

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

Directors Present: Bob Gunia, Amy Mitchell, David Morganti, Fred Muir & Shirley Trowbridge

Directors Absent: None

Representing Jupiter Management, LLC: Stephen Skakandy

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

Approval of Minutes

David asked for any comments or corrections for the minutes. Bob provided a few suggestions updating the draft minutes. A call for any other changes was provided, with no additional suggestions offered.

There being no additional revisions, a motion was made to approve the minutes as amended. The motion received a second, followed by unanimous approval.

Financial Report

David asked Bob to provide the financial report.

Bob initiated his report providing details of the ICS sweep accounts, though he had yet to review the individual documents verifying the deposit balances of various accounts.

The presentation continued with Bob presenting details from the Balance Sheet and the Prepaid category.

He continued with the income statement, reporting on various line items, though the insurance expenses amortization requires correction, since the insurance endorsement was implemented after receiving the updated property appraisal for the community.

Members of the Board asked questions about the Balance Sheet and the Profit and Loss report. After the discussions concluded, a motion was made to accept the financial report. The motion received a second and unanimous approval.

Bob proposed the 2026 operating budget, noting there were adjustments input to the budget: reducing the landscaping other/trees category, omitting the \$10,000 contingency category.

Other factors Bob included in the development of the proposed budget were:

- The application of the deferred assessment derived from the operational excess at year end.
- The funding needs for reserves were noted, and the funding requirements were worked into the proposed budget.

David asked the Board if they would permit adjusting the agenda to allow Frank Cutney time to present his report.

Agreeing with the suggestion, the Board yielded to Frank and his lake report.

Frank provided updates on the IQ technology that is used to mitigate the algae in the lake, through the function of transmitting a frequency through the water impacting the algae. He advised the frequency does

not penetrate the littoral vegetation, nor make its way to all portions of the lake, mainly the canal between Back Bay and Schooner Pointe Drives.

There were discussions about the POA and the Golf Club where The Club is considering taking submerged land from the lake across from Waterbend to fill and reclaim a sufficient area to facilitate the expansion of the Golf Club facilities.

President's Report

David reported that the President's Council will be meeting in November.

When Bob spoke with the presidents of communities that draw from the lake for their irrigation, as West Bay does, he learned that they do not have any issues with water pressure with their irrigation systems.

Old Business

Landscaping

Fred began the landscape discussion updating the Board on the irrigation system and his observations of the system pressure and the coverage it provides to the landscaping. He also reported on the plan to clean the filtration system in an attempt to mitigate the low-pressure issues.

A variety of discussions followed regarding the irrigation system, its impact on the landscaping, and options for addressing its limited operation.

Fire Code Compliance

Stephen provided details regarding the recent report issued by the Palm Beach County Fire Rescue mandating the installation of signage and fire extinguishers throughout the community. The report included extinguisher placement specifications and overall potential project costs.

Insurance Renewal Discussions

Bob updated the Board with the recently obtained insurance cancellation and reissuance cost information. After talking with the agency representative, Don Brady, Bob reported the proposed cancel and rewrite of insurance policies in December would have the Association missing the renegotiated reinsurance contracts that are negotiated every January. Don advised, with the decrease insurance claim activity throughout 2025, the January negotiations could reduce West Bay's property insurance between 10 to 20%.

After the discussions it was agreed to not make any changes this year to the insurance maturity dates.

Tree Trimming

Fred provided details regarding the upcoming tree project. The palm trees will be trimmed and the contractor, Only Trees, will be trimming hard wood trees along Back Bay and West Bay Drives.

The pricing of the tree trimming and the additional items to be addressed by Only Trees were included in the discussions. Fred provided the proposals provided by Only Trees for removing dead palm trees, proposal 16619 in the amount of \$600; proposal 16637 for trimming the large Ficus tree behind 133.

After discussions regarding the proposals, a motion was made to approve the proposals as submitted. The motion received a second, followed by unanimous approval.

Fred provided details of the proposal provided by Revival Landscaping for additional plantings at various locations within the community. Proposal 20251009 in the amount of \$12,693 was discussed in detail, followed by a motion to approve the proposal as submitted. The motion received a second and unanimous approval.

Electrical Project Update

Fred provided updates on the owner obtained surge protectors and those homeowners who remain outstanding with the installation of the units.

Community Website

David and Stephen discussed the website being developed by Amy. The next step in the process is for the site to be transferred from her account with the Association to its new account, and to ultimately grant administration of the site.

New Business

Manager's Report

David asked Stephen to provide the manager's report.

Stephen provided updated details regarding the projects recently completed, beginning with the repairs along the pool area enclosures. Supported with photos, the report showed the projects at the beginning stage, their in-progress status, and the finished product.

Other projects completed included the curbing repair along Island Cove, followed by unit details for:

248 – excessive water usage which was resolved with repairs being performed on the owner side of the water meter.

108 – had been experiencing water intrusion, which was found to be a leaking bathtub and not a roof or exterior building breach. The owner will be addressing the matter.

244 – unit owner installed an unapproved window in their kitchen. Stephen sent the owner a violation letter requesting the work be reversed and the unit restored. Stephen will be following up on the matter and report back to the Board.

Unit Owner Modifications

Unit 216 submitted an application for installing a sliding glass impact door in the master bedroom. After reviewing the proposal and confirming the application being compliant with the Association standards, a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

Sales and Rentals

Unit 151 applied for a 2026 seasonal rental. After reviewing the information provided, it was noted unit 151 remained on the list for not installing the mandated surge protection unit. The application was not approved, and the owner has to bring the unit into compliance before obtaining an approval for the rental.

Other

Fred provided proposals for stucco band repairs by McGilvary Roofing Inc. The proposals included units 104 & 232 in the amount of \$3,650 each.

Additional proposals for fascia repair to units 250; 244; 243 & 201 from McGilvary Roofing were included for \$1,650 per unit.

After discussing the proposals and the building conditions, a motion was made to approve the proposals as submitted. The motion received a second and unanimous approval.

The emergency pool pump replacement contract was included in the Board package for review and disposal. A motion was made to ratify the proposal for the replacement of the pool circulation pump in the amount of \$2,357.88. The motion received a second and unanimous approval.

General discussions

General discussions followed with owner comments.

Stephen was asked to get the survey proposal updated and ready for presentation to the Board at the November Board meeting.

The schedule for the next series of Board meetings was discussed.

- November 11, 2025 at 9:00 AM - the 2026 proposed budget review meeting.
- November 24, 2025 at 9:00 AM the monthly Board of Director meeting.
- December 11, 2025 at 1:00 PM the budget adoption meeting at the community pool.
- December 23, 2025 at 9:00 AM the monthly Board of Director meeting.

After owner questions and discussions were fielded by the Board, a motion was made and passed to adjourn at 12:09 pm.

Respectfully submitted by
Stephen Skakandy, LCAM


For and on behalf of the Board of Directors