

PIPER DUNES NORTH CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MARCH 16, 2017

A 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, Florida.

BOARD MEMBERS PRESENT

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

AMELIA ISLAND MANAGEMENT

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

OWNERS PRESENT

Michel & Lyn Deroy
Raylene Scholtens
Don Shaw
Judy Comley
Crawford Ward

GUEST

Jason Hambrecht, CSI

DETERMINATION OF QUORUM AND CONFIRMATION OF MEETING NOTICE

Notice of the meeting was emailed to the Board on March 13, 2017 and posted on property, which is in accordance with the Documents of the Association. There were five (5) Board members present, either in person or via phone, which represented a quorum.

CALL TO ORDER

President Madden called the meeting to order at 9:00a.m.

FINANCIAL REPORT

Shirlene Reeves reported on the financials as of the end of February, 2017 -

- there is \$219,000 in the Operating Fund
- there is \$271,786 in Capital Reserves
- total of \$490,890.92
- for current year, at a positive of \$4,137.54
- as of 3/15/17, only one owner has not paid the monthly dues, with all other owners current.

Marty Scholtens stated that all the monies the Association expected to collect have been collected, all the bills have been paid with \$4K left after 2 months and the financial status is what it was expected to be.

Further discussion ensued regarding the surplus operating monies that have been added to the Capital Reserves for upcoming projects.

OLD BUSINESS

Finalize Window Specs (Color, Vinyl and/or Aluminum)

Discussion ensued regarding the finalization of the window specs project. Jason Hambrecht, CSI, explained the pros/cons and preferences between vinyl and aluminum and maintaining a similar appearance.

The Board discussed staying with the WinDoor specs with color to match what is being replaced. The Board directed CSI to proceed with finalization.

Finalize Shutter Maintenance Process / Cost of High Lift

Discussion ensued regarding should the Association underwriting the costs of a lift in order for shutter maintenance and other projects to be done vs. the cost of the lift being spread across the owners that are signed up with By Design Group. The Board had continued discussion regarding the working of the shutters and the need to check the caulking of the shutter boxes.

Marty Scholtens moved to authorize By Design Group to do the shutter maintenance with any owners that want the shutter maintenance work be done, that the Association cover the cost of the high lift, recommend all owners take advantage of the shutter maintenance project, schedule other maintenance projects to be done while the lift is on site and authorize the Board President to review and approve the letter from By Design Group; Matt Moore seconded and the motion passed unanimously.

The Board agreed that the lift should not be moved overnight and weekends but kept on property during the project in order to shorten the work schedule for minimum disruption. Discussion ensued regarding when the project will start. Steve Mehas will contact BDG as to when he can begin, but it should be done before the end of May.

Dryer Vent Cleaning

Discussion ensued regarding the dryer vent cleaning process. Steve Mehas will contact the vendor as to a start date. The Board further discussed mandating all owners clean the dryer vents. A letter has been drafted to send to the owners regarding the project, encouraging owners to have their dryer vents cleaned as a safety precaution, with a word of caution regarding the age and condition of the original duct work.

Review Capital Reserve Study

Discussion ensued regarding the Capital Reserve Study. Marty Scholtens proposed what it would take to be fully funded (\$474,000 in year 1) -

- The Study presents as a new baseline
- Fully funding vs. increasing assessments
- No projects are urgent
- Parking lots may be done as next project in 2018

The Board will address the Capital Reserves at the time of budget review.

Review Exterior Inspection Report

Jason Hambrecht reported on the inspection report done by Construction Solutions, Inc., which revealed mostly maintenance items. There were a few hairline cracks in the EIFS that will be watched for now and repaired when a lift is on site for other projects.

The Board further reviewed a few specific items in the inspection report regarding work that has already been done and some items that need to be done.

The Board thanked Jason for his information and assistance with PDN projects.

Proposed Revisions to Rules and Regulation

The Board addressed a few changes regarding the ongoing rules and regulations updates. Bill Smiley will draft a policy regarding storm events and inspection procedures to be proposed to the Board at the next meeting. The final draft of proposed revisions to Rules and Regulations will be sent to the owners for their review then a Board meeting will be scheduled with a 14 day required notice for the Board to approve.

Website Rollout

Discussion ensued regarding doing the website rollout at the time that the Rules and Regulations have been finalized so that the information can be added to the website and the owners can be directed to the webmaster. Joel Deroy explained the process for getting owner information into a directory. The Board further discussed items that will be added to the website, including pictures and other information to the webmaster quarterly.

NEW BUSINESS

Garage Door Rust Remediation

Discussion ensued regarding the garage door rust remediation project. Steve Mehas reported the bids have not come in as yet, but this project needs to be done as soon as possible.

Mailbox Maintenance

Discussion ensued regarding post and box responsibility. The Board directed Steve Mehas to have mailboxes repaired or replaced at Association expense.

Elevator Emergency Lighting Upgrade

Steve Mehas reported that the elevator emergency lighting upgrade is available for \$925 per elevator and periodic testing of the hardware will be part of the regular monthly inspection process. The owners will be notified of the upgrades.

Ground Floor Elevator Lobby Carpets

Joel Deroy will research new area carpets for both buildings lobbies and forward the information to the Board for consideration.

Other Business

Steve Mehas reported a new permanently assigned janitorial cleaning person will begin next week.

Marty Scholtens reported the bank had contacted him regarding a line of credit. The Board advised the Association is not interested.

Bill Smiley asked about the walkway lights going to the pool. Steve Mehas reported an electrician is in the process of retrofitting the lights to LEDs, due to warranty expiration and the slow service responses from the previous vendor.

An owner asked about recycling. Steve Mehas reported that recycling is now available for \$20 per month per 50 gallon toter, one per building added to the trash room location. The Board agreed to try the recycling. The owners will be notified of the instructions.

Steve Mehas reported the annual interior fire sprinkler inspection will be done on March 28, 2017. The owners will be notified.

ADJOURNMENT

There being no further business, President Madden called for the meeting to be adjourned.

Bill Smiley moved to adjourn; Matt Moore seconded and the meeting was adjourned at 11:20a.m.

Respectively submitted,

John C. Madden

President

JM/jk

DRAFT