

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES
WEDNESDAY, September 16, 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 9:02 AM.

Approval of Minutes

The minutes from the August meeting were reviewed. Bill had a few suggestions regarding the minutes. After he provided his input and other Board members had opportunity to provide input, 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 began the report advising the Board on the recent auditor interviews and asked for a motion to ratify the approval of and Friedman, Feldmesser & Karpeles, CPA, LLC as the auditor for the 2020 year end service. The motion received a second followed by unanimous approval.

Rich continued the report with a review of the Balance Sheet and added commentary regarding the 2019 audit and its impact on the Balance Sheet.

The Account Receivable report followed noting the previous past due owner had paid their account and the owners listed on the report for August were, at this point, not a concern.

He provided summations of the Association's cash balances and then reviewed the P&L by advising the Board of the year to date activity and the NOI for August. Using the extra financial schedule reports, Rich updated the Board on the project expenses for this year and their comparison to the original project cost estimates/allocations. With the pool building roofing project being under budget, the pool restrooms being close to budget, the slight overage for the light project and possible overage for the golf cart shed rejuvenation project, the overall activity may remain within or close to the aggregate estimates.

Stephen commented on the golf cart shed project and presented an option for repairs/changes to consider. Bill suggested on a meeting to review the concept before making any application to the DCB or a change.

After reviewing the financial report, Rich introduced the first run of a proposed 2021 operating budget. He provided details on the budget's development and highlighted a few proposed expenses, one of which was insurance. After the introduction and general discussion, Rich added the current quarterly fee per unit of \$1,500 should remain for the next year.

Rich asked Stephen to work on the 2021 estimate of reserve expenses for projects including; building painting, road resurfacing and street light repairs.

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

Bill asked Vern to provide the lake update. Vern started his presentation advising there were two recent meetings, one being a chemistry committee and the other the presidents group, both of which focused on the lake and its current status.

Vern provided a brief historical report on the chemical treatments used in the lake noting twenty-seven chemicals were used to treat the water.

Vern discussed once the existing water agreement is fixed it should be sent to the villages legal counsel to have the document reviewed ensuring its quality in content and meaning.

Vern commended about water control devise #3 and its proximity to salt water as well as the design that would allow salt water to migrate or be pumped into the fresh water lake.

Auditor Selection and Approval

This was discussed during the financial report.

Landscaping

Diane advised the hedge along the western boarder of the community remains outstanding, but until the POA acts on the matter, West Bay will hold off on that project. She noted there have not been any mandates to other villages for their boundary hedges by the POA yet.

Diane reviewed the recent projects and advised there are no additional projects planned for the rest of the year, at this time.

The seasonal projects, mulching and palm tree trimming are scheduled to be done in October. She added the AC sheds have been blown out and the Fichus tree is trimmed. Bill added the Fichus tree trimming resulted in removing limbs that were over the building.

Pool Project

Stephen provided an update on the project, noting the project is mostly completed with only minor punch items remaining. The Manager's report contained photos of the restrooms.

Roof Maintenance

Stephen advised the contractor, Corbett, was not available for the meeting. He will be scheduled for the next Board meeting and will have their reports for the Board's review.

Review Changes to Owners' Manual

Bill advised with all the Board members having provided their input for revising and updating the Owner's Manual, Bill will work on the document over the next month.

NEW BUSINESS

POA Report

A brief review of the POA activity was provided noting the tensions that are developing at the meetings.

1st Draft of 2021 Proposed Budget

This was discussed during the financial report.

Holiday Lighting Decoration

Randy's Lighting provided their proposal for the 2020 holiday light installation. After discussions a motion was made to approve the proposal as submitted. The motion received a second and unanimous approval.

West Bay Website

Bill advised he has provided Jupiter Management with suggested realignment of the information presented on the site. Stephen reported he has Bill's notes and will be working on the site.

Manager's Report

Bill asked Stephen to provide the manager's report.

Beginning with the restroom project, Stephen provided work in progress photos of the restrooms and the final photos showing the current status of the job.

Stephen reported there have been a few unit sales where home inspectors have provided reports on roof leaks and termite infestation.

The roof inspection report indicated active leaks over the unit. When the roof was inspected with the roofers, it was found the areas reported on were already repaired and what the inspector found was stained wood and not active leaks. It was noted the unit's ceiling stains were old stains from before the roof was replaced by Duren Roofing.

The termite issue will be investigated further with the assistance of a termite contractor's inspection and subsequent proposal.

The report continued with a few unit matters being presented with photos of the discussion items.

Stephen itemized a few work in progress items, such as the audit engagement and the termination of the previous audit firm, the golf cart shed project and the holiday lighting proposal.

Sales and Leasing

Unit 159 was presented for a seasonal lease. There were no adverse issues with the proposed tenants.

Unit 251 was presented for sale. There were no adverse issues with the proposed new owner.

Unit 212 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.

Unit Modifications

Unit 212 submitted for replacing their flooring throughout the apartment. The sound deadening material, whispermatt, they proposed to install presents sound deadening properties of IIC 72 and STC 72, which exceeds the Association's requirements.

After general discussions a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

Bill mentioned the garage door color at 241 may not be correct and asked Stephen to check this out.

After general discussions the meeting adjourned at 10:23 AM. The next meeting will be held on WebEx October 21st at 9:00 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors