

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, July 23, 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

David announced the meeting format being voice only to comply with the statutes and use the page numbers of the Board package to identify items being discussed. David asked, when a member is talking, to begin the discussions with their name so listeners know who is addressing the board and audience.

Approval of Minutes

Bob provided, via email prior to the meeting, suggestions to be input to the minutes. Stephen reported receiving the email and inputting the suggestions as instructed. A motion was made followed by a second to approve the minutes as amended by Bob's email submission. The motion received a second followed by unanimously being approved

Financial Report

David asked Bob to provide the financial report.

Bob started his report presenting the Balance Sheet and the cash balances held by the Association in both the general accounts and the ICS secured accounts. He noted of the \$1.3 million funds, 84% are held within the ICS program, ensuring FDIC insurance coverage.

Bob provided details of the income and future income recognition comprised of Deferred Income and how the recognition will be processed and included in future audits.

The profit and loss report followed with Bob providing line-item discussions noting categories that were over or under budget along with estimates of future activities and financial needs.

Bob called for questions regarding the financial report. Owner questions were directed to the meeting format and using or not using video systems during the meeting. The replies to the questions noted the newly adopted Florida Statutes where in it is mandated, if a meeting is recorded by video, the meeting is to be recorded and available to the community on the community website. If the meeting is not video recorded, legal opinion is the audio does not have to be recorded, retained or made available for future review.

After the discussions, a motion was made to approve the financial report, the motion received a second and unanimous approval.

Bob continued with his presentation to the Board by an update on the 2024 financial audit. With the audit report already posted on the community website and an email blast was sent out to the membership, Bob provided details looking forward to the processing of the 2025-year end audit.

After presenting details of the audit to the Board, Bob advised the Board of the statutory requirements for the audit presentation under the statutes prior to the updated version signed into law July 1, 2025 as well as the eased requirements for 2025 forward.

Next year the report has to be completed and issued on or before 180 days after the Fiscal Year end: or on or before June 30, 2025.

Bob provided additional details of future plans for recording year-end financial variances and calculating owner quarterly fees moving forward.

Additional discussions and questions regarding the Income Statement and foot notes within the 2024-year end audit and how the year end activity will roll over into the subsequent years.

President's Report

David discussed the issues West Bay is having with the irrigation filter clogging up and reported over villages are not having the same issues with their systems.

The option for a larger grid filter was discussed, though it was agreed to continue cleaning the filters and monitor the system performance for the future.

Old Business

Landscaping

Stephen provided details on the filter cleaning schedule with Jupiter Management performing the cleaning at the beginning of the week and Revival will clean the filters towards the end of the week.

Fred noted there were no activities to report and that the bids provided by Only Trees for trimming the trees along Back Bay and West Bay Drives should be included in the August board package for the Board to discuss and vote on.

Owner questions were taken before the landscaping discussions concluded.

Lake Report

Joan Damio was on hand to present photos and other information relating to the lake and the POA's maintenance of the lake. Using historical photos as well as photos of the current date, she presented changes to the lake.

Joan also had photos of contractor's treatment of the lake and provided commentary regarding the negative result impacting the lake and wildlife living along the lake.

Upon the conclusion of Joan's presentation she offered to work more on the matter and approach the POA regarding the lake and its condition.

Concrete Proposals

Stephen provided details from his meeting with the concrete contractor's representative and the community inspection. Having toured the community the representative indicated which areas the restoration system would work and areas where the system would not work.

The discussion continued with Stephen providing details on the processes used by the contractor and that they drill strategic holes within the slab to be lifted, inject expanding foam through the holes followed by sealing up the holes after the process is completed.

After discussions and Stephen answering questions regarding the proposal, areas to be serviced a motion was made to approve the proposal as submitted, the motion received a second and unanimous approval.

Electrical Project

Brief discussions regarding the project status and that the last building to be updated will be done in October when Stephen reported on the property inspection and the minor punch list that was provided to the contractors.

Owner questions were accepted. The questions evolved around the code required surge protection installation. Owners present had questions regarding the code requirement for surge protection and were concerned about the ongoing costs associated with the FPL programs.

Reserve Study Update

Bob opened discussions about the reserve study and added the questionnaire to be sent to the community obtaining input from the community encouraging their input to the process.

The form is to gather data for common elements within the condominium which may qualify to be included in the reserve schedule.

Stephen will email the questionnaire to the membership.

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.

New Business

Landscaping

The previous RFP that was composed and provided to the list of landscape contractors. Of the seven contractors, four replied to the RFP and one submitted outside of the submission date.

The Board reviewed the proposals and the RFP comparison schedule noting pricing and general data received from the contractors.

After reviewing the information, it was agreed to compose a series of questions to be submitted back to the bidders, which the Board will review in developing a "Short List" of contractors.

The board also asked to schedule meetings with the contractors and look at communities they service prior to the next Board meeting.

Manager's Report

David asked Stephen to provide the manager's report.

Beginning with the recent work completed for individual units within the community.

227 – had the garage ceiling restored

108 – continues to be monitored for water intrusion

261/161 – stucco repairs were on schedule

168 – had the damaged fascia repair on schedule

253 – reported water instruction, which is schedule to be addressed by Campany Roofing

138 – water staining in the master bathroom ceiling was found to be sourced by the toiled in the unit above. The owner of 238 has made the repair to their plumbing

Exterior building work at 3941 mailbox and unit 140 kitchen window repair were in process.

Other general property services were presented along with the listing of owners who remain having to install the surge protection units on their meters. It was noted though discussions, there are 30 units still needing to install the devises at their meter.

Other items contained within the report were:

The storm water cleanout work is scheduled. The POA was contacted and did not require any additional information or conditions for West Bay to proceed with the project.

Unit Owner Modifications

Unit 250 – submitted for installing impact widows at their patio. After discussion the submission and reviewing the specifications it was agreed to approve the project as submitted, a motion was made and seconded to approve the proposal as submitted. The motion received unanimous approval.

Unit 250 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.

Sales and Rentals

None

General discussions

General discussions followed with owner comments

The Board discussed other locations to hold board meetings, possibly pool side from September to May and then at Jupiter Management's office June through August. There will be more discussions regarding meeting venue.

There being no more discussion at hand, a motion was made and passed to adjourn at 11:34.

The next meeting is scheduled for August 27, 2025, at 9 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors