

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

WEDNESDAY, JULY 15, 2020 AT 9:00 A.M.

Location: WebEx connection

Directors Present: Bill Fike, Diane Gustafson & Rich Forbes.

Directors on Speaker Telephone: N/A

Directors Absent: Al Sullivan

Representing Jupiter Management, LLC: Stephen Skakandy

With a quorum of the Board present, Bill called the meeting to order at 9:02 AM.

Approval of Minutes

The minutes from the June meeting were reviewed, with a few typographical corrections noted, 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.

Beginning with details from the Balance Sheet, Rich presented the cash assets held by the Association, noted the receivables and advised on the liability reductions from the monthly loan repayment.

Continuing the report with discussions regarding the P&L vs Budget Report, Rich provided a line item detail of expenses for the month and YTD cycles.

The repair category, 8430 was highlighted due to the heavy activity coded to the category. He noted the work this cycle included the concrete work, gutter cleaning and new locks for the pool restrooms. With some categories over budget for the cycle, the overall activity was reported favorable, though Rich advised there are cyclical expenses that will come due in the fall.

Rich concluded the portion of the report noting the NOI of \$10,654 for the month of June.

The reserve and cash flow reports followed with the reserve report being presented first. A review of the line items budgeted for this year was reviewed noting the overall activity is in proper form. Rich noted the golf cart shed project expenses to date as well as the current month, but suggested the work continue in preparation for next year's painting project.

The 2019 audit report was reviewed with Rich reporting the report was satisfactory and after noting various detailed regarding the report he suggested the Board consider an alternative auditor for 2020 ;. Rick noted alternative providers be interviewed.

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 and Diane provided commentary regarding the health of the lake and the littoral plantings along the lake banks. Diane provided information on the measures the POA is taking to maintain the lake banks as well as owner responses to their POA's efforts.

Vern indicated the Boards installed at WCD 2, 4 & 5 have been removed.

The lake monitoring was reviewed as well as progress with the water control agreement. A meeting with Mike Murphy discussing the easements and how they are to be managed is proposed to be within the agreement.

There were other discussions regarding the easements or access to the lake water, which a homeowner in Waterbend is working on gathering additional information which may help address the water access points for the four villages.

The POA's legal counsel was out of town, delaying discussions on two major issues, being the easement for water access and the liability of maintaining the lake.

After general discussions regarding the maintenance of the lake, continued processes for the lake systems and historical activities regarding the lake, Vern was thanked for his report and the continued efforts for the benefit of the West Bay and the four villages.

Coronavirus Pandemic Closing of West Bay Pool

The pool restroom renovation and new roof installation are well underway. It was agreed as soon as the projects allow, the pool is to be reopened for resident use.

Landscaping

Diane began the report noting the DCB will be returning West Bay's \$300 deposit as the proposed work for the Fichus tree is maintenance and not a design change.

The landscaping plan for Back Bay Drive was reviewed and approved for work. The palm trees will be trimming in October with a few palm trees being removed at that time.

The landscaping budget usage has been within plan and Diane began discussing the future hedge replacement, which can be completed in multiple stages.

Bill suggested detailed presentation to the owners will need to be composed regarding the replacement of the hedge, when the POA mandates it be done and the type of vegetation they will approve is known.

Review Colors for 2021 Building Painting

Color swatches were available for the Board to see via computer. Diane will get the swatches so they can be seen in person.

A history of the past painting projects were noted in the discussions as well as processes needed in the event color changes are to be considered.

Roof Maintenance Plan

The review of the pool roof was discussed and after reviewing the most recent submission from Corbett, it was agreed to have them review a more recent installed roof and if there are issues with the installation, have that to the roofers to address.

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 \$940.00.

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.

Iguanas

Six Iguanas have been caught.

Other

The power failure at 3940 West Bay Drive was discussed. The events that were reported from one impacted homeowner to management were presented. It was suggested procedures may need to be included in the Owner's Manual so the main equipment is not cycled by residents.

The event, occurring late on a Friday would not have been able to be immediately addressed due to the need for Palm Beach County permitting in addition to the involvement of FPL for service disconnects and reconnections. It was noted; even having spare parts on hand would not have changed the time line of events.

NEW BUSINESS

POA Report

At the June meeting a special meeting was scheduled for July 21st to discuss the marina and the current code enforcement issues.

Manager's Report

Bill asked Stephen to provide the manager's report.

The report provided detail photos of the pool restroom renovation and roof installation.

The pool restroom project changed slightly as the old tile was removed exposing an additional layer to tile that was initially installed. Other items, such as plumbing and minor issues uncovered by the renovation are being addressed as the project continues.

The Hot Wire fiber cable was shown as broken close to the previous junction. Stephen reported a work order is in place for Hot Wire to make the repair and restore the internet access to the pool area.

Roof repair work by Campany Roofing was noted by unit with most of the work being completed and on two units on the list to be completed the following week.

The report concluded with an itemized listing of work scheduled for the near future. Projects listed included; landscaping, building paint selections, golf cart shed roof work and golf cart shed wood repairs.

Unit Modifications

Unit 238 submitted an application for installing vinyl flooring in their unit. The sound deadening underlayment was not up to the standard mandated for the community; therefore the application was not approved, however, if the owner updates the material such that it does conform the Board will consider the request.

Sales and Leasing

Unit 248 was presented for a title update to include family members on the property title. There were no adverse issues with the new member inclusion. A motion was made to approve the title update, followed by a second and unanimous approval.

After general discussions the meeting adjourned at 11:21 AM. The next meeting will be held on WebEx August 19th at 9:00 AM

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors