

WEST BAY CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING MINUTES  
Wednesday, January 22, 2025, AT 9:00 A.M.  
Location: WebEx connection & Jupiter Management's conference room

**Directors Present:** Diane Gustafson, Bob Gunia, David Morganti, Fred Muir & Shirley Trowbridge

**Directors Absent:** None

Representing Jupiter Management, LLC: Stephen Skakandy

**Approval of Minutes**

After David called the meeting to order, Bob announced he had provided Stephen with suggestions for the December minutes. Stephen confirmed receiving the suggestions and committed to inputting them as provided. With no other suggestions being provided for the minutes, a motion was made to approve the minutes as amended. The motion received a second and unanimous approval.

Fred reminded the Board of the Budget Adoption meeting minutes requiring review and action. After reviewing the draft minutes, a motion was made to approve the minutes as submitted. The motion received unanimous approval.

**Financial Report**

The financial report opened with Bob discussing the Balance Sheet activity. Noting the ICS banking program, Bob reported wanting to verify the various bank balances to ensure the Association's funds are FDIC insured.

The electrical project contract deposit will be reclassified on the Balance Sheet once the project proceeds and materials are delivered to the Association.

Bob reviewed Accounts Receivable, noting there was a \$35.00 item that may need to be verified/reclassified. The total balance owed by the Association from unit owners amounted to \$7,225.97.

The Profit and Loss report followed the Balance Sheet discussions, noting financial activities associated with various accounts resulting in year-end surplus of funds which may be more favorable than anticipated.

Bob announced he would review the financial activity at the 2025 Annual Membership Meeting, which will convene a few hours after the Board meeting.

Bob took questions from the Board and members present at the meeting.

After the questions and discussions concluded, a motion was made to approve the financial report as submitted.

**President's Report**

**Commented [A1]:** I think it's hard to see I struck out the 's'I

**Commented [A2R1]:** I couldn't get rid of this darn 's' which came off your verb 'has' somehow!

**Commented [A3R1]:** WHAT The heck is going on here?! My SECOND comment above was for the paragraph under Landscaping on p. 2

Diane, who attended the Presidents' Council meeting, provided details of the meeting. Topics included:

- Security update
- Details on the special assessment projects
- Accounting updates involved with the new software system.

Diane answered questions from Board members and owners present.

David provided details on items to be discussed at the Annual Membership Meeting. Items he will present and discuss include:

- Vehicle parking within the community
- Property boundaries and ownership
- Community improvements and suggestions that owners should contact the Board and/or management prior to initiating any projects with their condominiums.

### **Old Business**

#### *Landscaping*

The recent proposals provided by Revival were discussed in detail. As the proposals were reviewed the Board voted on each one separately.

Proposal #	Motion	Motion seconded	Proposal cost estimate
2105	X	X	\$72.00
0115	X	X	\$150.00
1150	X	X	\$1,200.00
1212	Tabled	N/A	\$0.00
0114	X	X	\$452.00
1143	X	X	\$2,230.00
1142	X	X	\$1,909.00
1141	X	X	\$718.00
1114	X	X	\$452.00

The renewal contract with Revival was discussed, with Fred and David reporting the contract in the Board package was unchanged from the earlier submission, but discussions with Revival have finally resulted in the development of an agreement acceptable to the Association. After discussing details of the proposed agreement, a motion was made approving the execution of the Revival renewal agreement subject to the revisions to be input to the document by Revival

#### *Electrical Project*

Questions regarding the status of the issuance of permits by Palm Beach County were answered. Stephen reported on the recent communication with the contractor, noting the next item to be completed is to hold a premobilization meeting with the contractors to determine project details and logistics in completing the project. Other concerns to be resolved include duration of power loss while systems are being replaced and mitigating efforts to be taken to minimize owner/resident inconvenience.

#### *Draft Amendments*

The draft amendment vote received to date was reported. Stephen stressed the need to have strong attendance by the members at the Annual Membership meeting scheduled after the Board meeting in order to establish a quorum and majority vote

#### *Garage Aprons*

Stephen reported the units where the garage aprons had been restored and those where the aprons had not been addressed. After discussions, the Board considered the fining option for units 208 and 141. After considering the fine limits, a motion was made to issue fines in the amount of \$100 per day up to the \$1,000 limit. The motion received a second and unanimous approval.

### **NEW BUSINESS**

#### *Lake Committee*

Diane reminded the Board that a member within West Bay should be approved and appointed to sit on the Jonathan's Landing Lake Committee. During the discussion, Diane volunteered for the position, but also noted an outreach to the community should take place to find if there are other residents who would like to be on the committee.

#### **Manager's Report**

David asked Stephen to provide the manager's report.

Before opening the discussions and presentation of the Manager's Report, Stephen thanked Diane for her work with the Board and the Association, as she did not run for an additional director term.

Beginning by presenting details regarding unit repairs and maintenance from the last month, Stephen reported on possible rodent infestations, which had been addressed after finding an access point into the building attic.

Other areas presented involved water intrusion for units on both Schooner Pointe Drive and Island Cove Drive. Each unit's progress was reported with details of how they would be completed and/or resolved.

The report included photos and commentary regarding the recent golf cart roof replacements, with an emphasis on the quality work performed by the contractor. Stephen opened the manager's report presenting the status of the golf cart shed roof project and Fred's efforts in bringing in a new contractor to perform the service. The report included photos of the work recently completed and some of the golf cart shed roofs that are to be replaced.

The report concluded with the presentation of sample street light heads for the Board to consider for future maintenance of the streetlights.

Fred provided additional details regarding the streetlights and potential project cost discussions.

#### **Unit Sales and Rentals**

Unit 208 – submission for a rental from January 7, 2025 to April 7, 2025 was reviewed. After presenting the results from the background checking and application details, a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

Unit 232 – submission for a rental from January 1, 2025, to April 1, 2025, was reviewed. After presenting the results from the background checking and application details, a motion was made to ratify the application's approval. The motion received a second and unanimous approval

Unit 241 – submission for the sale and purchase of the unit. After presenting the results from the background checking and application details, a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

#### **Unit Owner Modifications**

The owner of unit 109 submitted for approval to install vegetation by their golf cart shed. After discussions regarding the placement of the proposed plant material and the type of plant material, the submission was denied due to the location and type of plants being proposed.

The owner of unit 251 submitted for approval to install vegetation along the entrance to their home. After reviewing the proposed plant material, it was agreed not to approve the application due to the proposed plant material.

The owner of unit 213 provided a detailed plant and mulch installation plan for the front walkway of their unit. After discussions, a motion was made to approve the application as submitted.

The motion received a second and with Dave Morganti abstaining from the voting, the request received unanimous approval from the remainder of the Board.

#### **General discussions**

David called for owner comments and discussions.

Fred provided a few items:

- The fire hydrants within the community are being maintained by a contractor engaged by the Town of Jupiter. There were discussions about the placards placed on the hydrants, but it was noted the system is operational and was never out of service, as the improper signage might have led residents to believe.
- The Quiet Zone for the train crossings remains an open issue.

There being no more discussion, a motion was made to adjourn at 11:23 AM.

The next meeting is scheduled for February 26, 2025, at 9 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors