

WEST BAY CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, September 27, 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 9:02 AM.

Approval of Minutes

Diane asked if all had reviewed the minutes. With all having reviewed the minutes, Diane asked if there were any changes or suggestions regarding the minutes. There being no 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 initiated the report with an overview of the Balance Sheet and provided details regarding the bank balances and the ICS account sweep system. He provided details of the FDIC insurance structure up to \$250,000 a few specific categories.

Bob provided details of the ICS participating banks and that West Bay has requested previous participating banks be excluded from West Bay's deposits after the Silicon Valley bank failures. He provided examples of the accumulated funds on deposit with the various ICS banks.

The next item reviewed were the reserve funds and the calculations employed to balance the reserve asset accounts with the loan and reserve liability accounts.

Continuing with the Profit and Loss report, Bob provided details regarding the Association's insurance and the related budget numbers.

Other items included in the discussion were the landscaping expenses for the cycle as well as the year-to-date submissions compared to the budgeted amounts. The repair expenses to date were also included in the discussion, as the expenses are over budget for the cycle and for the year-to-date summation. Bob reminded the Board that the expenses associated with repairs are estimated as best as possible, but the actual sequent of events are estimates at best.

Bob continued with a review of the receivables and the outstanding accounts as of the end of August.

The next item of discussion was the costs to date to resolve the trip hazards within the community. Bob advised, though the funding is from the reserves, the expenses were budgeted in 2024 and not 2023. It was noted within the manager's report that the expenses for the trip hazards is reaching

the 2024 budgeted amount and they could exceed the budget estimate. After discussions it was agreed the work should continue.

Bob questioned the need for future trip hazard repairs with Stephen noting the work done this year included extensive tree root removal, which should mitigate future expenses. A maintenance allocation of funding may be sufficient for future years.

While discussing the Associations' financials, Bob reviewed the work to date on the 2024 proposed budget and the need for board member feedback for the October Board meeting.

A brief overview of venter increases for 2024 was reviewed and the option for the Association to have the insurance renewal date adjusted to November in lieu of May. The change to the renewal date will help with the budgeting processes.

Diane reported the POA is looking to the villages to replace their border hedges. She said the POA is considering a mandate for the hedge updating, which is pending.

The last item discussed was the 2023 fiscal year end audit. Bob provided details on the 90-day statutory requirement for the audit completion and the proposal from Ken Friedman to perform the Association's audit. The proposal is for a two-year commitment and a fixed price range for the services. After discussions, a motion was made to approve the audit proposal as submitted. The motion received a second and unanimous approval.

After the questions were answered and there were no more discussions, a motion was made to approve the financial report as submitted. The motion received a second and unanimous approval.

President's Report

Diane provided the President's report beginning with an update of the POA activities.

- ✚ The POA has great volunteers who are working on the cable contract renewal processes. The companies being considered include Hotwire and Blue Stream for the December 2024 cable renewal date.
- ✚ Diane reported owners have been calling security when they should be calling 911.

Old Business

Lake Update

With Vern not in attendance, Diane provided the lake update. She said the agreement with south Florida water management is signed.

There are other villages within Jonathan's Landing that are accepting the water user's agreement and beginning to access the lake for irrigation purposes. Vern was in attendance to provide the lake report. He advised the new company is responsive and so far, appears to be working out.

Landscaping

Diane provided some financial details on the landscaping items to be completed before the end of the year. The items include the palm tree trimming, annual flowers, mulch application and plantings by the pool area. During the discussions, it was agreed to hold on applying the mulch.

Diane also introduced some future projects, which include the drainage needs at unit 128 as well as areas where the Shaloms need to be cleared out with the areas being relandscaped.

Irrigation

The irrigation work to the north pumping station remains in the works. Stephen added alternative irrigation contactors contacted were not in business for larger commercial applications; therefore they were not able to provide options for West Bay and the replacement of the north system.

Fine Committee

The creation of the fine committee was discussed. There were two volunteers for the committee. Three are necessary and a call to the owners present was issued with no residents offering to volunteer. Stephen will search for more participation.

Unit 133

Dick opened the discussions with the presentation of recent email communications with the Gilroys. He provided details of the conversations and recommendations for contacting Palm Beach County directly.

There were discussions regarding the permitting processes and the county jurisdiction over the project. After a variety of discussions and scenarios considered, it was agreed Jupiter Management would contact Gilroy's contractor and report back to the Board.

The owner issue at 133 Back Bay was discussed in detail. Recent communications were considered, and it was agreed any actions on the matter from the West Bay Board would be all encompassing and not itemized.

At this point the owners of 133 are to obtain and submit to the Board proper permits from Palm Beach County followed by county inspections and the permit being closed with the county.

Diane will compose a communication to the owners of 133 and there will be more discussions at the September meeting.

New Business

Board Certification

Dick opened the discussions regarding the statutory requirement for Board members to be certified and the related cost associated with the process. He recommended the Association fund the expense for Board members. After discussions it was agreed not to make any changes and due to the fact, the certification courses are offered frequently and some at no cost, no action was necessary.

Website volunteers

Brief discussions regarding a more advanced community website should be considered and there should be an outreach program to the community to get volunteers to management the site.

Manager's Report

Diane asked Stephen to provide the manager's report.

The report began with Stephen providing details on the work to date resolving the trip hazards within the community. Current photos were provided showing the past month's progress.

The report included a few sample photos of the front balcony inspection work recently completed. Stephen reported a formal compilation of the data and photos will be completed.

Other items in the report included the updating of the pool rules to maintain compliance with the Health Department regulations was completed.

The future projects listed were:

- ✦ Pressure washing has commenced along Island Cove Drive.
- ✦ Street light cleaning will be done in October.
- ✦ 112 Schooner Point golf cart shed roof replacement proposals were included in the Board package.
- ✦ The November insurance renewal efforts are in the works at R. V. Johnson Agency.

Two proposals for the roof replacement were provided by Campany at \$8,644.85 and by Jupiter Roofing at \$6,675.00. The variance between the costs included the Jupiter Roofing had an upcharge of \$315 for using copper flashing.

During the discussions, Stephen noted that the previous golf cart shed roof replacements did not have copper flashing. After the discussions a motion was made to approve the proposal by Jupiter Roofing for the replacement of the 112-golf cart shed roof. The motion received a second and unanimous approval.

Unit Owner Modifications

Unit 158, previously approved for placing stones behind their patio to create a walking space was resubmitted with paver bricks in lieu of the stones. 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 161 submitted for a lease approval from January 2024 to April 2024. Stephen reported that there were no unusual items within the request and the applicant's vehicle is conforming. After discussions a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

General discussions

As the meeting concluded, Diane called for owner comments.

After general discussions and owner comments, a motion was made to adjourn the meeting at 11:19 AM. The motion received a second and unanimous approval.

The next meeting is October 25th.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors