

Pine Ridge Property Owners Association

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

November 21, 2017

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. 2016 Annual Meeting Minutes
3. Meeting Proxy and Mail-In Ballot
4. 2018 Candidates for the Board of Directors Bios
5. 2018 Budget
6. Balance Sheet dated 10/31/17
7. Suggestion/Concern form
8. Volunteer Sheet
9. Self-addressed stamped envelope for returning your Proxy and Ballot

This meeting will be held in the Bluffton Fire Station, 367 Fording Island Road, Bluffton.

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 must be received on or before noon on December 11, 2017 to be counted. 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 or by fax to 843-521-0743 on or before noon on December 11, 2017 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 2017 Board of Director:

Judith Blanchard	President	62 Pine Ridge Dr	jlb_nyc4me@yahoo.com
Joseph Otterbine	Vice President	12 Pine Ridge Dr	Firedawg62@me.com
Hector Avila	Secretary	3 Hemlock Ct	havila@hargray.com
Betty Black	Treasurer	38 Wiregrass Way	Bettyb518.bb@gmail.com
Sybil Nienke	Director	54 Pine Ridge Dr	54pineridgedr@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, 2017

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, 2017, with registration at 6:00 pm. This meeting will be held in the Bluffton Fire Station on 367 Fording Island Road, Bluffton, SC 29910

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

Even if you plan to attend, 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 11, 2017**. 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-
 - Representative from Town of Bluffton
 - Hargray Representative
4. Approval of the 2016 Annual Meeting Minutes
5. Board of Directors Report
6. Election of 2018 Board Members
7. Election Results
8. Other Business
9. Adjourn

PINE RIDGE PROPERTY OWNERS ASSOCIATION
MINUTES FROM ANNUAL MEETING
DECEMBER 12, 2016

The annual meeting of the Pine Ridge POA was held on December 12, 2016 at the Bluffton Fire Station, 367 Fording Island Road, Bluffton, S. C. with 60 properties represented in person or by proxy. Board members present were Judith Blanchard, Carol Puryear, Joe Otterbine, 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, Judith Blanchard.

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

Judith Blanchard introduced herself to the membership followed by introductions from the other board members.

The minutes of the 2015 Annual Meeting were approved as written.

Judy Blanchard presented to the membership the items that were done in the community during 2016 which included the sealing of all of the streets to extend the life of the street surface. Also the Town of Bluffton's Storm Water Management Project in Pine Ridge was to begin soon with the installation of the pump stations.

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. It was requested that another email blast be sent to all residents from the Fire Marshall reminding of the dangers of on street parking and the possible consequences if an EMS or fire truck is blocked from getting to an emergency.

Robert Bundy talked about submitting the documentation for authority to issue tickets within the community by primarily Bluffton Police.

The 2017 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. One additional name was added to the ballot by write in. Ballots were turned in.

Homeowners in attendance requested that the street sealing vendor remove/paint over the lines put on the newly sealed streets. Another speed bump was requested for Heather Glenn. It was suggested that the association install new mailboxes at all houses so that there is a consistent look throughout the community. Other items discussed by those present include the replacement/upgrade of the street signs and possible utilization of the common areas. Also, a central point of contact for the community would be good to disseminate information during emergencies and evacuations.

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, Judith Blanchard, Sybil Nienke and Joseph Otterbine were elected to the 2017 Board. They join Betty Black for the 2017 Pine Ridge Board of Directors.

The meeting was adjourned at 8:45 pm.

Respectfully Submitted,

Joe Otterbine
Secretary

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 treasurer. 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 have a flexible work schedule now. I love to keep busy and see things completed.

I feel that I still have more ways to improve our community. I am involved in the lagoon, parking, social and our new Pine Ridge web site that soon to be launch. Also the parking has improved but a solution I feel must be around the corner.

Thanks for your consideration.

Sybil Nienke

54 Pine Ridge Drive-Owner since December 2014.

Email: 54PineRidgeDr@gmail.com

Greetings Pine Ridge Neighbors!!

It was only a year ago I was asking for your support to become the next member of your Board of Representatives. Thank you to those of you who voted for me and I ask for those who didn't to consider me as your next candidate...a year has not been enough, I have so much more I wish to bring to this, mine and your, community. My desire is for Pine Ridge to become a community we brag about living in. Let's reach this goal together. Please email any suggestions you have; I will bring them up and provide a reason if it cannot be fulfilled.

This year, I have worked closely with Betty on the Lagoon & Parking Committees. Obviously, we still have some work to do, but as with all things, progress takes time and we are on a good path. We are now working on a new Communications committee, which will release a Community website late this or early next year. We are excited about that. She and I are also working on the internet options for Pine Ridge; please don't think we forgot about you all.

PINE RIDGE POA
2018 BUDGET

	2017		2018
	Budget	10/31/2017	Budget
INCOME	\$540 (\$135/Qtr)		\$540 (\$135/Qtr)
Assessments- 311 homes	\$167,940.00	\$167,940.00	\$167,940.00
\$40 Prepayment Discount-Available January Only			-\$4,000.00
New Buyer Assessment	\$7,500.00	\$7,177.00	\$7,500.00
Fines	\$1,000.00	\$745.00	\$1,000.00
Late Fees	\$3,700.00	\$12,210.94	\$3,700.00
ACC Submittal Income	\$300.00	\$360.00	\$300.00
Foreclosure/Uncollectible Fees	-\$15,000.00	-\$1,361.07	-\$15,000.00
Bad Debt Recovered	\$0.00	\$2,430.59	\$0.00
Hargray Royalty Fees	\$1,000.00	\$3,544.36	\$1,000.00
Interest Income	\$0.00	\$761.76	\$0.00
TOTAL INCOME	\$166,440.00	\$193,808.58	\$162,440.00
EXPENSE			
Operations			
Common Area Maintenance			
Grounds Monthly Contract	\$18,000.00	\$15,000.00	\$27,420.00
Grounds Maintenance (Includes lagoon cleaning)	\$24,500.00	\$6,547.50	\$15,080.00
Lagoon Maintenance	\$6,000.00	\$4,583.30	\$6,000.00
Other Maintenance(includes sign repairs)	\$13,500.00	\$2,060.27	\$10,000.00
Improvements	\$0.00	\$7,300.00	\$0.00
Administrative Expenses			
Management	\$19,260.00	\$16,050.00	\$19,260.00
Office Supplies	\$3,500.00	\$1,882.43	\$3,500.00
Postage	\$2,000.00	\$1,140.98	\$2,000.00
Other Administrative			
Tax Return Prep	\$250.00	\$220.00	\$250.00
Legal	\$1,200.00	-\$379.38	\$1,200.00
Taxes-Real Estate-Common Areas	\$1,500.00	\$0.00	\$1,500.00
Buckwalter POA Fee	\$700.00	\$683.28	\$725.00
Insurance	\$8,000.00	\$6,368.00	\$8,000.00
Administrative Misc+Website	\$1,000.00	\$266.00	\$1,000.00
Social Committee	\$1,000.00	\$0.00	\$1,000.00
Utilities			
Electricity	\$1,280.00	\$659.06	\$1,000.00
Street Lights	\$30,000.00	\$24,070.50	\$30,000.00
Water-Irrigation	\$6,000.00	\$2,722.37	\$5,755.00
TOTAL EXPENSE	\$137,690.00	\$ 89,174.31	\$133,690.00
Reserves			
Road Reserve	\$16,310.00	\$13,591.70	\$16,310.00
Emergency Reserve	\$12,440.00	\$0.00	\$12,440.00
NET INCOME	\$0.00	\$91,042.57	\$0.00

BALANCE SHEET
Pine Ridge Property Owners - (PINE)
Oct 2017

Page 1
10/31/2017
09:04 AM

Prepared For:
Pine Ridge Property Owners Association
PO Box 1225
Beaufort, SC 29901

Prepared By:
BUNDY APPRAISAL & MGMT, INC.
PO BOX 1225
BEAUFORT, SC 29901

ASSETS

Cash in Bank	
SSB Checking	235,969.89
CD-CBC Hargray--6/10/18	33,710.87
CD-CBC -9/30/19	25,761.76
SSB Money Market-Road Reserves	23,340.35
Road Reserve CBC CD-12/31/19	68,191.24
Road Reserve CBC CD-5/29/20	50,715.69
Road Reserve CBC CD-12/30/17	10,070.33
Total Road Reserves	152,317.61
Emergency Reserve MM-Ameris	9,964.92
Em Reserve CBC CD12/30/17	18,703.75
Em Reserve CBC 1/11/18	36,138.35
Total EM Reserves	64,807.02
Total Cash in Bank	512,567.15
Accounts Receivable	91,596.15
Allowance for Doubtful Accts	-59,781.58
TOTAL ASSETS	<u><u>544,381.72</u></u>

LIABILITIES & CAPITAL

A/P-Grounds Maintenance	27,121.26
Prepaid Assessments	2,643.34
Road Reserve Fund	152,317.61
Emergency Reserve Fund	64,807.02
Past Retained Earnings	206,449.92
Retained Earnings	91,042.57
TOTAL LIAB. & CAPITAL	<u><u>544,381.72</u></u>

PINE RIDGE PROPERTY OWNERS ASSOCIATION

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

PROXY

2017 Annual Meeting

PROXY FOR LOT # _____ Dated: _____

STREET ADDRESS _____

I/We appoint (check one) the Association's Presiding Officer or (enter name) *
_____ to be my/our Attorney In Fact at the Annual Meeting of the
Pine Ridge Property Owners Association to be held at 6:30 PM on December 11, 2017 at the
Bluffton Fire Station, 367 Fording Island Road, Bluffton.

