

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, September 24, 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 updating the draft minutes. A call for any other changes was provided, with no additional suggestions offered.

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 by presenting the Balance Sheet presenting general items within the report. The focus of the receivables report resulted in Bob providing details and known historical activity. Bob indicated additional research is necessary, which Stephen will work on.

Other categories discussed included: Prepaid assets, the roof loan liability, which Bob suggested the Association not pursue any future borrowings. The Balance Sheet discussions concluded, followed by the Income and Expense report (P&L).

The P&L information was reviewed with an emphasis on the expenses to date, with the potential future expenses to the end of the year compared to the budget estimates for 2025.

Bob reported he is working on the proposed operating budget for 2026 and will have a preliminary budget draft available for the October Board meeting.

After general discussions, Bob concluded his report. A motion was made to approve the financial report as submitted. The motion received a second, followed by unanimous approval.

President's Report

David advised he did not have a report, as the Presidents' Council has not convened its meetings, which will commence October. After that meeting, a report will be provided to the Board.

David concluded his report, advising he will ask other community Presidents if their communities have experienced issues with their irrigation systems that draw water from the lake.

Old Business

Landscaping

Brief discussions regarding the irrigation system kicked off the landscaping report. The filtration system issues were discussed, with Fred reporting he will be monitoring the system and there will be more to discuss in subsequent meetings.

Fred provided details on the pending tree-trimming engagement of Only Trees, scheduled for mid-October.

The landscaping RFP was discussed, with the Board agreeing to hold meetings between the short-listing contractor and two Board members, as the next step in the RFP process.

Fred provided details on the approved planting schedule and the seasonal flowers proposal by Revival in the amount of \$790.00.

After discussions, a motion was made to approve the Revival proposal as presented. The motion received a second and unanimous approval.

The landscaping report and discussions concluded after Fred commented on the irrigation system, the filtration system, and the turf condition, followed by the next planting schedule.

Lake Report

Joan Damio was on hand to provide historical information regarding the lake, the lake banks and the wildlife that depends on the lake and bank vegetation.

Providing detailed photos and historical information, Joan covered the littoral plantings that line the lake bank; algae bloom on the lake surface; lake contractor treatments of the water and lake bank; the discussion expanded to the ongoing iguana issue along the lake bank and island within the lake.

After the presentation and discussions, it was agreed that Joan should take her presentation to the POA. It was suggested she provide her photo history to the POA.

Electrical Project

Fred and Stephen provided discussions regarding the electrical project and the processes for the completion of the project and the final funding of the project. It was agreed to have a 10% holdback to ensure the successful signoff from Palm Beach County building department and the closure of the project permits.

The Board discussed the outstanding homeowner installation of surge protection units necessary for the final project inspections and the closing of the project permits. A variety of fining and motivational measures were discussed.

There may be other options considered as the final inspection is eminent and the numbers of owners who need to install the surge protectors are tabulated.

The final financial impact of the project includes the final payments to the contractor; replacement of damaged or removed vegetation, painting of the new stucco placed on the buildings, and other miscellaneous items that may have developed while the contractor was working on West Bay property.

Reserve Study

The reserve study will be available for the Board's review. Bob emphasized the importance of the information provided within the study in the development of the 2026 budget.

Community Web Site

Stephen provided an update on the development of the community website. With David providing the email address and access data, Stephen and Amy will work together in funding the site and taking the next steps in launching the site for the community.

New Business

Manager's Report

David asked Stephen to provide the manager's report.

Initiating the report, Stephen presented details of the community-wide pressure washing project underway. Stephen itemized the project details which encompass the concrete walkways, driveways, building fronts, golf cart roof edges, and roadway Miami gutters.

Recent community repairs and projects included:

- Repair of hose spigot at 148
- Domestic water leaks at the meters by the four-unit building on West Bay Drive
- Water feed line repaired underground at unit 256
- The daily irrigation water filter cleaning was reported. Details from cleaning the filters were provided and observations about the system operation were detected during the duration of daily services.

Maintenance details involving the irrigation system services from Hydrodynamics were also included in the report.

General maintenance items reported included:

- 235 and services to the kitchen exterior vent
- Gutter downspout extenders installed at two units
- Repair to a leaking gutter at unit 120
- Potential moisture intrusion at unit #148_____

The punch list from the electrical system replacement was presented, with photos showing some items to be addressed, as well as identifying units that have not yet installed the surge protectors on their electrical meters.

The report included additional details covering landscaping and the recent storm system cleanout.

Unit Owner Modifications

None

Sales and Rentals

A rental application for the rental of unit 140 from February to April 2026 was submitted and reviewed by the Board. After discussions a motion was made, followed by a second to approve the application. The motion received unanimous approval.

Other

Fred provided details of the proposal from McGilvary roofing regarding the golf shed roof replacement. After discussions regarding the proposal of the number of roofs that need to be replaced, a motion was made to approve the proposal for the replacement of up to 10 golf cart shed roofs. The motion received a second, followed by a unanimous approval of the not to exceed roof proposal in the amount of \$3,250.

General discussions

General discussions followed with owner comments.

Fred reminded all present that the underground fuel tank for the pool heater should not be filled in order to allow it to run out of fuel in preparation for the tank's replacement.

After owner questions and discussions were fielded by the Board, a motion was made and passed to adjourn at 11:01 a.m.

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

Respectfully submitted by


Stephen Skakandy, LCAM

For and on behalf of the Board of Directors