



700 OCEAN PLACE  
PONTE VEDRA BEACH, FL 32082  
(904) 285-4200 OFFICE

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## **NOTICE OF BOARD OF DIRECTORS MEETING**

Notice is hereby given, in accordance with the bylaws of the Summer House in Old Ponte Vedra Condominium Association and Florida Statutes that a Board of Directors Meeting will be held as follows:

Date: February 26, 2026  
Time: Immediately following the Annual Election Meeting  
Place: Zoom or in person at the Beach Side Clubhouse

**Register in advance for this meeting**

**[https://us06web.zoom.us/meeting/register/L4ygGm\\_5RAaDPgygn8zCYA](https://us06web.zoom.us/meeting/register/L4ygGm_5RAaDPgygn8zCYA)**

*After registering, you will receive a confirmation email containing information about joining the meeting exclusive to you. Please make sure to save the email.*

- Agenda:**
1. Call Meeting to Order
  2. Establish a Quorum of Board members present
  3. Approve December 9, 2025 BOD Meeting Minutes
  4. Approve December 9, 2025 Budget Approval Meeting Minutes
  5. Ratify vote for Julianne Overby Architect to replace Mr. Dennis Williams following his retirement
  6. Ratify vote for ARC applications submitted Nov 2025 – Jan 2026  
List of ARC applications included in meeting packet
  7. Ratify vote approving violation fines issued Nov 2025- Jan 2026  
List of Violations included in meeting packet
  8. New Business
  9. Membership Questions
  10. Adjournment

Sincerely,

Shannon Kolacz, LCAM  
As Property Manager of  
Summer House in Old Ponte Vedra Condominium Association, Inc

**SUMMER HOUSE IN OLD PONTE VEDRA  
CONDOMINIUM ASSOCIATION, INC.  
700 OCEAN PLACE  
PONTE VEDRA BEACH, FL 32082**

**Organizational and Board Meeting Minutes  
December 9, 2025**

**1. Meeting called to order at 6:03 by James Galloway**

**PRESENT AT THE ZOOM MEETING: Quorum of the Board of Director's was established.**

**Present in Pub Room**

James Galloway  
Shane Kammerdiener  
Garrett Warren  
Kathy Huppert  
Shannon Kolacz –Property Manager – FSR  
Stacy Hudgens- Asst Manager- FSR

**Absent**

Jeff Terwilliger

**2. Establish a Quorum**

James Galloway verifies a quorum of the Board is present

**3. Assignment of Officer Positions**

Assignment of Officer positions will occur at the February 2026 Meeting.

**4. Approval of Minutes from the September 23, 2025 BOD Meeting**

Garrett Warren motions to approve and waive the reading of the September 23, 2025 Board of Directors meeting minutes. Kathy Huppert seconds the motion. All Board members vote in favor. Motion passes unanimously by vote of the Board members present at the meeting.

**5. Approve E-Bike Resolution 2025-01**

Garrett Warren motions to approve the E-bike Resolution 2025-01, Kathy Huppert seconds the motion. All Board members vote in favor. Motion passes unanimously by vote of the Board members present at the meeting.

**6. Ratify approvals for ARC applications submitted Sept- Oct 2025**

Garrett Warren motions to ratify approvals of ARC applications submitted Sept- Oct 2025.. Kathy Huppert seconds the motion. All Board members vote in favor. Motion passes unanimously by vote of the Board members present at the meeting.

**7. Ratify approvals for violation fines issued Sept- Oct 2025**

Garrett Warren motions ratify approvals of violation fines issued Sept- Oct 2025 Kathy Huppert seconds the motion. All Board members vote in favor. Motion passes unanimously by vote of the Board members present at the meeting.

## **8. New Business**

David Di Giovanni is requesting cameras at the Golf Side Clubhouse. He feels it is a liability if we don't have them in place.

## **9. Membership Questions**

Question regarding staggered terms were brought forward.

Kevin Guthard- What happens to the Board if at least 20% of the eligible voters do not cast a ballot as required in our Bylaws.

Betsey Josey- Requested an attorney provide clarification regarding the staggered terms that could be shared with the membership

Bill Russel- Requested that the Association look at the idea Barbara Turley presented in which the five candidates automatically be appointed instead of going through the process of a new election.

Angela Starks- Would like to see a Board Member Manual

Sue Peterson- Would like the Board meeting minutes to be more in depth. The current recorded minutes are too simplified.

## **10. Adjournment**

James Galloway adjourns the meeting at 7:07pm

**SUMMER HOUSE IN OLD PONTE VEDRA  
CONDOMINIUM ASSOCIATION, INC.  
700 OCEAN PLACE  
PONTE VEDRA BEACH, FL 32082**

**Budget Approval Meeting  
December 9, 2025**

**1. Meeting called to order at 7:07 PM by James Galloway**

**PRESENT AT THE ZOOM MEETING: Quorum of the Board of Director's was established.**

**Present in Pub Room**

James Galloway  
Shane Kammerdiener  
Kathy Huppert  
Garrett Warren  
Shannon Kolacz –Property Manager – FSR  
Stacy Hudgens- Asst Manager- FSR

**Absent**

Jeff Terwilliger

**2. Verify a Quorum is Present**

James Galloway verifies a quorum of the Board is present

**3. Approval of Proposed 2026 Budget**

Garrett Warren motions to approve the Proposed 2026 Budget. Kathy Huppert seconds the motion. All Board members vote in favor. Motion passes unanimously by vote of the Board members present at the meeting.

