

WEST BAY CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, May 22, 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

There were discussions regarding the minutes of the April meeting, as the copy in the meeting package included information from the previous month.

Stephen noted the cause for the document error and noted an updated draft was provided for all to review.

There were additional changes and suggestions to the documents provided, and after all had time to provide input, a motion was made to approve the minutes as amended. The motion received a second and unanimous approval.

Financial Report

David called on Bob to provide the financial report.

Bob provided details of the new financial format and added details of the presentation of financial activity.

Bob reviewed the insurance expenses and the renewal premium being more favorable than estimated. The actual premium should provide the association with a few financial options associated with either increasing the reserve balances and/or reducing future quarterly fees.

Bob advised the Board to consider the financial options later in the year, around budget development time, as other unforeseen financial factors may surface later in the year.

Stephen provided general commentary regarding the new financial reporting system, along with updated information on Jupiter Management's progress with the transition to the new software.

Bob added comments on the Profit and Loss statement format and that the May activity should provide more historical expense details, which will provide more financial management information.

The Balance Sheet was also presented, with Bob advising the breakout of operating assets and reserve assets being a favorable attribute with the new system.

The financial report concluded with Bob providing the statutory requirements for year-end audit production and our current status with the auditors.

They were to have the report review ready two and a half weeks after the last update. According to statutory requirements, the report was to be distributed by April 20th; hence, the report is late.

Bob reported on having provided a draft of the financial statement to the auditors to assist in getting the audit completed as soon as possible. Bob will follow up with the auditors.

A call for questions was provided, with all in attendance having an opportunity to get answers regarding the financial report.

Bob asked Stephen to provide the May month-end reports as soon as they are ready for his review.

Since the regular financial details were not discussed, it was agreed a motion and approval were not warranted.

President's Report

David opened his report by announcing the items he had to present would be covered later in the agenda; therefore, a specific report at this time was not necessary.

Old Business

Landscaping

The details of the Cassekee Drive hedge replacement were discussed. The Board had proposals from Revival that are divided into sections.

Reviewing the proposals and the variance in the project needs per section of hedge, overall project costs were considered with the price ranging from \$20,000 to \$30,000.

Additional details, such as plant size and priority of sections to be completed, were also discussed.

The Mahogany trees, one on West Bay Drive, portions of which fell from high winds, and one on Back Bay Drive that is suspected of being vulnerable to high winds, were presented as needing to be removed.

Included in the Board package were proposals from Revival to remove the two trees. Diane said the Back Bay Drive location will have a replacement tree installed after the removal.

After discussing the pricing and safety factors, a motion was made to approve the removal of the two trees as presented. The motion received a second and unanimous approval, noting the DCB application process is required for the project.

The Cypress tree matter was discussed. David provided an update on the DCB status, and it is in the POA's hands.

He reported on the multiple submissions previously provided to the DCB. He added that there is no current need to discuss the Cypress Tree with any owners, due to the fact West Bay is standing by for a response from the POA.

Irrigation

Fred reported that the south irrigation smart controller is running, and the system is fully operational with only the filtration system to be added. The filter is delivered from Israel; therefore, the delivery time is unknown.

When all expenses for the irrigation systems are tabulated, the costs could be classified as reserve expenses.

Unit Owner Matters

Stephen opened the discussions with updates on violation matters with a few owners.

Units 255 and 134 corrected their violations of resurfacing the visible garage aprons.

Unit 121 painted their garage door.

Unit 115 restored the exterior vent hood associated with the kitchen venting.

Unit 139 replaced the unapproved front door with a conforming front door.

Other items included letters to the owners of 215, 108, 208 & 141 for the painting of the limited common walkway to their units or garage aprons.

Stephen noted the letters included a cure date that has yet to mature.

Unit 256 was sent a letter advising the owner of the unit modification processes, and additional follow-up will be completed.

Manager's Report

David asked Stephen to provide the manager's report.

The report commenced with the presentation of items in process or completed.

The items included:

- Request for painting the fire hydrants.
- Tree down on West Bay Drive.
- Light impacted by the downed tree.

During the report, the proposal for golf cart shed roof replacement was presented at \$9,126. After fully discussing the proposal and its structure, a motion was made to approve the proposal to engage Jupiter Roofing for replacing the golf cart shed roofs at 246; 222; 121; 215 & 238. The motion received a second and unanimous approval.

Stephen provided details on the option of engaging an engineer to provide initial data on the patio and screen room condition for a few of the units in West Bay. The engineering firm of AT Designs provided a verbal estimate for the initial work at \$750 to fund the inspection of the units and to compose a brief narrative of the inspection findings.

After discussions, a motion was made to approve “Not to Exceed” \$750.00 for AT Designs to perform the preliminary work. The motion received a second and unanimous approval.

Other projects discussed in the report were:

- Mailbox painting, which has started
- Propane tank information, pending
- West Bay Drive cut in the road, on the schedule
- Unit 118 drainpipe leak, pending with the plumber

The report concluded with a detailed photo report of the north retaining wall.

Unit Sales and Rentals

None

Unit Owner Modifications

129 requested approvals for mulch application around his unit and golf cart shed. The application was reviewed along with the specifications developed for all owner applications for exterior modifications to the common elements. After discussing previous approvals and the intent of the authorization, it was agreed to approve the areas within the parameters around the units as established in the 1/9/2022 letter to the membership only.

A motion was made to approve the request for mulch around the unit, but not the area requested by the golf cart shed. The motion received a second and unanimous approval.

Unit owner modifications were processed at the beginning of the meeting.

General discussions

The tree trimming proposal from Revival was discussed. It was agreed to proceed with the proposal in order to get the project on their schedule, so that the work is completed in late September or early October of 2024.

After discussions, a motion was made to approve the Revival proposal for palm tree trimming as submitted. The motion received a second and unanimous approval.

Other items discussed included:

- The POA drainage system maintenance – no additional updated information.
- Electrical project for West Bay – no additional updated information.

With discussions completed, a motion was made to adjourn the meeting. The motion received a second and unanimous approval. The meeting was adjourned at 10:45 AM.

The next meeting is scheduled for June 26, 2024, at 9 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors