



# BOCA WEST

MASTER ASSOCIATION

## **BOARD OF DIRECTORS MEETING**

**Wednesday, September 28, 2022; 2:00 P.M.**

**BWMA Conference Room**

### Minutes

In attendance were Board members: Elaine Wittlin, Bernard Friedman, Danny Bejarano, Ronnie Pollard, Jeff Greenfield, and Shepard Remis. Steve Forman was absent (excused). Also, in attendance was Alyssa Martinez, Executive Assistant. Special Guest: Michael Eustace.

Village Representatives in Attendance: Bob Schwartz, BWCC; Carolyn Troccoli, Bridgewood MR I; Paul Yentis, Mahogany Bend; Alan Glazer, Akoya; Marvin Frackt, Gardens of Lakewood II; Len Rashkin, Willow Wood MR III.

Mrs. Wittlin called the meeting to order at 2:10 P.M. and established a quorum. The August 31, 2022 Board of Directors' meeting minutes and the Budget Adoption meeting minutes were unanimously approved as written.

### **President's Message**

Mrs. Wittlin welcomed the guests attending via Zoom as the meeting was held via video-conference due to the impending weather from Hurricane Ian. She introduced Michael Eustace, the new Executive Director, who voluntarily attended the meeting. His official start date is on October 10, 2022.

Mrs. Wittlin advised the Chairs to remind the Committee members that they are not to call the staff. The staff is charged with their own responsibilities and when the Committee members call with requests it impedes the staff from completing their daily work. The Chairs should direct all requests via the President or the Executive Director and any directive will then be passed onto the staff.

### **Committee Chair Reports**

#### Finance Committee

Mr. Bejarano reported on the August financials. The Committee discussed whether or not the cost associated with PBSO is commensurate with the services they provide. The Committee recommended asking the Security & Safety Committee to research and make a determination. Mr. Greenfield, Security & Safety Chair, will present this request to his Committee next month.

**BWMA BOARD MEETING  
WEDNESDAY, SEPTEMBER 28, 2022  
PAGE 2**

The Committee agreed that the BWMA should be receiving the JV monthly or quarterly financials as BWMA is a 50/50 owner.

Strategic Planning Committee.

Mr. Bejarano reported that the Committee continues to review the topic of how to meet the Real Estate needs with the changing demographics of Boca West. The Committee is evaluating several options and will be ready to present some recommendations to the Board by December of this year. The Committee also discussed the benefits of solar panels and how to integrate them into Boca West. Mr. Bejarano advised that this is a promising area that the Board should consider and if the project is feasible to have it presented to the Villages.

Collections Committee

There was no business to report.

Architectural Control Committee

Mr. Friedman reported on the September petitions. All window, doors, generator installations and roof replacements are expedited during the hurricane season.

Mr. Friedman reported that he is working with counsel to draft the violation letters and will continue to work through the process with Mr. Eustace next month. Mr. Friedman made a motion that the Board approve for the Committee to establish a fining schedule and a grievance procedure for the Architectural Control Committee. The Board unanimously voted in favor and the motion passed.

Special Projects

Mr. Friedman provided an update on the Front Entrance Project.

Mrs. Wittlin reported on the lighting from Glades Rd to the new sports center. Once Mr. Eustace starts, we will continue with the lighting project throughout Boca West Dr and Golfside Dr. Mr. Friedman advised that there are 42 lights between the Glades entrance and the new sports center. He should be receiving the proposal next week and then will review it with Mr. Eustace and Mrs. Wittlin.

Communications Committee

Mrs. Wittlin reported that the Committee did not meet in September. The Committee is working on ideas to communicate with the residents in a more frequent and professional manner.

Landscape & Maintenance Committee

Mrs. Pollard reported that due to the Hurricane Ian, which brought excessive rain to the southeast, Mr. Turner turned on the pumps to control the lake levels. The annuals will start to be planted the first week of November. The Landscape Committee will have their first meeting of the season on Tuesday, October 25 at 11:00 AM.

**BWMA BOARD MEETING  
WEDNESDAY, SEPTEMBER 28, 2022  
PAGE 3**

Grievance (Traffic Violations)

There was no meeting in September.

Mrs. Wittlin reported that the Grievance Chair advised her that some members are not concerned with the fines and transponder suspensions and have become repeat offenders. He asked her to refine the schedule. She will work with Chief Lastella.

Security & Safety Committee

Mr. Greenfield advised that there was no meeting in September and the first meeting of the season will be on October 24. He reported on the security activity report. He, Chief Lastella, Captain Perez and Mr. Wasloff are in the final testing phase of the QR code readers to allow guests more efficient access through the gates. Once complete, a protocol will be sent to all residents by November 1.

Insurance

Mr. Greenfield explained the importance of having the proper cyber security insurance. He explained the premium increase to double the coverage amount from \$1M to \$2M. Mr. Greenfield made a motion to accept the premium increase and accept the \$2M cyber insurance. Mr. Friedman seconded. The Board unanimously approved. The motion passed. Mrs. Wittlin will sign the contract.

Mr. Greenfield explained that the broker recommended to have a current appraisal of the Master Association property and assets. The broker recommended using Prestar Services to prepare a replacement cost valuation report to assist in determining the correct property insurance coverage. Mr. Greenfield will discuss the contract with Mr. Eustace once he officially starts.

Mr. Greenfield asked Mrs. Martinez to obtain a copy of the Joint Venture Director & Officer insurance.

**Unfinished Business**

The Board met in September at an Executive Session to make the following decisions which must be ratified:

- Mrs. Wittlin asked the Board to ratify to offer the Executive Director position to Mr. Eustace under a three-year contract. The Board unanimously approved.
- Mrs. Wittlin asked the Board to ratify to increase the budget. The Board unanimously approved.
- Mrs. Wittlin asked the Board to ratify to move forward with the creation of a left turn lane into Akoya. The Board unanimously approved.

**New Business**

Mr. Greenfield said he will be speaking with the Security Committee about installing charging stations.

**BWMA BOARD MEETING  
WEDNESDAY, SEPTEMBER 28, 2022  
PAGE 4**

**Good & Welfare**

Mr. Len Rashkin asked if the cyber insurance covers personal information that has been exposed. Mr. Greenfield Under Florida Statute notification that credit monitoring, they have to make a claim under their own policy.

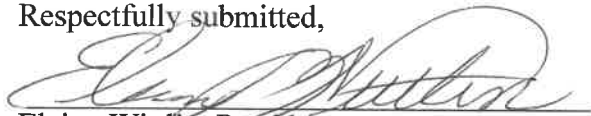
Mr. Rashkin reported that Willow Wood contacted FP&L to install new lighting at no cost. Mrs. Wittlin affirmed that the Board will take it under consideration.

Mr. Rashkin asked about providing an Active Shooter seminar. Mrs. Wittlin advised that she spoke to Chief Lastella about this topic which will be discussed further once Mr. Eustace is officially working.

Mr. Glazer asked to have an activity report distributed to the residents. Mrs. Wittlin advised that she will take it under consideration.

With no further business to discuss, the meeting was adjourned at 2:53 PM.

Respectfully submitted,

  
Elaine Wittlin, President

  
Ronnie Pollard, Secretary

Date

10/26/22