

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

WEDNESDAY, April 21, 2021 AT 9:00 A.M.

Location: WebEx connection

Directors Present: Diane Gustafson, Bill Fike, 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 9:01 AM.

Approval of Minutes

Bill called for all to review the minutes. The Board members advised they had reviewed the minutes. Bill asked if there were any corrections or changes for the minutes, after discussions and a few changes, a motion was made to approve the minutes as amended. The motion was unanimously approved.

The minutes from the March 29th meeting were reviewed later during the meeting. Bill asked if there were any corrections or changes for the minutes, there being none, a motion was made to approve the minutes as submitted. The motion was unanimously approved.

Financial Report

Bill announced Rich Forbes has resigned from the Board by a written resignation. Bill followed the announcement of Rich's resignation advising that Bob Gunia has been asked to fill the vacant seat on the Board and has agreed to the appointment. After general discussions, a motion was made to appoint Bob Gunia to fill the vacant seat on the Board. The motion received a second followed by a unanimous approval.

The next action Bill put to the Board is to fill the Treasurer's seat. After discussions Bill called for a motion to elect Bob Gunia as Treasurer to fill the remaining term of Rich's seat. The motion was made followed by a second unanimous approval.

Bob was welcomed to the Board

Bill asked Stephen to provide the financial report.

Beginning with the Balance sheet, Stephen presented the Cash balances for the Association's operating and reserve accounts. The report continued with the presentation of Other Assets and the liability section of the Association's Balance Sheet.

The Profit and Loss report followed, noting the overall income for the cycle followed by the category totals for expenses associated with; Administrative, Landscaping, Repairs, Operating, Utility and Reserve funding expenses.

A review of the receivables followed by the cash disbursements for the month concluded the report. There were a few general discussions regarding the report, but no specific questions regarding the financial activities for the month.

Guest Speaker

Don Brady from R. V. Johnson agency was online to present the insurance renewal quotes to the Board.

Providing detailed information on the insurance market, reinsurance market and weather related disasters that have impacted the current insurance rate increases; Don presented the insurance premiums for West Bay. Quoting the price factors, Don advised the increase impacting West Bay are at the lower end of the range at \$.58 per \$1,000 of insured value Vs some associations being impacted by \$.70 per \$1,000 of insured value.

Don added the overall increases West Bay is being presented is also impacted by the over \$2,000,000 of increased property value benefiting the Association.

Don proved details and answers to the Board's questions as he presented from the quote package. After completing the total presentation general questions were asked and answered resulting in the scheduling of a subsequent Board meeting to be held to allow the Board additional time to review the information and make the final decision on the coverages being offered to the Association.

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

Lake Update

Vern was asked to provide the lake update.

Vern began his presentation noting there were no changes to the mechanical repairs tow WCS 4.

There were general discussions regarding the action against the contractor regarding WCS 4 and the estimated costs of repairing the outflow pipes for that system.

The report continued with Bill contributing updated information regarding the legal assistance being provided by Evan Bachove and his representation of the villages involved in the lake water use agreement negotiations.

It was noted the Jonathan's Landing POA is working with South Florida Water Management District (SFWMD) to obtain new permits to allow for modified use of the lake water, which will include the POA's new plan to feed their irrigation pump #4 from the lake vs the current well water supply. It was noted this action by the POA will impact West Bay which the POA is looking to West Bay for an easement to connect pump #4 to the lake water.

The discussion also included the POA's obligation to provide flood control services to the community via the positive outflow functions of the WCS systems.

The report concluded after general discussions regarding the lake, water control systems and historical events from 2015 forward.

Limited Proxy Voting Status

The recent membership meeting results were briefly discussed noting the passing of the document amendments, which have been provided to Evan Bachove for recording, the DCB approval of the changes the West Bay owners approved and the application of the new building color pallet.

Shed Project Plan

Stephen reported the plan to implement the wood removal and disposal. He noted the meeting scheduled with Corbett Home was reset due to their scheduling. The purpose of the meeting is to revisit project schedules and items to be completed prior to the June building painting.

Painting Plan

Stephen advised a meeting is set with the painting contractor, paint manufacturer and paint supplier to coordinate the project and establish "Project Kickoff" steps.

Progress on To-Do List

Stephen provided the original marked up list and the items identified for each month. The items listed for January, February & March are completed and the items for April are underway for Revival.

With the roof cleaning being completed, one May To-Do item is checked off the list.

Roof Maintenance Initiative

Campany Roofing provided their proposals for warrantee items noted by Corbett Home and other items on Corbett's listing as billable services. These proposals are part of the meeting agenda set for Corbett .

Landscaping

Diane discussed the submitted proposal for the Carrot Wood tree removal. Currently the subject tree is growing into an Oak tree and also crowding the building and other vegetation. By removing the Carrot Wood tree the Oak will be better suited for the area. All agreed and the removal was approved.

Diane announced the Arica palms between the buildings on Back Bay/West Bay Drive and those on Island Cove/Schooner Point Drive have Ganoderma and will need to be removed. These trees are dying and the spread of Ganoderma is enhanced by the trees remaining. The Aricas will need to be addressed in the near future.

The irrigation repair on the south pump is completed. There was discussion's to proactively address the north pump system.

The Maho tree has been removed at a 50/50% cost split between West Bay and the POA, as the tree impacted along property lines.

Roof Cleaning

Stephen provided an update and photos showing the plants impacted by the roof cleaning. The photo report has been provided to the contractor and the contractor is to get back with Jupiter Management.

Replacement of Plants (painting/roof cleaning/irrigation)

Diane reported this will be addressed after the community painting project.

NEW BUSINESS

POA Meeting

Irene provided an update on the POA meeting. During the discussion she noted the Marina has not been funding their assessments to the POA. Reportedly they believe it is not an obligation of theirs.

Manager's Report

Bill asked Stephen to provide the manager's report.

Beginning with the most recent work impacting the units within West Bay, Stephen reported on the progress with the repairs to units;

- ✚ 44 Stucco band repair is completed;
- ✚ 149 Main common waste line leak is repaired;
- ✚ 153 Main common waste line leak is repaired;
- ✚ 120 Main common waste line leak is repaired;
- ✚ 111/112 Golf cart roof scheduled for replacement;
- ✚ 245 repair to exterior corner bead at the front sliders.

The report included photos showing the completion of the mailbox area repairs as well as the landscaping impacted by the roof cleaning.

New items being repaired were noted, including;

- ✚ Unit 217 where there was a crack in the stucco by their kitchen bay windows;
- ✚ 217 pergola needing repairs to the upper wood slats;
- ✚ Unit 216 was included in the report noting, that the new owner inspection identified possible termite activity in the attic. The report was included in the package to memorialize the report for future action.

The report contained the "To-Do" listing with general notes indicating the completed items and the up to date status of suggested projects.

The proposal for concrete replacement and one for grinding was included in the package. A new proposal and unit listing provided by Fred is to be sent to the bidding contractor for their updating.

Sales and Leasing

110 Schooner Point Drive is under contract for sale.

164 West Bay Drive is under contract for sale.

141 Back Bay Drive is under contract for sale.

Bill asked for a motion to approve all three sales. A motion was made followed by a second and unanimous approval to accept the sales as presented.

Unit Modifications

Unit 249 submitted for installing flooring in the unit. They provided samples of noise dampening product that met the Association's requirements.

Unit 207 submitted for installing new windows in their unit, some being impact and others being regular window replacements

Unit 167 submitted for installing new impact windows and doors into their unit.

After discussions a motion was made to approve the requested modifications. The motion received a second and unanimous approval.

General discussions evolved which included quarterly assessment amounts and the possibility of invoking a capital contribution requirement when units are purchased. Stephen will get with Evan regarding the capital contribution options for the Association.

After general discussions the meeting adjourned at 11:48 AM.

Respectfully submitted by

A handwritten signature in blue ink, appearing to read 'Stephen Skakandy', with a long horizontal flourish extending to the right.

Stephen Skakandy, LCAM
For and on behalf of the Board of Directors