

WEST BAY CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING MINUTES  
WEDNESDAY, APRIL 26, 2023, AT 9:00 A.M.  
Location: WebEx connection

**Directors Present:** Diane Gustafson, Bob Gunia, Dick Evans, Dave Morganti & 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 9:07 AM.

**Approval of Minutes**

Diane asked if all had reviewed the March meeting minutes. Bob mentioned he had provided Stephen with a few suggestions for the minutes prior to the Board meeting. Diane also added a few suggestions for the document and asked the other Board members for any additional input.

Diane opened discussions regarding the minutes composed by Stephen and the other minutes composed by David. It was decided portions of David's minutes will be attached to Stephen's document as an addendum in the future.

A motion was made to approve the minutes as corrected. The motion received a second and unanimous approval.

**Financial Report**

Diane called on Bob to provide the financial report.

Bob opened his report by reviewing Valley Bank ICS system and the cash balances reported on the March month-end Balance Sheets. Bob advised West Bay has the option of selecting or eliminating banks that are used within the ICS system. He reported that two banks, First Republic and PacWest, are excluded from the ICS program. These two banks, First Republic and Pac West, removed by West Bay remain as eligible banks under the ICS program with VNB. These two banks likely are still in the overall ICS program.

Bob continued with the Accounts Receivable and highlighted a few expense accounts, including the utilities account.

Questions from other Board members and homeowners present followed Bob's presentation.

Dick asked Bob for additional details regarding the ICS bank accounts and the management of the Association's deposited funds.

After the discussions a motion was made to approve the financial report, seconded, and the Treasurer's financial report was unanimously approved.

Bob reported on the proposed 2023-2024 insurance coverage, opening his presentation by announcing the previous year's insurance premium and the steps taken while formulating the 2023 budget in an effort to cover the anticipated 2023-2024 insurance premiums.

With the proposed insurance being \$418,000 or 102% greater than the previous yearly premium, the budgeted amount for insurance is insufficient.

Bob also reported the other option for insurance provided by the Florida state-run insurance program, Citizens, quoted \$600,000 for the association's insurance.

The financial needs to fund the insurance premiums were discussed, along with the financial requirements for the community-wide electrical projects.

Various funding options were discussed in brevity, which will be further discussed at future Board meetings.

After the discussions a motion was made to sign and fund the 2023-2024 insurance documents. After the motion received unanimous approval, additional discussions developed regarding the clarification of source of funds.

Bob reported on the progress of the 2022 audit and that the draft report is expected to be received in about a week.

### **President's Report**

Diane reported the South Gate opening on hold pending permit and building inspection functions.

The Hotwire contract with the POA is up for renewal and the POA has engaged a negotiator service to assist with the contract renewal.

The Security personnel have completed medical training.

The possibility of annexing the JL community into the Town of Jupiter was discussed. No action on the POA is pending at this time. The initiation of the proposal must come from the Town of Jupiter, and no such notification has been received to date.

### **Old Business**

#### *Lake Update*

Vern provided general details on the lake permit with the South Florida Water Management District and updated the Board on the status of the JL lakes.

#### *Projects List*

Corbels – Stephen reported the corbels completed to date have been painted and that Jason is now working on Island Cove area.

Soffit Repair – The area in front of unit 220 has been completed by Jason.

#### *Landscaping*

Diane asked the Board for approval to engage Revival to plant at the pool area in the amount of \$900. After discussions a motion was made to approve the \$900 for the pool project and to approve proposal 3060 in the amount of \$944. The motion to approve the requested proposals was made, received a second followed by unanimous approval.

The next landscaping item involved the Arica palm removal at the north pump area and along Back Bay Drive and West Bay Drive.

Other landscaping items discussed included the replanting at the north pump area. The discussion involved what size of plants should be used. It was suggested 25-gallon Cocoplums be used for the replanting along Back Bay Drive and West Bay Drive.

### *Electrical Service*

The discussions included the electrical system replacement project. Fred agreed to revise the contract and include the scope of service in the contract. Fred explained that units 162 and 163 need to be added to the scope of service before sending the document back to the contractor for their final execution.

The other bid received for the project, from North Atlantic Electric, totaled \$412,350 while the current proposal totals \$351,415.

After discussions a motion was made to move forward with the contract signed by Wayne Zimmerman, contingent on the changes being input and agreed to with the additional units added. The motion received a second, followed by unanimous approval.

### **New Business**

#### *Service Provider Agreements*

The landscaping and pest control agreements were discussed. It was agreed they should be signed for 2023 and annual renewals should be processed.

Stephen is to ask Revival for a detailed scope of service to be attached to the contract renewal document.

### **Manager's Report**

Diane asked Stephen to provide the manager's report.

Stephen began the report with updates on repairs being performed to several of the units within the community: Unit 156 and 256 where there was water intrusion in their garages. With the repairs completed and no additional water intrusion occurring, the problem is resolved for the two units.

Work in unit 138 where the Association is repairing the screen porch is complete. The report included photos of the work in progress and the project completion. The owner of the unit will have to restore the screen enclosure and reinstall their storm protection.

Other items in the report included the documentation submitted to the Bridgegate and West Bay unit owners who would be impacted by the removal of the Arecas at the north pump station. Photos were included in the presentation showing the details of the proposed project.

Previously the Board had asked for revised building and unit number postings for the villa buildings. There were two proofs provided in the report with proof being the one approved for the community. Stephen will get with the sign contractor and have the new plaques made.

Unit owner letters were processed for units 141 and 218. Each owner has until May 1<sup>st</sup> to comply with the Association's request for violation corrections.

**Unit Owner Modifications**

None

**General discussions**

Fred Muir discussed the need for an increase in the expenditure authority of Jupiter Management for emergency services. After dollar amounts were discussed, the sum of \$3,500 was agreed upon as the new spending limit for emergency expenses.

A motion was made to increase the emergency spending from the current \$750 to \$3,500. The motion received a second with the majority of the Board in favor of the motion.

After general comments and a call for owner questions and/or comments, a motion was made to adjourn the meeting. The meeting adjourned at 11:25 AM

The next meeting is May 24<sup>th</sup>.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors