

WEST BAY CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING MINUTES  
Wednesday, November 17, 2023, AT 9:00 A.M.  
Location: WebEx connection & Jupiter Management's conference room

**Directors Present:** Diane Gustafson, Bob Gunia, David Morganti, Dick Evans & 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 9:00 AM.

**Approval of Minutes**

Diane asked if all had reviewed the minutes. There were a few typographical corrections suggested; Diane asked if there were any other changes or suggestions. There being no additional changes or suggestions, Diane called for a motion to approve the minutes as submitted; a motion was made to approve the minutes as submitted. The motion received a second and unanimous approval.

**Financial Report**

Diane called on Bob to provide the financial report.

Bob opened his report with an overview of the Balance Sheet and the account balances that are within the FDIC insurance limits.

One ICS account totals \$17,000, and Bob provided details on the other ICS accounts, which are used to ensure the Association's funds are covered by FDIC insurance.

His report continued with the presentation of the Profit and Loss statement along with details of expenses and corresponding budget estimates. Accounts included in the presentation were:

- Insurance
- Tree Trimming
- Repairs and Maintenance
  - Golf cart shed roofs
  - Electrical repair project

After the financial report was provided and questions were answered, a motion was made to approve the financial report as submitted. The motion received a second and unanimous approval.

Bob continued his presentation with the announcement and discussion of the proposed 2024 operating budget.

He reviewed with the Board and homeowners present the presentation being proposed for sending to the membership. He discussed the financial details and owner assessments being proposed within the budget.

As the discussion continued, owners asked their questions and Bob provided answers. When the discussions concluded, Bob reiterated the West Bay documents stipulate the proposed budget is to be sent to the membership at least 30 days in advance of the budget adoption meeting.

The budget discussion continued with the additional information associated with the recently updated reserve study. Details of the report were presented by Bob for the Board's discussion and comments. Bob advised the Board of Statutory reserve requirements and how the reserve funding mandates may impact future budgets.

The next item discussed was the impact increasing insurance costs have on the overall budget and the quarterly assessments.

When the discussions concluded, Bob summed up his report on the proposed quarterly fees to include the proposed budget amounts and the special assessment amount; said special assessment amount will be payable over the subsequent eight quarters through 2025, included in the regular quarterly billing and not billed separately.

After all questions had been answered, a motion was made to approve the sending of the proposed budget to the membership, adjusted to include insurance costs, and to set the budget adoption meeting for December 20, 2023, to convene at 1:00 PM at the community pool. The motion received a second and unanimous approval.

### **President's Report**

Diane provided the President's report in brevity.

- ✚ The POA is working with Hotwire for the bulk communications services.
- ✚ The POA is working on formulating their 2024 operational budget.

### **Old Business**

#### *Landscaping*

Diane reported on the costs associated with tree projects, the clean-up after the recent storm and the drainage project behind unit 128.

The costs for the projects were identified as:

- Storm cleanup ..... \$815.00
- Removal of Carrot woods and work behind 166 and 169 at \$3,250.00
- Drainage project behind 128 with sod removal (this project was previously approved)
- The removal of the Norfolk Pine ..... \$1,700.00

The total costs for the projects come to \$5,765. After discussions a motion was made to approve the projects as presented. The motion received a second and unanimous approval.

Fred opened discussions regarding the irrigation systems and the bids received for the North pump and system. He added information about the south pump system but emphasized the urgency of repairing/restoring the north pump system.

The estimated cost for the system was presented as \$44,000.

Another cost identified to the north pump system work is the cost to disconnect the POA from West Bay's system. Fred added that since the POA system was disconnected, the planting island at the entrance to Schooner Pointe no longer has irrigation. He estimated the cost to restore irrigation to the planting island at \$880.00.

It was agreed to focus on the north pumping system and address the south pumping system at a later date.

A motion was made to approve the north pumping system work. The motion received a second followed by a unanimous approval.

Diane mentioned the POA's discussions about the border hedges throughout Jonathan's Landing. She advised the POA may revisit the concept of mandating the hedge replacement a year from now.

### **New Business**

#### *Procedures for owner modifications*

Fred suggested there be more procedures for owner modification applications. When concluding the presentation, Fred committed to sending suggestions to Jupiter Management for developing new procedural forms to be used by residents.

#### *Procedures for communications*

Diane yielded the floor to Dick Evans for his discussions regarding communications. He advised the Board of his perceived process for processing motions during the Board meetings. He suggested the motions should be pre-composed prior to the Board meeting for the Board's review.

### **Manager's Report**

Diane asked Stephen to provide the manager's report.

Beginning with a review and discussion of the few golf cart shed roofs that require replacement, Stephen updated the Board on the progress gained with Jupiter Roofing and the development of a plan to "Bulk Rate" up to five golf cart shed roof replacements.

The report provided details of owner requests for repairs, landscaping, and pest services.

The projects from Fred's listing and those that developed as residents returned to the community were discussed with general details regarding their completion.

The report concluded with the timeline presentation associated with the processes for the annual meeting and the election of directors.

#### *Unit Owner Modifications*

Units 108, 130 and 141 requested approvals for mulch applications.

After discussions a motion was made to approve the applications, provided brown mulch is used for the project. The motion received a second and unanimous approval.

### **Unit Sales and Rentals**

Unit 204 submitted for the lease of the unit. After discussions a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

### **General discussions**

Fred announced two of the recent owner approvals for patio extensions have been completed and now differ from the plans originally submitted and approved by the Board.

After discussions it was agreed Jupiter Management will provide a formal written notice of violation to the two unit owners. The violation letters are to request the improvements be brought into compliance with the approval that was provided by the Board of Directors.

Fred reported on other owner violations for Jupiter Management to follow up on. During the discussions, items for the next community newsletter resulted in suggesting owners have their electrical boxes checked and possibly updated to current electrical code standards.

The next meetings are:

- December 20, 2023, convening at 9:00 AM at Jupiter Management.
- December 20, 2023, convening at 1:00 PM at the community pool to adopt the 2024 budget.

After general discussions and owner comments, a motion was made to adjourn the meeting at 11:40 AM. The motion received a second and unanimous approval.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors