

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, AUGUST 19, 2020 AT 9:00 A.M.
Location: WebEx connection

Directors Present: Diane Gustafson, Bill Fike, Rich Forbes & Al Sullivan

Directors on Speaker Telephone: N/A

Directors Absent:

Representing Jupiter Management, LLC: Stephen Skakandy

With a quorum of the Board present, Bill called the meeting to order at 9:01 AM.

Approval of Minutes

The minutes from the July meeting were reviewed, and 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.

Rich reported the operations are in good shape and the receivable account that had been outstanding and sent to the attorney for collection has been paid.

He provided brief commentary regarding the 2019 audit. The July NOI totaled \$10,440 after the audit expenses had been included.

Other categories were noted as being normal operationally and there were no unusual expenses. He added it is time to begin discussing the 2021 budget and that he and Stephen will begin working on the proposed budget.

Next, the reserve expenses were reviewed with commentary on the golf cart shed repair expenses and the pool roof expenses to date.

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 provided the lake update, advising Jim Tippet and the action regarding the repairs of WCS 4 which may be planned after December but before May 2021. The impact of the repairs initially resulted in a pipe with a 6.5 foot interior diameter, which is was reduced to 5.5 feet and that was further reduced to a 21 inch pipe due to a faulty repair.

WCS 3 requires a major overhaul, and the stand pipes of other control devices which were modified with wood boards have had the wood removed from them.

The proposed POA Water Use Agreement has not been signed by any of the villages and has many problems.

An email to the POA was sent providing a list of items that the villages are uncomfortable with. It was noted that after the POA creates a document that addresses the items listed by the villages, the document would be sent to the village's attorney for review and advice.

Items for consideration include:

- Accepting water "as is" is to be removed;
- The indemnification and hold harmless provisions are one-way and need to be rewritten;
- The document offers a license and not an easement;
- There are other items that require updating.

Bill provided additional commentary regarding WCS 4 and the POA's action against the contractor who damaged the system while attempting to repair it.

Rich advised he is in favor of a plan and provided a motion where West Bay will support the water use committee and the proposed changes for the agreement, and to go for legal counsel if necessary. After discussions the motion received a second and unanimous approval.

Vern reported the POA has expended \$50,000 for legal expenses on the matter during this year.

2019 FYE Audit

Rich updated the Board on the 2019 audit and the efforts to date in interviewing and securing alternative services for the 2020 FYE audit. He announced the two auditors with whom an interview is set up to review their qualifications and outlook on how they would perform the services.

The West Bay website is to be updated with the 2019 audit. Stephen will upload the document and provide an announcement in the 4th quarter newsletter that the document is available for review and downloading by the homeowners.

Landscaping

Diane provided an update on the landscaping and the areas around the pool. She added the Palm trees are to be trimmed in October with the mulch to be applied as well.

The Fichus tree is to be trimmed in September and that is on schedule.

Building Colors

Bill reported that he and Diane had reviewed the proposed building colors and a few of the existing colors are being considered for removal from the pallet, but no final decisions have been made as of the meeting date.

The owners on the line had questions regarding their individual buildings and the potential colors or changes to the existing colors. Additional discussions regarding the historical events concerning paint colors ensued, and the process for changing colors was noted; if a major change was to be implemented, the By-Laws require the DCB to provide a final approval of such a change.

Pool Project

Stephen provided an update on the pool project, noting the roofs are completed, the bathroom tiles are installed, walls have been painted, most of the plumbing is reinstalled with new toilets, the new mirrors are installed, and the new lights have also been installed.

The last major items are the partitions for the toilet areas. They have been ordered and are to be delivered late August or early September.

Roof Maintenance

The next roofs for inspection will be the newer ones that Company recently completed. This is to verify the work and to see if there are any issues with these roofs. Corbett will be provided three more roofs to review and report back to the Board with their findings.

Review Changes to Owners' Manual

Bill reported on the project to date, noting each Board member is working on a specific section. The work will be combined and ready for review at the next meeting. He suggested the Jonathan's Landing historical information composed by Tom Monahan be mentioned within the manual and will be available on the West Bay web site.

NEW BUSINESS

POA Report

Diane began the report noting the POA expended \$50,000 in legal fees on the Water Control Agreement and \$35,000 on the marina action, this year alone.

She provided updates on maintenance items in progress, such as the sidewalks, irrigation pumps and future projects such as road seal coating. 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 included updates on recent repair projects such as;
The repair of unit 212's master bedroom balcony which had minor concrete spalling was addressed. The report provided before, during and after photos of the project.

The home inspection for 212 included the exterior electrical box and showed some rust on the metal housing, which was also addressed.

The insurance report that cited a golf cart shed roof, golf cart shed wood and some low overhanging trees that needed to be trimmed away from the building was noted. The report included before and after photos of the golf cart shed wood and tree trimming. The last item, which has been contracted for, was the golf cart shed roof replacement. When all items are completed, a detailed report will be provided back to the insurance company noting the repairs.

Unit 209's front balcony drain was jetted out and found to be operational. The photos did show where the owner had removed hurricane panels exposing the initial decking. Over the years additional two additional deck coatings were applied beyond the area where the hurricane panels were installed. Removing the panels has exposed a void in the deck surface and potential issues where the panel fasteners were removed.

It was also noted the deck requires owner cleaning from time to time.

The unapproved exterior patio installed outside of unit 103 has been addressed with the owner removing the portions of the paver area that extended beyond the previous deck. Photos were provided showing the work after the pavers were removed, but before the sod was restored.

Discussions regarding the fall newsletter suggested the following be included in the letter;

- ✓ Pool area renovations;
- ✓ Repairs to golf cart sheds;
- ✓ Reminder of “No Grills”;
- ✓ Reminder of “No fuel containers.”

Sales and Leasing

Unit 204 was presented for a seasonal lease. There were no adverse issues with the proposed tenants.

Unit 212 was presented for sale. There were no adverse issues with the proposed new owner.

Unit 243 was presented for sale. There were no adverse issues with the proposed new owner.

Rich made a motion to approve all three applications as submitted, followed by a second and unanimous approval.

After general discussions the meeting adjourned at 10:31 AM. The next meeting will be held on WebEx September **16th** at 9:00 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors