

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

WEDNESDAY, October 21, 2020 AT 9:00 A.M.

Location: WebEx connection

Directors Present: Diane Gustafson, Bill Fike, Rich Forbes & Al Sullivan

Directors on Speaker Telephone: N/A

Directors Absent:

Representing Jupiter Management, LLC: Stephen Skakandy

With a quorum of the Board present, Bill called the meeting to order at 9:00 AM.

Approval of Minutes

Bill asked if the members had time to review the minutes from the September meeting. Diane reported a few corrections followed by Bill asking if there were any other changes or suggestions for the minutes. After time passed, a motion was made to approve the minutes as amended. The motion received a second followed by unanimous approval.

Financial Report

Bill asked Rich to provide the monthly financial report.

Rich began the report discussing the operating and reserve account bank balances. He included the roof project bank loan liability amount, indicating the reduction of outstanding principal and the current balance due on the loan.

He advised the 2019 audit adjustments are to be sent to the new auditing firm before the year end to have them get up to speed on the Association's financial history and provide them opportunity to make any corrections before the close of the 2020 fiscal year.

The report continued with a review of the Profit and Loss statement with details on key line items being discussed. In addition to the regular operational reports, Rich used the two expense and reserve expenditure schedules to advise the Board of the expenses to date for the planned projects and roof repair expenses.

The project expense report presented some categories completing under budget and the golf cart shed project being one project that will be going over budget. He advised with the building painting scheduled for 2021, it would be best to continue with the wood repairs, even if they exceed the initial budget estimates.

After general discussions, Bill called for a motion to approve the financial report. A motion was made to approve the report as presented. The motion received a second followed by unanimous approval.

Lake Update

Bill started the meeting by asking Vern to provide the lake update. Vern advised there was no change in the system since the last meeting.

- WCS 4 remains inoperative;

- The contract with the POA is in review by the four villages' legal counsel.
 - The water advisory committee is structured in three segments;
 - The group to interface with the South Florida Water Management District;
 - A group to address the surface water management;
 - A group to check the chemistry of the lake.

Vern stated he will be involved with the group addressing the chemistry of the lake. During this discussion Vern asked if Diane would like to be involved with the group, which she agreed to.

Vern reported on a new finding with the lake, where there appears to be chemical sediment at the bottom of the lake, which is not proper. More is to be discovered regarding this new finding, and possible options for lake management will be considered.

Other discussions developed regarding the POA and their wanting an easement over portions of West Bay's property to facilitate their irrigation pumping systems.

Selection for Director Vacancy

Bill announced a candidate is available to fill the current vacancy on the Board. Fred Muir, has shown interest in becoming a Board member was nominated to fill the vacancy. After general discussions a motion was made to nominate Fred to fill the vacant board position. The motion received a second and was unanimously approved. Fred, being online for the meeting, was welcomed as the new Board member.

Landscaping

Diane provided the update on the landscaping, reporting the mulch has been delivered and its application is scheduled.

She updated the Board on the tree trimming work and added there were removals of dead trees and one that had been hit by lightning along West Bay Drive.

The landscaping by the pool area is also completed.

Pool Project

Stephen provided an update on the project, noting the project is complete with only minor punch items remaining.

Roof Maintenance

Jason from Corbett Services was on hand to provide a report on the recent three buildings inspections. Using the computer screen sharing function, the reports were viewable by all attending with Jason providing detailed descriptions of the items on the reports. Using the filed photos, he was able to display and explain items of concern and show areas where work or repairs were necessary.

Bill and Rich questioned the processes used by Jason and opened discussions regarding recommendations for correcting the deficiencies of the roof installations.

After the discussions it was agreed that the next item is for Corbett to schedule the necessary repairs for the buildings.

Trip Hazard at #166

The uneven concrete, uplifted by tree roots, was discussed with Jupiter Management advising there are two grinding methods to be considered for the job. Either piece of equipment can be rented at a local agency and the job will get on the schedule.

Review of the year-end budget and Annual Meeting Schedule

The proposed 2021 budget was presented by Rich, who provided detailed on the proposed expenses and the methodology used in estimating the next year's insurance expenses.

He provided a line item review of the proposed budget, followed with a detail discussion of the estimated reserve expenses as well as providing recommendations for the minimum reserve bank balances.

Using the five-year reserve expense schedule, Rich suggested the road resurfacing be pushed back a few years due to the 2021 painting project, other projects scheduled for 2021 in an effort to maintain healthy bank balances within the reserve accounts.

Resulting from the discussions a few line items within the reserve expense category were adjusted to ease financial burden on the bank accounts. After the adjustments were input and all were able to see the results of the adjustments on the shared computer screen, a motion was made to approve the proposed budget and reserve schedule to the membership. The motion received a second followed by unanimous approval.

NEW BUSINESS

POA Report

Diane and Irene provided a report on the recent POA meeting. They reported on the POA's legal expenses and that the POA plans to open the central gate to allow for contractor access to the community.

The POA's financial discussions, regarding a 2021 special assessment of the membership was included in the report, noting the POA is working on a schedule for assessing the members. They are considering one large assessment or an assessment with payments to be billed over an extended time period.

Holiday Lighting Decoration

The 2020 holiday lights are scheduled for installation and they will be turned on right after Thanksgiving.

West Bay Website

Bill provided a brief update on the website updates, and the Board package included printouts of the pages that have been updated. Stephen reported there are some more files to be uploaded to the site and a few more issues require attention, but most of the pages are operational.

Manager's Report

Bill asked Stephen to provide the manager's report.

The report began with advising on recent owner correspondence regarding vehicle parking and garage doors being left open. Each owner contacted will be correcting the issue.

The report include an outline of projects that have been completed or are in the stages of being completed. These items include;

- The holiday lighting;
- The pressure washing;
- The restroom project;
- The pool gate hinges repair;
- The pool gas heater service;
- Painting the parking lines at the golf cart parking area.

The AC shed trim wood that is deteriorating was presented with supporting photos showing the deterioration, photo-shopped example if the trim was removed and detailed on the physical structure.

The concept is to repair a worse case unit, 160 area, and as the work is being performed evaluate the project complexity, potential costs and options regarding removing the wood and not replacing it or restoring the structure as originally designed.

Sales and Leasing

Unit 138 was presented for a seasonal lease. There were no adverse issues with the proposed tenants.

Unit 232 was presented for a seasonal lease. There were no adverse issues with the proposed tenants.

Unit 123 was presented for a seasonal lease. There were no adverse issues with the proposed tenants.

Unit 216 was presented for sale. There were no adverse issues with the proposed new owner.

Rich made a motion to approve all four applications as submitted, followed by a second and unanimous approval.

Unit Modifications

Unit 251 submitted for replacing their flooring throughout the apartment. The sound-deadening material proposed for installation, Whispermatt, presents sound-deadening properties of IIC 72 and STC 72, which exceeds the Association's requirements.

Unit 260 submitted for replacing their windows with impact windows throughout the apartment. The information provided by the owner was unclear if the windows were in fact impact windows and if the screen patio installation was for the inner or outer doors. Jupiter Management will get clarification on the questions and report back to the Board.

The Board announced it would take owner questions.

After general discussions the meeting adjourned at 11:40 AM. The next meeting will be held on WebEx November 18th at 9:00 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors