

**PIPER DUNES NORTH CONDOMINIUM ASSOCIATION, INC.**  
**BOARD OF DIRECTORS' MEETING**  
**SEPTEMBER 16, 2025**

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.

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**BOARD MEMBERS PRESENT**

Crawford Ward, President *(via Zoom)*  
Bill Smiley, Vice President  
John Madden, Secretary *(via Zoom)*  
Bob Hughes, Treasurer  
Mark Kuenning, Director

**AMELIA ISLAND MANAGEMENT**

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

**GUESTS**

None

**OWNERS PRESENT**

On file at Amelia Island Management

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

The notice of the meeting was sent via email to the Board and all property owners on September 11, 2025, 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 ZOOM, which represented a quorum.

**CALL TO ORDER**

President Ward called the meeting to order at 1:30p.m., welcomed everyone to the meeting and explained the purpose of the meeting is to have a financial review in preparation of the annual/budget meeting.

**APPROVAL OF MEETING MINUTES**

**Bill Smiley moved to approve the draft minutes from the April 30, 2025, Board of Directors meeting; Bob Hughes seconded, and the motion passed unanimously.**

**FINANCIAL REVIEW**

Bob Hughes gave an overview of the financial status through end of September –

- Operating account is under budget at \$309,000,
- Approximately \$240,000 available through three sources: 1) excess insurance funds (\$103K); 2) remaining roof project contingency (\$80K); 3) garage repair funds (\$50K).

Discussion ensued regarding where to put any excess monies left over from the contingency and the insurance fund. The Board discussed allocating these funds to the general capital reserve to address future elevator replacement needs since the current structural reserves are overfunded and require no contributions in 2026. Nick Lambiase explained the mechanics for moving these monies.

Bob Hughes recommended preparing a new draft budget for the Board to review to approve at the Annual meeting in October.

Discussion ensued regarding the repairs that will need to be done to the west garage wall. It was suggested that a water-proofing company be contacted for a quote.

## **ELEVATOR UPGRADE DISCUSSION**

President Ward stated that Otis Elevator came out earlier this year to give an update on the status of the elevators. It was determined that at some point, the elevators will need to be replaced and not necessarily when the Study calls for it. It was discussed that the elevators don't get much use, and Otis didn't have any items that needed immediate attention, but the Board agreed that they need to consider how to fund the replacement of the elevators sooner rather than later. All agreed that a plan should be determined for replacing the elevators in the fall of 2026 or 2027 and plan for the funding following a meeting with Otis to determine the logistics.

Further discussion ensued regarding a 13-week elevator project timeline, but clarification of this would be necessary with the contractor.

Michael Shumrak reported that the roof project was successfully completed ahead of schedule with all punch list items addressed and final payment of \$80,000 yet to be paid.

## **REVIEW OF ROOF PROJECT**

Michael Shumrak gave a summary of the roof project and the costs. The project has been completed, exceptionally excellent work and the final payment to be made this week.

## **RULES AND REGULATIONS**

### **Pet Policy**

President Ward stated that he spoke with Josh Martin who recommended the Board review the Association's rules and regulations. Mark Kuenning offered to look over the rules and report back to the Board.

President Ward stated that there was a past issue with pets which prompted him to ask Josh Martin to review the rules regarding pets. Mr. Martin drafted a change to the rules regarding pets (see attached). The Board determined that the Declarations need to be checked to confirm whether Board approval or a member vote is required before implementing the new rules at the Annual meeting. John Madden will review the Declarations.

**Crawford Ward moved to approve the new rules regarding pets; Mark Kuenning seconded, and the motion passed unanimously.**

Nick Lambiase explained the process for owner approval to be voted on at the Annual Membership meeting, which is a 14-day notice to the owners.

### **Pool Lighting**

Mark Kuenning stated that the pool lighting has always been an issue and the rules state that the pool is not open between sunset to sunrise so the lighting should off at sunset to comply with the existing rules. The Board agreed that the lights should be off.

**Mark Kuenning moved that the pool lights should not be turned on at all; Bob Hughes seconded, and the motion passed unanimously.**

Michael Shumrak will notify the owners of this policy change.

Discussion ensued regarding the Board's ability to revise the rules and regulations with 14-day notice to the owners. The Board can make/change policies such as the pool lights.

### **WEST GARAGE WALL REPAIRS**

President Crawford stated that there is \$50,000 budgeted for garage repairs and that quotes are being requested to address the water infiltration issues on the interior walls. More to follow.

### **WEBSITE UPDATE**

John Madden reported that the website was started back in 2018 but has been basically dormant. He listed all the items to be added to the website. Discussion ensued regarding how much owner contact information should be included and how many years of information to add to the site. The Board agreed to make owner contact information optional in the website directory and also agreed to have the last two years of historical information added to the site.

Bob Hughes stated that the Board has received a letter from Rudy Carlson regarding the tire tracks that need to be taken care of and the trimming of the trees to improve his view ocean views. While the Board agreed to have the landscaper address the poor sod area, they determined that clearing the foliage near the 16<sup>th</sup> green would not solve the obstruction of view. The Board agreed there is nothing that can be done to the dunes and Mr. Carlson will be notified. Bill Smiley will collaborate with Martin Drury regarding what can be trimmed/removed.

**Crawford Ward proposed to allow the landscaper to perform minimal trimming on the ocean side of the 16<sup>th</sup> green with supervision by the Club and a Board member; Bob Hughes seconded, with Crawford Ward, Bob Hughes, and John Madden voting yes and Bill Smiley and Mark Kuenning voting no. The motion passed.**

The Board further discussed having Josh Martin weigh in on this issue and have the Club weigh in. Bob Hughes will inform Rudy Carlson that the Board is working on this for him.

John Madden asked about the State requirement to activate an account on the DBPR website that the Board must go online to complete. AIM will assist the Board with this.

Bob Hughes asked about old water heaters that could cause issues. The Board agreed that owners should be notified to check the age, condition of their water heaters and the pans underneath the water heaters. Michael Shumrak will notify the owners about proper maintenance procedures and also about tankless water heaters.

### **ADJOURNMENT**

**There being no further business, President Ward called to adjourn the meeting at 3:43p.m.**

Respectively submitted,

*Crawford Ward*

President

CW/jk