



# BOCA WEST

## MASTER ASSOCIATION

**BOCA WEST MASTER ASSOCIATION, INC.  
ANNUAL REPRESENTATIVES MEETING  
Friday, March 24, 2023**

**Pursuant to call and upon proper written notice, the Annual Representatives Meeting of the Members of Boca West Master Association was held on this date, in the Cypress Room at the Club.**

Board members present were Elaine Wittlin, President, Bernard Friedman, Vice-President, Danny Bejarano, Treasurer, Ronnie Pollard, Secretary, and Directors, Jeff Greenfield and Shep Remis. Steve Forman, Director, was absent (excused). Michael Eustace, Executive Director, was also in attendance.

Mr. Eustace called the meeting to order at 12:00 P.M.

Proper Notice of the meeting was verified and a quorum was established. Thirty-eight (38) villages were represented at the meeting by respective Representatives and Alternate Representatives. Member Villages Representatives' attendance of 71.25% was recorded to establish a quorum.

Minutes of the February 13, 2023 Representatives' meeting were unanimously approved by the Member Representatives.

### **President's Welcome and Introduction**

Mrs. Wittlin welcomed the Village Presidents, Representatives and Committee members to the Annual Master Association meeting. Mrs. Wittlin advised the Representatives to encourage new members to get involved in their communities.

Mrs. Wittlin recognized and thanked all the Board members for their service and dedication. She presented an executive leather portfolio to Mr. Friedman. Mr. Forman, who was not in attendance, will also receive a portfolio.

### **Executive Director's Message**

Mr. Eustace thanked the BWMA staff for their ongoing support during the past several months as he was brought up to speed with the position's responsibilities. His goals are to work with the Board by providing resident educational sessions and managing the various capital projects to ensure Boca West remains a premiere community.

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**Committee Reports**

Architectural Control

Mrs. Wittlin reported she had the pleasure of working with Mr. Friedman during his tenure. He established an architectural control review process with the Architectural Control Committee and has managed some of the most difficult architectural issues. His knowledge, experience and guidance has been invaluable to the Committee.

Mr. Friedman thanked his committee members for their dedication and service. This Committee requires the most involvement out of all the Master Association Committees. During the last calendar year, the Committee inspected and reviewed 301 exterior petitions. As of January of this year, the Committee reviewed 58 applications. Due to supply chain issues and the impending hurricane season, the Committee expedites all roofs, windows, doors and generators.

As a result of the Surfside building collapse, the Committee has implemented a new rule regarding the inspections of buildings. Any new enclosures of patios and window installations in the Mid Rises and in the three-story condominiums must be approved by a structural engineer to ensure that the structure of the building can withhold the additional weight in years to come. Engineer reports need to be sent to Mrs. Martinez for recording for future reference.

An ongoing process has also been implemented to ensure all roofs are maintained and cleaned. Letters will be sent to homeowners with a copy to the Village Boards and the management companies. The Master Association is asking for cooperation from the Village Boards and the management companies to maintain the roofs.

A fining process has been implemented for projects that have been completed without receiving the respective village and BWMA approval.

The Committee will need to start looking differently at the way the community has been structured as requests for changes in the homes may include metal roofs, which are presently not allowed, and complete renovation of homes to the modern box-look.

Mr. Friedman reported that it has been his pleasure to serve as Chair of this Committee and greatly appreciated the opportunity he was given.

Special Projects

Mr. Friedman advised that on April 12, 2022, the Glades Gatehouse Renovation project was approved by the Village Representatives. He, along with Mr. Scharf, have worked with the engineers and architects on the renderings, the contract and the of filing permits with Palm Beach County. The Master Association will keep the residents posted throughout the project.

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Finance

Mr. Bejarano thanked the Committee members, as without them, he would not have been able to accomplish the work that was done. He reported on the Master Association's financial status. The Committee is looking at the finances critically and will determine what happens in the oncoming year in terms of either the need to make an assessment or if there is an alternative way to fund the services and projects.

Strategic Planning

Mr. Bejarano thanked the committee members for working on the long-term needs of Boca West. The Committee developed a final report that was submitted to the Board.

The first topic is the realization that the average residential size was designed for people looking for a second home. However, due to the impacts of COVID, the ability to work remotely and the attraction to Florida, many people are looking for larger residences. To become and remain attractive in the future, the Committee devised a targeted solution that may, over the long term, have a positive impact on the community. The proposed solution will be shared with the new Board and if approved, with the Club.

The second issue is how to incorporate sustainability with solar panels. The current State funding makes it even more advantageous. The Committee did some preparatory work to determine ways to use solar energy.

Landscape & Maintenance

Mrs. Pollard reported on the landscaping installed at Jog entrance and the maintenance entrance. The Committee will continue to look for sites for fountains when the budget permits. The cleanup project between Fairways Oaks and Oakbrook was completed and the summer annuals will be planted the first week of May.

Mrs. Pollard thanked the committee members and especially Mr. Turner for his guidance.

Grievance

Mrs. Wittlin thanked Jerry Glassman and the Board of Governors for their cooperation in addressing habitual traffic offenders and giving them more severe punishment.

Insurance

Mr. Greenfield reported that the Committee did a comprehensive review of the insurance for the BWMA. The amount of cyber liability insurance was increased. A third-party vendor was hired to do an appraisal of all BWMA properties for replacement costs. The report substantiated what the values should be on the insured property. The Committee ensured that the Joint Venture, BWMA and the BWCC were listed on all the policies as additional insureds.

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Security & Safety

Mr. Greenfield reported that it was his privilege and honor to lead this important Committee. He commended Chief Lastella for his management of the security department and the Committee for their diligence and hard work.

The Committee introduced the Fast Access Pass which is going to be very critical as it will speed the access of guests through the two remaining gates when the Glades gate renovation begins. Eblasts will be sent to residents to educate them on the Fast Pass.

Mr. Greenfield reported that Security emailed the Rules of the Road multiple times as we want everyone to be respectful of each other. Speed bumps were installed in front of the sports center and are highly effective in controlling the roll through in that high traffic area.

Mr. Greenfield reported that stop sign cameras will be installed at locations to be determined.

Surrounding comparable communities were surveyed for speed limits and they had speed limits between 25 – 30 MPH. The Committee recommended lowering the speed limit to 30 MPH and the Board approved. New 30 MPH speed limit signs were installed for a safer community.

Audit

Mr. Remis reported that the audit has been successfully completed and there were no additional requirements or residual issues.

Communications

Mrs. Wittlin reported that the Committee was reinstated this year. The Communications budget will be increased in the next fiscal year to allow for more communications. She thanked the committee members for their time and dedication.

Announcement of the New Board of Directors

Mr. Marc Landes, from Hafer & Co., reported on the results of the election. The top two candidates were Murray Perelman with 6,561 votes and Steve Jonas with 4,560 votes.

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**Good & Welfare**

There were no questions from the Representatives.

With no further business to discuss, the meeting was adjourned at 12:57 P.M.

Respectfully submitted,



Elaine Wittlin  
President, BWMA



Ronnie Pollard  
Secretary

12/12/23  
Date