

**BEACH WALKER VILLAS ASSOCIATION, INC.  
BOARD OF DIRECTORS/ANNUAL MEMBERSHIP MEETING  
DECEMBER 9, 2011**

An Annual Membership/Board of Directors Meeting of the Beach Walker Villas Association, Inc. was held this day in the Amelia Room, Property Owners' Clubhouse, Amelia Island Plantation, Amelia Island, Florida.

**BOARD MEMBERS PRESENT**

Taylor Merrill, President  
Brad Burnette, Vice President  
Wayne Middleton, Secretary/Treasurer  
Jim Thompson, Director  
David Montgomery, Director

**OWNERS PRESENT**

Sign in sheet on file at AIM

**GUESTS PRESENT**

Jason Hambrecht, Construction Solutions, Inc.  
Coastal Elevators Representatives

**AMELIA ISLAND MANAGEMENT (AIM)**

Scott Muir, Director of AIM  
Jeff Chapman, Assistant Director of AIM  
Steve Mehas, Community Association Manager  
Peter Mallory, Community Association Manager  
Shirlene Reeves, CAM Villa Accounting Manager  
Joan Sheets, CAM Administrative Assistant

**CONFIRMATION OF MEETING NOTICE, DETERMINATION OF QUORUM, AND  
CALL TO ORDER**

Notice of the meeting was mailed to the membership on November 10, 2011 and posted on property, which is in accordance with the Documents of the Association. There were 759.8% owners represented by proxy or present in person, which represented a quorum. President Taylor Merrill called the meeting to order at 9:00 a.m.

### **APPROVAL OF MINUTES**

**Judith Pines moved to approve the December 10, 2010 Annual Membership Meeting Minutes, as written. Tom Black seconded, and the motion carried unanimously.**

**Jim Thompson moved to approve the October 28, 2011 Board of Directors Meeting Minutes, as written. Wayne Middleton seconded, and the motion carried unanimously.**

### **COMMUNITY ASSOCIATION MANAGER'S REPORT**

Steve Mehas reviewed the Community Association Manager's Report (copy attached). After yearend entries, he will email a copy of the spreadsheet breakdown of expenses to the Board.

### **FINANCIAL REPORT**

#### **Vote on Capital Reserves Funding**

**Tom Black moved to continue to partially fund the 2012 Capital Reserves. Judith Pines seconded the motion. Of the 759.8% owners present or represented by limited proxy, there were 759.8% "yes" votes to partially fund the 2012 Capital Reserve, 0% "no" votes, and 0% "unknown" votes. The 2012 Capital Reserves will be partially funded.**

NOTE: All limited proxies must be checked "YES" or "NO" to be counted. If left unchecked, proxies are considered "UNKNOWN" and can only be used to establish a quorum.

#### **Vote to Approve 2012 Budget**

**Brad Burnette moved to approve the proposed 2012 budget at a level of \$816,833, as presented. David Montgomery seconded, and the motion carried unanimously.** The monthly assessments will remain the same as 2011.

### **OLD BUSINESS**

#### **Elevator Modernization Update**

Steve Mehas stated the contract was awarded to Coastal Elevators. Jason Hambrecht of Construction Solutions will handle the oversight of the project. Mr. Hambrecht stated the representatives from Coastal, Lou and John DiVencentis, were

there to answer any questions and to assist with choosing the elevator floor tile from some samples. The following items were discussed:

- Both elevators will be shut down the full length of the project, starting on January 3, 2012 and ending February 27-29, 2012. During this time the occupancy is generally low.
- Steve Mehas has notified all the rental agencies and AIM sends out a weekly construction update. He will send an update to the Beach Walker Board weekly.
- Exposed conduit, alarm pulls and strobes currently installed on the walls in the lobby landings will be moved to another location or recessed into the walls if possible.
- Retro Elevators will be refinishing the interior of the cabs and this will be coordinated with the other work.
- All other work (electricians, fire alarms, concrete, etc.) will be coordinated as well.
- When the tile is installed, steps will be taken to prevent future cracking.
- Jason Hambrecht will oversee all work.
- The Board will look at the tile samples after the meeting.

### **Entry Gate Discussion**

Steve Mehas reported he went to the ARB again regarding the entry gate and they respectfully declined the proposal. They requested the Association hire a traffic flow engineering firm to determine a better way to control traffic patterns and restrict the access with new gates. Mr. Mehas has inquired from local firms to obtain cost estimates and will forward them to the Board for a decision on how to proceed.

Steve Mehas completed the sign inventory requested by the Board. Discussion ensued. He will obtain prices on various styles for the larger directional signs only, at this time.

### **NEW BUSINESS**

The Board inquired about the recent fire at Captain's Court. The results are inconclusive as yet. Those buildings have 40 year old wiring, which could have been

damaged by settling and no outer conduit. Jeff Chapman reported another association had a distribution breaker panel explode. They hired an electrical consultant firm to analyze their entire electrical system and he reported there was no estimated life left in the system (buildings are approximately 30 years old) and recommended that the entire common area electrical distribution system be completely updated with new equipment. Captain's Court is going to use the same consulting firm to do a complete survey of their buildings. The Board asked Steve Mehas to obtain a cost estimate for Beach Walker to have this done. Discussion ensued.

### **INSTALLATION OF BOARD**

There were five positions to be filled on the Board and five notices to serve were received from Bradford Burnette, Taylor Merrill, Wayne Middleton, David Montgomery and James Thompson. These five were installed on the Board.

### **DETERMINATION OF ANNUAL/BOARD MEETING DATES FOR 2012**

The meeting dates scheduled for 2012 are as follows:

March 12, 2012 – Board of Directors Meeting at the AIM Conference Room at 2:00 p.m.

May 25, 2012 – Board of Directors Meeting at the AIM Conference Room at 9:00 a.m.

August 17, 2012 – Board of Directors Meeting at the AIM Conference Room at 9:00 a.m.

October 26, 2012 – Board of Directors Meeting at the AIM Conference Room at 9:00 a.m.

December 7, 2012 – Annual Membership Meeting at the POC (if available) at 9:00 a.m.

The Board briefly discussed holding the Annual Meeting in October. This would require an amendment to the Bylaws with a 2/3 affirmative vote. They may decide to amend it at next year's Annual Meeting.

### **ADJOURNMENT**

There being no further membership business, the meeting was adjourned at 10:14 a.m.

## **BOARD OF DIRECTORS MEETING**

### **CALL TO ORDER**

Taylor Merrill called the Board of Directors meeting to order at 10:15 a.m. There were five Board members present, which represented a quorum.

### **ELECTION OF OFFICERS**

**David Montgomery moved to retain the same slate of officers as 2011. Jim Thompson seconded, and the motion carried unanimously.**

The slate for the 2012 Board of Directors is as follows:

President	Taylor Merrill
Vice President	Bradford Burnette
Secretary/Treasurer	Wayne Middleton
Director	James Thompson
Director	David Montgomery

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:16 a.m.

Respectfully submitted,

Taylor Merrill /js  
Taylor Merrill  
President

TM/js

Attachments: Community Association Manager's Report  
2012 Annual Budget  
2012 Board of Directors List