

PIPER DUNES NORTH CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
APRIL 17, 2024

A 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, Florida in person and via Zoom.

BOARD MEMBERS PRESENT

Crawford Ward, President
Bill Smiley, Vice President 1
Joe Turk, Vice President 2
Larry Burns, Secretary/Treasurer (*via Zoom*)
Bob Hughes, Director

AMELIA ISLAND MANAGEMENT

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

OWNERS PRESENT

On file at Amelia Island Management

GUEST

Jeff Hanshew, CPS, Inc.

DETERMINATION OF QUORUM AND CONFIRMATION OF MEETING NOTICE

Notice of the meeting was emailed to the Board and all property owners on April 15, 2024, and posted on property which is in accordance with the Documents of the Association. There were four (4) Board members present, either in person or via ZOOM, which represented a quorum.

CALL TO ORDER

President Ward called the meeting to order at 9:00a.m., welcomed everyone to the meeting, recognized those present and those attending via Zoom/phone.

APPROVAL OF MINUTES – NOVEMBER 21, 2023

Bob Hughes moved to approve the draft minutes from the November 21, 2023, Board of Directors Organizational meeting; Bill Smiley seconded, and the motion passed unanimously.

FINANCIAL REPORT

Nick Lambiase, Jr. reported on the financial status of the Association through March 31, 2024 -

- Lockbox checking/Operating fund is at \$1600
- Operating fund has \$14,685
- Insurance fund is at \$121,379.71
- Capital Reserves is at about \$453,000
- Expenses are good - ahead by \$3,120.43
- Association is doing very well financially for 1st quarter

Some specific lines items were reviewed. Alison stated that she renegotiated the contract for the phone line for the elevator.

Bill Smiley asked about the \$2,600 for removing a palm tree by Gage Tree Service. Alison will investigate this.

Discussion ensued regarding the consulting fees which was the remainder due for the Reserve Study and for the SIRS which is a one-time cost. Bill Smiley asked if the 2-year repeat study is mandated by law. Nick Lambiase explained that the Reserve Study is mandated for every ten (10) years.

Discussion ensued regarding how often to update the study and the insurance is every three (3) years. Alison will investigate when the study will be ready and notify the Board.

CAM REPORT

Alison Hulse reported that a lot has been done over the winter and highlighted some of the items in her report.

Building Maintenance:

- Trash doors – brackets were added to each door to protect the reflectors to keep them in alignment.
- Trash doors to be lubricated twice a year by Top Gun Garage Door,
- New electrical panels painted on the garage buildings,
- New electrical meter wood structure painted,
- FPU electrical box painted,
- ASAP Amelia cleaned vents per owner requests,
- Mike Self scheduled to be onsite late April for hurricane shutter maintenance – owners need to contact him directly via email to get on the schedule. Mr. Self will also replace the dryer vent covers. Discussion ensued regarding the need for a lift for this work and the hurricane shutter maintenance. The Association may cover some of this expense, but it is primarily the owners' expense.
- IQ Fiber wiring installed in each unit – owner to contact them directly for service & equipment.

Consulting:

- Reserve Advisors completed SIRS Reserve Study,
- Structural and General items separated in Reserves.

Elevator:

- Building 4 elevator fan replaced,

Garage Electrical Project:

- Completed in 2023 – each unit has individual outlets and separate breakers,
- Common outlet remains, but Association recommends moving all items to outlets on the separate breaker.

Landscape maintenance, other than monthly contract:

- 2024 maintenance being done by The Greenery at a significant savings,
- Annuals installed recently,
- Dead palm trees removed.

Light Maintenance:

- Building 4 portico recessed lights replaced Hodges Electric inspects emergency lights monthly.

Pest Control:

- Regular treatment for pests & rodents by Nader's Pest Raiders
- Interior service by request on Tuesdays & Thursdays

Pool Area:

- Deck and furniture pressure washed in March 2024,
- Shower & hose structure replaced,
- Pool heater repaired,
- White Ladder (Eric Miklas) new pool maintenance vendor,
- Caulk and grout replaced where necessary.

Discussion ensued regarding the balcony rails chipping.

Discussion ensued regarding the gate behind the pool needs attention/key.

President Ward recognized Alison and thanked her for a job well done. He also introduced the new CAM, Michael Shumrak, who also manages Piper Dunes. The Board welcomed Michael.

UPDATE ON SIRS

President Ward stated that the Reserve Advisors representatives met with the Board on this past Monday to review the preliminary Structural Integrity Reserve Study. The deadline for study is the end of December 2024. Based on information that the Board had, they asked for some revisions, had some questions and had particularly good conversations. The final report should be ready soon and will be reviewed with the Association at the October meeting. Discussion ensued regarding the structural reserve requirements and the general reserve requirements. The good news is that the current level of funding is what is required to fund the structural reserve. The funding for the general reserves will be additional and may need to increase the general reserves next year. Based on the current numbers, there may need to be an increase in assessments of \$200 but will be less given the revisions to the study. This requirement must be in the 2026 budget.

NEW BUSINESS

Roof Replacement Proposal

President Ward stated that when the Milestone Study was done about a year ago. One item mentioned was about the water spot (water intrusion) in the attic. The Board looked at the small spot and could not find any water intrusion anywhere, but they did get a proposal from CPS for roof replacement on Building 3. Jeff Hanshew with CPS shared photos of drone footage and discussed areas of concern. The roof was 28 years old with standard under layment. The Board reviewed the proposal of \$186,000 for both Buildings 3 and 4 with Building 3 being most urgent.

The Board discussed and decided to have the flat roofs cleaned, replace the bird stops and repair the broken/missing tiles with the tiles that are being stored. After that, it will be determined what the status of the roofs are at that time.

Crawford Ward moved to have the flat roofs cleaned, to get a quote for replacing missing tiles, repairing the bird stops if it can be done without removing the tiles then have an inspection of the interior of the attics done following a heavy rainstorm; Bob Hughes seconded, and the motion passed unanimously.

Jeff Hanshew will contact the same vendor to get a proposal to do the tile repair work. He will also inspect the interior of the attics following a significant rainstorm.

John Madden asked for previous meeting minutes to determine what repair work was done on Bldg. 3 in the past.

Bill Smiley suggested getting drone footage from CSI for the Milestone report. Further discussion ensued regarding the different storms in past years that may have required inspection.

Dryer Vent Cleaning

President Ward reported that ASAP did dryer vent cleaning with about 16 units being cleaned.

Crawford Ward moved to make dryer vent cleaning mandatory for all units, to be done every four years with the Board putting it in the budget to be paid by the Association. The remaining units that have not been done this year are to be required to have them done by the end of this year; Bob Hughes seconded, and the motion passed unanimously.

Review of Trash Removal Contract

The Board discussed the trash removal contract. Bill Smiley stated that this contract goes back many years. Waste Management took over for Advance Disposal with Waste Management doing recyclables on Wednesdays but what does the contract require. Michael Shumrak will work with Waste Management to get 2 pickups and to get the contract cleaned up.

ADJOURNMENT

There being no further business, Crawford Ward moved to adjourn the meeting; Bill Smiley seconded, and the meeting was adjourned at 10:03a.m.

Respectively submitted,

Crawford Ward

President

CW/jk

APPROVED