



**BOCA WEST**  
MASTER ASSOCIATION  
**BWMA BOARD OF DIRECTORS MEETING**  
Wednesday, January 31, 2024  
2:00 P.M.

**Minutes**

In attendance: Elaine Wittlin, Danny Bejarano, Jeff Greenfield, Steve Jonas, Ronnie Pollard and Shep Remis. Michael Eustace, Executive Director, was in attendance.

Village Representatives and Guests Present: Barry Roberts Island Court; Judith Birnbaum, Brookwood; Mark Dorfman, Architectural Control committee member.

Mrs. Wittlin called the meeting to order at 2:00 PM and established a quorum. The December 20, 2023 Board meeting minutes are approved as written.

**President's Message**

Mrs. Wittlin welcomed the candidates, Marc Grumet, Ruth Molina, Liz Rome and Meyer Haberman. She wished them good luck.

Mrs. Wittlin advised that the Board of Directors' goal is to provide the village leadership with as much assistance as possible in the coming years. The Master Association will continue to inform the new village boards of all the services the Master Association provides.

**Committee Reports**

**Architectural Control**

Mr. Jonas reported that the Committee reviewed over 35 petitions this month as a lot of people are doing work to improve their homes. The Committee is discussing how best to enforce the villages to maintain their roofs.

**Finance**

Mr. Bejarano reported that the Committee reviewed the December financials and that the Master Association was on budget. The Committee discussed the transfer to the new accounting software package which is going through the onboarding process. It will be very beneficial in saving time and providing more up to date accounting information. The other topic discussed was reviewing how often the Club uses the American Medical Response (AMR, onsite ambulance service) services and if their assessments need to be fairly adjusted.

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Grievance

The Board accepted the fines as stated in the agenda.

The Grievances Committee can either accept or deny the fines and/or suspensions imposed for traffic violations, Architectural Control Violations and Document violations. The Grievance Committee cannot negotiate the fines or the suspensions and are governed by Florida Statute 720.

Insurance

Mr. Greenfield reported that he and Mr. Eustace met with CBIZ, the Master Association insurance broker, in preparation for the Joint Village educational session regarding insurance on Monday, February 12. During the meeting, it was brought to their attention that CBIZ has expertise with self-insured and risk purchasing groups. He and Mr. Eustace will continue to discuss the topic with them.

Landscape and Maintenance

Mrs. Pollard reported that three more Bottle Palms and three Japanese Blueberry trees have been planted on the entrance coming in from Jog. The Committee is also discussing future landscaping plans Ficus replacement.

Mrs. Pollard advised that the Ficus hedges along Boca West Dr when leaving the community at the Yamato gate, are thinning. The Fox Landing community can be seen from the Boca West side. The Committee is recommending replacing the hedges with Arvicola. Mrs. Pollard made a motion to spend \$20,000 on Arboricola to replace the dying Ficus hedges. The Board unanimously agreed, and the motion was carried. Mrs. Pollard advised that the planting will start after season, late May or early summer.

Security & Safety

Mr. Greenfield reported that the gatehouses do not have lightning protection and we have not been able to effectuate claims because the cost has been below the deductible for our insurance policy. A proposal was obtained to install protection at each of the gatehouses and at the generator for the administration building before the summer season. Mr. Greenfield made a motion to spend \$8,850 to protect the Master Association infrastructure. The Board unanimously agreed and the motion passed.

The Committee has been discussing stop sign enforcement. He, Mr. Eustace and Chief Lastella met with a company called Traffic Hawk. The product fully interfaces with the software, is battery operated and will take 60 days to install. Other local communities use the product, and it has been successful. Mr. Greenfield made a motion to purchase the Traffic Hawk product. The Board unanimously agreed and the motion passed.

Mr. Greenfield reported that with the opening of the pool complex, the biggest abuse is cart operators not adhering to the golf cart rules. An eblast was sent to the members to educate them on the proper way to operate golf carts. There are 150 golf carts that are owned by non-golf members. The Club monitors the golf membership carts. Chief Lastella and Mr. Eustace are developing a program, which will go into effect at the start of the new season in October, to

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monitor non-trail fee golf carts. Mr. Bejarano suggested in lieu of a number sticker, to use a sticker that can be read by the new software.

Mr. Greenfield commended the Security staff on managing the increased traffic throughout the holiday season.

Special Projects

Mr. Jonas reported on the Boca West Drive and Golf side Drive upgrade to street lighting, and the renovation administration building suite 101 &102 projects. He advised that he and Mr. Eustace are at the stage in both projects where they need to hold a round table discussion with the Representatives before ballots are sent to vote on the approval of the expense.

Mr. Jonas made a motion to present to the Representatives the lighting project which will replace the lights on Boca West Dr and Golfside Dr, and to offer the Villages the option to upgrade their lighting. Mr. Eustace advised the Board, our documents state that expenses of over \$500,000 require affirmative vote of the members. If approved, the project will start in the summer with a target date to be completed by November. The goal is to make a motion at the next Board meeting to go to contract. The Board unanimously agreed and the motion was carried.

Mr. Jonas made a motion to have the demolition done in suites 101/102 at an estimated cost of \$44,000, as soon as the permit is issued by Palm Beach County and engage under contract With Ge Architecture to prepare construction drawings for the space. Mrs. Wittlin explained that the Master Association needs to provide a larger space for the Villages to hold their board meetings. The current boardroom space will be used for daily operations such as orientations. Mr. Jonas explained the proposed layout. The Board unanimously agreed and the motion was carried.

Strategic Planning

Mr Bejarano advised that the report recommending a plan for the future of Boca West is completed and will be circulated to the Committee members for final review. He will present it at the next board meeting for consideration.

**Executive Director**

Mr Eustace informed the Board that Ms. Sheron Maxwell, the HR Director, is now full-time. He, Ms. Maxwell and Chief Lastella are working through the turnover in security, the department structure, and filling a new position of supervisor.

Mr. Eustace advised that the unit that the Master Association owns in Bridgewood was cleaned and sold in three days at full asking price value. There were extensive legal fees due to the eviction of the person occupying the apartment. The legal fees were recovered through the proceeds of the sale.

**Previous Business**

Mr. Greenfield advised that the service provider finished the installation in the cell tower at the Jog entrance and the flag will be replaced.

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**New Business**

There was no business to report.

**Good & Welfare**

Mrs. Rome advised that she receives calls regarding the condition of the flags on the poles. Mr. Greenfield said he has spoken to Cub who is experiencing issues with the flag company.

With no further business to discuss, the meeting was adjourned at 3:05 P.M.

Next Meeting Date: Wednesday, February 28, 2:00 PM.

Respectfully submitted,



Elaine Wittlin  
BWMA, President



Ronnie Pollard  
Secretary

01/31/24  
Date