

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

WEDNESDAY, MAY 20, 2020 AT 9:00 A.M.

Location: WebEx connection

**Directors Present:** Bill Fike, Diane Gustafson, Rich Forbes, Al Sullivan and Irene Garbo

**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.

The residents who had either called in to the connection or logged in with their computers were advised the Board meeting would proceed with the mute on for their connections. They would be called upon later in the meeting and provided time to participate and ask questions.

**Approval of Minutes**

The minutes from the April meeting were discussed. There were a few corrections offered which was input. Following the discussions a motion was made to approve the minutes as amended. The motion received a second and was unanimously approved.

**Financial Report**

Bill asked Rich to provide the monthly financial report.

Beginning with the Balance Sheet, Rich provided details on the cash assets and reported that the operations are good. He concluded this portion of the report with the receivable accounts indicating there are a few owners on the list, but they are not a problem and he moved to the Profit and Loss statement.

The Net Operating Income was reported at \$3,064, which Rich noted is better than the budgeted amount of \$754.00. The next portion of the report involved line item presentation of the expenses and category totals compared to the budget for both the current cycle and the YTD activity.

Rich summarized his report advising the operations are good for the YTD activity and noted there are ongoing projects such as the golf cart shed repairs, which will be on the next monthly report.

As the report concluded the Board discussed the new financial reporting format the POA us using which is called a 606.

After general discussions, Bill called for a motion to approve the financial report. A motion was made to approve the report as presented. The motion received a second followed by unanimous approval.

**Lake Update**

Vern Trowbridge provided the current lake update, beginning with the report that WCS4 is still not functioning. He provided general information on the recent POA meetings regarding the water Use

## **Landscaping**

The trimming of the panama rose bushes was discussed noting the various pruning procedures used by landscapers. The item of issue involves the hard pruning process Vs. select pruning of vegetation.

During the discussions it was noted the landscaping contract provides monthly selective pruning services which offer an array of pruning practices.

After discussions regarding the status of the subject plant, the landscape service contract regarding "Selective Pruning" the landscaping report continued with the presentation of the large Fichus tree that an application for its removal is being sent to the DCB for their further action.

## **Roof Maintenance Plan**

Stephen reported on the progress Corbett has completed with the buildings. Using the shared screen mode of the WebEx system, the Board was provided close up photos of the problem areas they encountered and the repair measures taken.

The next series of roof inspections is to be scheduled after they have completed the buildings they are working on and then a few projects unrelated to West Bay.

## **#103 Illegal Patio**

Stephen advised the Association's records had been researched and the 2016 approval and standards for patio installation had been located and was provided for the Board's review. The information provided included photos of the finished patio at 152, which was the prototype unit for future approvals. Stephen reported he will be meeting with the owner of 103 and present the standards for patios.

## **Propane Tanks in golf cart shed**

The owner of the unit had been contacted and they promised to have the tanks removed. Stephen will check back to see the progress on this matter.

## **Grill Usage on 2<sup>nd</sup> Floor Unit on Back Bay Drive**

A letter was provided to the owner of the second floor unit as well as the other unit owner on West Bay Drive.

## **White Toyota Pickup on Back Bay Drive**

Stephen reported calling Security and getting information indicating the vehicle belongs to a worker who is on property only during business hours.

## **POA Meeting Report**

Diane and Irene provided general discussions regarding the POA meeting

## **Manager's Report**

Using a shared computer screen, Stephen provided the Manager's report advising on the current status of the concrete repairs as well as the golf cart shed work on Schooner Pointe Drive.

The photos showed the new wood installed on the golf cart sheds and how it blends with the original Cedar boards.

A focus on the repairs completed by Corbett with supporting close up photos showing the areas where water has been able to get behind the roofing system and cause deterioration of fascia boards. Detailed discussions followed and with the use of the computer photos the problem areas were detailed in the discussions.

Recent activity in a variety of units within the community were included in the report including the postponement of the pool restroom and roof replacement project to allow the pool to be open for a while during the current relaxing of the country shutdown due to COVID-19.

### **Unit Modifications**

Unit 235 submitted an application for installing impact windows and doors on their unit. After reviewing the proposal a motion was made to approve the application as submitted.

Unit 117 submitted an application to install impact windows at their kitchen bay window. After reviewing the proposal a motion was made to approve the application as submitted.

After the presentation, a motion was made followed by a second to approve the application as submitted. The motion received unanimous approval.

### **Sales and Leasing**

None

After general discussions the meeting adjourned at 11:05 AM. The next meeting will be held on WebEx May 28<sup>th</sup> at 9:30 AM

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors