

WEST BAY CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, December 20, 2023, AT 9:00 A.M.
Location: WebEx connection & Jupiter Management's conference room

Directors Present: Diane Gustafson, Bob Gunia, David Morganti, Dick Evans & Fred Muir

Directors Absent: None

Representing Jupiter Management, LLC: Stephen Skakandy

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

Approval of Minutes

Diane asked if all had reviewed the minutes. There were a few suggestions of content changes within the draft. The board agreed to accept the suggestions noted, Diane called for a motion to approve the minutes as amended; a motion was made to approve the minutes as submitted. The motion received a second and unanimous approval.

Financial Report

Diane called on Bob to provide the financial report.

Bob opened his presentation noting the previously suggested investment opportunity of using T-Bills to maximize returns on investments was researched with the following conclusion. Bob reported, though there would be some additional opportunity for increased interest income, there would be additional services required to monitor and administer the investment portfolio. He concluded the discussion by reporting, though Jonathan's Landing POA has used similar investment opportunities, their portfolio is substantially greater, mitigating the portfolio management costs.

Bob continued the financial report by reviewing the Balance Sheet and the liability listing within the report. After advising the Board of the Net Operating Income, Bob moved to the Profit and Loss statement, providing highlights from the year-to-date activities.

He concluded the discussion by advising that if the December expenses do not include unanticipated expenses, the year-end financial results should be favorable.

Bob continued by providing an overview of the proposed 2024 operating budget, which will be presented and voted on by the Board at the 1:00 PM budget adoption meeting scheduled for 12-20-2023 at the West Bay pool.

The financial report concluded with discussions about the receivables and processing of collections when needed.

After the discussions Diane called for a motion to approve the financial report; a motion was made followed by unanimous approval.

President's Report

Diane provided the President's report in brevity.

- ✚ The POA will sign an agreement with Hotwire for the bulk communications services. The monthly costs will be approximately \$76 plus tax January 1, and \$45 plus tax for the first year after the entire community is wired.

Old Business

Landscaping

Fred provided an update on the irrigation project, reporting that the contractor has the equipment and will begin installation on the north pump system right away.

The report continued with Fred advising the Board of the need to connect the Schooner Pointe island to the system due to the fact that disconnecting the POA from the system interfered with the water flow to the island. Fred is coordinating efforts with Revival and Jupiter Management to cut the asphalt and install a new irrigation line across the roadway to the Schooner Pointe island.

Unit 133

The status of unit 133 was reported that the owners have had the building restored where the hurricane protection was removed, and they also have completed their AC installation with the paver portions of the driveway being removed and replaced to facilitate the AC installation at their expense.

New Business

Procedures for owner modifications

The Board package includes the modified application forms per Fred's suggestions. After discussions, Dick added an indemnification provision to the document. He noted the same clause is used at the POA level and West Bay's forms should contain the same protection for the Association.

A motion was made to accept the newly modified forms with the added indemnification provisions. The motion received a second and unanimous approval.

Procedures for communications

Diane yielded the floor to Dick Evans for his discussions regarding communications. He advised the Board of his perceived process for processing motions during the Board meetings. He suggested the motions should be pre-composed prior to the Board meeting for the Board's review.

Manager's Report

Diane asked Stephen to provide the manager's report.

Stephen provided photos and details on the paver work at 133 Back Bay Drive showing the work in progress and the final result of the project.

Other items presented included:

152 West Bay Drive and the restoration of the drywall required after the common plumbing repair at that unit.

129 Island Cove and the reoccurring rodent matter within that unit. Eagle Plumbing was called to the unit to uncover a potential plumbing problem but identified broken vent pipes that all opened ingress and egress to rodents. The pipes were repaired, and the wall restoration is ordered.

The domestic water system at 155 West Bay Drive is leaking on the utility side of the meter. The Town of Jupiter is asking for the tree's removal. During the discussions Fred provided suggestions that may save the tree, which will be brought to the utility's attention.

The violations from owner modifications at 158 & 139 were discussed in detail. Each unit owner did not follow the specifications they applied to the Board for approval and installed patios that differed from the approvals.

The two owners had received violation letters with the date of the Board meeting being the deadline for corrections. Owners provide commentary and other applications requesting the unapproved modifications be accepted by the Association. After discussions Dick suggested both matters be tabled until the January board meeting and additional letters be sent to the owners extending their compliance date accordingly.

A motion was made to table the Board's action regarding 158 & 139 until the January Board meeting. The motion received a second and unanimous approval.

Unit Owner Modifications

Units 156 requested the approval of chocolate brown mulch to the rear of her unit. After discussions, a motion was made to approve the request as submitted. The motion received a second and unanimous approval.

108, 130 and 141 requested approvals for mulch applications.

After discussions, a motion was made to approve the applications, provided brown mulch is used for the project. The motion received a second and unanimous approval.

Unit Sales and Rentals

Unit 220 submitted for the lease of the unit. The application presented conforming vehicles, no adverse information and a properly completed application form.

Unit 232 submitted for the lease of the unit. The application presented conforming vehicles, no adverse information and a properly completed application form.

Unit 123 submitted for the lease of the unit. The application presented conforming vehicles, no adverse information and a properly completed application form.

Unit 115 submitted for the lease of the unit. The application presented conforming vehicles, no adverse information and a properly completed application form.

After each unit application was reviewed, a motion was made to approve the four applications for unit rentals. The motion received a second and unanimous approval.

General discussions

The unit owner of 253 reported their renovation contractor advised that the electrical systems in the golf cart sheds are reversed and is mandating the Association switch the golf cart addresses accordingly.

After discussions, Stephen suggested the electrical systems be tested by sending a tone though the wires and locating the tone within the breaker box of either unit confirming the electrical connections.

The Board held the matter until the test could be completed and reported back to the Board.

The owner of unit 225 was on hand to offer comments regarding the recent tree removal. After receiving additional information about the removal of Carrot Wood trees and the landscaping plans for the community, he thanked the Board for all their work and noted his appreciation for the Board's dedication to the community.

After general discussions and owner comments, a motion was made to adjourn the meeting at 11:00 AM. The motion received a second and unanimous approval.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors