

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, June 25, 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**

Bob provided, via email prior to the meeting, suggestions to be input to the minutes. With all the Board reporting having reviewed Bob's suggestions, 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 receivables report, Bob advised the Board that the owner balances reported on the report should be cleaned up due to the amounts due, and amounts paid resulting in zero balances.

Bob continued his report while discussing a variety of the Balance Sheet categories providing individual account details and estimates of related future activities.

The report continued as Bob detailed the recent income and expense reclassifications along with his plan for processing the previous year surplus through the current year.

Bob provided details regarding the Association's insurance costs and the amortization of the policy expenses throughout the policy terms

With the insurance policy costs budget starting in January each year, the May renewal may be greater or less than the budgeted amount. The potential budget variances are an inherent result from estimating potential insurance costs six to eight months in advance of the policy renewals. If the Board elects to address the policy maturity and renewal during October or November of 2025, the insurance amortizations will be readjusted at that time and the risk of material variances between budget and actual would be lessened.

Depending on the Board's decisions during the 4<sup>th</sup> quarter of the year, the insurance cost variance from the 2025 budget estimate may total \$91,000 ±.

The report concluded with Bob answering questions from the Board and members present, followed by a motion to approve the financial report, along with a second and unanimous approval.

## **President's Report**

David reported the Presidents' Council meetings will reconvene in the fall; therefore, there are no items to report.

## **Old Business**

### *Landscaping*

The first item questioned the trimming of the Fig tree on Back Bay Drive. Fred reported the proposal from Revival was not approved and that when Fred returns in the fall, he will address the matter personally.

The application of mulch throughout the community was discussed, with Fred reminding the Board and members present that mulch will be applied to unit fronts this fall, and the backs will be in 2026. One issue discussed was how the sides of the buildings would be addressed. There will be more discussions during subsequent meetings.

### *Lake Report*

Stephen has placed the lake report on the agenda to allow for any reports that may develop from this JL committee. There were no reports to discuss at this meeting.

There were general discussions from owners present. The Board reminded the attendees that the contractor who was performing the services mitigating the algae had gone out of business. There were no more discussions.

### *Electrical Project*

Stephen reported on the project progress and noted the next few buildings that are scheduled for the work, with the final building being set for next October, due to material issues for the four unit building on West Bay drive.

There were suggestions regarding notices to unit owners who need to have the surge protectors installed to comply with the Palm Beach County code requirement. Stephen noted a building-by-building inspection will be performed to record which unit owners need to install the devices. The owners will be provided with notices for compliance.

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.

### *Concrete Proposal*

The proposal reviewed at the May Board meeting was included in the package, with Stephen reporting that a meeting is scheduled with the contractor to inspect other areas within the community that may be in need of repair, using the proposed system.

### *Storm Water System Proposal*

The proposal presented during the May Board meeting was presented with additional information answering questions that were developed during the previous meeting. After discussion, a motion was made and seconded to approve the proposal as submitted. The motion was unanimously approved.

### *Reserve Study Update*

General discussions regarding the status of the approved reserve study developed. During the discussion other potential capital cost items were considered:

- Concrete restoration
- Stucco repairs and patching
- Pool propane fuel tank replacement
- Gazabo at the pool
- Retaining wall along the northern border of the community

The need for a property survey was included in the discussion, as the report would be needed to verify the ownership of the retaining wall and corresponding responsible party for its maintenance and replacement.

The Board discussed developing a questionnaire to be sent to the membership to determine if owners are aware of items that may need to be included in the calculation of Association reserves.

## **NEW BUSINESS**

### *Holiday lighting*

Randy's Holiday Lighting provided their proposal for supplying Christmas decorations at the three West Bay entrances. The proposal is comparable to the previous years' product and cost. After discussions, a motion was made to approve the proposal as submitted. The motion received a second and unanimous approval

## **Manager's Report**

David asked Stephen to provide the manager's report.

The report began with Stephen providing details regarding work completed within the community

167 – roof leak has been addressed by the contractor

259 – roof leak has been addressed by the contractor

138 – may have a failed cast iron pipe in the master bathroom. The plumber has been engaged to address the issue.

156 – reported water stains in their garage. Jupiter Management is scheduled to address the issue.

140 – has an open workorder for caulking/minor stucco work at the outside of their kitchen window.

The report included the repair of the fallen streetlight on Back Bay Drive by unit 133.

Stephen attached to his report photos of the landscaping located between the duplex units for the Board's review and discussion.

Stephen provided details from research performed on the company proposing to address concrete trip hazards by uplifting the concrete, using an expandable foam injection beneath the concrete. The report included details from the contractor of the procedures used to address uneven concrete.

Additional photos of the subject areas were provided, including a measuring tape to help display the uneven status of the subject concrete slab.

### **Unit Owner Modifications**

Unit 208 – submitted for replacing their unit windows and front door. After reviewing the submission, a motion was made and seconded to approve the proposal as submitted. The motion received unanimous approval.

Unit 208 submitted a request for changing the flooring in their unit. The proposed sound deadening material complied with the Association's requirements for IIC and STC. After discussions, a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

Unit 162 submitted an application to replace the windows and doors in the unit. The application was updated from last month, where the request was denied for window information and a non-conforming front door.

The submission updates included a compliance door, sufficient information describing the proposed windows and details regarding the proposed screen enclosure windows. The discussions regarding the screen room enclosure developed with concerns regarding the proposed three- window system vs two-window system.

After discussions, a motion was made to approve the application without the proposed enclosure windows until more information can be obtained to ensure conformity with the neighboring units.

The motion received a second and unanimous approval.

Unit 167 - submitted a request to install leaf filters on the gutters around her unit. After discussing the gutter matters around the community and the need for more information, a motion was made to not approve the application at this time and allow time for more information to be obtained about gutter systems. All agreed and the motion received unanimous approval.

### **Sales and Rentals**

None

## **General discussions**

General discussions followed with owner comments

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

- ✓ A few of the pool umbrella stands need to be replaced.
- ✓ Suggestions regarding recording the meetings and posting the recordings on the community web site.
- ✓ Suggestions for the website - Amy offered to develop a more advanced site for the community.

There being no more discussion at hand, a motion was made and passed to adjourn at 11:22.

The next meeting is scheduled for July 23, 2025, at 9 AM.

Respectfully submitted by

  
Stephen Skakandy, LCAM

For and on behalf of the Board of Directors