

WEST BAY CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, May 28, 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

With three of the five members present, David called the meeting to order at 9:00 AM. (The other two arrived a few minutes later.) The first item of business was to approve the minutes. With Bob having provided suggested changes to the minutes prior to the meeting, Stephen reported having added the changes to the official minutes as submitted.

After discussions regarding the changes, a motion was made to approve the minutes as amended. The motion received a second and was unanimously approved.

Financial Report

David asked Bob to provide the financial report.

Beginning with the Balance Sheet, Bob discussed the cash balances in the reserve account noting that all cash balances, including the ICS account balances, are below the \$250,000 FDIC insurance cap, as reported by Stephen.

The report continued as Bob provided details regarding the liability & equity along with the suspense accounting from the December action.

The report continued with the review of the Profit and Loss statement with Bob describing the deferred assessment category where the previous year's activity surplus is reported. He provided details on the proposed reporting method to be used for 2025.

He concluded this portion of the financial report, advising that after receiving the completed 2024 financial audit, adjustments may be made to the financials, and that the posting of the 2024 year-end surplus be posted to the P&L vs the equity section of the Balance Sheet rather than being reported as surplus carryover. Included in the general discussions was the good news that our expense for the 2024 – 2025 insurance premium will be lower than the expiring policy costs, absent any impact resulting from our tri-annual insurance appraisal.

Other items discussed included the roof loan expense, the receivables, the accounting of the electrical special assessment, and project expenses to date.

The report concluded with Bob discussing options for any surplus funds raised for the electrical project and to inform the membership of any potential adjustments to the final payment of the electrical project special assessment.

Audit Update

Bob reported receiving the 2024 audit draft, though the receipt is beyond the statutory 90-day requirement.

The final item of discussion was the receipt of the reserve study proposal provided by Association Reserves.

President's Report

David reported he had not attended the last Presidents' Council meeting and that the next meeting will be after the summer season when all return to JL.

Old Business

Landscaping

Fred provided an update on the planting and that the previously approved landscaping proposals have been executed. Upon his return to the community after the summer season, he will verify the plant installations against the proposals to ensure Revival's compliance with the proposals.

Fred relayed a communication from Revival regarding the irrigation system which is currently operating properly and capable of reporting water usage to the POA as originally proposed.

The landscaping discussion continued with the proposed RFP for landscaping services. After discussions regarding the document and the RFP process, a motion was made to approve sending the RFP to landscape contractors. The motion received a second and was unanimously approved.

After general landscaping reports involving tree trimming, irrigation services and other landscaping items, the discussion concluded.

Electrical Project

The need for owners to install surge protection at their meters per the Palm Beach County code was reiterated. A recommendation was made to update the project notices to include more information to help motivate owners to get the devices installed.

It was suggested an inventory of the meters be carried out and owners who have not installed the units be directly contacted and put on notice of the requirement. It was agreed the inspection program would commence sooner than later.

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 that at the present pace the project may extend to July 2025.

There were further discussions 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 options that may have to be implemented if owners do not comply with the Palm Beach County Code requirements.

NEW BUSINESS

Concrete Proposal

Shirley presented the proposal from a contractor to inject expanding foam under a portion of the parking areas between the two units, 166 and 169 to alleviate the current hazard.

Discussions developed about other areas that should be inspected to determine any additional needs for this work. It was agreed that Stephen will get more information regarding the proposed area to be addressed and have the contractor provide recommendations and proposals for other areas within the community.

Reserve Study

Bob provided commentary regarding the Reserve Study proposal from Association Reserves.

The proposal provides for two action plans. One plan is a proposal for a single report resulting from a site inspection.

The second proposal is for an initial report resulting from a site inspection and two subsequent inspections, all at reduced fees. After discussing the community's needs, a motion was made to approve the second proposal for a 1st year report with a site inspection, followed by two subsequent years of report updates.

The motion received a second and unanimous approval.

Manager's Report

David asked Stephen to provide the manager's report.

Stephen provided details regarding work completed in various units within the community:

167 – roof leak and proposal for the necessary repairs

259 – potential roof leak located above the kitchen

230 - needing additional pest control services, which were reported as scheduled

240 – repairs to the golf cart shed with other items to be addressed within the unit. These other items were noted with photo documentation.

151 – requiring repairs to the exterior stucco by their garage

115 – addressing their driveway pavers as well as scheduling repairs to the concrete walkway to the unit.

116 – sidewalk matter, for which a workorder was processed to address the issue.

108 – moisture found in front bedroom, but initial inspections of the unit and the building roof did not uncover a source of water migration. The issue will be monitored.

Other items in the report included daily matters addressed during the cycle as well as owner calls, immediate projects, and details supported by photos showing the electrical project progress.

The report concluded with the presentation of a proposal by M.A. Construction Group to service and clean out the storm water drainage system within the community. There were concerns regarding the contractor's reliability, as relayed to West Bay by the POA, whose total costs exceeded the M.A. Construction company's proposed bid.

Stephen was asked to confirm a few details from the contractor and report back to the Board.

Unit Owner Modifications

Unit 162 – submitted for replacing their unit windows and front door. After reviewing the submission, the Board did not approve the application due to the windows not having the mullions and the proposed new front door differing from the community standard.

Unit 224 - submitted to replace their flooring. The submission included the installation of an underlayment that provides an STC and IIC of 72, which is greater than the current community minimum specifications.

Sales and Rentals

Unit 250 presented an application for selling their unit. The application was complete with the applicants having a positive history and conforming vehicles.

After discussion, a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

Unit 247 presented an application for selling their unit. Stephen noted the reason the application was not in the board package: he had received it just one day prior to the meeting. After discussions regarding the procedures for submissions, Stephen continued with the presentation, noting the application was complete and the applicants have a positive history and conforming vehicles.

Discussions regarding the need for applications to be in the Board package affording the Board time to review the information, a motion was made to approve the application. The motion received a second. After additional discussion regarding the time frame for submitting applications and whether the current request should be approved at this meeting or be held until the June Board meeting, the motion passed 4 in favor and 1 not in favor.

General discussions

General discussions followed with owner comments

A few items were noted as work to remain on the radar, which include:

- ✓ There are 20 original golf cart shed roofs that will, someday, need to be replaced.
- ✓ The propane fuel tank at the pool will need to be removed and replaced.
- ✓ The gazabos at the pool will require maintenance work, one of which will require substantial work.
- ✓ 141 -garage apron violation needs to be addressed – Stehen noted the letter for the fine is out to the owner and the committee is scheduled for the matter.
- ✓ Unit patio spalling is an item that may be an unknown quantity requiring future funding for repairs.

There being no more discussion at hand, a motion was made and passed to adjourn at 11:23.

The next meeting is scheduled for June 25, 2025, at 9 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors