

**BEACH WALKER VILLAS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
AUGUST 22, 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.

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**BOARD MEMBERS PRESENT**

Taylor Merrill, President  
Brad Burnette, Vice President  
Jim Thompson, Director  
Paul Greco, Director

**AMELIA ISLAND MANAGEMENT**

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

**OWNERS PRESENT**

Sign in sheet on file.

**GUESTS PRESENT**

Jason Hambrecht, Construction Solutions, Inc.

**CALL TO ORDER**

Notice of the meeting was emailed to the Board on August 15, 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.

**APPROVAL OF MINUTES**

**Paul Greco moved to approve the March 7, 2014 Board of Directors Meeting Minutes, as written. Brad Burnett seconded, and the motion passed unanimously.**

**Brad Burnett moved to approve the May 16, 2014 Board of Directors Meeting Minutes, as written. Paul Greco seconded, and the motion passed unanimously.**

**NEW BOARD MEMBER APPOINTMENT**

**Jim Thompson moved to appoint David Montgomery to fill the unexpired term of Wayne Middleton who resigned from the Board due to the sale of his unit. Paul Greco seconded, and the motion passed unanimously.**

**AMELIA ISLAND MANAGEMENT REPORT**

**CAM Report**

Steve Mehas reviewed the Community Association Manager's Report (copy attached). The Building D elevator tiles are cracked and need replacing – Mr. Mehas will talk to the elevator manufacturer for suggestions for the flooring.

**Financial Report**

Shirlene Reeves reported everything is still in good condition. Year to date net income is \$11,576.87 negative due mainly to consultant fees, landscaping improvements, elevator repairs and light maintenance. The audit fees will average out year to date. All owners are current in accounts receivable. Unit 1172 has filed bankruptcy, but is current on their assessments.

**Condo Transfers/Purchases**

The new owner of unit 1139, Frank Ford, was present and the Board welcomed him. There have been four sales this year.

**OLD BUSINESS**

**Air Conditioner/Mezzanine Project**

Jason Hambrecht reported the following:

- The painting and waterproofing of the side surfaces of C & D buildings is being planned to be done

one building in 2015 and the other building in 2016.

- All ceiling texture–below the a/c mezzanines–will be removed to expose rusted rebar and repaired (timeline and extent of repairs was discussed at length). Other ceiling texture repairs will be done on “as needed” basis for the time being.
- The a/c project which will include new stands and supports for the condensers and waterproofing of the a/c mezzanine floors is scheduled to be done in Jan/Feb of 2015.
- Three a/c contractors were selected to move the units, Callaway Heating & Cooling, Ed’s Comfort Solutions and Milt’s of Amelia. He will meet with all three together to ensure they all understand the purpose of this project. He will also ask each contractor to submit a bid to do the whole project.
- Based on the bids submitted, the Board selected Acon Construction Company to do the a/c portion of the project.

**Jim Thompson moved that the Board authorize CSI to work with Acon to develop a detailed plan for the a/c project and final estimates to complete the project, including moving units, commencing in January 2015, with ample notification as soon as possible. Paul Greco seconded, and the motion passed unanimously.**

Owner Judith Pines stated, if they do the work in January, it will cost her a 3 month rental. The Board discussed options, such as space heaters, if needed. Also, some units may heat without using the condenser.

Another letter will be sent to owners after Mr. Hambrecht obtains the prices from the three a/c contractors for the disconnect/reconnect of the units. If an owner does not choose a contractor, a contractor will be picked for them. This letter should go out in mid September along with a timeline for the project. Pictures of each condenser unit will be taken before it is moved.

### **Window/Door Update**

Jason Hambrecht reported the windows and doors which are known to leak have been identified. Paul Greco will compose a letter for Board approval, specific to these owners with a timeframe in which the owners must do something or the Board will have it done and bill the owner. The letter will also include the specifications which must be met.

Owner Judith Pines had a question regarding the "doorways to nowhere". These are sliding glass doors installed on the ends of C and D Buildings which do not go to a balcony or anywhere. They just have a railing across the outside, and these railings are failing. Ms. Pines would like to replace these doors with a single pane window and remove the railing. Stephen Mehas recommended the Board allow this as Ms. Pines is not the only owner to request this. There was discussion about the safety code requirements for eliminating a railing. There was also some discussion about ARB requirements. Jason was to look into the code requirements.

### **Walk Over Project**

The concrete walkovers from the parking lot to the lower units are in need of repair/replacement with waterproofing deck material. Of the eight, there are three which need to be replaced now. This was put on hold due to rental activity and will commence when the owners notify Steve Mehas he may proceed.

### **Parking Update**

Lack of parking has always been an issue at Beach Walker. Grinding the tree stumps where diseased trees were removed on the west side of the parking lot will be done to add more parking. There has not been much feedback on the hangtags, but they were used during the July 4<sup>th</sup> weekend. There were complaints to Security during this time for unauthorized parking and notices were placed on these vehicles. Discussion ensued.

## NEW BUSINESS

### Website Maintenance

Wayne Middleton was the webmaster for the Beach Walker website, but he sold his unit and is no longer a member of the Association. Steve Mehas will contact someone he has experience with other associations websites regarding taking this over. Once he has a price, he will let the Board know. The Board agreed.

### Pool Septic System

The pool restroom septic system is failing. Steve Mehas will research options through off island septic specialists to keep it operational without having to tie into the sewer lines if at all possible.

### Other

With Wayne Middleton resigning from the Board, the Secretary/Treasurer position is now vacant and needs to be filled by someone to sign bank documents, etc.

**Jim Thompson nominated Brad Burnette as Secretary/Treasurer. Paul Greco seconded, and the motion passed unanimously.**

Shirlene Reeves stated the reserves are spread out in various banks to make sure they are insured. She suggested they be moved into the First Federal ICS program where it will still be insured but in fewer accounts. The Board agreed.

## QUESTIONS/COMMENTS

Owner Bob Bosshardt commented he thought there is too much rotation in the landscaping plan; less would cost less. The landscaping was briefly discussed.

Owner Bob Bosshardt had questions regarding insurance and deductibles which led to a discussion about next year's renewals. Steve Mehas reported he had received a new appraisal to confirm replacement estimates for Beach Walker and will distribute it to the Board.

Steve Mehas reported, effective July 1, 2014, the Legislature made some changes in the Florida Statutes, Condo Law regarding damage to other units from negligence from a unit above. He suggested they contact their attorney to see if the Beach Walker documents need to be amended to make this more enforceable. This could also be done through the Rules & Regulations and having it recorded.

The tree limb that hangs over A and B walkway is dropping lower. The Board directed Steve Mehas to put a support under it.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 11:11 p.m.

Respectfully submitted,

*Taylor Merrill* /js

Taylor Merrill  
President

TM/js  
Attachment



## **Community Association Annual Meeting Manager's Report**

### **Beach Walker Villas Condominium Association, Inc., August 22, 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. 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 May.

#### **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
- Completed concrete wall rebuild @ window for 1175
- Interior sheetrock repairs from EIFS crack water intrusion @ 1102, 1132, 1143, 1160
- Replaced siding boards @ garage storage closets; 1105, 1113, 1117
- Reattached damaged reserved parking sign for D building
- Trash door repairs @ D & A
- Semi-annual trash chute maintenance for C & D
- EIFS repairs for cracks and delaminating @ 1173, 1132
- Cleared main drain line for 1125
- Auto bridge handrail and under rail board (2 sections) and light replacements
- Foot bridge handrail board and center post replacement
- Drive down nails on decking throughout the walkway length

## 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 deck lighting repairs to contactor box
- Replaced front door fixture @ 1129
- Light bulb inventory replacements; 140-60W frost, 7-13W flour, 12-13W tube, 13-MR16 LED, 12-10W LED
- Replaced T-box fixtures @ pool gate, handrail for auto bridge and foot bridge
- Rebuilt circuit and replace 3 stair fixtures for walk-up @ 1122/23
- Ordered 4 replacement stair fixtures for C & D building walk-ups

## 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 (4)
- BBQ deck re-leveled to eliminate the center sag in the platform
- Septic tank maintenance/cleanout for both (3)
- Pressure wash pool deck
- Repairs to septic drains attempted, need replacement or tie in to sewer
- Replaced broken shower valves @ pool entrance and beach walkover
- Replaced reed roof material on gazebo
- Replaced underwater light bulbs
- Replaced shepherds hook hangers, safety line, floats on rope
- Repairs to lighting circuit for pool area

## Pest Control

- Rodent bait stations added to building A & B perimeter and to buildings C & D trash rooms, based upon activity and sightings (monthly inspections and re-bait stations)
- 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
- Trimester perimeter building and threshold treatments (2)
- Treated for ants @ 1174, 1113, 1189 @ no charge
- Treated for roaches and other crawling critters @ 1187, 1149, 1185, 1186, 1187 @ 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
- Fallen tree removal from A&B parking lot (damages to three vehicles)
- Fallen tree removal from natural area east of building C, no damages
- Rebuild planter boxes @ 1162/63
- Seasonal plant & flower rotations; 535 flowers, 42 small shrubs, pine straw, pine nuggets
- Irrigation 2" line break under the drive concrete for D building exit
- Irrigation repairs in general; rotors, nipples, nozzles, flex lines, risers

### 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 (7)
- Continue monthly inspection of emergency lights and logs (7)
- 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
- Replace Fire Shield Panel for C building
- Dry system reset required following utility incoming water line break, system lost pressure

### Projects for Consideration

- 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
- Exterior renovation for C & D buildings
- HVAC corral rebuilds and re-roof decks
- Connect pool restrooms to active sewer line, eliminate the septic tanks
- Seeking second property appraisal to confirm replacement costs for insurance coverage next year
- There is a new Fire Inspector on staff with Nassau County Fire, inspection pending this fall which may require some upgrades to our systems, based upon inspections already conducted @ other properties such as stand pipe locking caps, questions regarding fire hose cabinets converting to hand-held, etc.
- Replace / upgrade building C & D trash doors and chute trap doors \$ 4k
- Replace broken floor tiles in elevator cabs
- Repair broken paver tiles @ courtyard steps and south landing for A & B – planned for November
- Remove low hanging tree limb at the top of the foot bridge for A & B

### 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
- Meter panel mislabeling issues with Utility and Mardant Electric

### 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
- Service call to remove people trapped in cab, kids overloaded cab, system shut down
- Elevator repair, governor switch tripped @ C
- Replaced elevator moving protection pads, damaged by rodents

### 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
- Fire Sprinkler System – Wayne Automatic Fire Equipment
- Alarm equipment hardware – MJ Wood