

**PIPER DUNES NORTH CONDOMINIUM ASSOCIATION, INC.  
ANNUAL MEMBERSHIP/ BOARD OF DIRECTORS MEETING  
OCTOBER 18, 2023**

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

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**BOARD MEMBERS PRESENT**

Joel Derooy, President  
Larry Burns, Vice President  
William Smiley, Vice President  
Crawford Ward, Sec./Treasurer  
Joe Turk, Director

**AMELIA ISLAND MANAGEMENT**

Alison Hulse, CAM  
Jane Kalem, Executive Assistant  
Nick Lambiase, Jr., Director

**GUESTS**

None

**OWNERS PRESENT/SIGNED IN**

*On file at Amelia Island Management.*

**DETERMINATION OF QUORUM AND CONFIRMATION OF MEETING NOTICE**

Notice of the meeting was mailed/emailed to the membership on October 3, 2023, and posted on property, which is in accordance with the Documents of the Association. There were nineteen (19) owners represented by proxy or present in person, which represented a quorum.

**CALL TO ORDER**

President Joel Derooy called the meeting to order at 9:03a.m. and welcomed everyone to the meeting.

**APPROVAL OF MINUTES**

Larry Burns moved to approve the October 19, 2022, Annual Membership Meeting Minutes, as written. Joel Derooy seconded, and the motion passed unanimously.

Larry Burns moved to approve the May 18, 2022, Board of Directors Meeting Minutes, as written. Joel Derooy seconded, and the motion passed unanimously.

**AMELIA ISLAND MANAGEMENT REPORT**

**Review of Financial Statement**

Chris Bartlett reported on the financials as of September 30, 2023:

- Operating cash is approximately \$31,000
- \$450K in Capital Reserves
- \$35K in insurance fund
- Over budget year-to-date due to some landscaping and an unexpected increase in utilities
- Recommended increase in insurance for 2023-24

Discussion ensued regarding what is driving the increases in insurance.

**Discussion and Vote on the Capital Reserve**

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

**Joe Turk moved to continue to provide for less than full pooled Capital Reserve funding as is required by Florida Statute for 2023. Larry Burns seconded the motion. Of members present or represented by limited proxy, there were 19 “yes” votes and 0 “no” votes. The motion passed.**

**Joel Deroy moved to waive the 2023 year-end financial reporting requirement required by Florida Statutes and have a financial report prepared by Amelia Island Management; Crawford Ward seconded the motion. Of members present or represented by limited proxy, there were 18 “yes” votes and 1 “no” vote. The motion passed.**

### **Review and Approval of the 2024 Budget**

President Deroy reviewed the 2024 proposed budget increase to \$1700 per unit in assessments with the difference going into the Capital Reserves. The Board discussed other line items that were changed.

Bill Smiley questioned why the \$90,000 expenditure for the electrical outlets in the garages was not listed as a line item on the budget. Nick responded that the outlets were paid for out of the capital reserve. Discussion ensued about the lack of a line item in the reserve accounts for new electrical outlets in the garage and to add them to the reserve study when the SIRS report is conducted.

**Crawford Ward moved to approve the amended proposed 2024 Annual Budget with an increase to \$1700 monthly in assessments; Joe Turk seconded, and the motion carried unanimously.**

The Board will communicate the finalized budget with an explanation of the increase to the owners. Crawford will draft this communication and AIM will send to the owners.

Nick Lambiase, Jr. explained that the items listed in the SIRS must be fully funded, but the law has been changed so that these items can now be pooled. Also, the funding for the SIRS items should be in the 2026 budget and not the 2025.

### **PROPERTY REPORT, Alison Hulse**

Alison Hulse reviewed the Community Association Manager’s Report (*full report attached*) which reflects most of the 2023 activity and the more notable items addressed by Amelia Island Management since the last Board Meeting on May 18, 2023. The Board discussed several items that need attention.

The Board discussed having the owners have their dryer vents cleaned. Alison will find a vendor and determine what the cost will be. Also, the Board will have regular roof inspections done.

