

WEST BAY CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING MINUTES  
Wednesday, July 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

### **Approval of Minutes**

The June minutes were reviewed by all members of the Board. Diane noted a typo within the document. After all had time to review and provide changes or corrections, there being no additional suggestions, 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 asked Stephen to transmit the financials on the Webex system. With the reports visible to all he commenced with presentation of the June Treasurer's report.

The first items discussed were the Association bank account balances, with detailed explanations of the reserve totals. Bob advised that \$181,350 was funded to the electrical contractor as the project deposit.

The cash account presentation concluded with discussions regarding the actual interest earned on the deposits and, resulting from owner questions, options for investments which may produce increased interest earnings. Bob did note that with the future needs of the reserve funds, the increased efforts for interest opportunity may outweigh the actual results.

The Accounts Receivable discussion followed with comments about the report and those owners who are listed as past due beyond sixty days. Stephen noted that letters have been sent out to the owners and receipts are expected.

The Profit and Loss report followed with details about the new format, which Bob reported as a favorable format that presents a cleaner picture of the financial activity for the Association.

The Association's operation for the year-to-date activity has resulted in a positive income, though future expenses may impact future income reports.

Items included in the discussions were landscaping, irrigation repairs, the reclassification of expenses associated with building repairs, and the positive variance from the unexpected insurance premiums being lower than budgeted.

After general discussions, a motion was made to approve the financial report as submitted. The motion received a second and unanimous approval.

While discussing financial matters, Bob updated the Board on the 2023 audit report. During the discussions he noted the service this year was not good, but the fees being charged for the service appear to be reasonable.

The draft report is expected to be received prior to the next Board meeting and the Board may want to consider composing and RFI or RFP and solicit other providers for the 2024-year end audit.

The next item Bob presented was the reserve study and the three-year agreement with Association Reserves has them producing the updated study without an actual property inspection.

Bob advised he is hoping to have the report for the 2025 budget development which will help determine future quarterly assessment needs for the Association.

### **President's Report**

David reported on the DCB closing the matter of the Cypress tree.

The matter of fractional ownership of homes in Jonathan's Landing has been taken up by the POA and there is a document amendment for the community to vote. The vote is August 6<sup>th</sup> or 7<sup>th</sup>.

### **Old Business**

#### *Landscaping*

Diane reported the budget contains \$36,000 for this year's landscaping. The projects she obtained bids for total \$35,821.

The projects being considered involve the hedge along the west boundary of West Bay with the removal of the Ficus and installation of Arboricola. She added, within the POA mandate for villages within Jonathan's Landing to replace their hedges, the Arboricola is an approved plant.

She provided details from the proposals within the Board package regarding the proposed plant material, the initial height of the new plants once installed.

After discussions regarding the proposed project, and other potential landscaping costs the community might embark upon, it was agreed to compose the DCB applications.

A concern about the proposed landscape plan involves the change of material at the North end of the community and would the change be considered a material change requiring membership action.

Stephen was asked to check with legal and report back to the Board.

After discussions regarding the proposed project, financial matters and other potential cost factors, a motion was made to approve the project as submitted, with Stephen getting a response from legal regarding the proposed north end of the community plan. The motion received a second and unanimous approval.

### ***Irrigation***

Fred reported the most recent landscaping matter, which involves the community's south irrigation station. The new equipment's electrical requirements differ from the existing pump unit; therefore, a new pump needs to be installed. Fred added, the irrigation contractor, knowing the error they made, has offered the new equipment at their cost, which is \$1,300.

With the existing unit being ten or fifteen years old, the proposed cost is very favorable for the Association, and he recommended the purchase.

A motion was made to approve the proposed cost for the new pump. The motion received a second and unanimous approval.

### **Manager's Report**

David asked Stephen to provide the manager's report.

Stephen began the report with an update on the mailbox painting project and that it is completed.

Other items presented included gutter cleaning throughout the community as well as projects in the community that were currently being worked on.

The roof cleaning project was reported on schedule and to start July 22<sup>nd</sup> at Schooner Pointe with the contractor working their way south within the community.

The plumbing issues found in unit 118 and 121 were presented to the Board with completion photos of unit 118. Unit 121 is on the schedule with Eagle Plumbing.

The report concluded with a listing of the pending projects and the schedule for their completion.

- Golf cart roofs – contract issues, schedule pending
- Roof cleaning starting July 22<sup>nd</sup>
- Jason with roof inspections to be scheduled after roof cleaning
- Unit 220 fascia board – pending with Jason
- Survey bid pending

### **Unit Sales and Rentals**

Unit 253 is being sold. The reports on the buyers were favorable; they have conforming vehicles and no pets.

Unit 221 is being sold. The reports on the buyers were favorable; the application did not list a vehicle. Stephen will follow up on this prior to issuing a certificate of approval.

Unit 220 is being leased. The reports on the tenants were favorable; they have conforming vehicles and no pets.

After discussions, a motion was made to approve the applications as submitted. The motion received a second and unanimous approval.

### **Unit Owner Modifications**

142 requested Board approval for the installation of impact windows within their unit. The information provided presents the glass to be clear and the frames are bronze. After reviewing the details of the submission, the “half-moon” windows being proposed did not appear to be like the others within the community. A motion was made to approve the application, after Stephen has verified the configuration of the proposed windows and their being consistent with the building design. The motion received a second and unanimous approval.

Unit 119 requested approval for the installation of impact windows and sliding doors for their unit. The information provided presents the glass to be grey and the frames are bronze. After discussions, a motion was made followed by a second and unanimous approval.

### **General discussions**

With discussions completed, a motion was made to adjourn the meeting. The motion received a second and unanimous approval. The meeting was adjourned at 10:48 AM.

The next meeting is scheduled for August 28, 2024, at 9 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors