

BEACH WOOD VILLAS CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
NOVEMBER 14, 2019

A Board of Directors meeting of the Beach Wood Villas Condominium Association, Inc., was held this date in the Amelia Island Management Conference Room, 5440 First Coast Highway, Amelia Island, Florida.

BOARD MEMBERS PRESENT

Jim Askren, President
Laura Brown, Vice President
Bill Quam, Secretary/Treasurer
Joel Marmelstein, Director
Neil Anderson, Director

AMELIA ISLAND MANAGEMENT

Andrea Grossman, Community Association Mgr.
Shirlene Reeves, Financial Director
Nick Lambiase, Jr., Director
Rachel Harsted, Administrative Specialist

OWNERS PRESENT

Sign-in sheet on file at AIM

DETERMINE QUORUM, CONFIRMATION OF MEETING NOTICE/CALL TO ORDER

Notice of the meeting was emailed to the membership on October 25, 2019 and posted on property, which is in accordance with the Documents of the Association. There were (5) five Board Members present which represented a quorum. Board President Jim Askren called the Board meeting to order at 9:00 a.m.

FINANCIAL REPORT – Quam/Reeves

P/L and Balance Sheet

Bill Quam presented the breakdown of the 2019 monthly dues with a spreadsheet, please see attached.

2020 Reserve Study/Budget

Bill Quam discussed the financials and budget with a spreadsheet, please see attached.

Neil Anderson moved to adopt the proposed 2020 Budget, as amended; Bill Quam seconded the motion and the motion carried unanimously.

OLD BUSINESS (reports attached)

Board Reports

Askren - President: large project (\$10,000) bid committee, BMIP Building A, B, & C, vendor contract changes, ARB contact, resolution/rules, reports from CAM, safety.

Brown - Vice President: large project bid committee, Martex contract (sprinklers, common landscaping, grounds maintenance, janitorial, pine straw, and leaf blowing), tree trimming, power wash, 2014 rentals, BMIP C Building landscaping/lighting, trash collection.

Quam - Secretary/Treasurer: financials (including budgets, balance sheet, P/L, CPA, capital reserve plan/study), legal, insurance, invoice approval, large project bid committee, board meeting agenda/minutes.

Marmelstein - Director: plumbing (mid rise and town homes), mid rise supervision, maintenance, elevators, rodent/pest control, signs, lighting, mailbox control, parking lots, steps, bulkheads, sidewalks, mid-rise roofs.

Anderson - Director: pools, town house exterior maintenance, town-house roofs, interior expense rules, front & rear patios.

AMELIA ISLAND MANAGEMENT REPORT

Andrea Grossman, the current Beachwood CAM presented her report, please see attached.

INSTALLATION OF 2020 BOARD OF DIRECTORS

There were five positions to be filled on the Board and five notices from the current directors were received from Jim Askren, Laura Brown, Bill Quam, Joel Marmelstein and Neil Anderson, those owners were installed to the Board and there was no election.

ELECTION OF OFFICERS

Laura Brown moved to nominate Jim Askren for Board President; Joel Marmelstein seconded, and the motion carried unanimously.

Jim Askren moved to nominate Laura Brown for Board Vice President; Joel Marmelstein seconded, and the motion carried unanimously.

Jim Askren moved to nominate Bill Quam for Secretary/Treasurer; Joel Marmelstein seconded, and the motion carried unanimously.

The 2020 directors and officers were confirmed.

APPROVAL OF MINUTES

Neil Anderson moved to approve August 14, 2019 Board of Directors Workshop meeting minutes; Laura Brown seconded, and the motion carried unanimously.

NEW BUSINESS

Association Website – Joel Marmelstein

Joel Marmelstein discussed creating a website for Beachwood Villas Association. One-year cost is going to be \$3,500 which includes creating, maintaining, and updating the website.

Joel Marmelstein made a motion to establish a website for Beachwood Villas Association. Jim Askren seconded, and the motion passed unanimously.

A regulation requiring owners to shut off their water if the unit is to be vacant for an extended period – Joel Marmelstein

Joel Marmelstein discussed that should an owner be away from the unit for more than ten days that they be required to shut off their water. There have been multiple issues with water damage that have required the Association to cover repair costs. This will be added to the Rules and Regulations for Beachwood Villas Association.

Joel Marmelstein made a motion to approve a Regulation requiring owners to shut off their water in their unit if it is to be vacant for ten or more days. Jim Askren seconded, and the motion passed unanimously.

A regulation requiring a deposit for interior renovation and setting contractor work standards – Joel Marmelstein

Joel Marmelstein discussed requiring a \$500 refundable deposit for any work being done on a unit, as well as information regarding the scope of work, contractor being used, and start/end dates. Standards for contractors was also discussed, as well as hours/days for construction. Joel suggested the hours of 8:00 a.m.-5:00 p.m. Monday through Friday.

Joel Marmelstein made a motion to approve the regulation requiring a deposit for interior renovations and setting contractor work standards. Bill Quam seconded, and the motion passed unanimously.

Laura Brown stated that she spoke with Blanchard regarding the coating on the floors in the Mid-Rise buildings. They have agreed to re-coat the floors at no cost.

DETERMINATION OF 2020 MEETING DATES – Askren

The following is the current schedule for 2020 Beachwood Villas Association Board meetings: March 19, 2020 August 20, 2020 and November 19, 2020.

ADJOURNMENT

There being no further business, Laura Brown moved to adjourn the meeting; Bill Quam seconded and the meeting was adjourned at 10:33 a.m.

Respectfully submitted,

Jim Askren
President
JA/rh

Attachments: 2020 Annual Budget
Financial/Capital Reserve Spreadsheet
Dues Breakdown Spreadsheet
Old Business Reports from Directors
CAM Report

DRAFT