

**PIPER DUNES NORTH CONDOMINIUM ASSOCIATION, INC.
ANNUAL MEMBERSHIP/ BOARD OF DIRECTORS MEETING
OCTOBER 22, 2025**

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.

BOARD MEMBERS PRESENT

Crawford Ward, President
William Smiley, Vice President
Joe Turk, Vice President
Larry Burns, Sec./Treasurer *(Via Zoom)*
Bob Hughes, Director

AMELIA ISLAND MANAGEMENT

Michael Shumrak, 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/mailed to the membership on October 8, 2024, and posted on property, which is in accordance with the Documents of the Association. There were sixteen (16) owners represented by proxy or present in person, which represented a quorum.

CALL TO ORDER

President Crawford Ward called the meeting to order at 9:00a.m. and welcomed everyone to the meeting.

APPROVAL OF MINUTES

Bob Hughes moved to approve the October 18, 2023 Annual Membership Meeting Minutes, as written. Crawford Ward seconded. The motion passed with Bill Smiley opposing.

Bob Hughes moved to approve the July 23, 2024 Board of Directors Meeting Minutes, as written. Crawford Ward seconded, and the motion passed unanimously.

AMELIA ISLAND MANAGEMENT REPORT

Review of Financial Statement

Nick Lambiase reported on the financials as of September 30, 2024 -

- Operating cash is approximately \$11,053.00
- \$479,670.62 in Capital Reserves
- \$52,408 in insurance fund
- No major variances
- The general insurance coming in at about \$22,000 less than budgeted

The Board reviewed several line items, including unbudgeted expenses.

Discussion ensued regarding sending all reports to the Board, what the Association is responsible for versus what the owners are responsible for, and the roof repair that is ongoing.

Bill Smiley stated that the palm tree trimming did not happen this year due to the budgeted funds for this year that were actually spent in 2023 for palm tree trimming.

Discussion and Vote on the non-SIRS Capital Reserve

Bill Smiley commented on the Milestone Report by CSI, water intrusion in the attics, roof repair, new leaks and going forward the roofs should be repaired with full replacement.

Nick Lambiase explained that the SIRS portion of the Reserves can't be waived and must be fully funded but the non-SIRS reserves can be waived, and the owners must vote to make that happen.

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

Crawford Ward moved to provide for less than full pooled Capital Reserve funding as is required by Florida Statute for 2024. Bob Hughes seconded the motion. Of members present or represented by limited proxy, there were 15 "yes" votes and 1 "no" vote. The motion passed.

Nick Lambiase explained that in years past, the year-end financial reporting requirement could be waived by the membership; however, this year the statute changed that this cannot be waived in consecutive years making this the last year the financial reporting can be waived consecutively. A full audit will need to be done in 2026 for 2025's year-end financials.

Joe Turk moved to waive the 2024 year-end financial reporting requirement required by Florida Statutes and have a financial report prepared by Amelia Island Management; Bob Hughes seconded the motion. Of members present or represented by limited proxy, there were 16 "yes" votes and 0 "no" votes. The motion passed.

Review and Approval of the 2025 Budget

President Ward reviewed the 2025 proposed budget increase to \$2,000 per unit per month, with the difference going into the Capital Reserves. The Board discussed other line items that were changed and how much to fund in the budget, how much in the assessment and how much in the operating fund.

Bob Hughes moved to approve the proposed 2025 Annual Budget of \$2,000 per unit, as amended; Crawford Ward seconded, and the motion passed unanimously.

CONSIDERATION / VOTE ON SPECIAL ASSESSMENT

President Ward explained that the funds from the special assessment of \$3,000 per unit will be used to replenish the Board Operating Fund. The due date will be December 1, 2024. The Board discussed that more discussion was needed to determine the total amount needed for the special assessment and decided to table this item for another meeting.

Bill Smiley moved to table this item to a following meeting; Bob Hughes seconded, and the motion passed unanimously.

Crawford Ward will draft a letter to the owners explaining the need for the special assessment of \$5,000 per unit and the Board will have another meeting in 2 weeks to vote on the Special Assessment.

Discussion ensued regarding whether to put monies in the non-SIRS or leaving in the Operating Fund. The Board determined that having the funds in the Operating gives the Board more flexibility to do what needs to be done through the year and putting monies left at the end of the year into the non-SIRS.

An owner asked about the "unhealthy" budget. Bob Hughes stated that the budget is not unhealthy but that due to the insurance increases over the past two to three years, the newly legislated SIRS and non-SIRS requirements and the electrical upgrade in the garages have greatly impacted the health of the operating fund.

Mark Kuenning stated that communication is key to explain exactly why, how and what the Board is doing with the special assessment monies and how it is better to put the monies into the operating fund giving the flexibility to get the reserves back up to cover the enormous expenses.

PROPERTY REPORT, Michael Shumrak

Michael Shumrak reviewed the Community Association Manager's Report (*full report attached*) which reflects most of the 2024 activity and the more notable items addressed by Amelia Island Management since the last Board Meeting –

- Building / garage roof repairs
- Pool gates repairs
- Changing to a new pool vendor

Bill Smiley listed several items for attention –

- Leaks in some owners' units as well as his continued leak
- Damaged landscape from recent repair work causing large tracks.
- Sod needed at Bldg. 3 besides single parking place.
- How to fix the sink hole
- Lift driver crashed the portico roof and made the repair but needed NGM to inspect.
- Not happy with CSI, Milestone Inspection
- Consider using another engineering firm.

2024 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

(This item was discussed earlier during the meeting.)

NEW BUSINESS

Reserve Study / SIRS

(This item was discussed earlier during the meeting.)

INSTALLATION OF BOARD

Because there were three (3) positions to be filled on the Board and one (1) notice to serve was received from Crawford Ward. He was installed on the Board for a two-year term.

Discussion ensued regarding how many Board members can be on the Piper Dunes North Board and it was determined that there can be six (6) members. Mark Kuenning agreed to serve on the Board, as well as John Madden and Larry Burns.

Crawford Ward moved to appoint Larry Burns, John Madden and Mark Kuenning to the Piper Dunes Board of Directors; Bob Hughes seconded, and the motion passed unanimously.

Crawford Ward thanked Joe Turk for his service on the Board.

DETERMINATION OF ANNUAL/BOARD MEETING DATES FOR 2025

The 2025 Annual Membership Meeting is scheduled for Wednesday, October 22, 2025, at 9:00a.m., in the Amelia Island Management Conference Room.

ADJOURNMENT

There being no further membership business, Crawford Ward moved to adjourn; Bob Hughes seconded, and the meeting was adjourned at 11:15a.m.

BOARD OF DIRECTORS' MEETING

CALL TO ORDER

Crawford Ward called the meeting to order at 11:15a.m. There were five (5) Board members present in person or via Zoom, which represented a quorum.

ELECTION OF OFFICERS

Bill Smiley moved to nominate the slate of officers below for the 2025 term; Crawford Ward seconded, and the motion passed unanimously.

The slate and terms for the 2025 Board of Directors is as follows:

President	Crawford Ward	2026
Vice President 1	Bill Smiley	2025
Treasurer	Bob Hughes	2025
Secretary	John Madden	2026
Director	Larry Burns	2026
Director	Mark Kuenning	2026

OTHER BUSINESS

Bob Hughes moved to approve Line of Credit with First Federal Bank and to give the President the authority to draw on it; Bill Smiley seconded, and the motion passed unanimously.

ADJOURNMENT

There being no further business, Crawford Ward moved to adjourn the meeting; Bob Hughes seconded, and the meeting was adjourned at 11:19a.m.

Respectfully submitted,

Crawford Ward

Crawford Ward

President

CW/jk

Attachments: Community Association Manager's Report
2025 Annual Budget