

WEST BAY CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING MINUTES  
Wednesday, March 27, 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 9:00 AM.

**Approval of Minutes**

Bob advised he had submitted suggestions/corrections for the minutes prior to the meeting.

Fred suggested the irrigation repair cost approval reflect the number at \$1,470. After discussions regarding the minutes, a motion was made to approve the minutes as amended. The motion received a second and unanimous approval.

**Financial Report**

The next order of business, David asked Bob to provide the financial report.

Beginning with the cash accounts, Bob reported on the balance on deposit in both the named accounts as well as the sweep accounts used to sustain the FDIC coverage.

Bob continued by noting the bank balances, the deposit held by the electrical contractor for the building refit projects, the outstanding amount remaining with the roof loan, and how all the figures balance with the reserve categories. Discussing cash and electrical deposits are not liabilities and equity related.

The receivable balances were presented with Bob providing details on the amounts owed the Association as well as the prepayments.

The final portion of the report was an overview of the Profit and Loss statement highlighting a few categories which should be watched throughout the year due to the current year-to-date activity.

The final areas reviewed included the utility expenses and status of the 2023 audit. After the discussions, a motion was made, followed by a second and unanimous approval.

**President's Report**

David reported there was not more to add to the meeting and called for the landscaping report.

**Old Business**

*Landscaping*

Daine included a written report of the landscaping items planned for the near future. The presentation included general details on recent projects, such as the recent installations at the pool.

The report continued with discussions regarding the perimeter hedge along Casseekey Island Road and the POA's mandate for the eventual replacement of the hedge. Diane provided a few details regarding options for replacing the hedge in both plant material and stages for the project.

The POA has not implemented time constraints for the plant replacement. There were questions regarding the POA's suggested plant material. The potential cost for the hedge replacement could be approximately \$100.00 per linear foot.

There were suggestions of prioritization for the future project.

As for future projects listed in Diane's report, she suggested holding off on some of the projects for later in the year.

### *Irrigation*

Fred reported on the north irrigation system being fully programed and operational. He noted there were no issues with the system's operation at this point.

The south irrigation system is the next focus point with the equipment ordered.

Currently the south system is not working correctly, as there are irrigation heads that are seeping water, depicting a possible issue with the zone valves. Currently the operation is limited to program "B" to supply irrigation to a few critical areas.

### **New Business**

#### **Unit Owner Matters**

The settlement process for unit 105 remains pending as the owner's representatives declined the settlement document as written. The Association's legal counsel is working with the unit owner's representative to develop an acceptable document. Once completed it will be available for review and if approved, delivered to the unit owner for signature.

#### **Manager's Report**

David asked Stephen to provide the manager's report.

The report provided updates on the violation letter sent to unit 255 for the garage door apron. It was noted the owner agreed to resolve the matter without rebuttal.

Unit 134, subject to a sale approval, had two areas of the building that required restoration after they removed the hurricane shutters from around their windows. Stephen reported meeting with the owner's contactor and showing what needed to be corrected. The work was completed and verified as satisfactory.

Unit 239 reported stains in their front bedroom ceiling. The situation was reported to Campany Roofing who will address the water intrusion as warranty work.

Other items reported included the scheduling of work with Jason Corbitt on building 3881. A meeting with Jason is set where the details will be provided to him prior to starting his work within the community.

General property items were reported including:

- Replacing the ceiling light in the lady's restroom;
- The pool water condition is resolved;
- Two of the underwater pool lights are out, with replacements ordered.

The Manager's Report concluded with photos of the boardwalk project, along with commentary of areas suspected of accelerating the deterioration of the wood and measures taken during the repairs to mitigate future deterioration.

### **Unit Sales and Rentals**

Units 134 submitted for the sale of the unit. The application presented conforming vehicles, no adverse information and a properly completed application form. A motion was made to approve the sale as submitted. The motion received a second and unanimous approval.

### **Unit Owner Modifications**

Unit 218 provided an application for changing their windows to impact units. The application was complete with details on the proposed replacement windows and the required contactor documentation. After the presentation and discussions, a motion was made to approve the application as submitted. The motion received a second and unanimous approval.

Unit 217 provided an application for changing their garage door to an impact door. The application was complete with details on the proposed garage door and the required contactor documentation. After the presentation and discussions, a motion was made to approve the application and advise the owner regarding their obligation to paint the door. The motion received a second and unanimous approval.

### **General discussions**

General discussions regarding the POA and their current program to maintain the community drainage developed. David suggested West Bay join in with the POA for the areas within West Bay that may need servicing.

Fred reminded Stephen about the previous plumbing back-up and the plumbing costs associated with the owner side of the system.

The Cypress tree relocation is to be resubmitted to the DCB showing on a plot plan where the tree is to be moved.

David called for owner comments and questions. There were a few items discussed associated with the pool lights and the duration of their operation into the evening. It was suggested the lights be cycled on from 7:45 PM and off by 9:00 PM. Stephen will check the timers at the pool.

David called for any owner comments or questions. After time passed, a motion was made to adjourn the meeting. The motion received a second and unanimous approval. The meeting adjourned at 11:15 AM.

The next meeting is scheduled for April 24, 2024

Respectfully submitted by



Stephen Skakandy, LCAM

For and on behalf of the Board of Directors