

Pine Ridge Property Owners Association

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

November 19, 2020

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

The Pine Ridge Property Owners' Association annual meeting will be held on December 14, 2020 virtually via the internet in an effort to comply with State and Federal guidelines regarding safety related to COVID-19. One Board of Directors position is currently up for election. Hector Avila is running for reelection. The candidate's resume is included in this package.

We will be holding our Pine Ridge POA Annual Meeting virtually via the internet on December 14, 2020 at 6:30 PM. The meeting will be professionally monitored. Because of these unique circumstances, we ask that you complete your voting for the Director position prior to the meeting using the vote proxy form in this package. If you do not complete and submit your proxy vote form, we may have to hold additional annual meetings until such time as a quorum is represented by proxy. Please complete and submit your proxy vote form ASAP. Proxies must be received prior to the annual meeting to establish the quorum.

There are no other matters requiring a vote of the membership. If you have a topic you wish to have addressed at the meeting, you may email kathy@bundyinc.com or fax to 843-521-0743 or mail your question to PO Box 1225, Beaufort, SC 29901 and your item will be considered for the agenda. As usual we ask that only issues concerning the entire community be addressed at the meeting. Personal matters should be addressed outside the meeting. Monthly Board meetings are open to all members.

Enclosed, please find the following:

1. Notice of Annual Membership Meeting-December 14, 2020 and Agenda
2. 2019 Annual Meeting Minutes
3. Board of Director Election candidate bio
4. Balance Sheet and Income Statement as of 10/31/20
5. 2021 Budget
6. Meeting Proxy with Ballot on reverse to vote for Director
7. Self-addressed stamped envelope for returning your Proxy/Ballot and Volunteer Sheet.
8. Resident Update Form to be returned if any information has changed or needs to be updated.
9. Volunteer Sheet
10. Zoom Meeting Information Sheet-The link will be emailed to all owners the week of the meeting.

We cannot stress enough the importance of completing the enclosed Proxy. **PLEASE complete and sign the enclosed Proxy, and return it to Bundy Management in the postage paid, pre-addressed envelope provided.** A quorum **must** be established via proxies prior to the meeting. Your Proxy must be received prior to the annual meeting. Proxies must be returned to management in the enclosed envelope or by email to kathy@bundyinc.com or by fax to 843-521-0743.

To conduct business at this meeting there must be a quorum of 20% or 62 of the total of 311 homesites represented. If there is not a quorum, another meeting will have to be scheduled and that will incur additional costs to the association. Please complete the enclosed **Proxy** and **mail it** in the provided envelope **today.** **It is very important that Bundy Management has your correct email address since this year the annual meeting will be held virtually via the internet.**

Should you have any questions, please feel free to contact any 2020 Board of Director:

Betty Black	President	38 Wiregrass Way	bettyb518.bb@gmail.com
Tom McEwin	Secretary	4 Stonefield Ln	tom.mcewin@gmail.com
Hector Avila	Treasurer	3 Hemlock Ct	havila@hargray.com

PINE RIDGE PROPERTY OWNERS ASSOCIATION

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

Notice of Annual Meeting December 14, 2020 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 Monday, December 14, 2020 virtually via the internet in an effort to comply with State and Federal guidelines regarding safety related to COVID-19.

Please make sure Bundy Management has your correct email address since this year the annual meeting will be held virtually via the internet.

If you have a topic you wish to have addressed at the meeting, you may email kathy@bundyinc.com or fax to 843-521-0743 or mail your question to PO Box 1225, Beaufort, SC 29901 and your item will be considered for the agenda. As usual we ask that only issues concerning the entire community be addressed at the meeting. Personal matters should be addressed outside the meeting. Monthly Board meetings are open to all members.

It is *extremely important that you return the enclosed proxy* today to insure that a quorum can be established prior to the meeting. (62 properties represent a quorum). Your proxy must be received by Bundy Management prior to the meeting. You must return your proxy via the enclosed envelope, email to kathy@bundyinc.com or fax to 843-521-0743. If we do not have a quorum, another meeting will have to be scheduled which will cost your association additional money.

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

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 14, 2020.**

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. Approval of the 2019 Annual Meeting Minutes
4. Board of Directors Report
5. Election Results of 2021 Board Member via mail-in proxy/ballot
6. Other Business
7. Visitor Comments
8. Adjourn

Pine Ridge POA – Annual Meeting Minutes – December 9, 2019

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

President Betty announced at 6:31PM that a quorum had not been reached.

Grace Kutz with Hargray, thanked the Board for inviting her, she then proceeded to introduced herself to the members present. Grace discussed Hargray's role in the industry and in Pine Ridge.

Next President Betty opened the meeting for owner/members comments. After remarks, questions and answers the session was closed.

Discussion followed regarding the process when a quorum was not reached at an annual meeting.

At 7:30PM a motion was made and seconded that the meeting be adjourned, the motion carried.

It was announced that another meeting would be taking place at 7:40 PM on December 9th at the Buckwalter Recreation Center.

At 7:40PM, President Betty announced that a quorum as spelled out in section 4.7 of the Bylaws of Pine Ridge Property Owners Association had been reached, the meeting was called to order.

A motion to accept the 2018 Annual Meeting Minutes was made by Bob Keenan and David Bryan seconded, the motion carried.

President Betty, Treasurer Hector and Secretary Tom gave reports on 2019 action taken by the Board.

President Betty called for nominations from the floor, after hearing none a motion to accept the proposed slate by acclamation was made and seconded, the motion passed.

Discussion regarding expenses, open land and other issues affecting the community followed.

Projects done during the year:

1. The burnt house on Bristlestone has a new owner and a house is being built.
2. Contract was signed to have the streets swept.
3. Entrance to McCracken to have lines painted.
4. Engineers looked at the streets and gave a report.

Bob Keenan made a motion to adjourn the meeting and Ed McDonald seconded, the motion passed.

President Betty adjourned the meeting at 7:52PM

Respectfully Submitted,
Robert Bundy

Hector Avila

3 Hemlock Court
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.

Balance Sheet

As of 10/31/2020, Accrual Basis

Prepared By: Bundy Appraisal &
Management, Inc.
PO Box 1225
Beaufort, SC 29901
(843) 524-2207
www.bundyinc.com
PO Box 1225
Beaufort, SC 29901

Pine Ridge POA

Assets

Current Asset

Pine Ridge POA - 01-Operating-SSB	110,352.94
Pine Ridge POA - 01-Operating-SSB - Pending EFTs	410.00
Pine Ridge POA-02-Ameris Money Market	76,020.35
Pine Ridge POA-03-CD-FFB-Hargray-6/10/21	35,580.12
Pine Ridge POA-04-CD-Ameris-11/16/2020	77,132.60
Pine Ridge POA-05-CD-FFB-9/30/21	26,540.79
Pine Ridge POA-06-Checking-Regions	5,000.00
Pine Ridge POA-10-Road Reserve-SSB MM	41,637.49
Pine Ridge POA-11-Road Reserve-CD-FFB-12/31/22	70,563.10
Pine Ridge POA-12-Road Reserve-FFB-CD-6/3/21	52,481.44
Pine Ridge POA-13-Road Reserve-CD-FFB-6/30/21	10,798.19
Pine Ridge POA-20-EM Reserve-MM-Ameris	31,904.10
Pine Ridge POA-21-EM Reserve-CD-FFB 6/30/21	20,055.63
Pine Ridge POA-22-EM Reserve CD-Regions 3/15/21	38,329.96
Pine Ridge POA-23-EM Reserve-CD-SSB-2/3/21	12,345.00
Pine Ridge POA-30-ImproveReserve-AmerisMM	29,213.80
Pine Ridge POA-31-ImproveReserve-RegionsMM	42,937.67
Receivables	29,255.77
Receivables Allowance for Doubtful Accts	(15,727.15)
Total Current Asset	\$694,831.80

Total Assets	\$694,831.80
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Liabilities

Current Liability

A/P- Website	700.00
A/P-Other Maintenance	10,139.24
A/P-Social Committee	1,000.00
Accounts Payable	125.00
Prepaid Assessments	3,566.88
Reserve Fund - Emergency Reserve Fund	102,634.69
Reserve Fund - Road Reserve Fund	175,480.22
Reserve Fund-Community Improvements	72,151.47
Total Current Liability	\$365,797.50
Total Liabilities	\$365,797.50

Balance Sheet

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Equity

Retained Earnings	258,708.82
Net Income	70,325.48

Total Equity	\$329,034.30
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Total Liabilities & Equity	\$694,831.80
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Income Statement

1/1/2020 - 10/31/2020, By Year, Accrual basis

Prepared By: Bundy Appraisal &
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PO Box 1225
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Pine Ridge POA

Account	1/1/2020 - 10/31/2020	Total
Income		
ARB Review/Submittal Income	360.00	360.00
Assessments	167,940.00	167,940.00
Bad Debt Collected	7,702.84	7,702.84
Fines	4,100.00	4,100.00
Hargray Royalty Revenue	2,887.06	2,887.06
Interest Income	3,617.84	3,617.84
Late Charges	2,282.65	2,282.65
Legal Fee Income	812.90	812.90
New Owner Fee	12,692.00	12,692.00
Reserve Interest Income	5,032.99	5,032.99
Reserve Interest Income to Reserve Fund	(5,032.99)	(5,032.99)
Total Income	\$202,395.29	\$202,395.29
Expense		
Administrative Expenses	175.00	175.00
Assessment Discount	3,950.00	3,950.00
Communication Expense	626.46	626.46
Electricity	650.14	650.14
Electricity-Street Lights	23,483.24	23,483.24
Insurance Expense	6,850.00	6,850.00
Lake/Lagoon/Pond Management Other Maint	3,402.50	3,402.50
Lake/Lagoon/Pond Management Routine	4,248.72	4,248.72
Landscaping / Grounds		
Landscape Contract	24,593.75	24,593.75
Landscape Repairs/Maint/Supplies	18,877.61	18,877.61
Water-Irrigation	8,849.70	8,849.70
Total for Landscaping / Grounds	\$52,321.06	\$52,321.06
Legal Expense	1,937.84	1,937.84
Management Fee	16,550.00	16,550.00
Office Supplies, Copies	2,581.06	2,581.06
Postage and Delivery	1,479.59	1,479.59

Income Statement

1/1/2020 - 10/31/2020, By Year, Accrual basis

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Account	1/1/2020 - 10/31/2020	Total
Reserve Expense	13,591.70	13,591.70
Tax Return Prep	220.00	220.00
Total Expense	\$132,067.31	\$132,067.31
Net Operating Income	\$70,327.98	\$70,327.98
Non-operating Expense		
Pine Ridge Entrance Enhancement Project	20,290.90	20,290.90
Pine Ridge Road Repairs	24,021.00	24,021.00
Pine Ridge Street Sign Project	29,033.79	29,033.79
Pine Ridge-Transfer to Reserve Fund	(53,054.79)	(53,054.79)
Pine Ridge-Use A/P Funds set aside from Prior Yrs	(20,290.90)	(20,290.90)
Total Non-operating Expense	\$0.00	\$0.00
Net Non-operating Income	\$0.00	\$0.00
Net Income	\$70,327.98	\$70,327.98

PINE RIDGE POA
BUDGET

		2020	2021
	10/31/2020	Budget	Budget
INCOME		\$540 (\$135/Qtr)	\$540 (\$135/Qtr)
Assessments- 311 homes	\$167,940.00	\$167,940.00	\$167,940.00
New Buyer Assessment	\$12,692.00	\$10,000.00	\$10,000.00
Fines	\$4,100.00	\$1,000.00	\$1,000.00
Late Fees	\$2,282.65	\$3,700.00	\$3,700.00
ACC Submittal Income	\$360.00	\$300.00	\$300.00
Bad Debt Recovered	\$7,702.84	\$0.00	\$0.00
Hargray Royalty Fees	\$2,887.06	\$2,500.00	\$2,500.00
Interest Income	\$3,617.84	\$0.00	\$0.00
Legal Fee Income	\$812.90	\$4,000.00	\$2,700.00
TOTAL INCOME	\$202,395.29	\$189,440.00	\$188,140.00
EXPENSE			
Operations			
Common Area Maintenance			
Landscaping Contract	\$24,593.75	\$30,000.00	\$30,000.00
Landscape Repairs/Maint/Supplies (includes sign repairs)	\$18,877.61	\$26,000.00	\$22,000.00
Lagoon Maintenance	\$4,248.72	\$6,000.00	\$6,000.00
Lagoon Maintenance-Other	\$3,402.50	\$1,200.00	\$4,000.00
Administrative Expenses			
Management	\$16,550.00	\$19,860.00	\$20,500.00
Office Supplies	\$2,581.06	\$4,000.00	\$3,560.00
Postage	\$1,479.59	\$2,000.00	\$2,000.00
Bad Debt Expense	\$0.00	\$9,800.00	\$7,000.00
Assessment Discount	\$3,950.00	\$4,000.00	\$4,000.00
Other Administrative			
Tax Return Prep	\$220.00	\$300.00	\$300.00
Legal	\$1,937.84	\$5,200.00	\$4,000.00
Taxes-Real Estate-Common Areas	\$0.00	\$1,500.00	\$1,500.00
Buckwalter POA Fee	\$0.00	\$725.00	\$725.00
Insurance	\$6,850.00	\$7,000.00	\$7,200.00
Administrative Misc	\$175.00	\$500.00	\$500.00
Website	\$0.00	\$500.00	\$500.00
Social Committee	\$0.00	\$1,000.00	\$1,000.00
ACC Committee	\$0.00	\$250.00	\$250.00
Security Committee	\$0.00	\$250.00	\$250.00
Communication	\$626.46	\$500.00	\$1,000.00
Utilities			
Electricity	\$650.14	\$1,200.00	\$1,200.00
Street Lights	\$23,483.24	\$32,000.00	\$32,000.00
Water-Irrigation	\$8,849.70	\$7,000.00	\$10,000.00
TOTAL EXPENSE	\$ 118,475.61	\$ 160,785.00	\$ 159,485.00
Reserves			
Road Reserve	\$13,591.70	\$16,310.00	\$16,310.00
Emergency Reserve	\$0.00	\$6,345.00	\$6,345.00
Community Improvement Reserve		\$6,000.00	\$6,000.00
Total Expense + Reserves	\$132,067.31	\$189,440.00	\$188,140.00
NET INCOME	\$70,327.98	\$0.00	\$0.00
		\$0.00	\$0.00

Pine Ridge POA - Owner Information Form

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 filled out and submitted online through our www.PineRidgePOA.com website.

Questions: (843) 524-2207

Email: PineRidgePOA@gmail.com

Fax: (843) 521-0743

Pine Ridge Volunteer Opportunities - 2021

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: _____

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.

PINE RIDGE PROPERTY OWNERS ASSOCIATION

PO Box 1225, Beaufort, SC 29901
843-524-2207 x 229 (o) 843-521-0743 (f)

Zoom Meeting Information
Professional Monitoring by Shawn Hill
Pine Ridge POA Annual Meeting
December 14, 2020
Meeting Start 6:30 PM

Dear Pine Ridge POA Member,

You are invited to a Zoom webinar.

When: Dec 14, 2020 06:30 PM Eastern Time (US and Canada)

Topic: Pine Ridge POA

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89651272915?pwd=aUgxM0VnRDhmb3dHa0RVbk0yMHJ0QT09>
Passcode: 530494

Or iPhone one-tap :

US: +19294362866,,89651272915#,,,,,0#,,530494# or
+13017158592,,89651272915#,,,,,0#,,530494#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 436 2866 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1
253 215 8782 or +1 346 248 7799

Webinar ID: 896 5127 2915

Passcode: 530494

International numbers available: <https://us02web.zoom.us/j/89651272915?pwd=aUgxM0VnRDhmb3dHa0RVbk0yMHJ0QT09>

Shawn Hill

Proprietor

SK Signs, Designs & Marketing



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