

WEST BAY CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES
Thursday, December 11, 2025, AT 1:00 P.M.
Location: WebEx voice connection & West Bay community pool

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

Directors Absent: Amy Mitchell

Representing Jupiter Management, LLC: Stephen Skakandy

With a quorum of the Board present, David called the meeting to order at 1:00 PM.

Adoption of the 2026 Operating Budget

David opened the meeting by introducing the budget process and turning the meeting over to Bob Gunia, the Association's Treasurer.

Bob initiated his presentation by acknowledging the number of attendees and that, though the projection screen was available, he called everyone's attention to the printouts provided and that all could follow along with them.

He provided a line-item presentation of the proposed budget supporting the estimates proposed by detailing the historical activity along with the future expectations.

As the presentation of the budgeted expense and incomes concluded, Bob provided extensive details of the reserve funding needs using the current reserve study to further explain the Association's reserve status, percentage reserved compared to the estimated reserve needs as well as the benefits of funding reserves.

Relaying items from the reserve study, Bob presented highlights from the reserve study as well as answering owner questions regarding the reserves, scheduling of future projects and the possibility of adding items to the reserve schedules.

Owners asked financial questions and questions regarding landscaping and other community needs. After the questions were answered Stephen advised the Board needed to make a motion to adopt the proposed budget. The motion was made followed by a second and unanimous approval. The proposed budget had been adopted.

David presented a few public service announcements while the members remained;

- He reported there are two seats open for the upcoming Director election
- He provided details and suggestions for placing trash and recycling out for pickup.

As the meeting unwound, the proposal from McMagilvy roofing for the additional spalling work needed for units 130/230. A motion was made, seconded and unanimously approved.

A call for adjournment was made, followed by all agreeing. The meeting was adjourned.

Respectfully submitted by
Stephen Skakandy, LCAM


For and on behalf of the Board of Directors