

WEST BAY CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING MINUTES  
Wednesday, February 28, 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

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

**Approval of Minutes**

David reported on the reading the minutes and asked if all had reviewed the minutes. While the Board reviewed the minutes, a few corrections and changes to the January 2024 meeting minutes were provided. After each Board member had the opportunity to offer their suggestions, a motion was made to approve the January minutes as amended.

With the owner of unit 105 present, David asked if the Board would hear her before moving though the agenda. All agreed and discussions ensued regarding the claim associated with unit 105.

David reviewed a history of events associated with the unit damage and actions up to the current date. He reiterated the sequence of events, the input and involvement from Dick Evans, and the repair estimates submitted in the amount of \$10,000.

David reminded the Board and members present of the proposed project costs, the submission of third-party cost estimates, with one estimate for a drywall installation costing between \$3,500 and \$4,500, and another proposal presenting an estimate of cost at \$5,000.

The claim, if submitted to the Association's insurance provider is subject to the policy's \$10,000 deductible.

After reviewing and discussing the financial portions of the claim, David asked the Board for its consideration of a \$6,000 offer to settle the claim, and have the owner of 105 sign a full and final release of liability or claim against the Association. After discussions and the owner of 105 talking on the phone with her adviser, she agreed to the settlement offer.

A motion followed to provide an offer of \$6,000 to the owner of unit 105 for the full and final payment of repairs to the unit, subject to the Association receiving a proper release and hold harmless agreement by the unit owner. The motion received a second followed by unanimous approval.

The owner thanked the Board and excused herself from the meeting.

**Financial Report**

David called on Bob to provide the financial report.

Bob opened his presentation noting the current balance of the bank loan and the reduction of the principal balance.

Bob then addressed the Profit and Loss report, noting the activity is only one 1/12 of the year and therefore not much to report. He provided details regarding the Special Assessment and the expected yearly receipts as a total, as well as the monthly allocations.

The next item of discussion was the insurance expenses. Bob reported on the budgeted insurance amortization until current policy maturity and the budgeted insurance costs to the end of the fiscal year.

Details of the 2024 first-quarter activities were presented with Bob comparing the budgeted expense amounts to the actual activity. He focused on the quarterly reserve and loan payment allocations, noting how the accounts impact the net operating income for the Association.

The report concluded with a review of the receivable accounts, with Bob presenting the gross receivable amounts to the Board.

After general discussions, a motion was made to approve the financial report. The motion received a second and unanimous approval.

### **President's Report**

David requested the Board of Directors not use social media, Westbay Neighbors, for any Board action or perceived Board opinions of items being discussed on the platform.

He added that all Board business is to be held at the proper meetings. All Board members agreed.

### **Old Business**

#### *Landscaping*

The Cypress tree at the north end of the property was discussed. The current communications from the Jonathan's Landing POA mandated the tree be either removed or relocated.

The Board discussed the history of the planting of the tree and how moving the tree could impact the tree. The comments among the Board included: leave the tree where it is or move the tree west once the POA defines/approves the area for planting the tree. The discussions formed a motion to relocate the tree to West Bay property west of its current planting area and obtain approval from the DCB for the relocation. The motion received a second and unanimous approval.

#### *Irrigation*

Fred reported the new irrigation filter is installed on the north irrigation system. The unit is working satisfactorily.

Fred reported the reserve expense category for 2024 irrigation expenses is approximately \$34,000 and the south system upgrades are estimated at approximately \$35,000. He cautioned the Board

that the cost estimate does not include a new submersible pump. The work is just the smart controller and related hardware.

The next item to address will be disconnecting the POA irrigation from West Bay's south pumping system. The discussions continued with Fred presenting a proposal by Revival to perform the disconnect services in the amount of \$1,470.

The installation of the smart controller system is proposed at \$35,425.

Fred completed his discussion advising of a new plan: when irrigation valves are replaced, a modification to the connection will be installed as a bypass to help flush zone downline from the valve.

### **Unit Owner Matters**

The previous Board meeting involved discussions regarding unit violations and unapproved modifications. Units 133, 139, 255 153 & 253 were discussed, with all items of issue being addressed except for units 133 & 255. Stephen reported communicating with the owners of 133 requesting they provide a proper DCB application with a current submission date applied to the application.

Unit 255: the fine process is in motion, pending the scheduling of the fine committee.

As the discussions concluded, it was reiterated that no more action should be taken on the recent unapproved patio issues and that no new patio applications will be accepted by the Board.

A motion was made to accept units 158 and 139 patios and no more applications for patio extensions or placement will be approved by the Board. The motion received a second and was unanimously approved.

### **Manager's Report**

David asked Stephen to provide the manager's report.

Beginning with photos and details on the boardwalk project, Stephen reported the project is near completion. The work, accomplished with Fred's help, included applying preservatives onto the new metal hardware to extend its useful life. Stephen added, the deterioration of the support systems was partly due to the hardware rotting and failing, causing the support beams to sag.

There were unit items for discussion, including a domestic water leak on the owner side of the meter on Schooner Pointe; plumbing stoppage at unit 159 Back Bay Drive. Both items had been resolved and were reported as such during the report.

Other items reported included roofing matters at units 115, 214 & 223.

The report included photos and cost estimates recently received by a new contractor for wood repairs to the building at 3881 Back Bay Drive. The overall proposal extended beyond the initial scope of service, which will help the overall evaluation of future repair needs.

Stephen added, Jason Corbett is available to do the more critical work on the building. Stephen will get an additional bid for the Board to consider.

Within the manager's report were two presentations, one for proposed landscaping projects and the other presenting the maintenance items to be completed throughout the community.

After discussions regarding repairs and plans for the roof inspections along Back Bay Drive and Schooner Pointe Drive, a motion was made to approve the Manager's Report. The motion received a second and unanimous approval.

### **Unit Sales and Rentals**

Units 251 submitted for the sale of the unit. The application presented conforming vehicles, no adverse information and a properly completed application form.

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

Units 132 submitted for the sale of the unit. The application presented conforming vehicles, no adverse information and a properly completed application form.

After discussions, a motion was made to approve the applications for the sale of unit 251, 115 & 132. The motion received a second and unanimous approval.

### **Unit Owner Modifications**

Unit 209 provided an application for changing their front door. The application was received after Stephen had composed the Board package. Stephen provided the details of the submission for the Board's consideration. After the presentation and discussions, a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

### **General discussions**

David called for any owner comments or questions. After time passed, a motion was made to adjourn the meeting. The motion received a second and unanimous approval. The meeting adjourned at 11:04 AM.

The next meeting is scheduled for March 27, 2024.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors