

WEST BAY CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, April 23, 2025, AT 9:00 A.M.
Location: WebEx connection & Jupiter Management's conference room

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

Directors Absent: None

Representing Jupiter Management, LLC: Stephen Skakandy

Approval of Minutes

After David called the meeting to order, he asked if there were any suggestions or changes for the minutes. Bob provided suggestions, adding additional commentary to the previous month's minutes addressing the discussions associated with vehicle parking within the community.

After discussing the suggested change, it was agreed to input an additional comment reporting that the Board considered the formulation of a committee to address the parking rules within the community.

After the discussions a motion was made to approve the minutes as amended. The motion received a second and unanimous approval.

Insurance

With Don Brady in attendance presenting the insurance package, David suggested the Board advance to the Insurance agenda item.

Don provided details from the insurance alternative renewal package, provided to the Board electronically earlier in the week. His presentation provided details of the policy pricing and the renewal options including October 2025 or May 2026. The purpose of the renewal schedule is to have the cycle coincide with the annual budgeting process for the community.

Don's report included advising the Board of the premium reductions as well as the cost per insurable value of the property.

After discussing the pending appraisal update and its impact on insurance coverages and costs, the Board asked for the appraisal to be obtained as soon as possible and, once received, would endorse the policy with the new insurable value to provide the maximum benefit to the community.

The Board asked questions regarding the insurance policies, premiums, and risk management, followed by a motion to approve the insurance package as proposed; the motion received a second and unanimous approval.

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

Financial Report

David asked Bob to provide the financial report.

Bob presented the actual activity to the budget, highlighting categories that varied from the budgeted amount.

The Balance sheet was presented with Bob advising that the funds listed within the suspense accounts have been restored to the Association and deposited within the appropriate bank accounts.

Bob had yet to review the ICS accounts confirming the association's funds are properly FDIC insured.

Bob reported on the financial reporting structure presented to Jupiter Management at a recent meeting, which has not been implemented, as the audit remains pending and that Jupiter Management holding until the auditors rendered their opinions.

The report continued with the review of the Accounts receivable, prepaid accounts and the deferred assessment accounts.

Bob concluded the report reviewing the special assessment for the electrical project and provided an update regarding the amounts paid for the project to date, followed by the amount to be collected by year end.

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

President's Report

David, not having attended the most recent Presidents' Council meeting, handed the discussion to Shirley who provided information regarding the President's Council meeting to the Board.

Old Business

Electrical Project

Fred provided an update on the progress of the electrical project. The contractor's work results in minimal electrical outage and continued work will expand to two sections each day.

Fred noted at the present pace; the project may extend to July 2025.

There were other decisions regarding the owner installation of surge protection units on the electrical meters. It was agreed to change the project notice to further emphasize the need for the surge protection installation. The discussion concluded after considering other options that may have to be implemented if owners do not comply with the Palm Beach County Code requirements.

Landscaping

Fred reported that the approved planting is being installed, and upon his return to West Bay in the fall, he will verify the project and plant count.

Landscaping service discussions, followed with the Board considering future options for the community when contracts come up for renewal.

The Mahogany and Oak trees were discussed. The issues of falling leaves, falling seed pods and the potential damage caused by the trees were considered. Fred reported the representative from Only Trees has looked at all the trees within the community and reported on the health and condition of the trees. Amy focusing on the Schooner Pointe area and the leaves and seeds dropping, opened discussions of removing the trees.

Fred provided information obtained by Only Trees that included the potential cost of removing trees at \$1,600 to \$2,500 per tree, given a bulk project was approved.

It was noted, if the trees were to be removed and replaced, the process would require at minimum:

- West Bay unit owner vote of at least 2/3 approval
- POA Design Control Board approval
- Palm Beach County permitting
- Replacement tree installations
- \$1,600 to remove each tree (45 trees)
- \$2,500 or greater to remove a single tree
- Cost for new trees and subsequent installation

Other discussions regarding the existing tree issues:

- Negative impact on water and sewer lines
- Impacting the streets
- Wide range extending root systems
- Falling seed pods

NEW BUSINESS

Review Tracker App

The updated tracker app was reviewed. After considering the benefits of the platform, Amy offered to connect with Stephen to transition the program to Jupiter Management.

The program is set up within the Manager's reach to facilitate communications between the owners and the Association. The pros and cons of the platform were discussed with Stephen advising "Tracker App" is already on the community website. Once the setup is completed, a notice to the community will be sent out to the membership, creating the new process of communication and reporting community matters to management.

Manager's Report

David asked Stephen to provide the manager's report.

Stephen provided photos and details from recent owner requests for services. Unit 135 reported continued issues with the kitchen bay windows. Stephen found the breach in the system appears to be from the original installation and the contractor's installation sequences leaving openings for water to leak into the unit.

Additional photos were included in the report showing areas where trip matters are to be addressed along Island Cove and Schooner Pointe Drives.

Unit 117 reported moisture developing on an interior wall of their unit. Stephen provided details regarding the investigation that found no abnormalities within the unit connected to the moisture development. Stephen suggested the owner maintain lower humidity in the apartment. Fred added, they may want to use “Damp Rid” to help mitigate the problems.

The items listed on the Tracker App were included in the discussions. Stephen asked the Board about managing the data of completed projects, and it was agreed that once an item is reported as completed, it can be omitted from further submissions.

Unit Owner Modifications

Stephen presented an application from unit 205 for the installation of impact windows. The submission was complete in detail and the proposed windows conform to the community requirements. After discussions a motion was made to approve the application as submitted. The motion received a second and was unanimously approved minus Amy Mitchell’s recusal, being the owner of unit 205.

Sales and Rentals

Unit 249 presented an application for leasing the unit from January to April 2026. The applicants have positive history and conforming vehicles. After discussions a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

Unit 120 presented an application for sale. The buyers have a positive history and conforming vehicles. After discussions a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

General discussions

The Gilroy matter was brought back up for discussions. David provided a history of the events and called for owner comments and discussions. After discussing the details and other owner settlement, a suggestion was offered to provide \$7,000 to the Gilroy to reimburse them for the rebuilding of the kitchen bay window system. A motion was made to approve the proposal, and after discussion and considering options, the motion received a second. The motion received unanimous approval.

Fred provided additional commentary regarding:

- The need for a pool contract and a new pool contractor.
- Jason Corbett is to remove his ladder stored on property.
- Gutters are to be cleaned along Schooner Pointe Drive.

He discussed a few other items, including bids received from ABEL gutter company for cleaning gutters. Their price was \$200 per unit; an 8-unit building would be \$1,600.

Bob provided details regarding the cast iron pipes within the community and how Traders Crossing is addressing the problem at their community. It was agreed West Bay will continue an as-needed basis, but when a problem is found it will be fully repaired and not patched.

There being no more discussion, a motion was made to adjourn at 11:16.

The next meeting is scheduled for May 28, 2025, at 9 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors