

**PIPER DUNES NORTH CONDOMINIUM ASSOCIATION, INC.
ANNUAL MEMBERSHIP/ BOARD OF DIRECTORS MEETING
November 2, 2016**

An Annual Membership/Board of Directors Meeting of the Piper Dunes North Condominium Association, Inc., (PDN) was held this date in the Amelia Island Management Conference Room, 5440 First Coast Highway, Amelia Island, FL 32034.

BOARD MEMBERS PRESENT

John C. Madden, President
Bill Smiley, Vice President
Martin Scholtens, Secretary/Treasurer
Joel Deroy, Director
Matthew Moore, Director

AMELIA ISLAND MANAGEMENT

Steve Mehas, Community Association Mgr.
Shirlene Reeves, Financial Director
Jane Kalem, Executive Assistant
Nick Lambiase, Jr., Director

OWNERS PRESENT/SIGNED IN

Ann Burns	Michael Deroy	Raylene Scholtens	Don Shaw
Sandra Smiley	Joe Turk	Bob Hughes	Margo Shaw
Crawford Ward	Barbara Ward	Cynthia Madden	Lynn Deroy

DETERMINATION OF QUORUM AND CONFIRMATION OF MEETING NOTICE

Notice of the meeting was mailed/mailed to the membership on October 7, 2016 and posted on property, which is in accordance with the Documents of the Association. There were (20) owners represented by proxy or present in person, which represented a quorum.

CALL TO ORDER

President John Madden called the meeting to order at 9:01a.m., welcomed everyone to the meeting and introduced Nick Lambiase, the new Director of Amelia Island Management.

APPROVAL OF MINUTES

Bob Hughes moved to approve the November 4, 2015 Annual Membership Meeting Minutes, as written. Don Shaw seconded, and the motion carried unanimously.

Marty Scholtens moved to approve the April 13, 2016 Board of Directors Meeting Minutes, as written. Matt Moore seconded, and the motion carried unanimously.

AMELIA ISLAND MANAGEMENT REPORT

Review of Financial Statement

Marty Scholtens reviewed the September 30, 2016 Financial Report and the following items were discussed:

- All maintenance expenses together were \$97,000, which is about \$3,000 over budget
- All utilities (garbage, water, sewer, electricity) were about \$24,000, which is about \$1,000 over budget
- Insurance was \$58,000, about \$100 under budget
- Miscellaneous was right on budget
- Total expenses are \$181,212, which is virtually right on budget, except for the amount of the pavers which have not been paid as yet.
- Therefore, the Association has had a good year to date.

Regarding the 2017 budget, the budget calls for an increase of \$9,700 for operating expenses. Rather than call for an increase in monthly dues to cover the increased cost, the Board will reduce the budgeted contribution to the Operating Fund by the same amount. Due to Hurricane Matthew, a \$4,400 increase will be budgeted for insurance.

Shirlene Reeves thanked the owners for paying the assessments on time.

Discussion ensued regarding the impact of Hurricane Matthew to the insurance costs and that there should not be an increase in the insurance for next year based upon the recent storm event.

Discussion and Vote on the Capital Reserve

President Madden stated the Association typically partially funds the Capital Reserves to build up funds for future projects. Discussion ensued.

Bob Hughes moved to waive full funding the 2017 Capital Reserve using the “Pooled Method” for the next calendar year as reflected in the proposed 2017 budget. Joe Turk seconded the motion. Of members present or represented by limited proxy, there were 19 “yes” votes, 0 “no” votes and 1 “unknown” vote. The motion passed.

Bob Hughes moved to continue to partially fund the 2017 Capital Reserve using the “Pooled Method” for the next calendar year as reflected in the proposed 2017 budget; Joe Turk seconded and the motion passed unanimously. Of members present or represented by limited proxy, there were 19 “yes” votes, 0 “no” votes and 1 “unknown” vote. The motion passed.

Treasurer’s Report, Review and Approval of the 2017 Budget

Marty Scholtens reviewed the 2017 proposed budget, which is similar to the 2016 budget.

Marty Scholtens moved to approve the proposed 2017 Annual Budget; Joel Derooy seconded and the motion carried unanimously.

Discussion ensued regarding transferring \$100,000 from the Operating fund to the Capital Reserves.

Matthew Moore moved to transfer \$100,000 from the Operating Fund to the Capital Reserves; Joel Derooy seconded and the motion carried unanimously.

Discussion ensued regarding the need for an updated Capital Reserve Study. CSI may be the best company to perform this study since they will be doing an annual inspection of our facilities. Steve Mehas will get proposals from several companies

Steve Mehas reported due to Hurricane Matthew, there were 3 units with reported water intrusion, but otherwise PDN did not encounter much damage compared to other Associations on the Plantation. There were 90 roof tiles that were broken and have been replaced. The Board discussed the roof leaks that were addressed in July, 2016, but not repaired as yet.

The Board discussed the importance of a post-storm inspection of each unit. This is an owner responsibility to perform or arrange for an inspection in a timely manner to avoid further damages if water intrusion was an issue. The Board will draft a formal policy/procedure for post-storm inspections.

Discussion ensued regarding the shutter repair work that requires having a lift and the need for periodic shutter maintenance. A cover letter from the Board, along with a price list from By Design Group will be

sent to the owners to offer the opportunity to sign up for shutter maintenance and to participate in sharing the cost of a lift as necessary. There was further discussion regarding window washing.

PROPERTY REPORT, Steve Mehas

Steve Mehas reviewed the Community Association Manager's Report (full report attached). Categories tracked and reported are listed below.

Projects and service responses completed year to date

Storm Related issues – Named Storm, Hurricane Matthew

- October 4th - Notice to all owners to secure units with storm shutters if available, remove all balcony furniture to the interior of the condo
- Paver project suspended until the following Tuesday
- Pool furniture secured, pump system turned off
- Reserved parking signs stored in electrical room
- Hurricane Matthew arrived on Friday October 7th as a category 2 storm
- Water intrusion reported by owners;
 1. 1518 master bedroom window
 2. 1507 N guestroom slider, NW guestroom swing door
 3. 1510 N guestroom slider, NW guestroom swing door
 4. 1511 E living room window shattered by shutter impact (\$660.88) insurable event below deductible
- Minor landscape damage to shrubs and Palms (recently trimmed)
- Island wide power outage related to storm, Friday 9 pm – Saturday; varied power restoration between 3 pm & 10 pm at different locations on the island and Plantation
- Pool Restroom GFI outlet supplying water fountain shorted due to horizontal rain, causing power outage to center garage units
- Elevator #3 required reset once power restored
- Pool area restored; furniture, pool and deck cleaned
- Reset all exterior light timers for garages and sidewalks

Projects – potential or in progress

- Replace or repair parking lot asphalt 2017: Reclaim (remove), re-grade, install 1.5" asphalt, stripe @ \$48,950.00 / Mill along concrete gutters and garages, treat old with bonding agent, install 1-1 1/2" average asphalt (no drainage guarantee @ \$26,600.00 (both bids dated October 2015, will creep up)
- Replace the lobby security cameras with updated version of same manufacturer: \$599.00 each / manufacturer out of business, seeking alternative system
- Rules & Regulations updated and possibly adding a Construction Approval form for advance review by Board prior to commencement / draft rules discussion @ membership meeting
- Upgrades elevator cab emergency lighting (brighter) – No definitive solution at this time, Beachside Villas testing one option to be installed in November
- Replace all HVAC roof disconnect boxes with new plastic: Peacock \$66.66 for 18 units @ \$1,200.00
- High Lift usage for shutter maintenance; Association sponsorship bi-annually or owner expense? Daily rental \$1,500.00, weekly \$3,500.00, monthly \$8,000, plus fuel
- Electrical inspection of meter panels @ ground floor panel bank for both buildings; Peacock Electric and FPU coordinated event, full day without power per building – delayed by hurricane recovery per FPU
- Dryer vent cleanout for all units; \$135.00 per unit or \$3,780.00 if all units participate, slightly higher individually, available in first quarter 2017

OLD BUSINESS

Review of Proposed PDN Website

Joel Deroy gave a presentation of the proposed Piper Dunes website. Discussion ensued regarding other items to be added to the website such as owner information opt in/out list.

NEW BUSINESS

Possible Elevator Contract Using a Consultant

Discussion ensued regarding the current contract, the advantages to using a consultant to aid the Board in contract renegotiations and realizing savings, the technologies for the current elevators. Elevator upgrades to bring the elevator to ground floor in the event of a power outage will be explored.

Improved elevator emergency lighting will be looked into.

Mrs. Burns asked about the portico skylights and offered to replace them at no expense to the Association. Steve Mehas will meet with the roofing contractor to verify the mounting type and dimensions which will be forwarded to the Burns.

An Owner requested that going forward, any contractor that is hired to do work for the Association, be required to have a foreman on sight during the work.

INSTALLATION OF DIRECTORS

Because there were three (3) positions to be filled on the Board and three (3) notices to serve were received from John C. Madden, Martin Scholtens and William Smiley, they were installed on the Board for two-year terms.

ADJOURNMENT

There being no further membership business, the meeting was adjourned at 11:05a.m.

BOARD OF DIRECTORS MEETING

CALL TO ORDER

The Board of Directors Meeting was called to order at 11:12a.m. There were five (5) Board members present, which represented a quorum.

ELECTION OF OFFICERS

Marty Scholtens nominated John Madden as the President for the 2017 term; Bill Smiley seconded and the motion passed unanimously.

Marty Scholtens nominated Bill Smiley as Vice-President; Matt Moore seconded and the motion unanimously passed.

Joel Deroy nominated Marty Scholtens as the Treasurer; Bill Smiley seconded and the motion passed unanimously.

Marty Scholtens nominated Matt Moore as the Secretary; Bill Smiley seconded and the motion passed unanimously.

The slate and terms for the 2017 Board of Directors is as follows:

President	John C. Madden	2018
Vice President	Bill Smiley	2018
Treasurer	Martin Scholtens	2018
Secretary	Matthew Moore	2017
Director	Joel Deroy	2017

OTHER

The Board discussed replacing the glass sliding doors with different doors, beach clean up done by the County, approval of invoices and oversight of the electrical room.

DETERMINATION OF ANNUAL/BOARD MEETING DATES FOR 2017

The 2017 Annual Membership Meeting was scheduled for Wednesday, November 1, 2017, at 9:00a.m., in the Amelia Island Management Conference Room.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:20a.m.

Respectfully submitted,

John C. Madden

John C. Madden
President
JM/jk

Attachments: Community Association Manager's Report
2017 Annual Budget