Printed Name of Owner

Signature of Owner**

Printed Name of Owner

Signature of Owner**

* Blank must be filled in with the printed name of the person to vote for you. The Board suggests that you check the association's presiding officer at the annual meeting as your Attorney In Fact or by inserting the words "Presiding Officer" in the blank, but you may name any Member who will be present at the meeting and is in good standing with the association including being current on paying assessments and/or fines. If the person you designate is not present, your Proxy and your vote will not count.

** Must contain both owner signatures if the property is jointly owned.

It is very important that you attend the meeting or that you are represented by Proxy so that we have a quorum. If you do attend the meeting, you may withdraw the Proxy at that time.

Even if you plan to attend, please execute the enclosed Proxy and return it to arrive on or before noon December 11, 2017 so that it can be recorded. You may mail in your proxy, email to kathy@bundyinc.com or fax to 843-521-0743.

A self-addressed stamped envelope is enclosed for your convenience.

If this Proxy is returned without a designation as to the person who will be your Proxy, your Proxy will be assigned to the presiding officer of the meeting.

PINE RIDGE PROPERTY OWNERS ASSOCIATION

**ANNUAL MEETING
DECEMBER 11, 2017**

**MAIL IN BALLOT
FOR THE ELECTION OF NEW DIRECTORS
(Only one ballot per home site)**

The association bylaws allow for the board of directors to be composed of an odd number of members but not less than three directors and not more than five.

There are two openings coming up on the board for two year terms of 1/1/2018 – 12/31/2019.

The newly elected directors will join returning board members: Hector Avila, Judith Blanchard and Joseph Otterbine. Betty Black.

Vote for Two (2) Directors:

- Betty Black**
- Sybil Nienke**
- _____ **(Write In)**
- _____ **(Write In)**

Printed Name of Owner

Signature of Owner**

Printed Name of Owner

Signature of Owner**

**** Must contain both owner signatures if the property is jointly owned**

Pine Ridge Property Owners Suggestion/Concern Form

Please complete all items on this form and mail, e-mail, fax, or hand deliver to BUNDY MANAGEMENT. All written concerns will be addressed and responded to and action by the board of directors or an appropriate committee or management will be taken. Please sign and date this form and attach a letter or other documentation.

Name _____ **Address** _____

Phone _____ **Fax** _____

E-mail _____

Describe Your Suggestion/Concern in Detail (to Include Date/Time of Incident, if any):

(Attach Document if Needed)

What Action Have You Taken?

What Action Would You Like to See Taken to Resolve the Issue?

Send to Bundy Management via fax 521-0743, E-mail bam@islc.net or mail to:

BAM

P.O. Box 1225

Beaufort, SC 29901

Attn: Mr. Robert Bundy

Please Put Any Suggestion/Concern in Writing Only

Pine Ridge Volunteer Opportunities

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:

- ACC Committee: **Hector Avila**, email: havila@hargray.com
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.
- Communications Committee: **Sybil Nienke**, email: 54PineRidgeDr@gmail.com
Responsible for publishing a newsletter and/or creating a website.
- Grounds Committee: **Judith Blanchard**, email: jlbnyc4me@yahoo.com
Responsible for matters dealing with the common areas.
- Lagoon Committee: **Betty Black**, email: bettyb518.bb@gmail.com
Responsible for matters dealing with the lagoons.
- Parking Committee: **Betty Black**, email: bettyb518.bb@gmail.com
Responsible for matters dealing with parking.
- Security Committee: **Joseph Otterbine**, email: firedawg62@me.com
Responsible for Pine Ridge security matters, such as speeding and vandalism.
Also responsible for establishing rules and regulations for the common areas of Pine Ridge POA.
- Social Committee: **Sybil Nienke**, email: 54PineRidgeDr@gmail.com
Responsible for the planning of social gatherings in the Pine Ridge Community.
- I would like to see the following committee established and would be willing to serve on such committee. _____

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

Name: _____ Address & Phone: _____

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.