



# BOCA WEST

MASTER ASSOCIATION

**BOARD OF DIRECTORS MEETING**  
**Wednesday, October 26, 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 were Michael Eustace, Executive Director, and Alyssa Martinez, Executive Assistant.

Village Representatives in Attendance: Bob Schwartz, BWCC.

Mrs. Wittlin called the meeting to order at 2:00 P.M. and established a quorum. The September 28, 2022 Board of Directors' meeting minutes were approved as written.

**President's Message**

Mrs. Wittlin made a motion to designate Mr. Eustace as the BWMA Manager to the Joint Venture. The Board unanimously agreed.

Mrs. Wittlin, reported that during the Executive Session, the Board approved the Capital Contribution fee starting at \$5,000 and the Board has the authority to change the amount as determined. Mr. Forman made a motion to propose an amendment to Article V of the Declaration of Maintenance Covenants for Boca West Master Association, Inc. ("Master Declaration"), the full text of which was enclosed as Exhibit "A" to the Notice of the Members Meeting, to add a new Article V, Section 12, establishing a Working Capital Fund for the Master Association and requiring a Working Capital Contribution to be charged to new purchasers of Lots in Boca West to be paid at the time of closing of the sale, transfer, or conveyance of such Lots, which Working Capital Contribution shall, initially, be set at Five Thousand Dollars (\$5,000.00), but shall be subject to change from time to time by Resolution or Rule or Regulation adopted by the Board of Directors of the Master Association. Mr. Friedman seconded the motion. The Board unanimously approved and the motion carried.

Mrs. Wittlin explained the reason for the need to increase the credit card limit for the departments. Mrs. Wittlin made a motion to increase the amount to \$20,000 subject to having the proper insurance. The Board unanimously approved and the motion carried.

Mrs. Wittlin explained the need to have Vice-Chairs for the Committees. The Committee Chairs will select a Vice-Chairs subject to approval of Mrs. Wittlin.

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Mrs. Wittlin reiterated the responsibilities of the Committee Chairs. When requesting information from the employees, the Chairs must submit such requests through Mr. Eustace.

Mrs. Wittlin suggested changing the name Village to Residential Neighborhood to keep current with the new demographics. She asked if the Board had any suggestions to send them to Mr. Eustace. The initiative is to move away from the term Villages.

Mrs. Wittlin reported that she, Mr. Eustace and Mrs. Martinez are working with a marketing professional to see how we can move forward in communicating with the residents. She is in the process of getting a quote and will have more information at the next meeting.

Mrs. Wittlin reported on the grand opening of the Tot Lot and the Children's activity Center with an ice-cream social which will be held on December 27, 2022 beginning at 1:30 PM. The next Master Association article in the Club magazine will feature the Children's Activity Center and invite the residents to attend the ice-cream social.

**Executive Director's Report**

Mr. Eustace reported on the following:

- Gatehouse project
- AMR Parking
- Adding tint to AMR windows
- Akoya left turn lane
- Quail Hollow trees
- Oakbrook and Fairway Oaks landscaping issue
- Legal issues
- Hotwire: Set lunch hours, most recent technology available, personnel changes
- Meeting with the Club and JV
- Update the payroll system and TOPS software

**Committee Chair Reports**

Audit

Mr. Forman reported on the Committee's first audit committee meeting and the audit process.

Finance Committee

Mr. Bejarano reported on the September financials.

Mr. Bejarano reported that the Committee discussed the amount the Master Association charges for the security services at the Club events has not been adjusted for some time. With Ms. Ellis' assistance, it was determined to increase the amount to \$40 per hour. Mr. Greenfield suggested charging a higher rate for the Chief's and Captain's time.

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Strategic Planning Committee.

Mr. Bejarano reported that the Committee is making good progress in coming up with a few recommendations. He will report all findings at the December Board meeting for the Board to discuss and determine which recommendations the Board would like to move forward.

Collections Committee

Mr. Forman reported that counsel is continuing to work on collecting fines from those members who are in violation of the mandatory membership amendment. Mr. Greenfield suggested explaining the process at the Representatives' meeting so everyone understands why this is being done.

Architectural Control Committee

Mr. Friedman reported on the October petitions.

Mr. Friedman reported that he, Mr. Eustace and Mrs. Martinez are working with the attorney to put a grievance process in place. Mr. Friedman has been involved in resolving issues with residents who are not pleased with the work their contractors have done and also with Village Presidents and property managers who are having issues with residents who have completed projects but have not received approval from the Village nor the Master Association.

The Committee discussed the following topics:

- Develop an ongoing roof cleaning practice
- Hurricane Shutter Rule
- Renovator program interior projects
- Hold a meeting with the Village Boards and property managers to discuss the ACC process and the importance of pulling permits

Special Projects

Mr. Friedman provided an update on the front entrance project and the lighting project.

Communications Committee

The report was given under the President's Message.

Landscape & Maintenance Committee

Mrs. Pollard reported that a resident asked for a "Welcome Back" sign at the gates. The Committee preferred a "Welcome Home" sign. The new gatehouse and the other gatehouses may have this new permanent sign. Another resident suggested removing or trimming the trees in front of the Glades sign as they are blocking the sign. She advised that, according to Mr. Turner, they can be trimmed after the holiday lights come down in January. She received a complaint from another resident that there are a few intersections that are in need of lighting at night. Mrs. Pollard will determine those locations and pass them onto Mr. Friedman and Mr. Eustace.

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The Committee will take a tour of the landscape facility and the Master Association property.

Mrs. Pollard advised that the winter flower will start to be planted next week.

Mr. Friedman advised that on the intersection of Boca West Dr and the Club, there are two signs on the cart path. One states golf carts only and the other right next to it, states walking and jogging on the paths only. This is confusing for the residents. Mr. Eustace will look into this.

Grievance (Traffic Violations)

The Grievance Committee is meeting the first week in November.

Security & Safety Committee

Mr. Greenfield reported that the Committee is recommending to have rubber speed bumps installed at the intersection of Boca West Dr and the entrance to the new sports center. Mr. Greenfield made a motion to have Chief Lastella mark where they would be installed. Mrs. Wittlin would like to delay this temporarily to give this some consideration.

Mr. Greenfield reported on the success of the QR code.

In regards to signage on contractor vehicles, the Committee is recommending the guards hand a note to the contractors at the gates reminding them that they must keep the signs on the trucks at all times while on community property.

Mr. Greenfield reported that the Committee discussed their concern for the safety of the valets. The valet service is not the responsibility of the Master Association as it is the responsibility of the Club. The Committee would like to make a recommendation to the Club that the valets wear vests.

Insurance

Mr. Greenfield reported that the JV provided an insurance certificate covering our Board members.

Mr. Greenfield reported that he is waiting on the results of the survey from the third-party vendor, Prestar Services. In regards to our property values, given the inflation and replacement costs, the survey will assist in selecting the insurance policy to make sure we have the proper coverage.

**Unfinished Business**

There was no business to discuss.

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**New Business**

Mr. Eustace explained that the current Architectural Control Guidelines state that there is no work on Sundays or holidays, however the holidays are not defined. The Board agreed to the following holidays, New Years, Memorial Day, Fourth of July, Labor Day, Rosh Hoshana, Yom Kippur, Thanksgiving Day, the day after Thanksgiving and Christmas. Emergencies are the exceptions.

**Good & Welfare**

There was no Good & Welfare.

With no further business to discuss, the meeting was adjourned at 3:24 PM.

Respectfully submitted,

  
Elaine Wittlin, President

  
Ronnie Pollard, Secretary

Date

