

**BEACH WALKER VILLAS ASSOCIATION, INC.**  
**ANNUAL MEMBERSHIP/ BOARD OF DIRECTORS MEETING**  
**OCTOBER 13, 2017**

An Annual Membership/Board of Directors Meeting of the Beach Walker Villas Association, Inc. was held this day in the Amelia Island Management Conference Room, Amelia Island, FL.

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**BOARD MEMBERS PRESENT**

Taylor Merrill, President  
Brad Burnette, Secretary/Treasurer  
David Montgomery, Director  
Jim Thompson, Director  
Paul Greco, Director

**AMELIA ISLAND MANAGEMENT**

Chris Turner, Community Association Manager  
Jane Kalem, Executive Assistant  
Shirlene Reeves, Financial Director  
Nick Lambiase, Jr., Director

**OWNERS PRESENT**

Sign in sheet on file at AIM.

**GUESTS PRESENT**

Herb Hilderbrand

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

Notice of the meeting was mailed to the membership on September 29, 2017 and posted on property, which is in accordance with the Documents of the Association. There were 540.2% owners represented by proxy or present in person, which represented a quorum. President Taylor Merrill called the meeting to order at 9:03a.m. to conduct the Annual Membership Meeting.

**APPROVAL OF MINUTES**

**John Kelly moved to approve the October 14, 2016 Annual Membership Meeting Minutes, as written. Rick Love seconded, and the motion carried unanimously.**

**David Montgomery moved to approve the August 25, 2017 Board of Directors Meeting Minutes, as written. Brad Burnette seconded, and the motion carried unanimously.**

**PROPERTY MANAGER'S REPORT**

Chris Turner reported on routine ongoing maintenance which occurred throughout the year, along with janitorial services, pest control, landscaping, lighting, pressure washing and pool maintenance and many small projects.

**2017 Highlights:**

- Hurricane Matthew repairs to multiple units, roofs on all four buildings, and fire alarm antenna.
- Paver replacement and expansion joint repairs on the foot bridge between buildings A and B.
- Replaced the bellman's cart at building C.
- Building C and D elevator flooring replaced.
- Fixed deck failures at 1141, 1168, and 1160.
- Water intrusion investigations into units: 1147, 1192, 1194, 1159, 1179, 1161, 1193, 1111, 1104, 1135, 1136, 1138, 1143, 1132, 1134.
- Replaced building D fire alarm control panel.
- Building C elevator penthouse A/C was replaced and new electrical ran to the unit.
- Installed new emergency communication lines to elevators.

- Building C walkway, balcony, and garage project completed.
- Building A main sewage line clogged causing temporary shut down of the entire building for a month.
- Building B sewage back up into a unit causing significant damage.
- Pool gate security system was installed and operational in August.
- Hurricane Irma damage to all roofs to include: shingles, flashing, vent covers, and gutters.
- Hurricane Irma damage to pool structures roofs.
- Multiple units experienced water intrusion from the hurricane. Primarily penetrated through and around doors and windows.

**Pending projects:**

- Building D exterior renovation in progress.
- Hurricane Irma repairs in progress.
- Lining Building A and B main sewage drain line.
- Major pool renovation overhaul.
- Fire suppression and alarm system upgrade.
- Trash collection can replacement.

President Merrill stated that to date there has been about \$29,000 in storm damages that is not covered in the budget, with more to come. Some of these monies will be taken from other areas in the budget, possibly from the landscaping and tree trimming line items. Discussion ensued regarding the status of insurance claims on the Building A work, Building B and hurricane damage which has been filed.

**FINANCIAL REPORT**

**Vote to Approve 2018 Budget**

Discussion ensued regarding the 2018 budget, line of credit, capital reserves, and any special assessments. The approved budget will maintain the current dues.

**Jim Thompson moved to approve the 2018 Budget as proposed; David Montgomery seconded and the motion passed unanimously.**

**Vote on Reduced Funding of Capital Reserve**

Discussion ensued regarding reduced funding of the Capital Reserve.

**John Kelly moved to waive full funding of the Capital Reserve as projected in the budget for 2018; Judith Pines seconded the motion. Of the 540.2% owners present or represented by limited proxy, there were 540.2% “yes” votes to waive full funding of the 2018 Capital Reserve; 0.0% “no” votes and 0.0% “unknown” votes. The motion passed unanimously.**

**Jim Thompson moved to partially fund the Capital Reserve as projected in the budget for 2018; Paul Greco seconded the motion. Of the 540.2% owners present or represented by limited proxy, there were 540.2% “yes” votes to partially fund the 2018 Capital Reserve; 0.0% “no” votes and 0.0% “unknown” votes. The motion passed unanimously and the 2018 Capital Reserve will be partially funded as projected in the budget for 2018.**

**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.**

### **Review of Current Financial Report**

Shirlene Reeves reported on the financials as of September 30, 2017 –

- Capital Reserve is \$209,000
- Insurance fund is okay
- General checking and money market accounts doing okay
- As of the end of September, \$8000 negative in expenses compared to budget which is primarily due to storm damage
- A few lines items were over budget at this time, but will average out by end of year.

### **Projected Cash Flow for C & D Renovation / Swimming Pool Project/Fire Protection System**

President Merrill reported on the cash flow for the renovation of Building D, the need to update the fire protection system and the pool projects. Discussion ensued on possible financing options which included our line of credit, and whether to fund the current line of credit and turn it into a loan and then have flexibility of another \$250,000 line of credit.

Paul Greco reported on the proposals for the pool project. Discussion ensued regarding remarketing the pool now and doing a complete renovation on the pool pump system at a later time or doing the complete project in the fall of 2018. The Board talked about how to fund any work to be done (line of credit, special assessment, and increase dues).

**Brad Burnette moved to have the remainder of the \$250,000 Line of Credit funded to complete D Building and then close that into a 5 year loan with First Federal Bank, leaving the existing Line of Credit with a zero balance to be used for any other unforeseen repairs needed in the immediate future. The financial application and attorney opinion letter along with the meeting minutes of this meeting will be sent to the bank for processing; Paul Greco seconded and the motion passed unanimously. Brad Burnette will make arrangement with First Federal about signing the closing papers in Georgia.**

Further discussion ensued regarding the pool remarketing project. The Board directed Chris Turner to have Wet Engineering develop a scope of work and a time line, present it to the Board as soon as possible and then have them proceed with getting proposals from three companies.

As a result of the necessary projects that will be required to complete, along with the unexpected storm damage costs, and the unexpected sewer project in Buildings A & B, it was felt that an assessment would be wise.

**Paul Greco moved that the Board consider at the December meeting and approve a one time special assessment of \$500,000 to do the pool and fire systems updates; David Montgomery seconded and the motion passed unanimously.**

### **OLD BUSINESS**

#### **D Building Waterproofing Project**

Herb Hilderbrand reported on the sewage blockage on Building A; a firm date is still being determined with Blue Works for the work to be done to repair the sewer line. Discussion ensued regarding a preventive maintenance cleaning out of the line again before the actual repair in January.

Herb Hilderbrand reported that the painting on Building C doors had began. The caulking and concrete work is being done on Building D. The roofs will be done next week. Other ACON issues are being addressed. Stucco work on Building D is being done. Coating on the south end of

Building D has been done and looks good. The Building D coating is expected to be done in a few weeks. All other concerns on both buildings will be addressed by the end of the projects. The water intrusion inspection from Hurricane Irma is still ongoing but most have been done. There was primarily window and door water intrusion due to the amount of rain over an extended period of time. Further discussion ensued regarding work in individual owner units.

### **Owner Responsibility Regarding Condo Renovations/Rules Change**

President Merrill reported that a letter to the owners regarding the renovations/rules changes and the reasons for those changes will be composed and sent to the owners along with a copy of the proposed rules. The Board will consider the proposed rules at the December meeting. The main rule change will concern condo renovation requirements.

### **NEW BUSINESS**

#### **Fire Suppression Consultant Summary**

Discussion ensued regarding the need to have the fire suppression system upgraded. Chris Turner explained that the repair parts are being made to repair part of the system now and when ready the water will need to be shut off and boil water notices given to all owners.

#### **Questions/Answers**

Rick Love asked about the process for extending/upgrading their back patio. The Board explained material alterations to common area, drafted design presented to the Board for approval, then to ARB for approval, then to membership for approval.

### **INSTALLATION OF DIRECTORS**

There were five positions to be filled on the Board and five notices to serve were received from Bradford Burnette, Paul Greco, Taylor Merrill, David Montgomery and James Thompson. Therefore, there was no election and they were installed as Directors on the Board.

### **DETERMINATION OF ANNUAL/BOARD MEETING DATES FOR 2017**

The meeting dates were tentatively scheduled for Fridays (except the February meeting which is a Monday) in 2018 as follows:

- February 26, 2018 – Board of Directors Meeting - AIM Conference Room - 2:00p.m.
- April 27, 2018 – Board of Directors Meeting - AIM Conference Room - 9:00a.m.
- August 24, 2018 – Board of Directors Meeting - AIM Conference Room - 9:00a.m.
- October 12, 2018 – Annual Membership Meeting - AIM Conference Room - 9:00a.m.
- December 7, 2018 – Board of Director Meeting - AIM Conference Room - 9:00a.m.

### **COMPLETION AND ADJOURNMENT OF MEMBERSHIP BUSINESS**

**There being no further membership business, John Kelly moved to adjourn the meeting; Judy Merrill seconded and the meeting was adjourned at 11:38a.m.**

## **BOARD OF DIRECTORS MEETING**

### **CALL TO ORDER**

Taylor Merrill called the Board of Directors Meeting to order at 11:38a.m. There were five Board members present, which represented a quorum.

**ELECTION OF OFFICERS**

**Brad Burnette moved to retain the same slate of officers for 2018, as 2017; David Montgomery seconded, and the motion carried unanimously.**

The slate for the 2018 Board of Directors is as follows:

President	Taylor Merrill
VP/Sec/Treasurer	Bradford Burnette
Director	David Montgomery
Director	James Thompson
Director	Paul Greco

**ADJOURNMENT**

**There being no further business, the meeting was adjourned at 11:48a.m.**

Respectfully submitted,

*Taylor Merrill*

Taylor Merrill, President

TM/jk

Attachments: Community Association Manager's Report  
2017 Annual Budget

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