

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, April 24, 2024, AT 9:00 A.M.

Location: WebEx connection & Jupiter Management's conference room

Directors Present: Diane Gustafson, Bob Gunia, 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 9:01 AM.

After calling the meeting to order, David suggested the board address the applications for modifications submitted by the residents who were attending the meeting.

The first item was the application from the new owners of unit 115. The owners had already disassembled some of the patio screen enclosures and had raised the screen room floor by adding concrete.

The application they provided at the beginning of the meeting is for the installation of impact glass enclosures for the screen patio. Discussions regarding the application included the observation that the eyebrow windows were split, where they should be single pane windows.

After discussions regarding the application and the change for the eyebrow windows, a motion was made to approve the application, subject to the resubmission of drawings and specifications for the change in the eyebrow windows. The motion received a second and unanimous approval.

Unit 127 provided a request for the installation of mulch around his bedroom, kitchen and by the Lani. They proposed chocolate brown mulch and will complete the work upon their return for the 2024-2025 season.

After discussions regarding the mulch color, a motion was made, followed by a second and unanimous approval.

Unit 129 provided a complete application for replacing the existing windows with impact windows. The proposal provided the details of the new windows, a sketch of where the replacement windows are to be installed and the proper insurance information.

After reviewing the application, a motion was made, followed by a second and unanimous approval.

Unit 160 provided a complete application for replacing the existing windows with impact windows. The proposal provided the details of the new windows, a sketch of where the replacement windows are to be installed and the proper insurance information.

A motion was made, followed by a second to approve the window replacement request. The motion was unanimously approved.

Unit 133 submitted an updated application addressing the unapproved project completed last year. The submission contained a variety of details, of which the Board focused on the impact window portion of the application. After reviewing the information provided, a motion was made to approve the post-project application for installing the impact windows within the unit. The motion received a second and unanimous approval.

After the owner modifications were reviewed, David yielded the floor to Don Brady who was on hand to present the proposed 2024-2025 insurance package. Don provided details of the marketing efforts employed to secure insurance quotes for the Association.

The discussions included options for adjusting the renewal dates. After Don's presentation, it was agreed to consider adjusting the renewal dates at a later point in time to allow for the existing property appraisal to be used for this year's renewal. The process would have required the cancellation and re-write of the policy, by which time a new appraisal would be required, resulting in an increased premium.

Don presented the individual policy premiums, noting the expiring premium cost compared to the renewal premium cost.

The proposed policies contain a 5% wind deductible and \$5,000 all peril deductible, with the annual cost only slightly greater than the previous year's premium.

After Don's presentation, he answered questions from the Board members as well as any owner questions. When the details were completed, it was agreed to proceed with policies as presented. The next item is for the application documents to be signed and submitted back to the agency for their further processing.

After the discussions and answers, Don was thanked for his presentation and excused from the meeting.

Approval of Minutes

David called for the review of the March Board meeting minutes. Bob reported on having suggested changes prior to the meeting for input. Each Board member was provided with the opportunity to suggest changes or adjustments to the minutes. After reviewing those suggestions Bob provided, all agreed to approve the minutes as amended. A motion was made followed by a second to approve the minutes as amended. The motion passed unanimously.

Financial Report

David called on Bob to provide the financial report.

Bob opened the report providing an introduction of the new financial reporting format. He noted the new format provides Fund Accounting in lieu of the general format previously used.

The financial data provided was February 2024 month end with the March reporting being in process due to the data conversion work.

Bob highlighted the separation of the reserve categories in the new format.

The 2023 Audit states was updated by Bob providing details of the Statutory requirements for audit production and delivery to the owners within the community. Having talked with Ken Friedman, the auditor, they were hoping for a draft report to be produced in two or three weeks.

President's Report

David provided an update regarding developments at the POA meeting and the potential plan for the replacement mandates associated with the parameter hedges throughout Jonathan's Landing, including West Bay.

The discussion of needing to identify the areas by priority and develop a plan for the replacement of the existing western boundary hedge.

The POA is to develop a master plan and priority of need, which will be on the website by year end.

Other items included in the discussion included:

- The progress on the redevelopment of the central gate
- The drainage system cleanout program and obtaining quotes for the service
- The Hotwire installation progress to date.

Old Business

Landscaping

The Cypress tree at the north end of the property was discussed. There have been multiple submissions to the DCB regarding the placement of the Cypress tree.

No additional planting has taken place due to the potential for an impasse on the tree matter.

The existing Aboricola within the western hedge may remain with additional Aboricola installed, which may resolve the hedge requirements from the POA.

Next year the palm trees are to be trimmed prior to the pressure washing of the drive and walkways.

Irrigation

Freed provided an update on the north pump system and that it is working properly.

The south irrigation controller matter is resolved, and the continued low-pressure problem may be due to valves not working properly. Revival is working on the system.

A new supply line was installed for the West Bay Drive entry island.

Previously the installation of a system clean out fitting was considered. Fred advised that with the cost of the installation being substantial, the new filtration systems being installed, he recommended holding off on the clean out installation until next year to determine if it is even needed.

Unit Owner Matters

After the receipt of applications for unit modifications being brought into the meeting with no advanced time for the Board to review the submissions it was suggested:

- No late submissions.
- Notice of the community's procedures should be delivered to the existing and new owners.

Manager's Report

David asked Stephen to provide the manager's report.

Stephen provided photos and updated information on the garage door apron violations along with other violations found within the community that entail either the painted garage door aprons or walkways to the units.

Unit 139 had an unapproved front door installed outside of the approval processes. After talking with the owner, who volunteered to correct the violation, it was reported the correction is in process.

Fred had provided a list of golf cart roofs that need to be replaced. Stephen reported Jupiter Roofing has been alerted of the shed numbers and a proposal for the service is pending.

Unit 160, who had submitted for replacing their windows with impact units, reported the window framing system was deteriorated. The Manager report included photos of the subject area with explanation that the some of the metal studs had rust on them, but the overall condition of the structure did not appear to be a major issue.

The report concluded with photos supporting items placed on a project listing for the summer.

Unit Sales and Rentals

None

Unit Owner Modifications

Addressed at the beginning of the meeting.

General discussions

It was suggested proposals be obtained for boundary survey to identify what items are West Bay property and what is POA property.

Fred provided suggestions for:

A letter should be sent to the owner of 256 regarding their flooring

Work that is set for Jason to complete over the summer, which includes:

- 3881 fascia
- Roof inspections

Other projects include:

- Mailbox painting
- Roof cleaning for all West Bay
- Hot wire conduit on the outside of the building
- Fire hydrant painting

A call for owner comments was provided with a few questions or comments made involving the POA lake and debris within the lake followed by general discussions about insurance.

After the discussions concluded, a motion was made to adjourn the meeting. The motion received a second and unanimous approval. The meeting adjourned at 11:42 AM.

The next meeting is scheduled for May 22, 2024.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors