

# Pine Ridge Property Owners Association

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

November 16, 2018

**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. 2017 Annual Meeting Minutes
3. Meeting Proxy and Mail-In Ballot
4. 2019 Candidates for the Board of Directors Bios
5. 2019 Budget
6. Balance Sheet & Income Statement dated 10/31/18
7. Volunteer Sheet
8. 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, 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 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 10, 2018 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](mailto:kathy@bundyinc.com) or by fax to 843-521-0743 on or before noon on December 10, 2018 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 2018 Board of Director:

Sybil Nienke	Vice President	54 Pine Ridge Dr	<a href="mailto:54pineridgedr@gmail.com">54pineridgedr@gmail.com</a>
Hector Avila	Treasurer	3 Hemlock Ct	<a href="mailto:havila@hargray.com">havila@hargray.com</a>
Betty Black	Director	38 Wiregrass Way	<a href="mailto:bettyb518.bb@gmail.com">bettyb518.bb@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 10, 2018**

**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 10, 2018, 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 10, 2018**. 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 2017 Annual Meeting Minutes
5. Board of Directors Report
6. Election of 2019 Board Member
7. Election Results
8. Other Business
9. Visitor Comments
10. Adjourn

PINE RIDGE PROPERTY OWNERS ASSOCIATION  
MINUTES FROM ANNUAL MEETING  
DECEMBER 11, 2017

The annual meeting of the Pine Ridge POA was held on December 11, 2017 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 Judith Blanchard, Sybil Nienke, 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, Joe Otterbine.

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

Joe Otterbine introduced himself to the membership followed by introductions from the other board members.

The minutes of 2016 Annual Meeting were approved as written.

Joe Otterbine presented to the membership the items that were done in the community during 2017 in which Town of Bluffton's Storm Water Management Project in Pine Ridge was completed. Also discussed that streets were to be resealed to remove painted lines.

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

The 2018 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. Two additional names were added to the ballot by write in. Ballots were turned in.

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. Sybil Nienke and Betty Black were elected to the 2018 Board. They join Judith Blanchard, Joe Otterbine and Hector Avila for the 2018 Pine Ridge Board of Directors.

The meeting was adjourned at 9:00 pm.

Respectfully Submitted,

Hector Avila  
Secretary

**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 21 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.

PINE RIDGE POA  
2019 BUDGET

		2018	2019
	10/31/2018	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	\$12,171.63	\$7,500.00	\$10,000.00
Fines	\$6,100.00	\$1,000.00	\$1,000.00
Late Fees	\$11,043.37	\$3,700.00	\$3,700.00
ACC Submittal Income	\$480.00	\$300.00	\$300.00
Bad Debt Recovered	\$20,065.57	\$0.00	\$0.00
Hargray Royalty Fees	\$2,441.94	\$1,000.00	\$1,500.00
Interest Income	\$894.20	\$0.00	\$0.00
Legal Fee Income	\$1,531.71	\$0.00	\$0.00
<b>TOTAL INCOME</b>	<b>\$222,668.42</b>	<b>\$181,440.00</b>	<b>\$184,440.00</b>
<b>EXPENSE</b>			
<b>Operations</b>			
<b>Common Area Maintenance</b>			
Landscaping Contract	\$19,195.80	\$27,420.00	\$27,420.00
Landscaping Additional	\$13,170.49	\$15,080.00	\$15,080.00
Landscape Repairs/Maint/Supplies (includes sign	\$5,551.89	\$10,000.00	\$8,500.00
Lagoon Maintenance	\$4,720.80	\$6,000.00	\$6,000.00
Lagoon Maintenance-Other	\$916.05	\$0.00	\$1,200.00
<b>Administrative Expenses</b>			
Management	\$16,050.00	\$19,260.00	\$19,860.00
Office Supplies	\$3,587.34	\$3,500.00	\$3,500.00
Postage	\$2,217.91	\$2,000.00	\$2,000.00
Bad Debt Expense	\$2,839.47	\$15,000.00	\$15,000.00
Assessment Discount	\$2,960.00	\$4,000.00	\$4,000.00
<b>Other Administrative</b>			
Tax Return Prep	\$220.00	\$250.00	\$300.00
Legal	\$3,240.03	\$1,200.00	\$1,200.00
Taxes-Real Estate-Common Areas	\$0.00	\$1,500.00	\$1,500.00
Buckwalter POA Fee	\$0.00	\$725.00	\$725.00
Insurance	\$6,490.00	\$8,000.00	\$8,000.00
Administrative Misc	\$0.00	\$500.00	\$500.00
Website	\$298.87	\$500.00	\$500.00
Social Committee	\$250.00	\$1,000.00	\$1,000.00
ACC Committee			\$300.00
Security Committee	\$0.00	\$0.00	\$500.00
<b>Utilities</b>			
Electricity	\$803.15	\$1,000.00	\$1,200.00
Street Lights	\$26,467.65	\$30,000.00	\$32,000.00
Water-Irrigation	\$4,495.92	\$5,755.00	\$5,500.00
<b>TOTAL EXPENSE</b>	<b>\$ 113,475.37</b>	<b>\$152,690.00</b>	<b>\$ 155,785.00</b>
<b>Reserves</b>			
Road Reserve	\$13,591.72	\$16,310.00	\$16,310.00
Emergency Reserve	\$0.00	\$12,440.00	\$12,345.00
<b>Total Expense + Reserves</b>	<b>\$127,067.09</b>		
<b>NET INCOME</b>	<b>\$95,601.33</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet

As of 10/31/2018, 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	117,465.48
Pine Ridge POA - 01-Operating-SSB - Pending EFTs	579.71
Pine Ridge POA-02-Ameris Money Market	75,396.02
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-	25,761.76
Pine Ridge POA-06-Road Reserve-SSB MM	35,749.21
Pine Ridge POA-07-Road Reserve-CD-CBC-12/31/19	68,191.24
Pine Ridge POA-08-Road Reserve-CBC-CD-5/29/20	50,715.69
Pine Ridge POA-09-Road Reserve-CD-CBC-6/30/20	10,377.16
Pine Ridge POA-10-EM Reserve-MM-Ameris	19,053.65
Pine Ridge POA-11-EM Reserve-CD-CBC 6/30/20	19,273.65
Pine Ridge POA-12-EM Reserve-CD-CBC-1/11/20	36,758.59
Receivables	55,483.64
Receivables Allowance for Doubtful Accts	(30,722.14)

**Total Current Asset** **\$593,273.77**

**Total Assets** **\$593,273.77**

### Liabilities

#### 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	3,076.27
Prepaid Assessments	1,263.95
Reserve Fund - Emergency Reserve Fund	75,052.53
Reserve Fund - Road Reserve Fund	165,049.72

**Total Current Liability** **\$276,572.61**

**Total Liabilities** **\$276,572.61**

### Equity

Retained Earnings	221,082.33
Net Income	95,618.83

**Total Equity** **\$316,701.16**

**Total Liabilities & Equity** **\$593,273.77**

# Income Statement

1/1/2018 - 10/31/2018, By Year, Accrual basis

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

## Pine Ridge POA

Account	1/1/2018 - 10/31/2018	Total
<b>Income</b>		
ARB Review/Submittal Income	480.00	480.00
Assessments	167,940.00	167,940.00
Bad Debt Collected	20,065.57	20,065.57
Fines	6,100.00	6,100.00
Hargray Royalty Revenue	2,441.94	2,441.94
Interest Income	894.20	894.20
Interest Income (Rsrvs) to Rsrv Fund	(1,739.06)	(1,739.06)
Late Charges	11,043.37	11,043.37
Legal Fee Income	1,531.71	1,531.71
New Owner Fee	12,171.63	12,171.63
Reserve Interest Income	1,739.06	1,739.06
<b>Total Income</b>	<b>\$222,668.42</b>	<b>\$222,668.42</b>
<b>Expense</b>		
Assessment Discount	2,960.00	2,960.00
Bad Debt Expense	2,839.47	2,839.47
Bank Fees	0.00	
Electricity	803.15	803.15
Electricity-Streets	26,467.65	26,467.65
Insurance Expense	6,490.00	6,490.00
Lake/Lagoon/Pond Management Other Maint	916.05	916.05
Lake/Lagoon/Pond Management Routine	4,720.80	4,720.80
Landscape Contract	19,195.80	19,195.80
Landscape Repairs/Maint/Supplies	5,551.89	5,551.89
Landscaping Additional	13,170.49	13,170.49
Legal Expense	3,240.03	3,240.03
Management Fee	16,050.00	16,050.00
Office Supplies/Expense	3,587.34	3,587.34
Postage and Delivery	2,217.91	2,217.91
Reserve Expense	13,591.72	13,591.72
Social Committee	250.00	250.00
Tax Return Prep	220.00	220.00
Water & Sewer	4,495.92	4,495.92

# Income Statement

1/1/2018 - 10/31/2018, By Year, Accrual basis

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

Account	1/1/2018 - 10/31/2018	Total
Website	298.87	298.87
<b>Total Expense</b>	<b>\$127,067.09</b>	<b>\$127,067.09</b>
<b>Net Operating Income</b>	<b>\$95,601.33</b>	<b>\$95,601.33</b>
<b>Net Income</b>	<b>\$95,601.33</b>	<b>\$95,601.33</b>



## ***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**  
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**  
Responsible for publishing a newsletter and/or creating a website.
- ☐ Grounds Committee: **Betty Black & Sybil Nienke**  
Responsible for matters dealing with the common areas.
- ☐ Lagoon Committee: **Betty Black**  
Responsible for matters dealing with the lagoons.
- ☐ Parking Committee: **Betty Black**  
Responsible for matters dealing with parking.
- ☐ Security Committee: **Sybil Nienke**  
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**  
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: \_\_\_\_\_

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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.

# PINE RIDGE PROPERTY OWNERS ASSOCIATION

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

## PROXY

### 2018 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 10, 2018 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 10, 2018 so that it can be recorded. You may mail in your proxy, email to [kathy@bundyinc.com](mailto: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 10, 2018**

**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 is one opening coming up on the board for a two year term of 1/1/2019 – 12/31/2020.

The newly elected director will join returning board members: Sybil Nienke and Betty Black.

**Vote for One (1) Director:**

☐

**Hector Avila**

☐

\_\_\_\_\_ **(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**