**4. Adjournment**

James Galloway adjourns the meeting at 7:14pm



DENNIS M. WILLIAMS  
ARCHITECT, P.C.

February 9, 2026  
Summer House in Old Ponte Vedra Condominium  
Attn: Shannon Kolacz  
700 Ocean Place  
Ponte Vedra Beach, FL 32082

Re: Architectural Contract

Dear Shannon:

As we discussed recently, I am retiring, and have therefore spoken to Julianne Overby, Architect, about completing the architectural services for the duration of my contract with Summer House. Said contracts, dated 2015 and revised in 2020, provide architectural plans and services for contractor to remove siding, stucco and trim and reconstruct such on 21 buildings. Of these 21 buildings, all but 5 buildings have been completed. I have attached a copy of the two signed contracts mentioned above. Julianne has agreed to take over with the fee schedule provided in these contracts for completion of final 5 buildings except for the hourly rate of \$225.00 (11 years of inflation). Chris Luca with Call Construction Unlimited, Inc., is aware of this transition as well.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the 11 day of February, 2026.

*David Galloway*  
Manager, Summer House in Old Ponte Vedra  
President

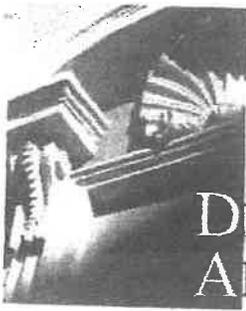
*Shannon Kolacz*  
Witness

*Julianne Overby*  
Julianne Overby, R.A.  
JNOverby, LLC  
2452 Pullan St., Jacksonville Beach, FL 32250

*Shannon Kolacz*  
Witness

*Dennis M. Williams*  
Dennis M. Williams, Architect

*Shannon Kolacz*  
Witness



**DENNIS M. WILLIAMS  
ARCHITECT, P.C.**

**ARCHITECTURAL CONTRACT**

THIS AGREEMENT made on this the \_\_\_\_\_ day of January, 2020, by and between Dennis M. Williams, Architect, whose address is 128 Oak View Circle, Ponte Vedra Beach, FL 32082, hereinafter referred to as "Architect", and Summer House in Old Ponte Vedra Condominium, whose address is 700 Ocean Place, Ponte Vedra Beach, FL 32082, hereinafter referred to as "Client".

In consideration of the mutual promises herein contained, the parties agree as follows:

Association wishes to remove siding, stucco and trim and reconstruct such on 21 buildings on West side of A1A.

Association has previously engaged Architect to oversee Association's construction on Buildings 13, 16, 1, 2, 3, 4, 5 and 6, with Architect's Scope of Work as follows: Scope of Work includes but is not limited to the provision of repair drawings for and supervision of the bid/permit process [including wall section, window detail and metal rail/stair fabrication detail], composition of applicable documents, construction administration on an As-Call basis, and inspection of the construction process and certification of Contractor's draw requests.

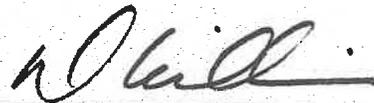
Phase 2 of Association's project includes removal of siding, stucco and trim and reconstruction of such on Buildings 7, 8, 9, 12 and 15 on the West side of A1A.

Architect's Scope of Work for Phase 2 shall include all previously rendered services for the compensation previously agreed, as follows:

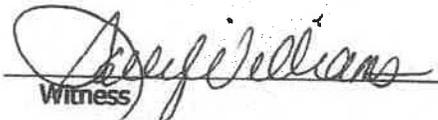
Drawing Reuse Fee.....	\$1,000.00, billed upon completion
Construction Administration.....	\$ 150.00, per hour, billed monthly
Draw Requests.....	\$ 300.00, per request, billed upon completion
Additional print sets beyond 6.....	\$ 30.00, per set, billed upon completion

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

  
\_\_\_\_\_  
Client

  
\_\_\_\_\_  
Dennis M. Williams, Architect

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Witness

## **Nov 2025- Jan 2026 ARC Applications**

### **Nov 2025 ARC Applications**

- #105 Electric Fireplace install
- #802 Window Replacement

### **Dec 2025 ARC Applications**

- #769 Gutter install on patio framing

### **Jan 2026 ARC Applications**

- #793 Patio frame replacement
- #701 Door Replacement

## **Nov 2025 thru Jan 2026 Violations**

### **Nov 2025 ARC**

- #1601 Chord hanging outside front window
- #1909 Faux plants in common
- #703 Flooring Violation

### **Dec 2025 ARC**

- #1812 Noise Violation
- #311 Noise Violation
- #311 Noise Violation