



BOCA WEST

MASTER ASSOCIATION

BWMA BOARD OF DIRECTORS MEETING

Monday, April 29, 2024

2:00 P.M.

Minutes

In attendance: Daniel Bejarano, Jeff Greenfield, Steve Jonas, Marc Grumet, Ronnie Pollard, and Liz Rome. Ruth Molina was absent (excused). Lisa Furman, Legal Advisor, and Michael Eustace, Executive Director, were in attendance.

Village Representatives and Guests Present: Judi Birnbaum, Brookwood; David Yarnell, Woodbridge; Judy Romanow, Charter Cay and Lisa Yarnell, Woodbridge.

Mr. Bejarano called the meeting to order at 2:00 PM and established a quorum. He made a motion to approve the March 27, 2024 Board meeting minutes and the Amended March 22, 2024 Organizational Meeting minutes. The Board unanimously approved both minutes, and the motion was carried.

President's Message

Mr. Bejarano introduced Ms. Furman as the legal advisor.

Mr. Bejarano encouraged the Board members to meet with the residents, and listen to their comments and suggestions, keeping in mind that every suggestion may not be workable or fundable.

Committee Reports

Architectural Control

Mr. Jonas reported that the three new members complement the committee very well and they have been paired with seasoned members on how to review petitions.

Finance

Mr. Grumet reported that the committee is focusing on the timing of the budget and goals for the year.

Mr. Grumet recommended formalizing a procedure that whenever a contract or proposal is received to have Mr. Eustace and the respective committee chair sign it and then present it to the Finance Committee so the committee is apprised of the project's payment.

Mr. Grumet reported that there is currently no credit card policy, and it is appropriate to set limits and determine who has authorization to approve charges over a certain limit. Mr. Eustace is comfortable with confirming that there is nothing inappropriately charged. Mr. Eustace reported that in previous Board minutes there was discussion about setting limits, but no motions were made. Mr. Bejarano recommended Mr. Grumet and Mr. Eustace to discuss what the limits should be and present their recommendation before the Board.

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Mr. Grumet advised that the committee will be meeting with the 5/3 Bank representatives next week and will be researching other investments for more flexibility in maturity dates. He will present the findings at the next Board meeting. The committee is focusing on funding current and future projects.

Mr Grumet advised that there is no policy for staff reviews and would like to consider implementing such a policy. Mr Greenfield recommended considering self-evaluations. Mr. Bejarano advised that Ms. Sheron Maxwell, the Human Resources Director, can assist with implementing a policy.

Communications

Mrs. Rome reported that the committee is working on updating the Welcome Book and the hurricane book and both will be ready to go to print soon. Given the budget, the committee will be discussing if the newsletters need to be mailed to the community.

The committee will also be reviewing the new website.

She will be contacting the other committee chairs to take suggestions on what communications they would like to send to the community.

Over the summer, they will be organizing the Presidents' Roundtable so they will be prepared to have the first meeting in the fall.

The committee will also resume submitting a monthly article to be published in the BWCC magazine. Mr. Bejarano advised that the article does not need to be the President's Message, but is the Board's Message and can be written by any of the Board members.

Grievance

Mr. Bejarano made a motion to approve the fines and suspensions. The Board unanimously approved and the motion was carried.

Landscape

Mrs. Pollard reported the flower beds are being prepped for the summer flowers which will be planted starting June 1. The hedges along Yamato will be replaced beginning July 1. Mrs. Pollard agreed to have Mr. Lawson Turner, the Landscape Director, meet with Mr. Grumet to review the financial needs.

Security & Safety

Mr. Greenfield distributed the Security Field Narrative Report. The report is an analysis of the security activity.

Mr. Eustace is finalizing the contract to install a gate by the cart path next to the Glades guardhouse.

New cameras were installed by the southside turnpike. The club has a landscape facility in the area which needs to be monitored for unauthorized vehicles.

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Mr Eustace met with Chief Lastella, Hotwire and Access Masters to determine locations for cameras. Access Masters offered a new product for stop sign cameras that will integrate with the Master Association's current software. They will do a demonstration for Mr. Greenfield and Chief Lastella. Mr. Greenfield will report on the product and service at the next meeting.

The committee discussed initiating a non-trail cart registration and fee effective October 1. This will help in identifying golf carts.

Special Projects

Mr. Jonas advised that he and Mr. Eustace are still waiting on the architectural plans for the renovation project and expects to have them by the next Board meeting. Once the drawings are received, he will apply for a permit. Mr. Bejarano recommended having Mr. Ed Rod review the plans. Mr. Jonas advised that there is an Architectural Control Committee member who also has construction experience.

Mr. Jonas reported that he is waiting for the additional bids for the lighting project and hopes to receive them within the next two weeks. There will be 3-4 bids. He is looking for the project to start in the summer.

Mr. Greenfield offered to make sure there is sufficient insurance with the contracts.

Strategic Planning

Mr. Yarnell reported on behalf of Mrs. Molina. The projects were divided into subgroups: Leadership Development, Housing, and Community's Future.

Mr. Bejarano distributed a report he received from Len Rashkin regarding ways to use green energy.

Insurance

Mr. Greenfield distributed an article on captive insurance and summarized the content. He has selected his committee and will be scheduling a meeting soon.

Executive Director

Mr. Eustace advised that in preparation for the cart path project, he has hired an engineer to scope the paths. Mr. Bejarano asked to determine the true purpose of the cart paths, if they are meant for pedestrians, bicyclists and/or golf carts and to bring a recommendation to the next meeting.

Mr. Eustace reported that Mr. Turner gave him a contract for \$142,000 to do the lake banks this summer. The budget for the lake banks was \$210,000.

Mr. Eustace explained that a member was grieved \$75 a day for not paying their annual club membership and incurred a \$6,150 fine. The member has become whole with the club and is asking to waive the fine due to a hardship. The Board discussed the request and agreed to allow the member to pay the fine in three installments.

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JV Sterring committee

The committee will be meeting on April 30.

New Business

Mr. Bejarano made a motion to appoint Ms. Lisa Furman as the legal advisor and Chair of the Legal Committee. The Board unanimously agreed, and the motion passed. She will now be added to the D&O insurance.

Good & Welfare

Mrs. Romanow expressed her concern for the safety of Charter Cay residents at the intersection of Charter Cay and Planation Colony as the stop sign that was installed had been removed. Mr. Bejarano recommended for the presidents of both villages to meet to discuss the issue and find alternate solutions.

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

Next Meeting Date: Thursday, May 23, 2024 @ 2:00 PM.

Respectfully submitted,



Daniel Bejarano
BWMA, President



Ronnie Pollard
Secretary

5/23/2024

Date