

WEST BAY CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, December 16, 2024, AT 9:00 A.M.
Location: WebEx connection & Jupiter Management's conference room

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

Directors Absent: None

Representing Jupiter Management, LLC: Stephen Skakandy

Approval of Minutes

With David calling the meeting to order, Bob announced he had provided Stephen with suggestions for the November minutes. Stephen explained that he had input them into the draft after the Board package had been created and delivered. With no other suggestions being provided for the minutes, a motion was made to approve the minutes as amended. The motion received a second and unanimous approval.

Financial Report

Bob explained that the financial report he is presenting is mid-month, prior to all activity being processed, and that the variances between the actual activity and the budgeted estimates should be cleared up by year end.

Bob reviewed the Profit and Loss report, focusing on items being reclassified; for example, the pool heater replacement purchase, the roof loan amortization remains to be reconciled, and the contingency category not being used yet.

Bob continued the report advising the receivable reports match the Balance Sheet, and he provided general commentary regarding the Association's financial activity. After discussions, a motion was made to approve the financial report as submitted. The motion received a second and unanimous approval.

President's Report

David provided details from the recent Presidents' Council.

Items covered included:

- The POA's requirements for residents to register and insure their golf carts
- Safety measures for the promenades
- The POA's landscaping
- The community lake maintenance taking the direction of using fewest chemicals as possible.
- Saltwater dredging for the navigable waterways

The POA is using a new accounting system, starting January 1, 2025 for the financial operation of the community.

Old Business

Landscaping

Diane opened the discussion presenting recently secured proposals for discussion:

Annual flowers for the pool area at \$900.00

Mulch for the entrances and other specific areas around the community at \$17,430.

After discussing the landscaping projects and the requirements for contracts to be noticed on the meeting agenda, it was decided to process the proposals for the next Board meeting to allow for all proposals to be posted.

Electrical Project

The electrical updating project is proceeding with the application process continuing with Stephen providing property details to the contractor for their submission to Palm Beach County for permitting.

Draft Amendments

Evan Bachove provided draft amendments for the Board to consider. All agreed on the drafts and after discussions, a motion was made to adopt the second proposed document amendment along with the hurricane protection ownership amendment. The motion received a second and unanimous approval to proceed and have the membership vote on the amendments at the 2025 annual membership meeting.

Contract Renewal

The Revival renewal proposal was reviewed by the Board of Directors with suggestions being considered for revising and/or updating the service proposal.

It was suggested the contract renewal include provisions for segregation services facilitating options for the Board to terminate or adjust portions of the contract individually.

The purpose of the structure is to allow the Board to select other providers for various services without interrupting the general services being provided by Revival.

The termination provisions within the proposal contract should allow for line-item terminations.

Examples of services that may be reallocated include:

- Hedge trimming
- Mowing cycles
- Pest and fertilization services

Fred also reported on his work obtaining information from the neighboring community, Traders Crossing. An example is six annual pest and fertilizer services versus our four annual services.

NEW BUSINESS

Lake Committee

Diane excused herself from the meeting to attend the POA level lake committee meeting.

Fred provided details on the installed irrigation system and specifically the Hunter Smart controllers. The system reports required by the POA are being generated by the variable speed controller in lieu of the Hunter controller, as required by the Water Use Agreement.

Fred advised the Water Use Agreement with the POA mandates the type of irrigation clock and that the clock must provide specific water use details.

He added a software update from Hunter may expand the capacities of the existing Smart controllers.

Manager's Report

David asked Stephen to provide the manager's report.

Stephen opened the manager's report presenting the status of the golf cart shed roof project and Fred's efforts in bringing in a new contractor to perform the service. The report included photos of the work recently completed and some of the golf cart shed roofs that are to be replaced.

After reviewing the proposals provided by three contractors, a recommendation to engage Mike McGilvary was provided in the form of a motion, requesting the Board approve the proposals by Mike McGilvary roofing to replace the four golf cart shed roofs and to perform the fascia repairs on building 3881 Back Bay Drive. The motion received a second and unanimous approval.

Unit Sales and Rentals

Unit 138 presented an application for the sale of the unit. The buyer of the unit is an existing owner within the community. After the transaction and buyer report was presented, a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

Unit Owner Modifications

The owner of unit 131 submitted for approval to install Chocolate Brown mulch around their unit, per the proposal provided by Revival Landscaping. A motion was made to approve the application as submitted. The motion received a second and unanimous approval.

Unit 261 provided a detailed plant and mulch installation plan for the front walkway of their unit. After discussions, a motion was made to approve the application as submitted.

The motion received a second and with Dave Morganti abstaining from the voting, the request received unanimous approval from the remainder of the Board.

Unit 160 submitted a request to install Chocolate Brown mulch behind their unit. After reviewing the request and the design plan for the mulch application a motion was made to approve the request as proposed. The motion received unanimous approval.

General discussions

David called for owner comments and discussions.

Fred provided a few items:

- The pool propane tank, reported to need replacement, will require proposals for the service.
- The spalling matter noted during prior meetings needs to be addressed.

- The storm drainage system will need to be inspected by contractors who can provide proposals for the cleanout and possible system repairs.

There being no more discussions, a motion was made to adjourn at 10:52 AM.

The next meeting is scheduled for January 22, 2025, at 9 AM, followed by the Annual Membership meeting convening at 1PM by the community pool.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors