

WEST BAY CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING MINUTES  
Wednesday, February 26, 2025, AT 9:00 A.M.  
Location: WebEx connection & Jupiter Management's conference room

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

**Directors Absent:** Amy Mitchell

Representing Jupiter Management, LLC: Stephen Skakandy

**Approval of Minutes**

After David called the meeting to order, Bob offered that he provided a few suggestions for Stephen to input to the minutes. After calling for other items to be adjusted with the minutes, there being none, a motion was made to approve the minutes as amended. The motion received a second and unanimous approval.

Don Brady was on hand to present the 2025 insurance renewal to the board.

Beginning by presenting details of the expanding marketplace, Don added the Association will have to obtain an updated property appraisal to proceed with obtaining quotes for the property insurance necessary for West Bay.

He provided general information about the insurance procurement processes and that the Association has options regarding changing the renewal date from the second quarter of the year to the fourth quarter.

The suggested adjustment to the renewal date for the Association's insurance is October 31<sup>st</sup>. Don reported the May 2025 renewal would be processed this spring with those policies being cancelled and re-written in October.

With Board member commitments outside of the meeting impacting the time allotted for the meeting, the agenda is modified to prioritize items covered.

**Unit owner Sales and Rentals**

Unit 162 is subject to a sale. The proposed purchaser background check did not return any adverse information. They reported vehicles that conform to the Association's requirements. After discussions, a motion was made to approve the unit sale. The motion received a second and unanimous approval.

**Unit Owner Modifications**

Unit 109 submitted a request for planting around their unit, Revival proposal 20241219. The request was discussed, followed by a motion to approve the request as submitted. The motion received a second and unanimous approval.

Unit 109 submitted a request for removing a tree by the driveway to their unit. The request was discussed, and no further action was taken on the submission.

Unit 141 submitted for the installation of mulch around their unit as well as a few crotons to replace existing older plants. After noting the mulch had already been installed, a motion was made to approve the request as submitted. The motion received a second and unanimous approval.

Unit 144 submitted to replace 4 single hung windows in their kitchen bay window. After reviewing the proposed windows, the color of the frames and glass, a motion was made to approve the request as submitted. The motion received a second and unanimous approval.

Unit 251 submitted a detailed presentation for planting around their unit along the front entrance on both sides of the entry walkway. After reviewing the proposed plan and relaying details from a recent meeting with the owners of unit 251, it was recommended the application not be approved. After the discussions, a motion was not offered, and the discussion was discontinued. Stephen is going to get back with the owners of 251.

### **Landscaping**

Fred opened the landscaping discussions while presenting the recent proposals from Revival.

The proposals were discussed in detail. They involved planting programs, tree trimming proposals and mulching. As Fred presented the proposals, the following action took place.

<b>Contractor</b>	<b>Proposal</b>	<b>Service to be provided</b>	<b>Proposed cost</b>	<b>Board action</b>
Revival	02130	Wet Check upper limit	\$2,000	Approved
Revival	1212	Mulch	\$17,340	Not Approved
Revival	0205	Tree Trimming	\$14,625	Not Approved
Revival	0206	Planting at Schooner Pt	\$1,670	Not Approved
Revival	0206	Planting at Schooner Pt	\$1,210	Hold for plant change
Revival	0212	Planting at Back Bay	\$3,068	Approved
Revival	2050	Clean out AC sheds	\$1,200	Approved
Revival	1140	Planting 224 Area	\$1,814	Approved
Revival	1144	General planting throughout	\$3,028	Approved
Revival	0124	Irrigation work and repairs	\$2,800	Approved
Only Trees	15489	Hardwood at Schooner Point & Island cove	\$1,440 & \$1,785	Approved
Only Trees	15489	Palm tree trimming	\$14,108	Approved for October Service
Only Trees	15506	Specific Tree Services	\$3,420	Approved

Fred discussed the owner landscape program and the issues the community has experienced since the program's inception.

## **Financial Report**

Bob opened his report advising the Board of the variety of small open amounts due on several owner accounts. After discussion with the Board, it was agreed to remove individual small balances totaling less than \$10.00 to clean up the report.

The bank balances were presented with Bob advising that the ICS account system continues to maintain balances below the \$250,000 threshold for FDIC insurance.

After the questions and discussions concluded, a motion was made to approve the financial report as submitted.

## **President's Report**

David provided information about Jonathan's Landing residents' use of ADT security. Of the 1,200 homes, 831 are connected to ADT.

At the Presidents' Council meeting Michael Keyes was on hand to present golf cart safety. Other POA items presented include:

- The paver project at the south gate is completed
- The north gate is the next area to be serviced
- Hotwire is 96% completed

The POA is working on a master landscape plan which includes village hedges, replacing the royal poinciana trees that are failing, and irrigation upgrades.

## **Old Business**

### *Electrical Project*

The electrical project is to commence with the first two buildings scheduled and with the community being notified of the dates by email.

### *Street Light Heads*

Fred provided discussion regarding the proposal provided by CCS for replacing streetlight heads in the amount of \$33,000. The reserve funding schedule has listed the replacement of street light heads for 2027.

### *Garage Aprons*

The grievance committee has only two members. After discussions, the Board will identify another member and provide their information to Stephen.

Once received, the formal fine letter can be processed and addressed to the non-complying owners.

## **NEW BUSINESS**

### *Lake Committee*

Lake update

Frank Cutney was on hand to provide a report from the lake committee meeting. He emphasized the algae issue within the lake and how the POA is working to address the continuous bloom.

The plan uses a frequency generator to produce an ultrasound that treats the algae in the lake, causing it to sink to the bottom of the lake, where other organisms will ingest the material.

After Frank's presentation, a motion was made to approve Frank Cutney as West Bay's representative to the Lake Committee. The motion received a second and unanimous approval.

#### *Insurance Appraisal*

An additional appraisal bid was provided by Don Brady's office. The two appraiser bids were discussed in detail. The lower cost provider's proposal did not include on-site visit. The Board considered both proposals, the services being proposed and the related costs to the Association for the services.

After considering the two proposals, a motion was made to accept the proposal from Jolicoeur Appraisal, Inc., in the amount of \$3,500. The motion received a second followed by unanimous approval.

#### *2024 Audit*

Bob provided general discussions regarding the two-year engagement of Ken Friedman's CPA firm.

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

David asked Stephen to provide the manager's report.

Stephen provided details of the most recent projects being completed within the community. The recent plumbing issues in units 223 and 123 were noted along with details on the cast iron pipe failure and the drywall repairs required for the jobs.

The stucco repair recently completed at unit 131 and 132 Island Cove was presented to the Board with supporting photos of the work as the contractor completed the task.

Unit 129: the water intrusion in their entrance foyer and garage was discussed. Stephen reported the upper balcony is not a factor, as both the patio and patio drainage system had been checked with no visible problems. Jon from Eagle Plumbing had been called out to the unit to investigate waste plumbing.

The streetlights that were not working were reported as fixed, as North Atlantic Electric was out to replace the failed components in the fixtures.

The pool propane fuel tank removal and replacement quotes are pending. Ferral Gas and another contractor have been contracted, and proposals are pending. They are in the contractor list as a GC, as the fuel companies are not responding in a timely fashion.

The report continued with Stephen providing updated information on the community financial matters and the issues with Valley Bank and CINC systems. Stephen provided details on the banking issue that took place in December.

Stephen concluded the presentation, advising the matter has been turned over to Jupiter Management's insurance provider, with Jupiter working towards recovery for the Association. The meeting is recessed and will reconvene Monday, March 3<sup>rd</sup>.

### **General discussions**

David called for owner comments and discussions.

Fred reminded the Board of the need for the street drainage maintenance to be addressed. Proposals for cleaning/maintaining the drains will need to be obtained.

A few of the pool umbrellas need to be replaced. Fred reported purchasing the previous replacement umbrellas for much less than main manufacturer units. After discussions, a motion was made to authorize the purchase of three umbrellas as recommended by Fred. The motion received a second and unanimously approved.

There being no more discussion, a motion was made to adjourn the February 26<sup>th</sup> meeting at the close of reconvened session on March 3<sup>rd</sup> at 10:05.

The next meeting is scheduled for March 26, 2025, at 9 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors