

WEST BAY CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, NOVEMBER 18, 2020 AT 9:00 A.M.
Location: WebEx connection

Directors Present: Diane Gustafson, Bill Fike, Rich Forbes Fred Muir & 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 October meeting. Rich provided a few corrections/suggestions, as well as Bill and Al. After the adjustments had been input to the minutes, a motion was made to approve the minutes as amended. The motion received a second followed by unanimous approval.

Rich noted the second set of minutes for review for the November 5th meeting. After all had time to review the draft a motion was made to approve the minutes. The motion received a second followed by unanimous approval.

Financial Report

Bill asked Rich to provide the monthly financial report.

Rich initiated the report presenting the balance sheet and the Association's cash balances. Summing up the portion of the report, he advised the Association's cash position is good.

The bank loan for the roof project was noted with an outstanding balance of \$542,731.88 and the payoff date is September 2026.

The next item of the report was the P&L vs Budget report. Rich advised the refund recently received from Revival for the 2020 porter services was credited back to the landscape contract line item, adding to the favorable condition of that account. The report included noting the YTD activity remains under budget, though there are outstanding expenses that will be processed before the end of the year.

A final review of the Reserve Cash Flow report followed and a brief discussion on the proposed 2021 budget, which will be voted on during the December budget meeting at the pool.

Lake Update

Bill started the meeting by asking Vern to provide the lake update. Vern began with discussions regarding WCS 4 and its current failed state. He emphasized the original 6-foot diameter pipe was sleeved with a 5-foot diameter pipe that has been impacted by additional actions resulting in decreasing the diameter of the pipe to two feet. Vern reported actual knowledge of the original function of WCS 4 where runoff water would flow through the system to the ICW and now the runoff water flow has resulted in filling the stand pipe, which is a substantial decrease in function from the original design.

The discussions continued regarding the water use agreement development efforts and the legal resources employed by the villages to compose an equally fair agreement. There were discussions regarding the previous attempts of the villages to work with the POA and secure an agreement that is fair for both the POA and the villages.

Other concerns voiced during the discussions resulted in a motion to have another letter sent to the POA from the 4 villages approving of the use of the 1991 agreement as the basis for further negotiations. The motion received a second and unanimous approval.

Golf Cart Shed Improvements/ Next Steps

The discussions moved to Fred providing information on the golf cart sheds and AC sheds. The potential modification to the AC sheds was reviewed in detail with the conclusion that the modification would have to be provided to the membership for approval.

It was decided to work on the AC shed at 260 West Bay Drive as that unit is in the most need. The project would be performed in stages to allow for the membership to review the appearance of the modification prior to the Board presenting the change to the membership. It was decided to perform the work and to pressure wash other sheds in the general area to help present a full end-product to the membership.

The schedule of events is:

- Clean the AC Sheds;
- Remove the rotted boards from the AC shed at 260;
- Provide an email communication to the membership.

Scheduling of 2021 Painting

Stephen reported on the recently received proposals from PD painting, the pricing for painting and roof cleaning and that there will be another proposal from RCI painting before the next meeting.

The discussions extended to the cleaning of the roofs and the current need for the roof cleaning. Stephen added there is a proposal from PD Painting for the roof cleaning and that there will be one from RCI as well as another from an independent pressure washing company.

Progress on To-Do List

Fred provided the Board with an update of his "To-Do" listing. The items that have been addressed were noted as well as those items that are to be completed over time. Bill asked if additional items had been added to the list from the initial submission. Fred reported a need for additional work at units 213; 255 & 235.

Stephen added commentary on items that had been completed or worked on in addition to Fred's progress report.

It was noted there are items for Corbett to complete and the need for them to begin working on the community projects as promptly as possible.

Roof Maintenance Initiative

• Progress Report List

Corbett has been advised of the project needs, but has yet to mobilize to the community. They will be followed up on.

• Warrantee on Company Roofing

The report provided by Corbett will be provided to Company Roofing. The current warrantee work being done by Company Roofing will be completed before the other discussions are initiated regarding Company addressing items presented on the Corbett inspections.

Landscaping

Diane provide an update on the seasonal projects:

- Tree timing is concluded;
- The mulch is applied and the remaining pallets on property will be removed. (The initial purchase of materials was greater than the need; therefore Revival will provide a refund to the Association.)

Other items in the report included the next scheduling of fertilizer, pest control and weed control application throughout the community.

Trip Hazards

Bill asked Diane about her recent report identifying areas within the community. She offered to revisit the report and areas noted to establish priorities for scheduling repairs.

Review of Year-End Budget and Annual Meeting Schedule.

Stephen reported on the schedules in place for the two events. The proposed budget meeting notice has been processed and is in the U.S. Mail to the membership.

The annual meeting schedule was reviewed with Stephen advising the JL Gulf Club is not able to commit to a room where the Annual meeting is historically held due to Covid. Stephen also reported he has contacted the Division to get guidance as to approve processing of annual meetings, determination of meeting quorums, as well as procedures for holding elections. Once feedback is provided a report to the Board will be prepared.

NEW BUSINESS

POA Report

The review of the POA meeting began with a report on the POA's discussions regarding reserves for roads, gazebos and docks.

Other topics covered included:

- The marina restaurant – Out of the Blue;
- The opening of the central gate for vendors;
- Security outsourcing to Cambridge Security;
- Increases in cost for the outsourcing of security.

There were other discussions regarding the POA, the next Director election and who may be a possible candidate for the POA Board in 2021.

Only One Dog Rule

The rules regarding pets were reviewed noting the maximum weight for a dog is 20 LBS. There were discussions to amend the rules to limit the housing of only one dog per unit.

Manager's Report

Bill asked Stephen to provide the manager's report.

Beginning with an overview of the recently completed community projects, Stephen provided details supported with photos presenting:

- Street light cleaning and maintenance;
- Holiday light installation;
- Pool gas heater maintenance and repair;
- Status on the restroom renovation;
- Options for the AC shed wood removal.

Details and photos were provided presenting the recent bee removal at unit 117 Back Bay golf cart shed. The report included photos of the bee hives with commentary regarding both their construction and their removal.

The report concluded with details on the 2021 annual meeting and director election. The time constraints for the notices, candidate submissions and final notice of meeting were discussed. Stephen reported contacting the Division to obtain advice regarding annual meetings with impact from COVID and social distancing.

Sales and Leasing

Unit 235 was presented for a seasonal lease. Details regarding the lease and application submission were included in the discussion. It was noted the applicant has a non-conforming vehicle. After discussions a motion was made to not approve the application as submitted. The motion received a second and unanimous approval. Stephen will report back to the owner of the unit.

Unit 260 was presented for a seasonal lease. There were no adverse issues with the proposed tenants.

Rich made a motion to approve the all unit leases other as submitted, followed by a second and unanimous approval.

Unit Modifications

Unit 255 submitted application for replacing their flooring throughout the apartment. The sound deadening material, Whispermatt, they proposed to install presents sound deadening properties of IIC 72 and STC 72, which exceeds the Association's requirements.

The Board announced it would take owner questions.

The discussion focused on the new rule in process regarding grilling and the storage of fuels. The concern of storing fuel for long periods of time was discussed, noting the need to have restrictions adjusted to be more accommodating to unit owners. It was decided that the rules will be reconsidered in future discussions.

There were discussions regarding the Club and measures taken regarding COVID and processes for limiting the number of people accommodated at the Club.

After general discussions, the meeting adjourned at 12:28 PM. The next meeting will be held on WebEx December 16th at 9:00 AM, with the budget adoption meeting that afternoon at 3:30 PM at the pool and on WebEx.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors