	52,758.96
Pine Ridge POA-20-EM Reserve-MM-Ameris	38,314.79
Pine Ridge POA-22-EM Reserve MM-Regions	77,621.45
Pine Ridge POA-30-ImproveReserve-AmerisMM	29,264.71
Pine Ridge POA-31-ImproveReserve-RegionsMM	66,990.78
Receivables	17,134.52
Receivables Allowance for Doubtful Accts	(6,633.30)
<b>Total Current Asset</b>	<b>\$743,033.18</b>

#### Total Assets

**\$743,033.18**

### Liabilities

#### Current Liability

A/P- Website	700.00
A/P-Other Maintenance	12,714.24
A/P-Social Committee	1,000.00
Prepaid Assessments	5,885.41
Reserve Fund - Emergency Reserve Fund	115,936.24
Reserve Fund - Road Reserve Fund	206,097.90
Reserve Fund-Community Improvements	96,255.49
<b>Total Current Liability</b>	<b>\$438,589.28</b>

#### Total Liabilities

**\$438,589.28**

### Equity

Retained Earnings	258,706.32
Net Income	45,737.58
<b>Total Equity</b>	<b>\$304,443.90</b>

#### Total Liabilities & Equity

**\$743,033.18**

# Income Statement

1/1/2022 - 10/31/2022, By Year, Accrual basis

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

## Pine Ridge POA

Account	01/01/2022 - 10/31/2022	<b>Total</b>
<b>Income</b>		
ARB Income		
ARB Review/Submittal Income	420.00	420.00
<b>Total for ARB Income</b>	<b>\$420.00</b>	<b>\$420.00</b>
Assessments	167,940.00	167,940.00
Bad Debt Collected	1,009.57	1,009.57
Fines	940.00	940.00
Hargray Royalty Revenue	3,095.35	3,095.35
Interest and Miscellaneous Income		
Interest Income	297.99	297.99
Reserve Interest Income	146.36	146.36
Reserve Interest Income to Reserve Fund	(146.36)	(146.36)
<b>Total for Interest and Miscellaneous Income</b>	<b>\$297.99</b>	<b>\$297.99</b>
Late Charges	4,169.26	4,169.26
Legal Fee Income	546.27	546.27
New Owner Fee	12,965.75	12,965.75
Other Income	653.45	653.45
<b>Total Income</b>	<b>\$192,037.64</b>	<b>\$192,037.64</b>
<b>Expense</b>		
Assessment Discount	5,500.00	5,500.00
Community Improvement Reserve	129.61	129.61
Electricity	815.62	815.62
Electricity-Street Lights	13,560.82	13,560.82
Insurance		
Insurance Expense	6,730.00	6,730.00
<b>Total for Insurance</b>	<b>\$6,730.00</b>	<b>\$6,730.00</b>
Lake/Lagoon/Pond Management Other Maint	6,820.44	6,820.44
Lake/Lagoon/Pond Management Routine	4,720.80	4,720.80
Landscaping / Grounds		
Landscape Contract	21,951.50	21,951.50
Landscape Repairs/Maint/Supplies	25,037.52	25,037.52
Water-Irrigation	4,343.80	4,343.80
<b>Total for Landscaping / Grounds</b>	<b>\$51,332.82</b>	<b>\$51,332.82</b>
Legal Expense	546.02	546.02
Management Fee	17,500.00	17,500.00
Meeting Expense	278.52	278.52
Office Supplies, Copies	3,459.93	3,459.93
Postage and Delivery	1,533.66	1,533.66

# Income Statement

1/1/2022 - 10/31/2022, By Year, Accrual basis

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

Account	01/01/2022 - 10/31/2022	<b>Total</b>
Reserve Expense	13,591.70	13,591.70
Security	19,060.10	19,060.10
Storage Unit Rental	506.00	506.00
Tax Return Prep	220.00	220.00
<b>Total Expense</b>	<b>\$146,306.04</b>	<b>\$146,306.04</b>
<b>Net Operating Income</b>	<b>\$45,731.60</b>	<b>\$45,731.60</b>
<b>Non-operating Expense</b>		
Pine Ridge Community Improvement Project	5,067.00	5,067.00
Pine Ridge-Transfer to Reserve Fund	(5,067.00)	(5,067.00)
<b>Total Non-operating Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Non-operating Income</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Income</b>	<b>\$45,731.60</b>	<b>\$45,731.60</b>

## *Pine Ridge Volunteer Opportunities - 2023*

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.
  
- Playground Committee: **Laura Yacso**  
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: \_\_\_\_\_

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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.

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](mailto: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](mailto: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