

WEST BAY CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, MARCH 22, 2023, AT 9:00 A.M.  
Location: WebEx connection

**Directors Present:** Diane Gustafson, Bob Gunia, Dick Evans, Dave Morganti & 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 February minutes. Diane and Bob suggested a few adjustments to the draft document. After the discussions Diane called for any additions or suggestions for the minutes. There being none, 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 report by reviewing the current U.S. banking issues noting West Bay's funds are all within the \$250,000 FDIC insurance limits. He explained the ICS banking program and the sweeping processes used by the bank to distribute the Association's funds to participating banks. He informed that one bank, Pacific West, would be removed from the banks West Bay authorizes Valley Bank to use for holding West Bay's funds within the ICS program.

The report continued with Bob providing details from the Profit and Loss report. He suggested a recoding of one expense within the utility categories, though the overall impact of the change did not impact the aggregate reports.

Additional details were discussed regarding the reserve account and the funding processes of funding the reserve amounts when funds are received other than monthly. Bob added the funding process does not impact the overall net income for the association and the current operations are approximately 85% on budget.

Bob closed his report by advising the 2022 audit should be received by the end of April.

After questions and discussions, a motion was made to approve the financial report. Receiving a second, the financial report was unanimously approved as submitted.

**Insurance Update**

Don Brady from R.V. Insurance Agency was on hand to present the current state of the insurance market and how it will impact West Bay.

Don began his report by providing updated information regarding insurance costs, trends for future costs, and how the overall industry is impacted by weather and other insurable losses.

He provided details of the secondary insurance market and its impact on local insurance premiums. With the secondary market being a worldwide market, losses that are experienced outside of the Florida market still impact the Florida market.

He provided examples of these impacts and losses and how the secondary market is increasing their premiums to local insurers, which impact West Bay's premiums.

He reported the property appraisal West Bay has on file is two years old; therefore, it remains valid and can be used for the 2023 insurance renewal process.

Don provided details on the insurance providers who have discontinued servicing the state and that the governmental insurance company, Citizens, is a last resort choice for property and wind insurance coverage, but at an increased premium cost.

Don provided details regarding premium payment options and how the Association can reduce the overall expense by paying some policies in full at their renewal date.

The report concluded with Don providing details on the insurance industry's view of hurricane season and the critical dates associated with the season.

As his presentation concluded, Don answered questions from the Board members and provided extra details on the various insurance policies West Bay is required to have and those that may be optional.

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

### **President's Report**

Diane began her report announcing the recent POA projects regarding items taking place along the banks of the lake by Trader's Crossing and the removal of the gazebo roof at Traders Crossing.

She added the POA is looking to create an additional kayak launch along the bank by Traders Crossing.

The south gate will open the exit side while the central gate will be the next renovation project.

Butterfly island walkway is being addressed.

### **Old Business**

#### *Lake Update*

Vern reported there are two events that have developed in the last month regarding the lake. One item is the testing protocol for the lake. He indicated there are 14 characteristics being verified within the lake at 9 different locations.

The littoral planting process had been approved with a budget of \$3,000.

The South Florida Water District is in the process of issuing the lake permit to the POA.

### *Projects List*

Corbels – Stephen reported Jason has completed the corbels on Back Bay Drive. Jupiter Management has painted the new wood.

Soffit Repair – The areas high out of reach remain to be worked on. Stephen talked with Charlie from Sago Landscape about using Sago's lift. The status of the lift remains pending.

### *Landscaping*

Diane asked the Board for approval to redo approximately \$1,500 of landscaping around the pool area due to landscape that was damaged from recent cold weather.

Fred is to review the proposed bid.

Fred provided commentary regarding the Board's processes:

*As I had mentioned to all at the board meeting last Wednesday. That I thought Revival's price to remove 5 palms and 1 small tree seemed high. I met with Sam from Only Trees yesterday and asked for an estimate on removal of our dead palms. We walked each one and he tagged each one for removal. Revival proposed total cost was \$2,275.00. As you can see this proposal is significantly less.*

*I would ask that we stop the work order for Revival and have Steve obtain an insurance certificate and have Only Trees do the work for \$1050.00.*

*I make a motion for the board to approve Only Trees proposal for the removal of trees stated in it for the amount of \$1050.00 verses Revival's written proposal of \$2275.00, which Diane has stated there has been a revised offer from Revival of \$1650.00.*

The Areca Palm removal need was discussed. Diane provided some historical information and indicated the need to approve replacement vegetation.

Diane reviewed the project proposal details and asked for the Board's preferences.

The project was discussed in detail resulting in a suggestion being made that a meeting held at the pool area for all homeowners to attend and review the project.

A motion was made to approve the project for the north pump area and West Bay Drive areas not to exceed \$10,000 in total. The motion received a second and unanimous approval.

Due to the urgency of the electrical service project, no further action has been taken regarding the roads.

### *Electrical Service*

Fred provided details on the bid status and that some of the contractors contacted appear not to have interest in the project. He attributed the disinterest to labor and material issues.

Dick suggested the Board consider proceed with the existing bid.

The discussions continued and there were suggestions of obtaining a D&B report and credit report on the bidding contractor.

Project cost numbers were discussed, and a motion was made to obtain a written contract and credit report from Comfort Control Services, Inc.

David provided a Power Point presentation containing the details of the project, related cost estimates and funding options.

A motion was made to distribute the Power Point presentation to the membership and schedule a Board meeting for Wednesday, March 29<sup>th</sup> convening at 4:00 PM at the community pool for homeowners to attend. The motion received a second and unanimous approval.

Dick signed off from the meeting at 11:00 AM.

### **New Business**

#### Action Items

Fred asked that the list he provided towards the end of last year be included in subsequent monthly meeting packages.

### **Manager's Report**

Diane asked Stephen to provide the manager's report.

The report opened with photos and findings from three water tests performed at units 135, 134 & 208. Repair plans for these units were also provided.

Other items presented in the report included units:

- 130 and a needed concrete repair and entry brick to be reset.
- 168 needing a few bricks reset by the unit's garage and entrance walkway.
- 156 & 256 having water intrusion from the upper balcony.

The recent pool leak repair was presented with detailed photos of the work area, the broken pipe and the final repair performed by Red Rhino.

The plumbing repair at unit 205 was noted with detailed photos and updated plan of action resulting in a less invasive measure and potentially lower costs to the Association.

Unit 207's report of electrical problems was also provided. Beginning with work recently completed in several units, Stephen provided photos and details on the repairs to:

- Unit 115 and the garage ceiling
- Unit 153 and the garage ceiling

### **Unit Owner Modifications**

Unit 221 requested the Board approve their replacing the wall-to-wall carpet in their unit with vinyl wood looking flooring. Stephen provided the details submitted by the owners and that the sound deadening underlayment exceeds the minimum specifications set by the Board.

**General discussions:**

- a. Fred brought up the issue of unit numbers on building signs
  - (i) Steve will forward email from vendor containing proofs
- b. 141 non-conforming mulch - owner has not removed it yet
  - (i) Jupiter Mgmt. will send official letter to remove
- c. 217 – owner will not remove metal bracket “because he has a permit”
  - (i) Jupiter Mgmt. will send official letter to remove

Action items	Owner(s)	Deadline	Status
areca replacement	Diane	2/25	Diane, Fred, and Whit to meet to discuss specific plantings not to exceed \$10k
Questions to Electrical contractors and get like proposals and standard contract	Steve	4/2	No responses yet from Seacrest and North Atlantic.
Set up special meeting on electrical	Steve	3/27	Schedule meeting at pool – 3/29 at 4 pm
Send letters to unit owners to remove non-conforming mulch and remove old hurricane shutter bracket	Steve	3/25	

There being no further business to conduct, a motion was made to adjourn the meeting. The meeting adjourned at 12:14 P.M.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors