

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

WEDNESDAY, March 17, 2021 AT 9:00 A.M.

Location: WebEx connection

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

Directors on Speaker Telephone: N/A

Directors Absent: None

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 February 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 reported there were no issues noted on the Balance Sheet. The auditor's draft statement was received and the report is being reviewed. There were discussions regarding the interfund balances, which the auditor is sorting out. Overall, the report is in good shape. Rich provided extra details on the interfund balance adjustments which are being made to simplify the report and present a comprehensive result.

The report continued with an overview of the P&L report followed by details on line items such as:

- ✓ Application fees;
- ✓ Repairs and maintenance;
- ✓ Pool gas expenses;
- ✓ Reserves.

Rich completed the report by presenting details on the extra schedules for the reserve fund expenditures and the roof repair expense report.

After a few questions were answered, a motion was made followed by a second to approve the financial report as provided. The motion received unanimous approval

Guest Speaker

Don Brady from R. V. Johnson agency was online to advise the Board on the pending insurance renewal and to provide market information to assist in evaluating the pending insurance costs and potential cost increases. Questions regarding costs were answered by Don, indicating a cost increase could range between 10 and 15%. He provided details on the re-insurance market and how the past year could impact local premiums. After all questions were answered, it was noted the renewal date will be in May, and the Board will want to have Don at the next meeting to present the renewal policy quotes.

Don was thanked for his presentation and excused from the meeting.

Limited Proxy Status

The scheduled membership meeting was reviewed with an emphasis on the number of owner responses and the tally of the recorded votes.

Fred provided an update on the proposed paint colors and owner feedback he has experienced during the past weeks.

The meeting procedures were discussed and it was noted that Diane will process the paint color application to the Jonathan's Landing DCB for the April DCB meeting.

Lake Update

Vern was asked to provide the lake update.

Vern started the report advising there were no changes from the last report. He added the lake committee has been given a 10-minute window at the next JL owners' and town hall meetings to chair discussions involving the lake.

Vern suggested the villages not sign any agreement with the POA regarding the water use until the surface water system operates as designed.

Adding to his recommendation, Vern suggested no water from lake #8 be pumped into the lake and indicated the moratorium placed on chemical treatments of the lake expires March 4th. The expiring moratorium has allowed the lake water to be studied, and it was found the lake is at a 77% level; if it reaches 100% it would be defined as a dead lake. The calculation measures the residual chemical impact on the lake where chemicals have settled to the bottom of the lake without dissipating, resulting in the continued chemical accumulation damaging the lake.

After questions, Vern was thanked for his report update.

Progress on To-Do list

Stephen directed the Board to the Manager's Report which contains the cumulative To-Do List. He highlighted the items scheduled for January and February, noting those categories which are completed, along with the additional work on the Mailboxes now being completed, and the new issues dated January 4th also being completed. The original revised list was also provided that indicates work for Corbett Services and Jupiter management, showing which of those items are now completed by both providers.

It was noted the March listing mostly addressed landscaping items to be completed in preparation for the painting project.

Fred discussed the electrical boxes at the ends of the buildings, suggesting they be addressed. It was noted historical pricing for the box replacement was in the \$7,000 range, plus permitting; therefore, the project would require long-range planning as there are electrical connection boxes on each side of the buildings.

Other cost planning items presented included:

-  Street light heads;
-  Building carriage lights;
-  Irrigation;
-  Road resurfacing;
-  Miami gutter replacement;

- ✚ Concrete and paver replacement/maintenance.

Fred suggested the Board visit the quarterly fees for 2022 and forward. With Fred's estimate of cost for the road and concrete work exceeding \$250,000, discussions continued regarding the Association's fees and the financial needs of the community.

The roof at 3940 was discussed with the staining being tested by the roof cleaning contractor.

Roof Maintenance Initiative

Progress on Report List

Jayson from Corbett Home Services was on hand to provide details on the submitted roof inspection reports. He provided commentary on the overall roof condition and areas where the roof installers could have addressed details differently. After his presentation, an action plan for implementing the roof maintenance suggestions was asked for and Corbett Home Services was asked to proceed with completing the work as suggested within his report.

Stephen reported having issued the reports to Company Roofing and they have already sent out an inspector to look at the roofs using the reports, and their reply is pending.

Landscaping

The landscaping needs after the painting project were discussed as well as the possible areas needing new plants due to the south irrigation pump failure. Diane will evaluate the needs after time has passed with the pump working to determine what vegetation will not recover.

NEW BUSINESS

POA Meeting

The Board and members present held general discussions regarding the POA and the upcoming election.

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:

- ✚ 144 Stucco band repair is scheduled for repair
- ✚ 149 Main common waste line leak
- ✚ 153 Main common waste line leak
- ✚ 120 Main common waste line leak
- ✚ 246 Water leak on the owner side of the meter
- ✚ 167 Water leak on the owner side of the meter
- ✚ 212 Pergola repair being completed;
- ✚ 111/112 Golf cart roof scheduled for replacement
- ✚ 229 Flooring installation installed

Stephen reported on the two property inspections performed to secure bids for the trip hazards. One proposal for services was included in the package with the other proposal pending.

Other items included in the report were the progress with the 2020 audit and the expected delivery of the draft document.

Stephen included photos of the various projects completed this month, including the mailbox repair project. One mailbox area required a new address block, which was fabricated from composite material in lieu of wood. The package included photos of the old wood and new unit, along with a proposal for replacing all the address blocks in the new composite material. After reviewing the information, the Board made a motion to replace all the existing wood address blocks with the new composite units. The motion received a second followed by unanimous approval.

The report concluded with copies of Fred's work order pages as well as additional work orders and hand written notes. These reports contained notes and comments depicting the items completed and those still in progress.

Sales and Leasing

249 West Bay Drive is under contract for sale. After discussions a motion was made to approve the sale as submitted. The motion received a second and unanimous approval.

119 Back Bay Drive is under contract for sale. After discussions a motion was made to approve the sale as submitted. The motion received a second and unanimous approval.

None

Unit Modifications

None

After general discussions the meeting adjourned at 11:25 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors