



Community Association Annual Meeting Manager's Report

Beach Walker Villas Condominium Association, Inc., December 12, 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 have been added from the last Board Meeting in October.

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
- Scrape blister off underside of elevator landing @ C, retexture & paint
- Replace unit directional sign for 1122/1123
- Fire stair louvers repaired @ C & D
- Planter box repairs @ 1160
- Cleanout roof gutters on A, C & D
- Repaired drain cleanout @ storage closet for 1113
- Replaced storage closet panels @ 3 locations
- Walkover maintenance east of D- 2x8 deck boards & 2x6 deck boards replaced, 2x8 top caps on T-boxes, raised sag in BBQ deck, new post needed
- Extra cleanup required by our insurance inspector for HVAC condenser landings to secure any trash or discarded equipment left by contractors
- Additional trash pick-up scheduled for Thanksgiving crowds
- Pressure wash ground floor elevator landings
- Replaced electrical room lockset @ A building electrical door, replaced broken latch @ B building electrical door
- Cleared storm drain of concrete debris @ north manhole, 2 wheel barrows full
- Plumbing; clear vanity drain line 20' into main line @ 1143
- Replaced hose bib @ beach walkover shower
- Replaced damaged deck boards @ BBQ station (melted), replaced step planks adjacent to station
- Replaced broken ceiling fixture @ A/B walkover near bulletin board

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, 64-60W frost bulbs, 8-13 W 2 pin quads, 4-4' tubes
- 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
- Concrete repairs around new fixtures
- Replaced 2-200W pole fixtures with 56W LED
- Rewire pool lighting and walkway lights @ C & D to pool due to short

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) - New septic maintenance company recommends a wait and see approach to the problem now that it has been more thoroughly and properly cleaned out, 3 months since the last service and inspection
- 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
- Reset light timers @ pool deck and C walkway due to lighting strikes and power failures (3)
- Called in a large commercial septic firm to inspect and clear the two septic tanks, will monitor for effectiveness, drain field is considered questionable, Metro-Rooter out of JAX

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 (3)
- Treated for ants @ 1174, 1113, 1189 @ no charge
- Treated for roaches and other crawling critters @ 1187, 1149, 1185, 1186, 1187 @ no charge
- Treated for ants & roaches @ 1112, 119, 1171, 1189, 1190
- Treated underside of beach walkover @ shower for wasp nest
- Treated for spiders & roaches @ 1186

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, 106 Petunia, 43 Snapdragons, Chrysanthems, 5 Miscanthus, 30 Muhly Grass, 66 White Kale, 300 bales of pine straw, 425 bags pine bark
- Irrigation 2" line break under the drive concrete for D building exit
- Dig out drainage trench to allow free flow of storm drain culvert @ south end of system under foot bridge
- Every other month lawn and shrub fertilization, insecticides, fungicides (6)
- Warranty replacement of Snapdragons @ A & B courtyard

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 (11)
- Continue monthly inspection of emergency lights and logs (11)
- 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 @ D south required following utility incoming water line break, system lost pressure
- Dry system reset @ D north required following power outage, system lost pressure
- First annual fire systems inspection in many years took place in November; upgrades required include additional hand held extinguishers @ electrical and fire control rooms, trash rooms, elevator landings for C & D, elevator control rooms @ C & D (16), Knox Box key storage installed @ electrical rooms (3), locking stand caps ordered for C & D buildings (8), appealed violation for hand held @ each fire hose box (30), successful, he wants either hoses or handheld extinguishers in the boxes
- Annual fire sprinkler inspection & test scheduled for mid-December – need new contract signed

Projects for consideration or in process

- 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
- HVAC corral rebuilds and re-roof decks – approved and moving forward for mid- December through mid-March; ACON for construction, Milt's of Amelia for HVAC moves (ESC also) / removal of all condensers, scrape off old decking and replace with new, install new condenser mounting racks and re-install condensers / contractor estimates approximately 24 units may not survive the relocation process and new unit may be required
- Repair broken paver tiles @ courtyard steps and south landing for A & B – planned for December with slight modification; cream colored tile on step edge, factory bull-nose, A south slab may need more stabilization before new tiles
- Replace / upgrade building C & D trash doors on each landing and chute trap doors \$4k – Fire Inspector requires replacement of C #2 - ordered
- There is a new Fire Inspector on staff with Nassau County Fire, inspection took place in November requires some upgrades to our systems such as stand pipe locking caps, Knox Boxes installed on

- electrical & fire pump rooms to store master access keys, installation of hand held fire extinguishers @ electrical and fire control rooms (), elevator landings (), new annual static test on all fire hoses (30)
- Connect pool restrooms to active sewer line, eliminate the septic tanks – investigate options
- Replace / upgrade building C & D trash doors on each landing and chute trap doors \$4k
- Replace broken floor tiles in elevator cabs – fall season with reduced traffic
- Exterior renovation for C & D buildings
- HVAC Corral refurbishment project; scheduled for December through mid-March, removal of all condensers, scrape off old decking and replace with new, install new condenser mounting racks and re-install condensers / contractor estimates approximately 24 units may not survive the relocation process and new unit may be required
- Replacing decking material on isolated walkover @ 1104, 1103, 1102, 1162, 1163, east side of the building D 1st floor landing, due to serious deterioration of materials and creating trip hazards

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
- 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%
- Insurance policy renewals completed in May & June / Premium increase due to updated property appraisal, October
- 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
- Transferred Website maintenance from Wayne Middleton to Web Services, Inc.
- Secondary property appraisal ordered to confirm replacement cost estimates used in insurance coverage – increased coverage accordingly
- Annual renewal of Condominium operating permit with State of Florida

Contract Information:

- Swimtech – Pool maintenance
- Advanced Disposal – Trash Removal & Recycle
- 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

BEACH WALKER VILLAS ASSOCIATION, INC.

ANNUAL BUDGET

12/19/2014

FOR THE PERIOD: JANUARY 1 THRU DECEMBER 31, 2015

		2015						2014
		AVERAGE	2015	2015	2015/2014	2014	2014	BUDGET VS.
		PER UNIT	TOTAL	ANNUAL	BUDGETS	ANNUAL	PROJECTED	PROJECTED
REVENUE	CODE	PER MONTH	PER MONTH	BUDGET	VARIANCE	BUDGET	TOTALS	EXPENSES
								VARIANCE
Assessments	4082	\$842.87	\$80,915.14	\$970,982	(\$54,149)	\$916,833	\$916,836	(\$3)
Interest Income	4392	0.00	0.00	0		0	1,347	1,347
Late Charge/Interest	4393	0.00	0.00	0		0	592	592
TOTAL REVENUE		\$842.87	\$80,915.14	\$970,982	(\$54,149)	\$916,833	\$918,775	\$1,936
SERVICE								
Janitorial	5603	\$31.25	\$3,000.00	\$36,000	\$1,000	\$37,000	\$35,600	\$1,400
Pest Control	5604	3.47	333.33	4,000	0	4,000	3,600	400
Tree Maintenance	5605	9.55	916.67	11,000	(1,000)	10,000	11,000	(1,000)
Refuse Collection	5607	11.72	1,125.00	13,500	(500)	13,000	13,406	(406)
Building Maint	5613	43.40	4,166.67	50,000	20,000	70,000	60,000	10,000
Plumbing Repairs	5614	7.38	708.33	8,500	0	8,500	7,500	1,000
Consulting Fees	5615	17.36	1,666.67	20,000	(10,000)	10,000	45,000	(35,000)
Pool Contract	5618	14.58	1,400.00	16,800	(300)	16,500	16,500	0
Pool Area Repairs	5626	6.94	666.67	8,000	(2,000)	6,000	8,000	(2,000)
Sprinkler Repair	5627	1.56	150.00	1,800	200	2,000	1,800	200
Walkway/Decking	5628	8.68	833.33	10,000	(8,800)	1,200	12,000	(10,800)
Fire Alarm Inspection	5630	6.94	666.67	8,000	(4,000)	4,000	8,000	(4,000)
Fire Alarm Repairs	5631	5.21	500.00	6,000	(2,000)	4,000	16,000	(12,000)
Landscape Contract	5651	29.51	2,833.33	34,000	500	34,500	32,844	1,656
Landscape Improvements	5652	28.65	2,750.00	33,000	(11,000)	22,000	30,000	(8,000)
Termite Inspection	5683	0.43	41.67	500	500	1,000	1,000	0
Elevator Contract	5686	6.51	625.00	7,500	(200)	7,300	7,483	(183)
Elevator Repairs	5687	3.47	333.33	4,000	(2,000)	2,000	6,400	(4,400)
Light Maint	5689	5.21	500.00	6,000	(2,000)	4,000	10,600	(6,600)
Electricity	5802	25.17	2,416.67	29,000	3,000	32,000	26,186	5,814
Water & Sewer	5803	33.85	3,250.00	39,000	(5,000)	34,000	37,767	(3,767)
Telephone	5804	1.30	125.00	1,500	900	2,400	1,209	1,191
Website	5903	0.13	12.50	150	(150)	0	65	(65)
Postage & Copies	5909	0.47	45.00	540	60	600	540	60
Corporate Filing Fees	5914	0.05	5.08	61	0	61	61	0
Fees Payable to the Division	5915	0.33	32.00	384	0	384	384	0
Insurance	5921	113.72	10,916.67	131,000	(13,000)	118,000	122,256	(4,256)
Audit/Tax Preparation	5923	2.78	266.67	3,200	0	3,200	3,119	81
Taxes	5926	0.00	0.00	0	0	0	0	0
Attorneys Fees	5953	0.52	50.00	600	0	600	0	600
Management Fees	5954	41.00	3,936.00	47,232	0	47,232	47,232	0
Miscellaneous Expense	5969	0.21	20.00	240	224	464	120	344
TOTAL EXPENSES		\$461.38	\$44,292.25	\$531,507	(\$35,566)	\$495,941	\$565,672	(\$69,731)
Board Funds	1096	0.00	0.00	0	0	0	0	0
Capital Reserve	1097	381.49	36,622.89	439,475	(18,583)	420,892	396,000	24,892
TOTAL		\$842.87	\$80,915.14	\$970,982	(\$54,149)	\$916,833	\$961,672	(\$44,839)

-5.91%

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