Alison Hulse reported that the garage electrical project plan was done by Dave Hunter and Coastal Current Electric is in progress with the job and any additional outlets and is expected to be finished by the end of October. An inspection will follow to ensure everything is working properly. Owners will be directed to have all their items in the garages moved off the common outlets which should prevent the breakers being tripped.

The pool vendor switched the pool lights back to white lights from the red lights.

Discussion ensued regarding heating the pool. It is on now and should stay on through the winter (unless the weather drops below 50 degrees).

The backflow preventer was replaced by Wayne Automatic in January 2023.

The fire inspection system inspection was completed in April 2023 and passed inspection.

The Board directed Alison to inform the owners that gas grills are not allowed on the balconies.

### **2023 RECENTLY COMPLETED, ONGOING AND FUTURE PROJECTS**

*(This item was discussed during the CAM report.)*

#### **OLD BUSINESS**

##### **Garage Power Upgrades**

*(This item was discussed during the CAM report.)*

##### **Exterior Building Inspection and Evaluation**

*(This item was discussed during the CAM report.)*

##### **SIRS Reserve Requirements**

*(This item was discussed earlier during the meeting.)*

##### **Pool Landscape**

Alison reported that the pool landscape was done earlier this year and looks better.

#### **NEW BUSINESS**

##### **Reserve Study / SIRS**

*(This item was discussed earlier in the meeting.)*

##### **IQ FIBER**

Alison informed the Board of the option for IQ Fiber on AIP. The Board approved the cable being run to the buildings and to the unit. The owners would then have the option for the service. Alison will schedule a Zoom meeting between the Board and the IQ Fiber representative before deciding.

##### **INSTALLATION OF BOARD**

Because there were two (2) positions to be filled on the Board and one (1) notice to serve was received from Bill Smiley. He was installed on the Board for a two-year term.

##### **DETERMINATION OF ANNUAL/BOARD MEETING DATES FOR 2022**

The 2024 Annual Membership Meeting is scheduled for Wednesday, October 16, 2024, at 9:00a.m., in the Amelia Island Management Conference Room.

The Board and AIM recognized Joel Deroy for serving on the Board and thanked him for his years of services.

##### **ADJOURNMENT**

**There being no further membership business, Joe Turk moved to adjourn; Larry Burns seconded, and the meeting was adjourned at 10:47a.m.**

### **BOARD OF DIRECTORS MEETING**

#### **CALL TO ORDER**

Vice President Bill Smiley called the meeting to order at 10:50a.m. There were four (4) Board members present in person or via Zoom, which represented a quorum.

### **ELECTION OF OFFICERS**

**Bill Smiley moved to nominate the below slate of officers for the 2024 term; Joe Turk seconded, and the motion passed unanimously.**

The slate and terms for the 2024 Board of Directors is as follows:

President	Crawford Ward	2025
Vice President1	Joe Turk	2024
Vice President2	Bill Smiley	2025
Sec/Treasurer	Larry Burns	2024
Director	Vacant	2024

### **OTHER BUSINESS**

Alison will work with Bill Smiley on the landscaping and will meet with the new vendor.

Alison will work with Larry Burns regarding the roofing project.

Bill Smiley suggested addressing the pavers at the DCCA entrance with the AIPCA, that these pavers needed repair. He suggested contacting each of the DCCA Associations and discuss that it would be beneficial for DCCA and AIPCA to work together on this repair. Crawford stated that at the DCCA meeting last year, there was discussion about who actually owns this portion of property since there was no easement. More to follow.

The Board discussed appointing another Board member to fill the fifth director position. Crawford Ward will talk with Lynn Kimble and Bob Hughes to ask them to serve on the Board.

Crawford suggested each Board member oversee the main budget items. Bill Smiley will oversee landscaping, Larry Burns will oversee the buildings and roofs and Joe Turk will oversee the pools.

### **ADJOURNMENT**

**There being no further business, Bill Smiley moved to adjourn the meeting; Crawford Ward seconded, and the meeting was adjourned at 11:09a.m.**

Respectfully submitted,

*Crawford Ward*

Crawford Ward  
President  
CW/jk

Attachments: Community Association Manager's Report  
2024 Annual Budget