

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, August 27, 2025, AT 9:00 A.M.

Location: WebEx voice 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

With a quorum of the Board present, David called the meeting to order at 9:00 AM.

Approval of Minutes

David asked for any comments or corrections for the minutes. Bob provided a few suggestions followed by a call for any additional suggestions or changes. There being no additional revisions, a motion was made to approve the minutes as amended. The motion received a second followed by unanimous approval.

Financial Report

David asked Bob to provide the financial report.

Bob initiated his report advising the Balance Sheets were not available due to the accounting system conversion to Vantaca.

He proceeded with the presentation of the Profit and Loss report, providing expense details with specific discussions regarding the insurance costs and the favorable results compared to the budgeted amount.

During the discussion Bob asked Stephen to contact the Association's insurance agency to have them initiate the process of obtaining cost estimates for a November 2025 renewal.

After presenting the receivables report, Bob initiated discussions regarding the 2026 operational budget. Noting the historical contract review process wherein every three years Association contracts are received by the Board, he asked the Board if they wish to consider reviewing the contracts this year. Jupiter Management's contract should be reviewed.

Included in the discussion, Bob asked Stephen to check with Revival, Bayside Exterminating and the pool contractor to determine if they are going to adjust their fees for 2026.

Stephen added, many of Jupiter Management's clients who use Valley Bank for the Association funds have been moving to South State Bank due to the services offered by South State and that they appear to work more favorably with the operational software platforms.

Bob suggested the newly installed software be fully scrubbed and operational accuracy be confirmed before considering switching banking relationships.

Bob asked Stephen to check with Ken Friedman, CPA and inquire when his firm will produce the 2024 year-end tax return.

President's Report

David reported the President's Council will meet in October, after which he will have a President's report.

Old Business

Landscaping

The landscaping issues between units 207 and 208 entry way were discussed. Fred provided details of previous conversations with the landscaper on the matter of one owner wanting one type of service to the center landscaping and the other unit owner wanting different services.

It was noted Revival was instructed not to take directives from owners and to proceed with their scheduled services. The discussion continued with Stephen offering to take photos of each walkway of the subject building and emailing them to the Board after the meeting.

Fred presented the tree trimming proposal for the balance of the community. The proposal included the work previously approved and completed along Schooner Pointe Drive and Island Cove Drive. The next phase of the work is to trim hardwood trees along Back Bay Drive and West Bay Drive. The proposal from Only Trees in the amount of \$8,545 was recommended by a motion to approve the proposal. The motion received a second and unanimous approval.

After the approval, items associated with units 204 and 229 were discussed and Stephen is to get with Brandon from Only Trees to show him the work that is required by those two units.

Irrigation was discussed with David reporting he was advised the POA is experiencing similar low-pressure issues from the pumping system in close proximity to West Bay's south pump.

The system filtration screens and filters were noted and that the filters are being serviced daily by Jupiter Management while a solution to resolve the low-pressure matter is developed.

Revival has provided a proposal for servicing and cleaning the irrigation pump pick-up screens, which Fred reported the Association has done in the past around October. After discussions, a motion was made to approve the proposal by Revival to have the screens serviced and cleaned in the amount of \$1,400. The motion received a second and unanimous approval.

Fred also reported on irrigation repairs being proposed by Revival, which is well within the \$2,000 preapproved service proposals issued by the Board last spring.

Lake Report

Shirley reported that Joan Damio is watching the lake and the contractors working on the lake. The algae bloom was discussed and its impact on the lagoon behind both Back Bay Drive and Schooner Pointe Drive.

Electrical Project

The electrical project will conclude with the last building being scheduled for September 8th. Discussion developed about owners who still need to have the surge protectors installed prior to the Association obtaining the final county inspection. The issue is, if the units are not installed on each permitted electrical system, the county will not perform the final inspection and close out the permits. Leaving the permits open will cause the Association fines for extending the maturity dates of the permits, which does not relieve the requirement for surge protection.

Stephen is to check the community and update the list of outstanding owner installations, contact the owners and report back to the Board. It was noted that issuing fines may be necessary for owners to comply with the Palm Beach County Code mandate for surge protection installed on each electrical meter.

Landscaping was discussed, regarding the RFP and shortlisted bidders' responses.

David included in the Board package a comparison spreadsheet for the Board to review, as well as the contractor responses.

Asking the Board members if they had reviewed the information, David asked for Board comments.

Shirley - provided details of having experience with ABL and provided recommendations due to their knowledge of the community and their experience with the community.

Bob - emphasized the financial aspect of the bidders, listing the contractors from high bidder to lower bidder.

Amy - noted the RFP stipulated the contracts are to be three-year engagements and noted which contractor submitted a three-year proposal. She added a request for "Best and Final" be issued to the final short-listed contractors.

Fred - recommended not negotiating a cost reduction as the contractor will then cut back on the proposed services. He added it would be more advantageous to ask for services rather than lower their price.

Fred provided commentary about the contractors, noting he did not have any issues with ABL and provided details of their proposal, which were provided in the original RFP submission and their recommendation for services.

After the discussions it was agreed to create a final short list to include both ABL and Sago Landscaping. Meetings with the two contractors will be held in October after Fred's return to the community.

New Business

Community Website

Amy provided the URL for the Board to log onto the proposed website and provided discussions of her work to date in forming and loading the site. Other issues for the Board to consider are: who is to administer the site, and how it is to be funded.

The use of a credit card was noted as Stephen recommended it is better for Jupiter Management to fund the expense rather than a Board member who will have to be reimbursed. This procedure will be sorted out with Amy.

Manager's Report

David asked Stephen to provide the manager's report.

Stephen provided details on the recent projects that were completed. The details included photos of the storm water system service, along with commentary about the job and how the contractor executed the work.

General items included in the report were:

-- The recent gutter cleaning throughout the community, after the final leaf dropping late June and early July.

--The new umbrella stands that have been installed at the pool and removal of the limb that fell from one of the Oaks at the south end of the property where the limb fell on the adjacent building.

Stephen also provided details recorded while cleaning the irrigation system filters each morning. The south system requires more time to pressurize than the north system. Once the south system pressurizes, it appears the spray pressure has the system covering and overlapping coverage properly, beginning with the recent work completed for individual units within the community:

Stephen presented a report from Palm Beach County Fire Marshal, wherein the Association has to install fire extinguishers every 75 feet for code compliance and truss signage at specific intervals throughout the community.

Stephen noted this was just brought to Jupiter Management's attention and work needs to be done to determine the best way to comply with the mandate and maintain the esthetics of the community.

Within the manager's report there was a proposal from Mike McGilvary in the amount of \$2,850 for the repair of a fascia corner at unit 250. After reviewing the proposal, a motion was made to approve the proposal as submitted. The motion received a second and unanimous approval.

The manager's report included a proposal from Pool Services for a new Chemical Feeder pump in the amount of \$898 for the kiddy pool. Stephen provided commentary on the proposal cost and results from internet searching, noting the contractor markup within the proposal. The proposal was unanimously approved

Unit Owner Modifications

Unit 232 – submitted for installing impact windows at their unit. After discussion of the submission and review of 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.

Sales and Rentals

None

General discussions

General discussions followed with owner comments.

Bob noted the community paving project is scheduled for 2026.

The owners' questions were fielded by the Board and one item reported involved the AC shed emergency exit latches. The one at 226 was missing and it trapped the owner. The shed door was subsequently repaired.

There being no more discussion at hand, a motion was made and passed to adjourn at 11:04 a.m.

The next meeting is scheduled for September 24, 2025, at 9 AM.

Respectfully submitted by


Stephen Skakandy, LCAM

For and on behalf of the Board of Directors