



# BOCA WEST

MASTER ASSOCIATION

**BWMA BOARD OF DIRECTORS MEETING**

**Wednesday, February 28, 2024**

**2:00 P.M.**

## Minutes

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

Village Representatives and Guests Present: Bob Schwartz, BWCC; Judith Birnbaum, Brookwood; Eric Sack, Clubside. Marc Grumet and Liz Rome, BWMA Board candidates.

Mrs. Wittlin called the meeting to order at 2:00 PM and established a quorum. The January 31, 2024 Board meeting minutes are approved as written.

### **President's Message**

Mrs. Wittlin advised that this is her last Board meeting as President and a Board member as she will be leaving office. The next meeting will be March 27, 2024 and will be with the new Board.

Mrs. Wittlin advised that the space in suites 101/102 is in desperate need of renovation and had various building violations. It is important that the tenants keep their space in good condition and obtain permits for any interior renovations. It was determined that there was work completed in suites 101/102 that was not permitted by Palm Beach County and if not corrected will result in violations and fines for the Master Association.

### **Committee Reports**

#### Architectural Control

Mr. Jonas commended the Board, the Committee, Mr. Eustace and Mrs. Martinez for their dedication and time. The Committee wants to support the improvements that the homeowners want to make in moving forward with the times.

He reported that there are some homeowners who are not adhering to the Hurricane Rule nor are they maintaining their roofs. The Master Association needs to get the village and property managers involved versus putting the responsibility on the Committee. He and Mr. Eustace are developing a procedure.

Mrs. Wittlin advised that she is concerned that we are asking the volunteers to inspect projects that require a professional opinion. Although we are not looking to increase our budget, it should be taken into consideration to have a professional review the petitions or make rounds with them. Mr. Jonas agreed and advised he and Mr. Eustace have discussed this issue.

Mrs. Wittlin advised that Mr. Eustace has the renovation and lighting projects under control as well as the financial feasibility for both the lighting and renovation projects.

**BOARD OF DIRECTORS MEETING  
WEDNESDAY, FEBRUARY 28, 2024  
PAGE 2**

She advised that the loan was created for the new entrance on Glades Road, and it was suggested that we create a third lane entrance. However, the problem is after passing through the gate the road would need to be widened to take into consideration traffic from the villages' entrances, and the new Sports Center and Members Park entrances as a third lane would cause traffic to back up. The Glades entrance is a long-range project.

Finance

Mr. Bejarano reported that the Master Association remains in a solid position with no areas of concern. The accounting department is currently going through the onboarding process with the new software.

Mrs. Wittlin thanked Mr. Bejarano for stepping in as the Finance Chair.

Grievance

The Board accepted the fines as stated in the agenda for the next Grievance Committee meeting.

Mrs. Wittlin explained that the previous Board Presidents were the ones who chose the Grievance committee chairs and volunteers. She advised that each of the committees needs to have terms for the volunteers.

Insurance

There was no business to report. Mr. Greenfield is in the process of selecting committee members by encouraging members who have insurance expertise to serve.

Landscape and Maintenance

Mr. Eustace reported that they are working on the weir, the structure that holds the water in the lake, so the levels will be back to normal by the end of the day.

There was a sink hole that was caused by an old culvert on Woodbridge Dr. Repairs are being made and should be finished by Friday or Monday at the latest.

Three more Bottle Palms have been planted at the Jog entrance. Three more trees were planted to replace straggly ones opposite Laurel Oaks. New landscaping was installed at the North T where the Date Palm was moved from Akoya. New landscaping was also installed at the bridge at the Glades Rd entrance. They are looking forward to replacing the thinning Ficus hedges along Yamato.

Mrs. Wittlin advised that with the increased traffic on Yamato, Boca West is now due a review with Palm Beach County to conduct a sound test which was done about 9 years ago. A sound test should also be conducted for Glades Rd given the increased traffic due to turnpike access and the new community being built on the other side of the turnpike.

**BOARD OF DIRECTORS MEETING  
WEDNESDAY, FEBRUARY 28, 2024  
PAGE 3**

Security & Safety

Mr. Greenfield reported that this month's meeting was the last for this committee. He commended the committee for their accomplishments with respect to safety on the roads for vehicles, pedestrians, golf carts.

He, Michael Eustace and Chief Lastella are in the final stages of executing the contract for the Traffic Hawk. Mr. Greenfield advised that they reviewed the fining schedule, and are ensuring that the suspensions are given during the time when the homeowners are in Boca West.

Mr. Greenfield reported that the contractors are adhering to the contractor signage requirement. The contractors who are here for the first time are advised of the signage requirement and are allowed to enter, however the next time they will be turned away. There are more guests who are using the Fast Pass. It would be more efficient for the Club to use the Fast Pass.

Mr. Greenfield reported on the cell towers. Once the county fee is paid, they will release the certificate of completion, and then the flag can be replaced.

Mr. Jonas suggested having a speed limit for golf carts and vendors as there are currently no ramifications for them. Mr. Greenfield advised that the committee discussed the issue and the new committee will finalize it. He, Mr. Eustace and Chief Lastella are investigating a registration system and where the cart numbers should be placed.

Mrs. Wittlin asked Mr. Eustace to look into the pay structure for Security. Mr. Greenfield advised they are looking into hiring retired deputies.

Special Projects

Mr. Jonas reported on the meeting held on February 19 regarding the lighting project and the renovation of suites 101/102. Mr. Eustace said he will announce the results at the Representative meeting. The suites had to be cleaned as there were furniture and trash that needed to be removed.

Strategic Planning

Mr Bejarano advised that the draft analysis for the future of Boca West was circulated to the Board for review.

**Executive Director**

Mr. Eustace reported that he has been working on the committee guidelines for each of the committees and has given them to the chairs for review and edits.

There was an article written about local communities who took the PPP loan during COVID. Boca West was one of the communities, however, the loan was paid back. Sachs Sax Caplan provided a letter to the author, and the article was rephrased so as not to demoralize Boca West.

An email reminder was sent to all the Representatives to submit their written consents for the two projects as well as the election ballots.

**BOARD OF DIRECTORS MEETING  
WEDNESDAY, FEBRUARY 28, 2024  
PAGE 4**

**JV Steering Committee**

Mr. Eustace explained that because the Club's new board is being seated, he will see if they can schedule a meeting prior to the end of Mrs. Wittlin term.

**Previous Business**

There was no business to report.

**New Business**

There was no business to report.

**Good & Welfare**

Mrs. Rome thanked Mr. Eustace for fixing the flag on Jog Rd and for working with her regarding an architectural control issue in her village.

With no further business to discuss, the meeting was adjourned at 3:02 P.M.

Next Meeting Date: Wednesday, March 27, 2024 at 2:00 PM.

Respectfully submitted,



Danny Bejarano  
BWMA, President



Ronnie Pollard  
Secretary

3/27/2024

Date