

WEST BAY CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, AUGUST 24, 2022, AT 9:00 A.M.
Location: WebEx connection

Directors Present: Diane Gustafson, Bob Gunia, Dick Evans, Ted Field & Fred Muir

Directors Absent: None

Representing Jupiter Management, LLC: Stephen Skakandy

With a quorum of the Board present, Diane called the meeting to order at 9:05 AM.

Diane opened the meeting, welcoming Ted to the Board of Directors.

Approval of Minutes

Diane called for a review of the July meeting minutes. She provided a few additions to the minutes. Once the suggestions were added to the minutes, a motion was made to approve the minutes as amended. The motion received a second followed by unanimous approval.

Financial Report

Diane called on Bob to provide the financial report.

Bob began his report with the Balance Sheet and provided details of the bank account balances for the operation and reserve accounts.

Bob provided a detailed report of the Accounts Receivable by calculating the net receivable and detailing those prepaid assessments:

- Six accounts remain outstanding;
- One under payment of \$200;
- Three owners are prepaid.

The next discussion item was the bank loan and the outstanding balance due on the account.

The report contained a review of the Profit and Loss statement followed by details presented within the newly received Reserve Study.

There were detailed discussions regarding the reserve study and the schedules included within the report. Bob reported items that were coded to the operating side of the Association's books and added they were reallocated to reserve categories.

Bob reported on the change of the reserve funding processes. Previously, the funding processes were allocated each month of the quarter. The new process is to fund the reserves in bulk at the beginning of each quarter.

Reserve Study

The financial report extended from the day-to-day operational items to details in the Reserve Study and the revisions that are input to the finalized report. Bob advised on the required reserve balances that are recommended within the Study.

He explained that as the roof loan pays off, the funds being used for the debt service will be relocated to the funding of reserves, which will better fund the reserve requirements and mitigate the reserve shortfall.

After the Reserve Study discussions and the Association's position on the funding of reserves, a motion was made to accept the Reserve Study. The motion received a second and unanimous approval.

Bob reported to the Board he will be working on the 2023 operating budget during the month of September with the most recent financial activity.

President's Report

Diane **announced** the items on the agenda would stand in for the President's Report.

Old Business

Lake Update

Vern provided the lake report beginning with the update on the POA's cancellation of the contract with Lake Solitude. He reported the 30-day notice is in process.

Vern also reported on the committee's meeting with the South Florida Water Management District (SFWMD) which is tasked with quantifying the water allocations per village within the community.

Projects List

Corbels – Stephen provided an update on the progress with this project.

Soffit Repair – Stephen noted, once the trees are trimmed, they will be able to access the work areas.

Concrete Repairs – Stephen provided an update on the project along West Bay Drive and that the work is coming to a close.

Landscaping

Diane advised the tree trimming is scheduled and should take place before the seed pods open at the end of September or October.

Planting items were discussed:

1. The community 45's are being considered where planting is needed;
2. Areas of Fichus need to be removed due to the continuation of White Fly;
3. The POA areas where the sidewalks are being replaced were discussed.

As the items were discussed, the irrigation system was included in the conversation along with the future need for updating the system clocks and the verification of the north irrigation electrical

system. Stephen noted North Atlantic Electric is to provide a report on the electrical system's condition. The report is pending.

Items with the irrigation system that need to be addressed include:

1. The water filters and their maintenance;
2. The underwater screen on the pump suction lines;
3. The electrical systems for the clocks;
4. The clocks and updating them to technologically advanced units.

After discussions regarding the maintenance needs, a motion was made to approve the suction line screen maintenance; the motion received a second and unanimous approval.

The POA irrigation was briefly discussed, and a general update was provided regarding the recent landscaping installation as well as the sidewalk renewal project.

Manager's Report

Diane asked Stephen to provide the manager's report.

The report began with the presentation of details associated with maintenance and repairs to several units within the community. Unit 135's kitchen bay window stucco system is in need of repair. The report provided photos, details on the construction systems used in building the bay window, along with a proposal for the repairs. The repair proposal is a not to exceed \$2,720, where the contractor will be removing only the necessary areas and restoring the stucco finish.

A motion was made to approve the proposal for the repairs to unit 135 as submitted. The motion received a second and unanimous approval.

The Manager's Report continued with photos and details on:

- Trip hazard at 152 West Bay Drive;
- Balcony drain repair at 210 Schooner Pointe;
- Soffit repair by unit 222 Back Bay Drive.

Stephen provided additional commentary regarding the projects and the Owners' Manual modifications that are in process.

There were suggestions provided for the Owners' Manual, which will be input and provided back to the Board for review and further action.

Unit Modifications

Unit 252 presented a request to install new flooring to their unit. The application included documentation regarding the sound deadening material which exceeded the minimum requirements within West Bay's Rules.

Unit 207 presented a request to install new flooring to their unit. The application included documentation regarding the sound deadening material which exceeded the minimum requirements within West Bay's Rules.

Unit 257 presented a request to install impact windows in their unit. The application included specifications on the proposed windows, showing they have bronze frames, and the glass is grey. It was noted their approval is contingent upon the owners' need to restore the exterior of the building if there are any shutters or other items removed for this project.

A motion was made to approval all the modification applications as submitted. The motion received a second and unanimous approval.

Unit Sales

Unit 210 has a contract for sale and purchase. The applicants have complying vehicles, no adverse reports, and a single conforming dog.

Unit 206 has a contract for sale and purchase. The applicants have complying vehicles, no adverse reports, and no pets.

A motion was made to approve the two unit sales as submitted. The motion received a second and unanimous approval.

General Discussions

Discussions developed regarding the website and its maintenance. Sue West reported she would upload documents but would not work on any redesigning of the site.

Ted advised the site has old information on it and needs to be made current and should have continuous changes and updates to keep it interesting to people.

Stephen reported that the site had recently been updated and there must have been some type of critical failure by the provider to have old data reappear on the site. The site will be addressed promptly.

Hurricane Readiness:

Stephen provided details on Jupiter Management's hurricane readiness plan for West Bay and all its client communities. Details regarding the hierarchy and prioritization of process were presented.

After general discussions regarding the POA and the actions involving the marina, a motion was made to adjourn the meeting. The meeting adjourned at 11:11 A.M.

Respectfully submitted by



Stephen Skakandy, LCAM
For and on behalf of the Board of Directors