

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, FEBRUARY 17, 2021 AT 9:00 A.M.  
Location: WebEx connection

**Directors Present:** Diane Gustafson, Bill Fike, Rich Forbes & Fred Muir

**Directors on Speaker Telephone:** N/A

**Directors Absent:** Al Sullivan

**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**

The minutes from the January Board meeting were reviewed. There were suggested changes to the minutes, which were input. Following the discussions, a motion was made, seconded, and the minutes were unanimously approved as amended.

**Financial Report**

Bill asked Rich to present the monthly financial report.

Rich began the report noting it will be a quick presentation as there were no changes from last month's report.

He briefly reviewed the Balance Sheet and then presented the Profit and Loss report, indicating there were no unusual activities. He added the Auditor's recommendation to fund the roof loan from reserve side of the financial operation will take place as we move forward.

Rich then moved the discussion to the two extra financial reports and presented the reserve expense tracking sheet as well as the roof repair tracking sheet.

The report concluded with Rich describing the roof loan, the loan structure and the interest rate charged on the loan. He advised the loan refinancing document will be structured for Diane's and Bill's signatures, and the bank fee of \$3,500 will have to be processed at the time of signing the loan documents. The refinancing process will save the Association money over time.

After further discussions the motion was made to accept the financial report. The motion received a second and unanimous approval.

**Lake Update**

Vern was asked to provide the lake update. Vern noted there were no changes from the last monthly report. In an itemized format, Vern reported there were:

- a) Six items to add to the water use agreement which differ from the previous understandings.
- b) There are no changes to the physical condition of the system, leaving WCS 4 being not functioning as permitted.
- c) At 3:00 PM today there will be a presentation for the Board to watch which will help elaborate on the severity of the lake condition as well as the need to take the lake and its maintenance seriously.

## **Revision of the documents for 66% approval**

Stephen provided information regarding the processes for the document amendment as well as the other items being considered: color change and the AC shed modifications.

There were discussions on the process and how the voting package would be structured.

Stephen added the processes Jupiter Management will employ to be compliant with the Division's advice on handling such issues as well as holding the membership meeting via WebEx.

The content of the membership mailing was discussed and the final structure is:

- ✚ Cover letter;
- ✚ Proxy with 4 voting items;
- ✚ Informational page with the proposed amendments;
- ✚ Color page presenting the proposed new building colors.

## **2021 Painting Schedule**

### **Color/colorist recommendations/selection**

These items were mostly discussed during the Revision of the documents section, though there was an updated page showing the proposed colors which will be used for the community mailing.

### **Board and DCB approval**

The process for submitting the proposed color changes, when approved by the membership, to the DCB was discussed.

After the general discussions, the colors were recapped along with the presentation options to get the membership up to speed on the proposed colors. Following the discussions, a motion was made to accept the colors presented by the color specialist. The motion received a second and four votes in favor of the motion.

## **2021 Painting Schedule/Colors/Approvals**

Diane reported a meeting with the Benjamin Moore paint representative. She noted the Benjamin Moore Representative from Regal Paint has offered access to a paint coordinator who will help the Association members with color selections for the buildings.

## **Progress on To-Do list**

Stephen directed the Board to the Manager's Report where scanned lists were provided showing the items completed during the last cycle.

When compared to the original timeline summation, the January and February items had been completed with additional lists being substantially completed; additional items identified while working on the original list were either started or scheduled to start.

## **Landscaping**

Diane had proposals 4322 and 4323 from Revival totaling \$5,660 for landscaping upgrades. A motion was made, seconded and unanimously approved as submitted.

Further landscaping discussions involved the vegetation by the north irrigation pump system. Diane reported the POA will participate 50/50 with the removal of the plants, resulting in a potential cost to West

Bay in the amount of \$2,500. A motion was made, seconded and unanimously approved to fund 50% of the project costs, provided the POA also funds their 50%.

### **Roof Maintenance Initiative**

#### **Progress on Report List**

Stephen updated the Board on Corbett's work on the roof inspection. When the reports are available they will be emailed to the Board for their review. Jayson will also be invited to the next Board meeting to present the report findings.

### **NEW BUSINESS**

#### **POA Meeting**

The report on the POA included discussions regarding the POA irrigation and the new project specifications that are being presented back to Revival for their bid reconsideration.

#### **Lake Committee (Bill Nicol) report at 3:00 PM**

Today at 3 pm Bill Nicol will be presenting a report to the Board and all West Bay owners who choose to be present. Jupiter Management will be hosting the connection through Web Ex.

#### **Manager's Report**

Bill asked Stephen to provide the manager's report.

The report began with detailed photos and commentary regarding items being addressed during the last cycle. Items included:

- ✚ 212 Roof Leak;
- ✚ 212 Pergola suggested repairs;
- ✚ 209 letter to owner regarding restoring the building where they removed storm protection;
- ✚ 144 New contractors bid out for repairs to the bay window;
- ✚ 245 Repairs needed to front balcony wall edging;
- ✚ 137 New contractor bid on stucco repairs;
- ✚ 201 Golf cart shed repairs.

The roof inspection progress was reported as well as the light pole project nearing completion. There were six light poles that were removed, new concrete bases formed, electrical systems installed, light pole bases repaired and completed units installed.

Stephen provided a report on the Mahogany Trees after meeting with Joe Hanley tree trimming. The report included pricing on a maintenance plan to mitigate the continued falling seed hazard for the Board to consider.

The report included the bids from painting contractors and a grid comparing pricing for the painting and various options presented by the paint firms.

After discussions regarding the painting project, a motion was made to approve PD Painting. The motion received a second and unanimous approval.

The report concluded with copies of Fred's work order pages as well as additional work orders and hand written notes.

## **Sales and Leasing**

None

### **Unit Modifications**

Unit 238 applied for the installation of impact windows. The Board package included the contractor bid and proposed unit specifications.

Unit 229 applied for the installation of new flooring to include the Whisper Mat material that conforms to the minimum sound deadening specifications for West Bay.

After the presentation of the two unit modification requests, a motion was made to approve both applications as submitted. The motion received a second and unanimous approval.

After general discussions the meeting adjourned at 12:02 PM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors