

WEST BAY CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING MINUTES  
Wednesday, October 25, 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. Providing a few typographical corrections, 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.

Diane announced that Dick had requested the Board deviate from the agenda to accommodate his schedule as he had to leave the meeting early. All agreed and Dick initiated his discussions.

Dick introduced Robert's Rules of Order for discussions. He provided details of how he recommends the implementation of the procedures contained in Robert's Rules of Order and suggested the board adopt strict adherence to the procedures. After his presentation, Dick made a motion for the Board to adopt Robert's Rules of Order. The motion received a second followed by discussions.

Examples of how the strict use of Roberts' Rules would impact the Board's processes were provided by members of the Board. When the discussions concluded, a call for a vote was made, the motion did not carry.

**Nominations for the Fine Committee**

Discussions regarding the forming of the Fine Committee developed with the Board identifying three candidates for the Fine Committee. The volunteers are: Irene Garbo, John Dibiasi and Cecile Sloan. After brief discussions, a motion was made to approve the three volunteers to form the Fine Committee. The motion received a second and unanimous approval.

**Golf Cart Sheds**

Dick opened discussion regarding the golf cart sheds and their position within the common elements of the Association. He expanded the discussions to include possible owner negligence and called for inspections of the sheds prior to repairs.

After the general discussions regarding the historical events and the likelihood of owner negligence the discussions concluded.

Dick excused himself from the meeting shortly afterwards.

## **Financial Report**

Diane called on Bob to provide the financial report.

Bob initiated the report with an overview of the cash balances held by the Association and the allocations within the various accounts which are maintained below the FDIC \$250,000 guarantee limit.

The next item presented was the receivable report followed by the Profit and Loss statement.

Highlighting various categories within the Profit and Loss statement, Bob reported on those categories that are over budget for the year and/or categories where additional expenses are anticipated before the end of the year.

Bob asked if the Board wished to continue the discussions with the 2024 proposed budget. All agreed and a motion to approve the financial report was provided. The motion received a second and unanimous approval.

## **2024 Operating Budget**

Bob's report provided expense projections to the end of the year with the Board discussing future projects and related costs. As the discussions continued the proforma estimates were adjusted accordingly.

The 2024 proposed estimates were discussed with details of the Insurance; Repairs; Landscaping; the amortizing bank loan and how these expenses impact the future financial planning for the Association.

Bob also updated the Board on the progress with the current reserve study and how that impacts the budget for 2024 and future years. He advised on his work with the reserve study company and the use of their financial computer model to develop the long-term reserve analysis.

The computer model produces a recommendation for reserve funding with maximum funding and minimum funding. Bob recommended implementing the minimum funding with the expectation of funding benefits after the roof loan is paid off and those funds are redirected to the reserve fund.

The estimated costs for the irrigation repairs and upgrades were included in the discussions with Fred providing details of the proposed project and in what year the project should be funded.

As Bob's presentation of the proposed budget continued, he provided a line-item review of the reserve schedule promoting discussions and comments from the Board.

Diane discussed the POA requirement for the perimeter hedge replacement and provided details regarding the POA discussions to date. Fred noted the potential POA mandate is extensive and will have substantial impact on many villages within Jonathan's Landing, such that reasonable structures will have to be included in the mandates once it is finalized.

Other discussions of future potential expenses were noted which included: termite inspection costs and treatment; the retaining wall north of Schooner Pointe and its maintenance and/or replacement; survey costs associated with the retaining wall to verify who is responsible for the wall.

## **President's Report**

Diane provided the President's report in brevity.

- ✚ The POA is working with Hotwire for the bulk communications services.
- ✚ November 13<sup>th</sup> is a POA event.

## **Old Business**

### *Lake Update*

Diane provided a brief update regarding Vern and suggested a new representative from the community should be considered to represent West Bay on the Lake Committee.

### *Landscaping*

Diane reported that an owner within the community wanted to have a tree removed at the owner's expense. After discussions it was agreed, the Association should maintain common expenses at the Association level and continue with the aggregate plan.

Diane noted there are Carrot Wood trees, dead palm trees and vegetation along the sides of buildings that need to be removed.

There were general discussions as to which Carrot Wood trees should be removed and where the most overall benefit would be achieved by the tree removal. After discussions it was agreed on removing trees by the pool area, behind a building along West Bay Drive and the villa at the south end of West Bay Drive.

The discussion resulted in a motion to approve the tree removal with a not to exceed cost of \$2,000 after Freds review of the proposals. The motion received a second and unanimous approval.

### *Unit 133*

The Gilroys provided copies of the Palm Beach County permit for their replacement of the kitchen bay window and documentation of the permit being satisfactorily closed by the county.

After reviewing the data, a motion was made to accept the retroactive window and door replacement application subject to the Gilroys restoring the building where the previous hurricane protection systems had been removed. The motion received a second and unanimous approval.

Stephen provided details on a new issue at unit 133 where their AC lines had failed, and new lines need to be installed. Two options were presented, one requiring the relocation of the AC compressor to the side of the building next to the guest bedroom of 133 and the other leaving the AC compressor in place and installing the new lines from the side of the building next to the guest bedroom under grade to the AC compressor.

The Board declined the relocation of the AC compressor and suggested the alternative option be relayed back to Gilroys.

## **New Business**

### *Website volunteers*

David provided a flyer he received while he attended a Community Association convention. He noted the advertisement offered a web-based service that could be used to replace the current West Bay website.

Stephen introduced plans Jupiter Management is working on implementing which may also provide additional web-based options for the community. General discussions developed noting the Association would still need volunteers to work on a community website.

## **Manager's Report**

Diane asked Stephen to provide the manager's report.

Stephen provided updates on the current projects which include:

- ✚ Pressure washing throughout the community.
- ✚ Concrete restoration.
- ✚ General unit services.

Details and photos were provided showing the Board roots that impacted the pavers. With the roots removed and the areas leveled and recompact, the pavers were reinstalled and level.

The unit impacted by rodents has been thoroughly worked on with both Jupiter Management and Bayside Exterminating servicing the building and sealing up any area suspected of providing entry. A third company is also engaged to provide "fresh eyes" to the project to ensure all measures are taken.

The golf cart shed roof replacement at 112 is completed. The report provided detailed photos of the project and Stephen reported working with the contractor to establish a more economical bulk rate structure for future golf cart shed roof replacements.

The Manager' Report concluded with the presentation of important dates associated with approving the 2024 operational budget and the 2024 Annual Membership Meeting requirements.

### *Unit Owner Modifications*

Unit 213: applied for installing mulch by their AC units and along the flower beds. After discussions a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

## **Unit Sales and Rentals**

Unit 253 submitted for the purchase 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**

The Board discussed the November and December meeting dates to accommodate the budget approval processes. The new meeting dates are:

November 17<sup>th</sup> at 9:00 AM

December 20<sup>th</sup> at 9:00AM

When the Annual Membership Meeting was discussed, Fred noted there are two seats opening for the Board and they are Bob's and Dick's positions. He asked if Bob was considering running for the Board again, Bob said yes.

Dick had left the meeting earlier to accommodate a conflicting commitment. Fred would get with Dick.

Unit 139 previously applied for and was approved for a patio extension. The final project differed from the application in both size, shape and materials used for the project. Discussions regarding the standards for patio extensions developed.

Stephen noted the patio at 152 was the first one approved and that was used as a model as the standard for other applications. It was agreed more needs to be discussed regarding patio extensions.

Other items discussed included:

- ✦ Don Brady and his report back to Fred on insuring the golf cart sheds.
- ✦ Inspection of patios and balconies for concrete spalling.
- ✦ Water leaks at meters caused by tree roots.

After general discussions and owner comments, a motion was made to adjourn the meeting at 11:56 AM. The motion received a second and unanimous approval.

The next meeting is November 17th.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors