

WEST BAY CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES
Monday, November 24, 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 suggestion, which was agreed. 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 opened his report providing details of the Balance Sheet presenting the bank account balances and the ICS seep accounts. Bob, not having time prior to the meeting date to firmly review the financial report, indicated he had not verified the report content.

Bob continued the presentation presenting discrepancies within the financial report providing examples of amortizations that have not changed from previous cycle.

Bob concluded the report addressing the potential fiscal year end cash balances and how those funds will be applied to the 2026 operations and the reduction of quarterly fee requirements.

A call for questions was given by David, there being none, a motion was made to approve the financial report as submitted. The motion received a second followed by unanimous approval

President's Report

David provided a detailed report from the recent presidents meeting providing details from the meeting and added commentary regarding the lakes and the projects that will be considered in the four-to-five-year plan for the community.

Lake Report

Fank provided his report by providing a written email submission.

The report contained three paragraphs concerning the lakes, priorities for 2026 with a focus on trouble areas within the community as well as the West Bay Lagoon.

The next lake committee meeting is scheduled for December 15th. Frank closed his report noting he will keep the Board informed about the lake committee's actions.

Old Business

Electrical Breakers

A brief update on the project and the requirement to extend the open permits to facilitate the final county inspections.

Fred updated the Board on the owner's progress in having the surge protectors installed on the meters and that he personally called the owners encouraging them to complete the process of getting FPL to install the units on their meters.

Community Website

Amy provided her update on the progress of launching the community's website. The cost is estimated at \$500.00 for the next three years. The Board members have seen the site and all are pleased with the result. Amy was thanked for her work on the project.

New Business

Manager's Report

David asked Stephen to provide the manager's report.

Fred provided discussions regarding the irrigation filtration issues and other details regarding the irrigation controllers, as they have not been monitored.

The discussion with Fred provided details of the landscaping contractor interview performed by Fred and Amy.

Details from the short-listed interviews were provided as well as proposal contract cost data. After the Board discussed the various pros and cons of each bidding company, their history and proposed pricing a motion was made to engage Sago Landscaping to commence servicing the community January 1, 2026. The motion received a second and was approved with four positive votes. Fred did not vote on the motion.

A meeting is to be set up with Sago Landscaping with members of the Board.

The manager's report followed the landscaping discussions with Stephen provided details and photos of recent repairs performed to various units within the community.

Items presented included addressing water intrusion from two unit's kitchen windows and one was a roof leak, warranty by Campany Roofing.

Other items in the report included the irrigation filter cleaning. Stephen reported contacting the manufacturer of the filters to report the north filter cartridge was faulty and had a tear in the filter screen.

The report concluded with a schedule presenting the buildings that are completed with the installation of surge protectors and the eight units that remained in need of installation of the equipment.

While discussing community repair needs, the Board reviewed proposals for services to the community.

The first proposal is for Comfort Control to renew the expiring building permits associated with the electrical project. The renewals are necessary to complete the project and close it out with Palm Beach County. The cost to renew the permits is \$4,187.00. A motion was made to approve the engagement as presented. The motion received a second and unanimous approval.

The next series of proposals were from Mike McGilvary Roofing who provided proposals for stucco repairs to units: 113/213; 107/207; 117/217; 117/217; 130/230; 144/244 and 148/248. Each of the unit repairs are priced at \$3,650 individually for a total project estimate of \$21,900. A motion was made to approve the proposals as submitted. The motion received a second and unanimous approval.

Fred advised the members of the Board of his discussion with the POA's contractor who could address the retaining wall on the north side of the community. The contractor reported the retaining wall is approximately 386 linear feet long and the cost of rebuilding would be in the \$260,00 range. Additional costs for engineering and landscape restoration could increase the project cost by \$50,000. The purpose of the discussion was to review the survey proposal provided by Lidberg Land Surveying, inc. in the amount of \$8,500 to \$9,500. After discussions regarding the need for the survey, a motion was made to approve the proposal as submitted. The motion received a second and unanimous approval.

The final contract review was the Jupiter Management agreement updated for 2026. After the discussions regarding the contract and that it contains the new statutory requirements, a motion was made to approve the contract as submitted. The motion received a second and unanimous approval.

Unit Owner Modifications

Unit 203 submitted an application for installing a sliding glass impact doors and windows in their unit. The discussions included the possibility of the owners of 203 having to remove the sliders if their porch required concrete repairs. After the discussions the Board agreed to hold off on approving the proposal and for Stephen to get with the owner.

Unit 232 submitted an application for installing flooring in their unit. The submission contained the specifications of the sound deadening material producing an IIC of 72 and an STC of 72, both of which comply with the community standards. After discussions a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

Sales and Rentals

Units 151; 256; 230 & 220 submitted applications for either rentals or sales. With all applicants having conforming vehicles; no pets; positive background/credit reports and the unit owners having installed the required surge protection devices, a motion was made to approve each of the applications. The motion received a second and unanimous approval.

Other

The non-conforming kitchen window that is installed at unit 244 was discussed. Stephen provided an update, and the Board directed management to contact the owner of the unit and require them to apply to bring the windows back into conformity. It was noted the owner may be subject to a fine if the violation is not corrected.

Fred reported on a light post that needs to be replaced. He noted talking with Jim from Jupiter Management and making arrangements for the light pole to be repaired.

After owner questions and discussions were fielded by the Board, a motion was made and passed to adjourn at 11:36 pm.

Respectfully submitted by
Stephen Skakandy, LCAM


For and on behalf of the Board of Directors