



# BOCA WEST

MASTER ASSOCIATION

**BOARD OF DIRECTORS MEETING**  
**Wednesday, August 31, 2022; 2:00 P.M.**  
**BWMA Conference Room**

Minutes

In attendance were Board members: Elaine Wittlin, Bernard Friedman, Danny Bejarano, Ronnie Pollard, Jeff Greenfield, Steve Forman and Shepard Remis. Also, in attendance was Alyssa Martinez, Executive Assistant.

Village Representatives in Attendance: Linda Singer, Fairway Oaks; Ken Namerow, Fairway Oaks; Alan Glazer, Akoya; Arthur Levison, Laurel Oaks; Bernard Schlifke, Planters Point; Marie McAllister, Bridgewood MR I.

Mrs. Wittlin called the meeting to order at 2:16 P.M. and established a quorum. The June 27, 2022 meeting minutes were unanimously approved as written.

**President's Message**

Mrs. Wittlin reported on the renovation of the BWMA Administration building both interior and exterior.

**Committee Chair Reports**

Finance Committee

Mr. Bejarano reported that the Committee discussed the July financials, the Joint Venture Budget and reviewed our accounting practices.

Strategic Planning Committee

Mr. Bejarano reported that the Committee continues to review the topics of how to meet the Real Estate needs with the changing demographics of Boca West and how to integrate sustainability with solar panels.

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Collections Committee

Mr. Forman reported on the effort to continue to rectify the issue of those members who are in violation of the mandatory Club membership amendment.

Architectural Control Committee

Mr. Friedman reported on the July and August petitions.

Mr. Friedman reported that there are members and a renovator company that complete projects without going through the required Architectural Control Process. The Committee recommended all violators appear before the Grievance Committee and be charged a fine and must also rectify each violation as recommended by the Committee. Mr. Friedman made a motion that the Board approve to establish a fining schedule and a grievance procedure for the Architectural Control Committee. All were in favor and the motion passed.

Special Projects

Mr. Friedman provided an update on the Front Entrance Project. The project will take about 4 months from start to finish weather permitting and given that there are no supply chain issues. Mrs. Wittlin advised that the construction of the new gatehouse will be delayed until Spring 2023.

Communications Committee

Mrs. Wittlin said the Committee will be meeting in September.

Landscape & Maintenance Committee

Mrs. Pollard reported on the normal summer protocols. The first meeting will be on October 26, 2022. Mrs. Pollard said the Committee will be discussing the possibility of installing another fountain. If the Committee recommends the project, Mrs. Pollard will present it to the Board to verify if funds are available and ask for Board approval.

Grievance (Traffic Violations)

The minutes were sent to the Board members for their review.

Security & Safety Committee

Mr. Greenfield reported that Chief Lastella introduced the QR Code for guests' admittance. It will be available this fall for the entire membership. Residents will pre-qualify guests via their phones and provide them with a scan code. We will be communicating this new feature to all residents.

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Insurance

Mr. Greenfield reported that the Committee met and recommended renewing the current healthcare policy. The Committee will be meeting in September to determine property & liability and D&O. He is researching the level of coverage for the D&O that is under the Joint Venture.

**Unfinished Business**

Mr. Friedman reported on the lighting project. A light fixture has been selected and 42 lights will be replaced from the entrance of Glades Road up to the new sports center.

**New Business**

Mrs. Wittlin made a motion to increase the Estoppel fee to \$250 effective September 1, 2022. Mr. Greenfield seconded the motion. The motion was unanimously approved.

Mrs. Wittlin explained the Capital Contribution fee which will need approval from the Representatives at the December Representatives' meeting. Mrs. Wittlin made a motion to present for a vote by the Representatives to initiate a capital contribution fee subject to having the same initiation fee schedule as the Club for legacy members effective January 1, 2023. Mr. Forman seconded. The motion was unanimously approved.

Mrs. Martinez explained a new member's request that the Board make an exception to the rental rule as stated in the Master Association Documents. According to the Documents, new homeowners cannot rent their homes/units within the first twelve months of ownership. The Board discussed the request given the member's circumstances. Mrs. Wittlin advised, although this is a very difficult decision, that the Board must make their decision based on the Official Documents. The Board has a duty to carry out business and make decisions according to the Official Documents for the best interest of Boca West. Mrs. Wittlin made a motion to deny the new member's request to make an exception to the leasing restrictions. The motion was unanimously approved.

Mrs. Wittlin explained the situation where a member was charged a fine for speeding and paid the fine. She explained that the Grievance Committee is making a recommendation to refund the fine given the member's circumstances at the time of the violation. Mr. Forman made a motion to refund the fine. The motion was unanimously approved.

Mr. Greenfield made a motion to accept the Grievance Committee recommendations as stated in the Grievance Committee minutes. The motion was unanimously approved.

**Good & Welfare**

Mr. Namerow asked about when the Master Association will be cleaning up the area by Oakbrook and Fairway Oaks. Mrs. Wittlin advised that the Master Association will clean the area provided that the two Villages come to a written agreement to maintain the area going forward. Mr. Namerow advised that he will be meeting with Mr. Delman in September.

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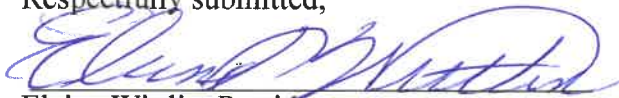
Mrs. McAlister asked if Bridgewood could have a fountain. Mrs. Wittlin advised that the Landscape & Maintenance Committee will take it into consideration to determine if it is Master Association's property and if the funds are available.

Mr. Schlifke reminded the Board that the bank loan must be drawn down by June 2023 and also advised the Board to confirm with the Club if initiating a capital contribution fee will affect the money that the Club provides the Master Association.

Mr. Greenfield commended Mrs. Wittlin for her dedication and efforts.

With no further business to discuss, the meeting was adjourned at 3:20 PM.

Respectfully submitted,



Elaine Wittlin, President



Ronnie Pollard, Secretary

09/28/2022  
Date

**RESOLUTION of the**  
**BOARD OF DIRECTORS ("BOARD") of**  
**BOCA WEST MASTER ASSOCIATION, INC. (Association)**

WHEREAS, Boca West Master Association, Inc. (Association) is a Florida not-for-profit corporation and homeowners association managing and operating the Boca West community located in Boca Raton, Florida, pursuant to its governing documents and Chapters 617 and 720, Florida Statutes; and

WHEREAS, the Association and its members are bound by and subject to the covenants and restrictions of the governing documents of the Master Association, including the Declaration of Maintenance Covenants for Boca West Master Association, Inc., as amended ("Master Declaration"), the Amended and Restated Articles of Incorporation of Boca West Master Association, Inc., and the Amended and Restated By-Laws of Boca West Master Association, Inc., and any Rules and Regulations duly promulgated and adopted by the Boca West Master Association, Inc.

WHEREAS, section 720.30851 of the Florida Statutes authorizes the Association to adopt a board resolution authorizing the Association to charge a fee for the preparation and delivery of the estoppel certificate in connection with a sale and purchase of a parcels in the Boca West community.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the Association and/or its authorized employees or agents shall have the authority to charge fees in connection with the preparation and delivery of estoppel certificates in the maximum amount allowable by law, including, but not limited to, the amounts set forth in Section 720.30851, Florida Statutes, as amended and/or renumbered from time to time, and any applicable rules and/or indexes and adjustments to the allowable maximum amounts published by the Florida Department of Business and Professional Regulation pursuant to Fla. Stat. 720.30851(9), as amended, which fees shall be due and payable upon the preparation of such certificates. In the event of any conflict between this resolution and any provision contained within a written management, bookkeeping, or maintenance contract to which the Association is a party, the provision of the contract shall control to the extent that it is consistent with applicable statutes.

Adopted this 31 day of August, 2022

Date: 08/31/2022

**BOCA WEST MASTER ASSOCIATION, INC.**

BY: 

President