

WEST BAY CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, September 25, 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

Calling the meeting to order, David announced that owner participation during the meeting is to be held when items are opened for comments, at which time the President will call for owner questions.

Approval of Minutes

After David asked for the Board's comments regarding the minutes, there were a few minor adjustments and a motion to accept the minutes as amended was made followed by a second and unanimous approval.

Financial Report

David called on Bob to provide the financial report.

Bob opened his presentation reviewing the Balance Sheet, emphasizing the reserves and bank account balances which are subject to the ICS program keeping the accounts within FDIC insurance parameters.

The report continued with Bob's review of the owner receivables as well as the status of the roof loan outstanding balance.

Bob presented the Profit and Loss report, noting the variations associated with budget estimates and the actual year-to-date expenses. Providing specific account details, Bob advised the 2024 amount budgeted for insurance is greater than the actual expense, which may allow the Board opportunities for increasing the reserve accounts at the end of the year.

He noted the initial 2025 estimates for insurance were presented at an increase from 2024 and that more information is necessary from the insurance agency for the development of the 2025 estimated budget.

The next area covered by Bob included the landscaping expenses to date and the outstanding invoices for the recent landscape improvements, and the tree trimming project that remains pending, all of which will have an impact on subsequent financial reports.

Other items included in the discussions were:

The pool repairs and future pool repairs.

The 2023 financial audit has been completed and notice to the owners has been provided. The report is also posted on the Association's website for owners to download.

Bob continued his presentation with the review of the reserve study and the progress to date with the report. He advised the Board of the contractual structure by Association Reserves that the first report included a property visit and the two subsequent reports were completed without a property visit.

If the Association renews with Association Reserves in 2025, they will perform a site visit.

Bob provided some specific information about the current reserve study and the calculated service dates associated with the roads and other items within the report.

During this portion of his report, he added information about the Board's ability to make changes or suggestions to the report and provided a timeline for submissions to Association Reserves, which is included in their contract with West Bay. He noted, once the timeline expires, any additional work performed by Association Reserves would be an extra charge to the Association.

Bob provided additional details regarding the reserve study and that when the roof loan is paid in full, the funds currently allocated to the loan payment can be redirected to increase the annual reserve savings for the Association.

The next item in Bob's Treasurer's Report involved the 2025 proposed Budget. Bob started with the proposed budget for the Board to review and the Association's requirements for budget approval, since the proposed budget must be sent to the membership at least 30 days prior to the budget adoption meeting.

After the Treasurer's report concluded, a call for owner questions was given, followed by a motion to approve the Treasurer's Report as submitted. The motion received a second and unanimous approval.

President's Report

David announced the POA Presidents' Council will be reconvening as soon as more community Presidents return to Jonathan's Landing. David will have more items to report after the Presidents meetings start.

Old Business

Landscaping

Diane reported the hedge installation is completed, and the existing plant material will grow over time.

The next project will be the annual flowers, which she and Whitt from Revival will be working on to develop a plan for this year's planting.

Diane suggested, when configuring the proposed budget, an expense for mulch application should be included to cover some of the common areas that need to be addressed.

Next year the hardwood trees will need to be included in the trimming program, which should also be considered in the 2025 budget.

Diane reported on the progress with the new hedge installation along the western boundary of the community. The Arbacola sections being planted are five feet tall and are filling the voids from the removal of the worn Fichus hedge.

David asked Fred for any update on the community irrigation system. Fred reported, other than minor repairs, all the major equipment components are new and next year's expenses should be much lower than this year.

Cypress Tree

David reported that an inquiry was received seeking further details as to West Bay's disposition of the cypress tree which was inadvertently planted on POA property. The inquiry also sought clarification as to the authority on which this matter was resolved.

It was noted that the tree was gifted to, and accepted by, the POA on the basis evidenced in a letter dated July 1, 2024. A copy of the letter is herein made part of these minutes.

It was further noted that while the action taken by the Association's president with regards to this matter was executed with the full knowledge and approval of the other directors, no minutes of previous meetings evidenced board approval of this act by resolution. Accordingly, the following resolution was made and unanimously adopted.

WHEREAS, the West Bay Condominium Association president did on July 1, 2024 enter into an agreement with the Jonathan's Landing POA to gift to the POA, without recourse to West Bay, one cypress tree which West Bay inadvertently planted on POA property and WHEREAS, such action by the West Bay Association's president was conducted with the prior awareness and concurrence of the other directors of West Bay Condominium Association,

NOW THEREFORE, it is resolved that the action taken by the Association president is hereby ratified.

Irrigation

The south irrigation filtration system is being installed, with the project nearing completion. Once the system is tested operational, any breaks or other malfunctions that may be found along the new hedge project will be identified and repaired.

Other general discussions developed regarding the POA and its efforts to stave off fractional ownership. The Board discussed if Evan Bachove should be engaged to develop a draft amendment to West Bay's documents to eliminate the possibility of fractional ownership within the community, Stephen will get with Evan.

NEW BUSINESS

Owners' Parking

David reported that a complaint was registered with the Board regarding a unit owner's vehicle which has been parked within the community for an extended period but within an area which some presume to be designated for visitors. Stephen reported that the owner of the vehicle has been notified of the complaint and has indicated that he will remove the vehicle upon his imminent return to West Bay.

Notwithstanding the reported resolution to this matter, the directors discussed the issue of allocation of parking spaces within Jonathan's Landing. It was noted that section IV B 1 of West Bay's Restated Declaration of Condominium addresses "Assigned Parking Spaces", stating as follows: "Each unit shall be assigned one uncovered parking space which shall be for the use of that Unit only..." The Declaration does not discuss any other parking spaces within the community.

However, the West Bay Owners' Manual, Part III ("Automobiles and Parking") states that "Automobiles should be kept in garages when not in use. Second cars may be parked in the driveway adjacent to the garage. Overnight parking of trucks or commercial vehicles is prohibited. Coverings are not permitted on cars left outside." Since the Owners' Manual is unclear as to the treatment of "guest parking spaces", and thus one can conclude that there is no explicit prohibition for owners to park in such spaces, the directors decided that owners parking in "guests spaces" is not prohibited and further chose not to pursue this matter.

Manager's Report

David asked Stephen to provide the manager's report.

Beginning with a list of unit numbers within West Bay where the Association has ongoing or finished repair projects, Stephen reported on:

Unit 221 where there was a plumbing repair by Eagle Plumbing which is near completion.

Unit 118 completed the installation of their shiplap wall system, making way for the toilet to be reset after the replacement of the drainage pipe.

Unit 157 had a ceiling drainpipe replaced with the ceiling being restored.

Unit 224 where moisture was reported behind the guest bedroom wall, resulted in finding a roof leak that Campany Roofing was called out to repair.

Unit 248 reported wood rot at the corner of the fascia over the garage area. Campany Roofing had been called out to make that repair.

Unit 158 reported water in their garage, which is being investigated to determine the source of the water intrusion.

Unit 214 where there was a water leak from the roof towards the entrance of the unit has minor work being completed to resolve the drywall issue caused by the leak, now repaired.

Other items reported during the presentation are projects being addressed within the community that include;

- The street light lenses have been cleaned;
- The boardwalk, having been recently pressure cleaned, is being painted;
- Jason from Corbit Homes is to work on the repairs at #220 and the roof inspections;
- The survey company has been recontacted regarding obtaining their bid for survey services.

Violation letters have been sent to the owners of units where the garage aprons were painted, calling for them to resolve the matter by removing the unapproved surface.

A letter was sent to an owner who parked their vehicle in a guest spot not in proximity to their unit, asking them to remove the vehicle from its current location to their unit.

Proposals for Holiday lighting were presented to the Board for the entrances to the community. The proposal from Randy's Lighting was presented, noting the price for the service had not changed from the past few years of services.

After discussions, a motion was made to approve the proposal as submitted. The motion received a second followed by a unanimous approval.

The pool heater and underwater light replacement proposals were presented. The proposal from Perfect Temp included two water heater/chiller options. The proposal from Pool Services included one heater/chiller and the two underwater lights.

Reviewing the water heater/chiller options, one unit proposed by Perfect Temp by Jandy was the best price unit with comparable heating functions to the more expensive unit that included online access and remote controls. After reviewing the proposals and needs for the pool, a motion was made to approve the Jandy unit proposed by Perfect Temp. The motion received a second and unanimous approval.

The underwater lights for the pool proposed by Pool Services were approved, and as Pool Services is the current pool contractor, Stephen recommended this proposal. A motion was made to approve the light replacement by Pool Services. The motion received a second and unanimous approval.

The proposals for Campany Roofing to make the necessary repairs to unit 224, as discussed earlier in the meeting, were recommended for approval. A motion was made to approve the two roof repairs proposed by Campany Roofing over unit 224. The motion received a second and unanimous approval.

Unit Sales and Rentals

None

Unit Owner Modifications

The owner of unit 248 submitted a request for a new floor in their unit. The application included the necessary documentation to substantiate their compliance with the second-floor installation specification of IIC and SCC noise protection.

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

The owner of unit 109 submitted a request for installing impact windows in their unit. After reviewing the application, it was unclear what windows were being replaced and the package

required additional information. Stephen reported on trying to get the additional data prior to the meeting.

A vote on the request was not processed and deferred pending additional information to be obtained regarding the request.

General discussions

It was noted that a replacement Lake Committee member is needed to represent West Bay. After discussions, there were no candidates considered for the position. Diane will work on identifying a resident for the slot.

Fred provided a list of items in need of attention.

Unit 256 subflooring - he asked if they had responded to the request for information. Stephen noted a new letter has been sent to them for the information; their reply remains pending.

Question was raised: Has the gas company come to inspect the propane tank? Stephen reported they had been contacted and had not provided a report on the tank's condition. The gas company will be contacted again for the information.

Fred concluded his discussion by noting that the electrician had not reported any changes from the mid-October start date for the electrical project. Fred noted the project may start towards the end of October.

As the owner comments came to a close, a motion to adjourn the meeting was offered. The motion received a second and unanimous approval. The meeting was adjourned at 10:44 AM.

The next meeting is scheduled for October 23, 2024, at 9 AM.

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors



**JONATHAN'S
LANDING**
— POA —

July 1, 2024

West Bay COA
Jupiter, FL 33477

3755 Barrow Island Road
Jupiter, FL 33477

Phone: 561.743.2032
Fax: 561.743.2062

Dear West Bay COA,

As per the conversation on Friday, June 28, 2024, with regards to the Cypress Tree, the POA and West Bay Board President concluded that West Bay would gift the Cypress Tree to the POA. The POA will possibly remove the tree and relocate to a location more suitable for the survival of such a tree, placing it with larger groups of similar trees. With this conclusion we feel that all parties involved will benefit.

A copy of this letter has been provided to the Management Groups, Manager, Steve Skakandy and President of the Village, David Morganti.

Sincerely,

Donna Harran
DCB Chair

cc: Sandy Matteson
David Morganti
Steve Skakandy

Disclaimer: Plans and specifications are not approved for engineering design or safety, or setback/code compliance. By approval of such plans and specifications, neither the DCB, the members thereof, nor the Board of Directors of J.L. Property Owners Association, Inc., or the members thereof, assume liability or responsibility for such compliance. It is the responsibility of each individual homeowner/builder to comply with all applicable codes, setbacks and other requirements, and to obtain all necessary State, County or local permits and approvals. It is further noted that the Jonathan's Landing Design Control Board ("DCB") approval granted herein is based upon the DCB's determination that the proposed construction is aesthetically consistent and in harmony with the general scheme of development of the Jonathan's Landing community.