

PIPER DUNES NORTH CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
April 17, 2018

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 Derooy, Secretary
Matthew Moore, Director

AMELIA ISLAND MANAGEMENT

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

OWNERS PRESENT

On file at Amelia Island Management

GUEST

Martin Drury, Darlington

DETERMINATION OF QUORUM AND CONFIRMATION OF MEETING NOTICE

Notice of the meeting was emailed to the Board on April 13, 2018 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 10:00 a.m.

APPROVAL OF MINUTES

Marty Scholtens moved to approve the minutes from the November 9, 2017 Board of Directors meeting; Bill Smiley seconded, and the motion passed unanimously.

FINANCIAL REPORT

Shirlene Reeves reported on the financials through March 31, 2018

- Total cash on hand \$219,000 in the Operating fund and \$363,000 in the Capital Reserve fund for a total of \$583,000
- No accounts receivable
- Total assets and liabilities of \$594,350
- Net income/loss is in the positive at \$4,892.00
- Line items that were over - Building repair/maintenance and miscellaneous

Marty Scholtens reported about \$100,000 was taken in; about \$26,000 went to Reserves, expenses were 74,000 and on budget. Chris Turner is drafting a report on the effects of Hurricane Irma (report included) totaling about \$28,000 for repairing pavers, landscaping and EFIS work which was paid from the Operating funds. Discussion ensued regarding several areas of repairs that were done due to the hurricane. Further discussion ensued regarding no longer funding the paving reserves due to being funded according to the budget.

COMMUNITY ASSOCIATION MANAGER REPORT *(Attached)*

Chris Turner reported the below reflects most of the 2017 and 2018 activity and the more notable items addressed by Amelia Island Management since the last Board Meeting on November 9th, 2017.

Discussion ensued regarding having CSI do an exterior building inspection. Chris Turner will get proposals for this inspection and proposals for inspecting the pool.

OLD BUSINESS

Review of Window and Door Replacement Specification

President Madden reported that the Board has received a request to review the Window and Door Replacement Specifications regarding the need to require mullions that match the original windows. Discussion ensued regarding the pros and cons of eliminating the mullions. Architectural Review Board approval would be required for such a change.

Bill Smiley moved to eliminate the horizontal mullions from the window and door specifications and to submit the new specifications to the ARB; Matt Moore seconded, and the motion passed unanimously.

PDN Website – Finalization of Documentation

Joel Deroy gave a brief review of the website. Discussion ensued regarding the need to have the Webmaster clean up the site and add the most up-to-date items before going live to the owners. Management will report back to the Board when the Webmaster has made the changes and the site is ready.

NEW BUSINESS

Elevator – Modernization Proposal – Stockpiling of spare parts

President Madden explained that the Board has met with the Otis representative to discuss the elevators at PDN, how to avoid down time of the elevator due to parts not being available, stockpiling spare parts on site, cost of having 2 specific parts on hand, life of the existing elevators. The Board discussed getting the best price on the proposed cost for these parts and best location for storing them.

Marty Scholtens moved to purchase the 2 parts to store on site; Matt Moore seconded, and the motion passed unanimously.

Discussion ensued regarding phone service availability in the event of a power outage in the elevator.

Emergency Generator Proposal

President Madden explained the Board is researching installing an emergency generator, where to place it and the costs. Chris Turner will meet with engineers to get specific proposals for this possibility and will report back to the Board.

Mailboxes – Policy regarding maintenance/repair/ replacement of boxes and supporting structures

President Madden explained the past policy and the Board decision to have the Association take on this process of maintaining the mailboxes. Discussion ensued regarding the owner being responsible for the name plate. The Board determined that new owners will continue to be responsible for changing the name plates at the time they purchase their condominium.

Joel Deroy moved that the Piper Dunes North Condominium Association shall be responsible for the maintenance, repair and replacement of unit owner mailboxes, mailbox posts and mailbox supports pertaining to Piper Dunes North Buildings 3 and 4; Bill Smiley seconded, and the motion passed unanimously.

Landscaping and Janitorial Services – Review of Proposals

Martin Drury, Darlington, gave a brief overview of his company, his site inspection of the PDN landscaping needs and explained his proposal.

Martin Drury explained the Janitorial Services proposal. Discussion ensued regarding the schedule and the person assigned to do the work.

Bill Smiley agreed to continue overseeing the landscaping projects and will speak with Martex to express the Board's concerns and to ensure they are fulfilling their contractual agreement. The Board will re-evaluate their service at the end of the year and decide whether to make the change to Darlington.

Mrs. Deroy asked about getting a second recycle bin or another pick up due to the one bin being full most times. The Board decided to have a second pick up scheduled. Chris Turner will make this arrangement.

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 12:30p.m.

Respectively submitted,

John C. Madden

President

JM/jk



Community Association Manager's Report Piper Dunes North Condominium Association Board of Directors Meeting - April 17, 2018 Amelia Island Management Conference Room

Chris Turner – Community Association Manager

The report below reflects most of the 2017 and 2018 activity and the more notable items addressed by Amelia Island Management since the last Board Meeting on November 9th 2017.

Building Maintenance:

- Cleaned out underground down spout drain that was clogged at building #3.
- Repaired leak under pavers at building #4.
- 1st floor upper lobby windows were cleaned by Wind-O-Washers.
- Painted entrance hand rails to both buildings.
- Rug purchases for both ground floor lobbies.
- Patch and paint repairs to the EIFS around ground floor of buildings and garages.
- Installation of lights on ramps
- Re-installed pavers at building #4 from the light project.
- Replaced broken latch, building #3 north stairwell 1st floor
- 1527 EIFS impact damage and roof tile repairs
- Semi annual maintenance on trash chutes completed.
- Replace broken tile on roof of building #3.
- Replaced 1513 common element door that was bad.
- Conducted paver repairs from high lift damage.
- remove old sealant, apply new sealant and paint on EIFS band at 1527
- replaced mailbox post for 1511 that dry rotted
- 1510 and 1512 repair loose mailbox post and paint
- Reset timers for time change.

Elevators:

- Replaced building #3 drive motor after failing over New Years.
- Replaced building #3 drive motor after failing at the end of January.

Consulting:

- Parking lot repairs and paving project commencement
- #3 roof inspection for potential leak issues
- 1517 EIFS repairs oversight
- 1516 deck repair oversight
- 1527 EIFS/roof repairs

- 1523 phone conference in regards to shutters
- EIFS and roof repair monitoring
- ECS pavement core samples
- Completion of #3 re-roof project manual
- 1515 water intrusion investigation
- #3 roof contract process and documents

Pool Area:

- Acid washed and degreased filter elements
- Trouble shoot and fixed pool exit button
- Called in Compac Filtration to trouble shoot noise problem with pump
- Pressure washed pool deck.
- Replaced 2 broken basket skimmers
- Replaced 3 bulbs at pool deck on the knee wall
- Replaced north end pool light bulb and gasket in the pool
- Calloway Heating and Air inspected pool heater for any issues, none found.
- Bathroom stoppage cleared

Light Maintenance:

- Replaced 16 lamps to entrance of building #3.
- Replaced numerous bulbs in building #3.
- Building #3 replaced 1 exit lamp, 1 emergency fixture, 6th south of building #4 south stairwell.
- Repaired LED lights on pathway that was damaged by the high lift.
- Replaced emergency fixture 6th floor of #4 building.
- Yearly emergency light test completed.
- Replaced in building #3 floor 5.5 emergency light
- Replaced in building #4 7 north lobby emergency light.

Pest Control:

- Monthly treatment for pests.

Landscape maintenance, other than monthly contract:

- Zone 1, replaced two rotors
- 16 poinsettias installed for Christmas
- Seasonal flowers installed
- Damaged plantings are in progress of being replaced
- Dead palm tree at building #4 is in progress of being removed

Fire Safety System:

- Annual maintenance on fire extinguishers completed
- Replaced smoke detector in building 4 trash room

Projects for consideration or in process:

- April 23rd and 24th- Asphaltting of parking lot and replacing curbing as necessary.
- Building #3 roof project to be complete in the near future. Waiting on contract to be signed by roofer.

- Repair bird stops on the portico of building #3 north side. Working with NGM Construction on solutions to repair and replace without pulling tile off the roof.

Contract Information:

- Swimtech - Pool maintenance
- Advanced Disposal - Trash removal & Recycle
- Darlington Enterprises - Landscape & Janitorial
- Nader's Pest Raiders – Pest Control & Termite Prevention
- Otis - Elevators
- Milt's of Amelia - HVAC for common areas
- Wayne Automatic Sprinklers - fire sprinkler systems
- MJ Wood Fire Protection - alarm equipment maintenance
- DynaFire - alarm monitoring
- Gator Fire - hand held fire extinguisher inspection & maintenance
- Comcast - elevator emergency phone lines
- AquaCal - pool heater