

BEACH WALKER VILLAS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
August 14, 2020

A Board of Directors Meeting of the Beach Walker Villas Association, Inc., was held this date via the internet using ZOOM, hosted by Amelia Island Management in Amelia Island, Florida.

BOARD MEMBERS PRESENT

Taylor Merrill, President
Brad Burnette, Vice President
David Montgomery, Director (*via Zoom*)
James Thompson, Director
Paul Greco, Director (*via Zoom*)

AMELIA ISLAND MANAGEMENT

Patrick Rowe, Account Manager
Jane Kalem, Executive Assistant
Shirlene Reeves, Finance Director
Nick Lambiase, Jr., Director

GUESTS PRESENT

Teresa Prince, Legal Counsel

OWNERS PRESENT

On file at Amelia Island Management

CALL TO ORDER

Notice of the meeting was emailed to the Board on August 8, 2020, and posted on property that day, which is in accordance with the Documents of the Association. There were five (5) Board members present in the room and via ZOOM, which represented a quorum of the Board. President Taylor Merrill called the meeting to order at 9:00a.m.

APPROVAL OF MINUTES

Jim Thompson moved to approve the May 8, 2020 Board of Directors Meeting Minutes, as written; Brad Burnette seconded, and the motion passed unanimously.

AMELIA ISLAND MANAGEMENT

Community Association Report

Patrick Rowe reported on activities through August 2020

Building/Property Maintenance:

- Fence installation for pool deck completed
- Balcony repairs for 1105, 1106, 1109, 1125, & 1175 completed
- 1152 Water leak from ceiling fixture- CSI investigation revealed the cause was most likely a one-time event resulting from improper use of shower/tub
- Water leak below 1161- CSI Investigation revealed cause to be coming from the drain line of the ice maker of unit 1165, which has been repaired
- Electrical issue coming in from the main line causing mechanical issues with the pool equipment- Electrician investigation found burned lug, which has been repaired.
- 1187 Riser leak in the wall repaired by Dave Turner Plumbing
- 1184 Water intrusion- CSI investigation revealed issue with gutter and fascia metal flashing, which has been repaired
- 1140 Possible Roof Leak- CSI investigation determined that there is probably not a leak and that the issue is a result of hot and cold air circulation within the unit.
- 1126 Water intrusion- CSI investigation revealed issue with counter flashing underneath 3rd floor, which has been repaired
- 1125 Water intrusion- CSI investigation revealed issue with stucco crack spanning across the top of the window at the lower level east bedroom. This will be repaired the next time the lift is on site.
- 1155 Water Intrusion- CSI investigation determined the cause was a clogged HVAC line, which has been repaired

- 1143 damaged sheetrock above shower from leak above. The leak has been repaired. Detached wood on planter box was reattached by Darlington. Plants died in planter and were replaced by Darlington
- Received Window & Doors specs from CSI
- 1120 Water intrusion- CSI investigation revealed that a current source of water intrusion couldn't be located. Recommended to repair the previous damage caused by water and monitor for any future issues.
- 1125 & 1126 HVAC power was incorrectly run. The HVAC units servicing these units was backwards as 1125 serviced 1126 and vice versa. CSI is coordinating with Milts regarding corrective actions, as Milts was the contractor responsible during the HVAC corral project a few years ago.
- 1166 Water Intrusion- CSI investigation determined that this was most likely caused by the window for 1173, which was recently replaced, so the issue should not continue. Recommended to repair the previous damage caused by water and monitor for any future issues.
- Pool Lights timer inside the box was replaced. There is still an issue with one of the light fixtures in the pool- CSI is coordinating with Capital T regarding repair/replace.
- Building C main water line leak- Repaired by Dave Turner Plumbing
- Pool Shower plumbing leak- Repaired by Dave Turner Plumbing
- 1173 Windows have been replaced
- 1114 Water intrusion- CSI investigation revealed the intrusion was coming from the clerestory windows in the loft area. Owner will get the glazing resealed to fix issue. Issue with concrete spalling on balcony. Fields has been contracted to fix.
- Missing grill grate and bottom of grill replaced
- Milts fixed exhaust fan in HVAC coral of Building D
- 1183 Light fixture not working. Hodges completed the repair
- Commercial toilet paper dispensers installed in pool bathrooms by Darlington
- Pool overflowing. Pin valve replaced by SwimTech
- Hose by beach on dunes walkover had holes in it- Darlington replaced the hose.
- Alarm going off at box across from the pool deck- Blockers septic service said it was related to the lift station. They fixed the issue and stopped the alarm and are going to evaluate the switches.

Elevators:

- C & D elevator callback inspections have been completed and passed

Pest Control:

- Monthly pest service continues
- 1195 treated for ants & palmetto bugs
- 1166 treated for ants

Landscape maintenance, other than monthly contract:

- Darlington directed to trim landscaping away from transformer boxes and photocells at the pool
- Darlington directed to address kudzu vines throughout the property
- Darlington directed to trim landscaping away from pool rules sign
- Lawn Treatment by Avalon
- Pine Straw installed

Fire Safety System:

- Ongoing comprehensive review of continuous issues and repairs versus previous proactive measures that were taken to prevent issues. Waiting on specific details from vendors to cross reference information to evaluate potential responsibility and utilize the information to possibly take more proactive measures if necessary.

Projects for consideration or in process:

- Adding Barrier Gates for parking- Obtained 1 quote. Waiting on a 2nd
- Walkway coating repairs ongoing
- Bulk garbage pickup on hold due to COVID-19
- Trash Room Doors Replacement
- 1107 Pipe Inspection
- BOD Liability insurance
- Pool Deck Stairs Railing Install

Paul Greco commended Patrick Rowe and Dan Skinner at CSI for their follow-up on all of the building issues.

Financial Report

Shirlene Reeves reported on the finances through the end of June 2020

- Capital Reserve has built back up to \$425,000 with \$36,284 being put in monthly
- Cash on hand is \$29,000
- \$46,010 positive through June
- There are a couple of line items that are over but will average out by end of year
- Only 2 owners are behind 1 to 2 months on assessments with late notices sent and a few owners that have not paid late charges and late notices have been sent to them
- The loan balance has been paid off
- Shirlene reported that there have been 6 condo sales since the beginning of the year and 2 more estoppels are being processed.

Discussion ensued regarding the number of units being sold on the AIP over the past few months and during the pandemic.

President Merrill asked about the special assessment listed on the balance sheet which will be taken off.

Patrick Rowe reported that the roof project will be reported on by CSI and several balconies will be repaired in the future with CSI's assistance on prioritizing which balconies need to be done next.

OLD BUSINESS

Pool Renovation Project / Pool Lights / Bathhouse Louvres / Maintenance

Patrick stated that the pool project is almost completed. Pool lights are yet to be completed, the bath house louvres have been ordered but haven't come in yet and handrails on steps leading up to observation deck. Discussion ensued regarding a flashing light on the septic lift alarm system and this is being addressed.

Discussion ensued regarding the proposals for the handrails on the several sets of steps, including the short set of steps.

Jim Thompson moved to approve the proposal for the 3 handrails not to exceed \$7500; Brad Burnette seconded, and the motion passed unanimously. To be paid for out of Building Repair and Maintenance.

Patrick reported that another pool maintenance vendor is being researched but the current vendor is performing better.

Fire Suppression System Update / False Alarms

Patrick Rowe explained that the alarms cannot be turned off due to modules in the sprinkler system. Both DynaFire (the monitoring company) and Wayne Automatic (the sprinkler system company) handle the

issues that Beach Walker has been experiencing. He plans to move both services to DynaFire. According to Wayne Automatic they followed reasonable procedures to try to determine the cause of the problem, including replacing modules and stated that this is normal course of action. Patrick spoke to Aegis because of the work they had done previously, and their initial assessment is that the modules that are causing the issue is not part of their scope of work but will be sending Patrick details of what all they did. Wayne Automatic will be sending detail of all the work that was just completed this past week. Once all the information is received, Patrick will cross-reference and try to determine if all is legitimate.

The Fire Department has assessed \$1600 for all the times their trucks had to roll.

Discussion ensued regarding too many companies that are involved. Patrick will try to streamline the service providers and consolidate to one vendor.

Balcony / Walkway Coating Projects

Patrick Rowe reported that the balcony/walkways are being done by ACON and Blanchard and are still moving forward with ACON having their work completed. CSI is overseeing areas where the work can be done during this high occupancy/weather time. The 5 next balconies are 1118, 1153, 1159, 1172, 1132 and 1136 to be done. Fields has done the previous 5 for \$12,000.

Paul Greco moved to get an updated bid for the balcony work by Fields, not to exceed \$16,000 for 6 balconies (1118, 1153, 1159, 1172, 1132 and 1136) to begin repairs as weather permits and to be paid from the capital reserve; David Montgomery seconded, and the motion passed unanimously.

Update on CSI Building Maintenance Review

Patrick Rowe reported that this will be done after Labor Day due to the high occupancy of the units.

Update on CSI Window Specifications

Patrick Rowe reported that CSI submitted the 36-page report for the window specifications. The new specifications will be added to the website.

David Montgomery moved to approve the CSI window specifications; Brad Burnette seconded, and the motion passed unanimously.

Update on 1114 Balcony Repair

Patrick Rowe reported that this work is currently being done, that Fields are onsite doing the work and should be completed by mid-week.

Review of Updated Condo Documents

Teresa Prince, Legal Counsel, reported that she has been working with the Board to update the Bylaws, the Declarations and the Articles of Incorporation and that AIM negotiated a set fee for this project. A title search has been done and Ms. Prince gave an explanation of the changes, new language and amendments to the Declarations and Bylaws. There were no amendments to the Articles of Incorporation. Old insurance provisions have been updated and added the term "replacement". The Board can make decisions regarding the exterior of the building. The issue of parking spaces and storage spaces is still being resolved.

Changes to the Bylaws:

- Electronic notices with written consent,
- Electronic voting can be done,
- Emergency meeting provision if ever necessary,
- Notice requirements with cheat sheet at the back for meeting notices,
- Developer language removed,
- Added proper election procedure,

- Reduced quorum requirement to 30% which the law allows,
- Discussion regarding “as amended” language from time to time allows for administrative changes as well as substantive changes in certain areas of the document,
- Annual statement and financial statements will be provided to the owners,

Discussion ensued regarding

- Giving an explanation to the owners of these changes so the documents can be included in the Annual meeting packet and on the proxy.
- How the changes will affect real estate and rental language? Ms. Prince explained that there would not be any impact.
- Changing the membership requirement from 67% to a majority of the owners.

David Montgomery moved to change the proposed restatements of the Declarations and Bylaws to allow for future changes to the documents to be made by a majority vote of the owners versus the two-thirds vote; Jim Thompson seconded, and the motion passed unanimously.

Ms. Prince stated that the language on the proxy will be drafted in 2 questions: 1) Shall the Bylaws be amended as reflected in the Exhibit A; and 2) Shall the Declarations be amended as reflected.

Brad Burnette moved to approve the proposed amended Declarations and Bylaws and to present them to the owners at the 2020 Annual Meeting; David Montgomery seconded, and the motion passed unanimously.

Ms. Prince explained that the Board can amend the Rules and Regulations and recommended removing them from the Bylaws and make them a separate document.

For the Annual Meeting packet, Ms. Prince will prepare a 1-page fact sheet, Board member Montgomery will prepare a letter from the President, and a self-addressed/stamped envelope will be included.

Further discussion ensued regarding the timing of getting the annual meeting packet together and mailed to the owners as early as possible in order to get enough votes.

The Board thanked Ms. Prince for all her help on these documents and thanked David Montgomery for his assistance as well.

Website Update

President Merrill reported that he has been working with the webmaster and the new website should be online today.

NEW BUSINESS

Entry Gate Proposals

Patrick Rowe explained that he is getting proposals for this project from Sunbelt. This needs to go through the ARB process for approval. Patrick will talk with the ARB initially to better understand the process and requirements and will talk to Chief Barker first to get his recommendations in writing.

The Board discussed raising the cost of the pool keys to \$25.00.

Paul Greco moved to increase the cost of the pool keys from \$10 to \$25; Jim Thompson seconded, and the motion passed unanimously.

CSI Initiation of Services Protocol

Patrick Rowe explained the process of billing by CSI and whether the work is building specific or a cost

for the Association. The bill/invoices come to AIM, but if it is an Association issue or an owner issue. Patrick recommended that a different process for invoicing. Discussion ensued regarding how to handle going forward, whether the cost is for the specific owner or the Association.

The Board recommended continuing to use CSI to determine the cause of the issue and the Association will be responsible for the costs.

Discussion ensued regarding Unit 1187 and recent riser pipe leak which the Association was responsible for. Following the repair by Dave Turner Plumbing, the owner submitted additional invoices for work that the Association was not responsible for. The Board directed Patrick to get a cost for the sheetrock to be done and submit it to the owner as he is responsible for the additional work that he had done.

Patrick Rowe reported on unit 1107. There were two proposals for this work from BlueWorks and Atlantic Pipe Services. The Board directed Patrick to go with BlueWorks for \$941.50.

Trash Room Doors

President Merrill reported that the original proposal from Overhead Door Depot for metal doors was a concern. The Board discussed moving forward with fiberglass doors at a cost of \$2000 per door. The tracks will be replaced with overhead tracks. The cost will be \$6,000 total.

Brad Burnette moved to approve the Overhead Door Depot proposal at \$6000 to be paid out of the Building Repair and Maintenance fund; Jim Thompson seconded, and the motion passed unanimously.

Discussion ensued regarding Board of Directors liability insurance coverage of \$2500. They did not want to move forward with the coverage at this time.

QUESTIONS / COMMENTS

An owner thanked the Board for a great job they have been doing.

An owner asked about the D Bldg. elevator floor damage. Patrick Rowe will look into having this repaired.

The Board discussed the next scheduled meeting is the Annual / Board meeting on October 9, 2020 at 9:00a.m. and will be via ZOOM.

ADJOURNMENT

There being no further business, President Merrill called for the meeting to adjourn.

Brad Burnette moved to adjourn; Jim Thompson seconded, and the meeting was adjourned at 11:20a.m.

Respectfully submitted,

Taylor Merrill

Taylor Merrill, President

TM/jk