

**BEACH WALKER VILLAS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
OCTOBER 10, 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 (via phone)
David Montgomery, Director
Jim Thompson, Director

AMELIA ISLAND MANAGEMENT

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

BOARD MEMBERS ABSENT

Paul Greco, Director

GUESTS PRESENT

Dean Friloux, Gallagher Insurance
Bob Shannon, Construction Solutions, Inc.

OWNERS PRESENT

Sign in sheet on file.

CALL TO ORDER

Notice of the meeting was emailed to the Board on October 3, 2014 and posted on property, which is in accordance with the Documents of the Association. There were four Board members present in person, which represented a quorum. President Taylor Merrill called the meeting to order at 9:00 a.m.

APPROVAL OF MINUTES

Dave Montgomery moved to approve the August 22, 2014 Board of Directors Meeting Minutes, as written. Jim Thompson seconded, and the motion passed unanimously.

AMELIA ISLAND MANAGEMENT REPORT

CAM Report

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

Financial Report/Insurance Review

Shirlene Reeves reported everything is in good financial condition.

Dean Friloux of A. J. Gallagher Risk Management Services distributed a comparison of insurance rates using two different appraisals (copy attached). Mr. Friloux answered questions from the Board. Discussion ensued.

Dave Montgomery moved to increase the existing insurance coverage to match the GAB appraisal for replacement values and increase the Ordinance and Law coverage to \$500,000. Jim Thompson seconded, and the motion passed unanimously.

Jim Thompson requested Mr. Friloux send an email to the Board outlining the process to follow if they want to change their insurance renewal date. Mr. Friloux will check with the carriers and let the Board know. Discussion ensued.

Proposed Budget Review to Send with Annual Meeting Notice

Shirlene Reeves reviewed the proposed 2015 budget and the following items were discussed:

- The consulting fees for the roof/HVAC projects will be split between the two projects accordingly.
- Reduce the consulting fees line item to \$20,000.
- Landscape supplies were raised in anticipation of replacing some of the wooden planters.

- Elevator repairs include service calls, vandalism, etc.
- Under light maintenance, some 40 year old fixtures are failing and will require replacement and changing lighting to LED.
- The insurance line item will be increased to \$131,000 due to changes made in the coverage.
- The Capital Reserves will be increased by approximately \$18,000. At this level, it will be fully funded.

With these changes the total budget will increase by \$54,149 or 5.91%. The budget can be changed at the Annual meeting.

Jim Thompson moved to send the proposed 2015 budget to the membership for consideration with the Annual Meeting package. David Montgomery seconded, and the motion carried unanimously.

OLD BUSINESS

Air Conditioner/Mezzanine Project – Update on Scope and Cost

Bob Shannon presented costs for the A/C corral for Buildings C and D. Discussion ensued. Jim Thompson would like to have a written, detailed plan of the steps, time frames, costs, etc., on the project. Discussion ensued. Once all the plans are complete and the HVAC contractor(s) has been selected, owners will be notified of the time frame.

David Montgomery moved to contract with Acon to perform the roof work up to \$191,000 (once the details have been outlined) and to contract with an HVAC contractor (this choice will be delegated to President Taylor Merrill once ECS' proposal is obtained) up to \$123,000 to do the HVAC work. The HVAC contract must contain provisions for owners to use their contractor for their unit at no greater cost to the Association. Jim Thompson seconded, and the motion carried unanimously. The Board would like to receive the detailed plan of the project by October 20, 2014 and the start date to be January 10, 2015.

Moving the HVAC units will be paid out of the Board Fund. If an owner chooses a contractor other than the one the Association has contracted with, the Association will pay for the base amount contracted for, but anything over that (upgrades, etc.) will be the owner's responsibility. The roof work will be paid out of the Roof Capital Reserves (which will keep building up until the project begins).

Window/Door Update

Following a lengthy discussion, there seems to be discrepancy regarding leaking doors and windows, as to which ones are leaking, which are not, and ones that never have. Steve Mehas will meet with CSI to go over the list to reaffirm how it was determined as to which windows are bad. No further action will be taken until a later meeting.

Website Maintenance

Steve Mehas reported the website maintenance has been shifted from Wayne Middleton to Web Services. The contact will be Tammy Finch; Mr. Mehas will supply the Board with her information.

Pool Septic System

The septic system has been inspected and cleaned by Metro-Rooter from Jacksonville. They recommended it be monitored monthly, and they will do the monitoring.

Florida Condo Law Liability Issues

Steve Mehas reported, in order to enforce the change in the condo law regarding what damages the Association is responsible for, as well as owner to owner, the Association is required by law to notify the owners what constitutes negligence. An attorney will be contacted regarding steps to follow to make owners aware of their responsibilities and make this enforceable.

NEW BUSINESS

There was none discussed.

QUESTIONS/COMMENTS

An owner inquired about the status of the pavers between A and B. Steve Mehas reported that what is being done in November is the stair edges are being replaced with bull-nosed tiles to round the leading edges. This will also be done at the south platform of A where some tiles are missing due to slab settlement.

President Taylor inquired how the new Dynafire monitoring system is working. Steve Mehas reported it is working as it should and everything is fine.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:11 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., October 10, 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 August.

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

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
- Concrete repairs around new fixtures

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
- 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

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

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 (10)
- Continue monthly inspection of emergency lights and logs (10)
- 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 – investigate options
- 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 on each landing and chute trap doors \$4k
- Replace broken floor tiles in elevator cabs – fall season with reduced traffic
- Repair broken paver tiles @ courtyard steps and south landing for A & B – planned for November

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%
- 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 & 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 Overview

Overall Property Rate decreased 9% for the 2014-2015 Property Premium. Values increased 5%. 2015-2016 Property and Casualty currently renewal premiums appear to be flat to a decrease.

Coverage	2013-2014 Premium	2014 Renewal	Updated GAB Estimated Premiums	Carrier
Property Wind	\$59,162.63	\$55,924.62	\$60,458.00	Rockhill
Package, Property X-Wind, General Liability, D&O, Crime, Hired and Non-Owned	\$23,599.18	\$26,499.81	\$27,561.66	Aspen Specialty Insurance Company
Crime Included in Package	In Pkg.	In Pkg.	In Pkg	Aspen Specialty Insurance Company
Directors and Officers Liability in Package	In Pkg.	In Pkg.	In Pkg	Aspen Specialty
Mold and Sewer Back-up	\$2,725.13	\$2,724.50	\$2,724.50	Aspen Specialty
Equip Breakdown	\$685.00	\$701.00	\$744.70	Travelers
Umbrella	\$2,023.00	\$2,023.00	\$2,023.00	Chartis
Excess Flood	\$4,316.13	\$5,441.46	\$7,593.00	Underwriters at Lloyds
Total Package	\$93,162.07	\$93,313.93	\$101,105.00	
Natl. Flood	\$24,482.00	\$25,880.00	\$26,747.00	American Bankers
Total	\$117,644.07	\$119,193.93	\$127,852.00	