

**PIPER DUNES NORTH CONDOMINIUM ASSOCIATION, INC.
ANNUAL MEMBERSHIP/ BOARD OF DIRECTORS MEETING
November 9, 2017**

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, Treasurer
Joel Deroy, Secretary
Matthew Moore, Director (*via phone*)

AMELIA ISLAND MANAGEMENT

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

OWNERS PRESENT/SIGNED IN

Ann Burns	Michael Deroy	Raylene Scholtens	Don Shaw	Rudy Carlson
Bob Hughes	Crawford Ward	Cynthia Madden	Lynn Deroy	

GUESTS

Jason Hambrecht, CSI

DETERMINATION OF QUORUM AND CONFIRMATION OF MEETING NOTICE

Notice of the meeting was mailed/mailed to the membership on October 26, 2017 and posted on property, which is in accordance with the Documents of the Association. There were (18) owners represented by proxy or present in person, which represented a quorum.

CALL TO ORDER

President John Madden called the meeting to order at 11:28a.m., stated that Steve Mehas had retired and introduced Chris Turner, the new account manager, then introduced Nick Lambiase, the Director of Amelia Island Management, introduced each of the Board members and Jason Hambrecht from CSI, then welcomed everyone to the meeting.

APPROVAL OF MINUTES

Bob Hughes moved to approve the November 2, 2016 Annual Membership Meeting Minutes, as written. Cynthia Madden seconded, and the motion carried unanimously.

Bill Smiley moved to approve the March 16, 2017 and April 18, 2017 Board of Directors Meeting Minutes, as written. Marty Scholtens seconded, and the motion carried unanimously.

AMELIA ISLAND MANAGEMENT REPORT

Review of Financial Statement

Shirlene Reeves reported on the financials as of September 30, 2017:

- \$526,286 in assets and equity
- running about \$7,762 to the good
- overages are in building maintenance, consultant fees, pool area and storm damage
- only 1 owner not paid last month

Marty Scholtens reviewed the Financial Report and the following items were discussed:

- Spent about \$373,000 last year
- About \$24,000 more than planned
- Continue to contribute the Reserves
- On target to finish out the year very well.

President Madden added that as of September 30, 2017, there was \$214,000 in the Capital Reserves and an additional \$136,000 in the Board operating fund and is projected to finish out the year net \$20,000 to operating funds, as well as funding the Reserves at \$127,000.

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.

Bill Smiley moved to waive full funding the 2018 Capital Reserve using the “Pooled Method” for the next calendar year as reflected in the proposed 2018 budget. Marty Scholtens seconded the motion. Of members present or represented by limited proxy, there were 12 “yes” votes, 3 “no” votes and 0 “unknown” votes. The motion passed.

Bill Smiley moved to continue to partially fund the 2018 Capital Reserve using the “Pooled Method” for the next calendar year as reflected in the proposed 2018 budget; Marty Scholtens seconded and the motion passed unanimously. Of members present or represented by limited proxy, there were 11 “yes” votes, 4 “no” votes and 0 “unknown” votes. The motion passed.

Review and Approval of the 2018 Budget

Marty Scholtens reviewed the 2018 proposed budget, which is similar to the 2017 budget with the dues remaining at \$1,200 per month per unit owner with no increase. It is anticipated that the expenses will remain at the elevated level as in 2017, may go up to \$275,000, which allows for \$107,000 in Reserves and \$20,000 into the operating budget.

Marty Scholtens moved to approve the proposed 2018 Annual Budget as proposed; Joel Deroy seconded and the motion carried unanimously.

PROPERTY REPORT, Chris Turner

Chris Turner reviewed the Community Association Manager’s Report (full report attached). The report below reflects most of the 2017 activity and the more notable items addressed by Amelia Island Management since the last Board Meeting on April 18th 2017.

Building Maintenance:

- #3 lobby a/c, replaced blown fuse and float switch.
- 36 engraved PVC signs for condenser address ID on roofs
- Rewired switch for fan & door opener @ trash room #4
- Sand and paint; 26' pool fence section, trash chutes, trash room vents, clean 14 trash doors, trash room door tracks
- Remediate rust, apply blocker, paint detached garage doors
- Time & material for EIFS repairs via balconies on #3 & #4
- Lift work on EIFS repairs not reachable via balconies
- Quarterly window cleaning service for upper lobby exteriors
- Semi-annual trash chute door maintenance completed.
- Replaced door sweep north door, main entrance.

- Replaced waterproof cover for electrical outlet at entrance of building #3.
- Trash room exhaust fan replaced.

Elevators:

- Emergency lighting was installed into both elevators.
- Elevators were reset after Hurricane Irma.

Consulting:

- Liaison with stucco and EIFS repair for contractors at .5 hrs
- Monitor & unit access; EIFS & concrete repair at 27.75 hrs
- Review sliding door submittals at .75 hrs
- Concrete & EIFS repairs on exterior both buildings at 2.75 hrs
- Coordinate and monitor window install at 1516, 7.0 hrs
- Window coordination at 1516 1.25 hrs (billed incorrectly first)
- Inspection & over site window/door install for 1516 at 5.0 hrs
- 1516 window/door install
- Project management 1516 patio recoating.
- Microbial growth investigation in unit 1515.
- Water intrusion investigations and post hurricane damage assessments of property and interior unit inspections as well as project management for repairs crews.

Pool Area:

- Annual pool operating permit renewal on May 1, 2017.
- Replaced support wall for transformers @ \$195.00 & replaced broken pool light timer @ \$295.00.
- Replaced recirculation pump.
- Replaced broken hinge on gate.
- Replaced exit button box on post due to not working.

Light Maintenance:

- Removed ballast, wired sockets to 110V, and added 4' LED bulb to fixture @ 1 north stair building #4.
- Replaced emergency fixture #3 and #4 buildings.
- Replaced #4 south stairwell / north stairwell LED bulbs.
- Replaced 1 emergency light 7th floor #4 stairwell.
- Replaced 2 ballast and bulbs in building #4.
- Replaced numerous exterior bulbs by Martex.

Pest Control:

- Monthly treatment for pests.
- Trimester exterior and threshold treatment completed.
- Treated for carpenter ants at the entrances.
- Treated for ants on the pool deck.

Landscape maintenance, other than monthly contract:

- Replaced 12" head and nozzle on parking island #4
- Replacement of irrigation controller (\$1,192.63), system & cost split with PD south.
- Repairs; riser, pop-up head & nozzle @ garage 1503.

- Zone 4, replaced 1 broken 4 in head and nozzle.

Fire Safety System:

- Replaced pull station in building 4 7th floor after it failed.

Projects for consideration or in process:

- Roof work continues for post Hurricane Irma. The main tile is in place. Some smaller grouting/ sealing and some of the end under tile pieces need to be completed. Currently on order.
- Asphaltting of parking lot and replacing curbing as necessary.
- Time and material work on EIFS to repairs spots at both entrances on the columns, both buildings garbage rooms, three cracks in the EIFS wall at the pool, and large crack in EIFS on east side of center garage near building #4 and small spall on #4 north side near gutter.
- Repair bird stops on the portico of building #3 north side.
- Prep and paint both buildings entrance handrails.

Discussion ensued regarding the skylights which were donated by Larry and Ann Burns. The installation was delayed due to the hurricane. The roofs are to be replaced and then the skylights will be installed. The Board thanked the Burns for their donation.

REPORT ON HURRICANE IRMA'S IMPACT ON BUILDINGS AND PROPERTY

AIM Report – Chris Turner reported the Association did take some damage due to Irma, with 19 units having water intrusion or elevated moisture readings in exterior walls, minimal tile damage on exterior, minimal EFIS damage, 3 decks damage to the deck coating and rail from tiles falling and all due to flying debris, basically no damage to the garages and no damage to the pool. The buildings fared very well compared to other areas on the Plantation and Amelia Island which was due to years of good maintenance by the Boards.

CSI Inspection Report – John Madden explained that the Board requested CSI perform unit by unit inspections following the hurricane.

Jason Hambrecht, CSI, reported that compared to other properties on AIP that Piper Dunes North fared very well with little damage. Discussion ensued regarding water intrusion and water in the units in particular within the walls; window replacement helps to avoid water intrusion, hurricane shutter installation, maintenance.

Follow-Up Repairs and Mitigation Recommendations

Jason Hambrecht explained that now is the time to look at some of the units to determine where and how the water came in during the storm. Jason and Chris will draft a plan. Discussion ensued regarding management not having access to some units. The Board will draft a letter addressing access for management in the event of emergencies or inspections. Absorbent socks and sand bags were recommended being used.

2017 RECENTLY COMPLETED, ONGOING AND FUTURE PROJECTS

Most projects discussed in the CAM report. Discussion ensued regarding repaving the parking lots, getting updated quotes, recommendations and when is the best time. The Board will review proposals. Discussion ensued doing this year or holding off until next year. The Board will plan to do before spring of 2018.

OLD BUSINESS

PDN Website Status

Joel Deroy reported the website will be live within a few weeks and will be very useful for the Association.

Bill Smiley addressed getting a generator for the elevator. Chris Turner will pull recent quotes and will discuss with other AIP associations who are installing generators. Discussion ensued regarding solar options and battery backup for the elevators.

NEW BUSINESS

Joel Deroy reported on replacing the rugs in the lobbies. Samples will be placed in the lobbies for decisions to be made.

Marty Scholtens addressed electric in the garages and the costs to the Association. This item will be addressed at a later time but will look into installing conduit while the parking lot paving is being done.

INSTALLATION OF BOARD

Because there were two (2) positions to be filled on the Board and two (2) notices to serve were received from Joel Deroy and Matthew Moore, they were installed on the Board for two-year terms.

DETERMINATION OF ANNUAL/BOARD MEETING DATES FOR 2018

The 2018 Annual Membership Meeting was scheduled for Wednesday, October 24, 2017 at p.m., in the Amelia Island Management Conference Room.

ADJOURNMENT

There being no further membership business, the meeting was adjourned at 1:00p.m.

BOARD OF DIRECTORS MEETING

CALL TO ORDER

The Board of Directors Meeting was called to order at 1:00p.m. There were five (5) Board members present in person or via telephone, which represented a quorum.

ELECTION OF OFFICERS

Marty Scholtens moved to keep the same slate of officers for the 2018 term; Joel Deroy seconded and the motion passed unanimously.

The slate and terms for the 2018 Board of Directors is as follows:

President	John C. Madden	2018
Vice President	Bill Smiley	2018
Treasurer	Martin Scholtens	2018
Secretary	Joel Deroy	2019
Director	Matthew Moore	2019

OTHER BUSINESS

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:03p.m.

Respectfully submitted,

John C. Madden

John C. Madden

President

JM/jk

Attachments: Community Association Manager's Report
2018 Annual Budget

DRAFT