

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

WEDNESDAY, JUNE 17, 2020 AT 9:00 A.M.

Location: WebEx connection

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

**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.

**Approval of Minutes**

The minutes from the May meeting were reviewed, with a few changes suggested. After the discussions regarding the changes, a motion was made to approve the minutes as amended. The motion received a second followed by unanimous approval.

**Financial Report**

Bill asked Rich to provide the monthly financial report.

Rich provided details from the Balance Sheet advising the activity is normal and the activity is in line with the proposed activity for 2020. The report continued further to include the Profit and Loss statement where a detail line item review was provided. Items presented were compared to the budget estimates noting those items that were over budget for the cycle as well as those items that were under budget. Rich presented the information for the cycle as well as the YTD activity.

The discussions included the 2019 Audit, where Stephen reported the auditor who actually performed the service has been determined to be Nicole Johnson; therefore, a review of the previous submittal back to the firm is being reviewed in detail. Rich offered to be involved with the next dialogue with the auditor to assist in bringing the audit to a close.

Rich closed the report after providing details from the extra financial activity reports advising on the expenses associated with repairs and the scheduled reserve expenses.

There were a few discussions regarding the receivables with Stephen advising there is one account that had been referred to legal for collections. It was noted the same owner has gone through the collection process in the past and paid their account after receiving the legal collection letter.

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 began his report by referring to a recent POA meeting and their discussions during the meeting that involved WCS 4 and WCS 5.

Vern provided historical information regarding the WCS stations (Water Control Station), advising on the water levels each unit is set. The gates by the golf club are the lower level gates and are the outflow

devises that are maintaining the current lake level. With all the gate flaps working as designed, restoring WCS 4 & 5 by removing the Boards, that were initially installed to protect the lake from back flowing salt water, is a viable option.

The next item of discussion involved the proposed water use agreements which, reportedly, have been completed with the assistance from new counsel. The agreement is to be submitted to the villages soon. The two villages that have changed their systems over to lake water will be signing the agreement along with the four original water using villages.

There were general discussions regarding the legal activity associated with the Water Use Agreement and the review of the next submission from the JL POA to the villages before the document could be considered for signature.

### **Landscaping**

Diane reported on the palm tree research in developing a plan for establishing a program for tree removal necessary for protecting the building and landscaping.

Items concerned for the tree removal policy is the proximity of the subject palm tree in relation to the building. It was agreed that a tree within 12 inches or less of the building could be subject to removal. Currently there is one Sable palm that died and is set for removal. Diane added last year there were many palms that had to be removed because they died, and the palm being discussed is the first one this year.

The trimming work was discussed noting the landscaper's error on the side of caution when trimming the landscaping.

Diane advised the Board on the DCB discussions regarding the bordering hedges for the villages and that there will be an action from the POA soon regarding mandates to address hedges that have declined and/or need replacing.

An additional item for discussions involved the AC sheds and a proposal from Revival to clean these areas from the accumulation of leaves. The price proposal submitted totaled \$1,200

### **Fichus Tree Removal**

The board met with representatives from the DCB and the POA along with Only Trees to discuss the removal of the large Fichus tree behind units 133/233. Steve from Only Trees advised the Fichus tree was fine and trimming would be a reasonable measure to maintain the tree at its current location.

Diane will check with the DCB and get their final ruling on the application West Bay submitted for the trees removal.

### **Roof Maintenance Plan**

Stephen reported Corbett has been advised of the needed schedule and will have the next set of roof inspections completed for the next meeting. Stephen reported on the work Corbett has done to date and the projects considered for them over the next few months.

### **Grill Usage**

Stephen reported on the letters previously sent to a few owners who had BBQ grills and had recently used them within the community. The rules regarding grills were noted and the Board recommended the next newsletter.

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

Bill reported the suspect vehicle has not been seen on property. It was suggested the newsletter contain more of the community's rules, including the vehicle rule.

### **New York Visitors in unit 260**

Bill reported on the recent event where there were new residents residing in unit 260 who recently came from New York. He advised talking with the owner of the unit and asking the occupants self-quarantine for the 14 day minimum.

### **Iguanas**

Diane reported on the Iguanas that have lived on Restoration Island and have made their way to the West Bay landscaping to eat vegetation. The POA will be developing a plan of action regarding these pests.

## **NEW BUSINESS**

### **Resignation of director Irene Garbo**

Bill presented the resignation from the Board, submitted by Irene Garbo. After discussions and conversation regarding her contributions to the Board and the community, a motion was made to accept the resignation as submitted. The motion received a second and unanimous approval.

### **POA Report**

The pending delivery of the water control agreement was included in the POA discussions as well as Mike providing a report on the reserve study received by the POA.

The JLPOA website was included in the discussions. The latter discussions included the July 1<sup>st</sup> code violation meeting regarding the Out Of the Blue restaurant.

### **Manager's Report**

Bill asked Stephen to provide the manager's report.

Beginning with details of recent unit issues and planned repairs. Units were identified along with the items of issue. Supported by photographic details, units 137; 125; 217 were the subject of the discussions.

The next item involved unit 103 Schooner Pointe and the illegal patio installation. The report provided the details of the patio that was in place when the current owner purchased the unit, the details governing the standards for owner installed patios include information regarding the current patio that is to be addressed

The discussions included reviewing the history on the unit patio and the neighboring patios along with the unit configuration and how the current patio exceeds the specifications approved for unit owner patio installations.

After a full review the Board asked management get with the current owner of unit 103 to have the patio modifications restored to the original design.

The report included updates on roof leak repairs; the golf cart shed repairs along Schooner Pointe drive; service work being performed by Jupiter Management on the gutters and plans for the restroom renovation.

The 2019 audit remains on the discussion list with several aspects of the report being inconsistent with the 2019 actual operations. Stephen reported the audit was actually performed by Nicole Johnson and not

another within the firm. Stephen will refresh the information and set up another meeting with the firm and West Bay.

**Unit Modifications**

Unit 141 submitted an application for installing impact windows and to retile the patio behind the master bedroom.

Unit 213 submitted an application to remove the current hurricane shutters on the unit and replace the existing windows and doors with impact units

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

**Sales and Leasing**

None

After general discussions the meeting adjourned at 11:07 AM. The next meeting will be held on WebEx July 15<sup>th</sup> at 9:30 AM

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors