

**BEACH WALKER VILLAS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MAY 16, 2014**

A Board of Directors Meeting of the Beach Walker Villas Association, Inc. was held this day in the Amelia Island Management Conference Room, 5440 First Coast Highway, Amelia Island, Florida.

BOARD MEMBERS PRESENT

Taylor Merrill, President
Brad Burnette, Vice President
Wayne Middleton, Sec/Treasurer
Jim Thompson, Director
Paul Greco, Director

OWNERS PRESENT

Sign in sheet on file.

AMELIA ISLAND MANAGEMENT

Steve Mehas, Community Association Manager
Shirlene Reeves, Financial Director
Joan Sheets, CAM Administrative Assistant

GUESTS PRESENT

Dean Friloux, A.J. Gallagher Risk Mgmt. Services
Jason Hambrecht, Construction Solutions, Inc.

CALL TO ORDER

Notice of the meeting was emailed to the Board on May 5, 2014 and posted on property, which is in accordance with the Documents of the Association. There were five Board members present in person, which represented a quorum. President Taylor Merrill called the meeting to order at 9:03 a.m.

AMELIA ISLAND MANAGEMENT REPORT

CAM Report

Steve Mehas reviewed the Community Association Manager's Report (copy attached).

Financial Report

Shirlene Reeves reported that for the month of April, the Association was approximately \$8,200 over budget but only \$3,000 over year to date. There are three owners in arrears that are one month behind or owe late charges. The Association is in good financial condition as of this date. The Board inquired if CSI might be willing to charge on a retainer basis instead of hourly. Discussion ensued.

Insurance Review

Dean Friloux, A.J. Gallagher Risk Management Services, reviewed the insurance proposal for 2014/2015 (a copy of the Executive Summary is attached). Mr. Friloux entertained questions and comments from the Board and the following items were highlighted:

- The premiums are down this year, but not as much as anticipated due to property appraisals coming in higher.
- There was some confusion regarding the unit numbers on the excess flood coverage. Mr. Friloux will look at his worksheet and send it to the Board. Steve Mehas will contact Smith Appraisals regarding the unit numbers. These technical issues will be resolved.
- The Ordinance and Law Coverage needs to be increased to cover demolition in case of a catastrophic event. In such an event, the windows and doors would be covered by the Association insurance.
- The Board will consider hiring a different appraiser next year.
- Mr. Friloux will go back to the underwriters to see if he can increase the values.
- Coverage can be increased after the insurance is renewed.

The Board asked Jason Hambrecht to look into square foot values.

OLD BUSINESS

Air Conditioner/Mezzanine Project

During previous discussions, it was decided installing A/C aluminum stands would be the most economical way to resolve the mezzanine drainage issues. These will be aluminum I-beams raised above the roof surface. The mezzanine entry doors may need to be enlarged. There was concern regarding liability with moving the units and then they fail. The owners will be notified of the dates so that they can arrange for their unit to be moved by their own contractor or the Association will undertake the moves. It was suggested that pictures be taken of each unit before moving. Discussion ensued.

Brad Burnette moved to proceed with the A/C corral repair project so that bids can be obtained for review at the August Board Meeting. This would include widening the door to the roof. The owners will be notified during the preparation for this project. Paul Greco seconded, and the motion passed unanimously.

Window/Door Update

The Board reviewed a summary of owners' responses to Steve Mehas' email blast requesting an update and a schematic of the building indicating the condition of the windows. Paul Greco reviewed the letter he intends to send owners, which also included the A/C project. President Merrill suggested they be notified of the window/door issue separately, and that they should pursue the "red" windows/doors, which are actually leaking and damaging units. Mr. Mehas will go back to Mr. Hambrecht, CSI, for more details and update his spreadsheet.

Walk Over Project

This project will be rebid. The original quotes for the project didn't specify the current waterproofing system that we are using.

A & B Paver Proposal Update - CSI

Steve Mehas inquired about the A & B paver status. There was discussion on the stair edges. Mr. Mehas suggested they replace the brick veneers and grind to a bull nose. Then he would contract the rest as needed. The Board agreed to this procedure.

Radio Fire Alarm Update

Steve Mehas reported they have made the conversion to DynaFire, but telephone lines had to be added in the elevators. These are running approximately \$90 per month for two lines through Comcast. There has been one trouble alarm so far, so it works. There will be an annual fire alarm inspection this year, but are not sure when. In speaking with the Fire Marshal, he reiterated the ban on propane and charcoal grills within 10 feet of any structure. Only electric grills are allowed. There is a bar-b-que area on property set up for charcoal grilling.

NEW BUSINESS

Next Winter Maintenance Discussion

Jason Hambrecht reviewed his recommendation summary (copy attached) and the following items were discussed:

- If the Board wants to update the looks of Buildings C and D, they should go to John Cotner for suggestions as he is on the ARB.
- The planters along the walkways on the C & D upper floors are a major maintenance and safety issue.
- To waterproof C and D, the balcony decks will have to be stripped.
- The louvers in the stairwells need to be replaced. Mr. Hambrecht will obtain quotes for different options.

QUESTIONS/COMMENTS

Judith Pines reported the elevator floors in D have broken tiles. Steve Mehas will research more durable floor material.

The next Board Meeting was rescheduled to August 22, 2014.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:02 p.m.

Respectfully submitted,

Taylor Merrill /js

Taylor Merrill
President

TM/js
Attachments



Community Association Annual Meeting Manager's Report

Beach Walker Villas Condominium Association, Inc. May 15, 2014

Stephen Mehas – Community Association Manager

Listed below are some of the more notable but not all of the items addressed to date by Amelia Island Management year to date. Amelia Island Management continues working to insure the structural integrity and aesthetic beauty of your property remains our top priority. I have also attached a spread sheet listing invoices paid for services rendered which passed through my office to date for 2014, by each budget category as a reference tool. **Items in blue are add-on from the last BOD Meeting in March.**

Projects and service responses completed year to date

Building Maintenance

- Repaired lift spring in bldg C trash door
- Reattached handrail rope @ beach walkover – vandalism
- Replaced fire rated sheetrock in kitchen of 1151, due to main drain repairs for unit above
- Initiated freeze protection measures for all out building faucet, showers, irrigation, toilets
- Replaced the door lock @ bldg D transformer room, needed to be cut off for access due to corrosion
- Fixture components replaced and reinstallation of patio light fixture @ 1184
- Interior ceiling repairs for 1171 living room & bedrooms
- Replaced electrical room door hardware @ B building
- Sheetrock repairs following major 4" drain line repair behind walls of 1108 & 1116
- Replaced 10' section of 4" drain line @ 1108 & 1116
- EIFS repairs to exterior wall areas from 1162-1169-1175, gutters & downspouts removed and new installed, caulking plane changes
- Trash room doors @ C & D; removed old motors, replaced tension springs, rollers, installed exterior pull handle and interior rope pull for closing
- Replaced two failed ball valves on D north for two risers
- Replaced exterior hose bib @ D middle of building

Lighting Upgrades

- Added LED to the boardwalks under-rail fixtures
- Replaced pole light @ mailboxes and in front of 1123 with new LED fixtures
- Reset all timers due to power outages during the electrical upgrades
- Repairs to the north and mid stair light fixtures on building D due to a system short in old conduit
- Replaced 3 step fixtures on D building west
- Replacement bulbs; 5-10W LED, 6-4' tubes, 52-60A frost
- Installed a new pole and LED fixture across from #1123 in parking lot due to insurance company request related to a slip & fall

Pool Area

- Cleared freeze damaged landscape and have order replacement plants to be installed in March
- Sent 16 chaise lounges out for repairs and re-strapping, returned to service
- Restroom hand towel dispenser replaced
- Toilet stoppage cleared
- BBQ deck re-leveled to eliminate the center sag in the platform
- Septic tank maintenance/cleanout for both
- Pressure wash pool deck

Pest Control

- Rodent bait stations added to building A & B perimeter and to buildings C & D trash rooms, based upon activity and sightings
- Exterior access points @ A & B sealed
- 1187 continues to have rodent dropping found inside, although no success with traps / Nader's tech feels the bait has worked and all will be resolved in short order as poison takes effect – no charges for additional traps
- Treat for roaches @ 1166, general bugs @ 1124, no charge

Landscape maintenance, other than monthly contract

- Adding plant materials to a plant bed on west side of bldg C due help prevent slip/fall incidents in exposed bed at tarmac edge
- Completed the annual trim and thin for all large trees on the east dunes in front C & D
- Removed 5 diseased Oaks from west parking area
- Treated Palms with deep root injection for fertilizers, insecticides and fungicides
- Minor irrigation system repairs
- Plant material replacements following freeze periods; 3 Oleander, 10 Pittosporum, 8 Fakahtchee Rose, 6 Viburnum, 6 Sago, 3 Camellia, 30 Azalea, 20 Holly Fern
- Seasonal flower rotation; 48 trays Marigold, 20 Salvia Red, 10 Coleus Gold, 18 bags pine mulch
- Soil and shrub applications for acidifier, fertilizers, insecticides

Fire Safety System

- Repairs to the bldg C south pump room water driven alarm bell, broken seal
- Replaced failed sensor on bldg D north pump room dry system rise
- Performed annual maintenance on all hand held extinguishers
- Continue monthly inspection of emergency lights and logs
- Restored alarm system following extended electrical outage for meter room upgrades
- Upgraded alarm monitoring system to a radio frequency system with DynaFire
- Repairs to building C dry system, reset, new valves installed north and south sides of building
- Replaced failed main control module for D building

Projects for Consideration

- Planter Box rebuilds, concrete and wood on C & D / moving ahead on planter @ 1163
- Design new I-beam mounting system for HVAC corrals to allow reroofing and improved access
- Filtration & circulating pump system replacement/upgrade; design work based upon Paul Greco's specs has been proposed by WET Engineering to meet Florida State requirements by a certified pool engineer
- Spall repairs to the C & D transformer rooms & Electrical rooms

- Gutter replacement for all locations on C & D buildings
- Moving ahead on deck repairs on walkovers for 1104, 1103, 1102

Electrical Systems Upgrade

- Completed within the month of February; C 2/3-7, D 2/10-14, A & B 2/17-21, to include all new incoming electrical lines from transformers to meter rooms, new meter panels a, new breaker panels, new room interior lighting
- New problem has surfaced with crossed meters to wrong units, FPU & Contractor investigating

Balcony Repair Project

- 13 balconies were identified to have varying degrees of original construction deficiencies related to the rebar reinforcement structures
- All repairs completed on time within the month of February for the scaffolds and high lift activity, with touch-up work and cleanup ongoing for the first two weeks of March
- Roof repairs to one overhang where scaffold supports penetrated roof materials
- Retained the lift for two more weeks to affect repairs to EIFS on 1164-1175

Miscellaneous

- Elevator maintenance contract rate increase of 3.2%
- Annual elevator cab inspections for operating permit renewal in August
- Added phone lines to elevator emergency system due to Omni cutting the old wires provided by the hotel system – now Comcast

Contract Information:

- Swimtech – Pool maintenance
- Advanced Disposal – Trash removal
- Darlington – Landscape, Janitorial, Carpentry & exterior light bulbs
- Nader's Pest Raiders – Pest Control
- NiteLites – LED fixture maintenance
- Coastal Elevator – C & D
- Electrical Systems upgrade – Mardant Electrical Construction
- Elevator phone lines – Comcast
- Alarm Monitoring System - DynaFire



Executive Summary

Arthur J. Gallagher Risk Management Services, Inc. appreciates the opportunity to present this proposal for your consideration.

Below is an overview for the insurance. Overall the property coverage decreased significantly. Thank you for allowing Arthur J. Gallagher to be your insurance partner.

Coverage	2013-2014 Premium	2014 Renewal	Carrier
Property Wind	\$59,162.63	\$55,924.62	Rockhill
Package, Property X-Wind, General Liability, D&O, Crime, Hired and Non-Owned	\$23,599.18	\$26,499.81	Companion Specialty Insurance Company
Crime Included in Package	In Pkg.	In Pkg.	Companion Specialty Insurance Company
Directors and Officers Liability in Package	In Pkg.	In Pkg.	Companion Specialty Insurance Company
Mold and Sewer Back-up	\$2,725.13	\$2,724.50	Companion Specialty
Equip Breakdown	\$685.00	\$701.00	Travelers
Umbrella	\$2,023.00	\$2,023.00	Chartis
Excess Flood	\$4,316.13	\$5,441.46	Underwriters at Lloyds
Total Package	\$93,162.07	\$94,026.39	
Flood Pay per Sunshine State Invoice	\$24,482.00	\$25,880.00	
Total	\$117,644.07	\$119,906.39	

Property Quote, 3% Named Windstorm, \$100,000 per Occurrence \$25,000 All Other Wind Deductible. Ordinance or Law, \$250,000 A,B,C Combined Limits.

The Package includes Property X-Wind, General Liability with Extension Endorsement, Crime, Directors and Officers, and Hired and Non Owned Auto.

Property X-Wind, Blanket Agreed Limits waives co-insurance. Ordinance or Law, Full A, \$250,000 B&C sublimits. Association Loss Assessment, Business Income of \$10,000. Covers Lost assessments in the event of a claim and unit owner vacates unit.



**CONSTRUCTION SOLUTIONS, INC.
ENGINEERING • TESTING • PROJECT MANAGEMENT
www.constructionsolutions.cc**

**Beach Walker Buildings C&D Repair Recommendation Summary
May 16, 2014**

Necessary:

- Concrete repairs
- A/C locations with new stands and coverings
- Deck coatings (west walkways and east balconies)
- Stucco/EIFS repairs
- Remove west walkway planters and install handrails.
- Caulking and coatings
- Remove/replace texture ceilings on walkways, balconies and garages
- Replace older, damaged, or leaking windows and doors
- Concrete deck toppings
- Doors to A/C areas with S.S. hardware (locking)
- New stairwell louvers with aluminum

**961687 GATEWAY BLVD, SUITE 101B
AMELIA ISLAND, FLORIDA 32034**

**151 SAWGRASS CORNERS DRIVE, SUITE 206
PONTE VEDRA BEACH, FLORIDA 32082**

P 904•261•8703 F 877•808•1839

Recommended:

- Concrete repair on driveways
- Ferrous piping replacement on plumbing system

Encouraged:

- Architectural change/updating