



# BOCA WEST

MASTER ASSOCIATION

**BWMA BOARD OF DIRECTORS MEETING**

**Wednesday, July 26, 2023; 2:00 P.M.**

## Minutes

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

Village Representatives: Mark Dorfman, Peppertree III, Alan Glazer, Akoya, Judi Birnbaum, Brookwood.

Mrs. Wittlin called the meeting to order at 2:00 PM and established a quorum. The June 28, 2023 minutes were approved as written.

### **President Message**

Mrs. Wittlin reported that the Glades front entrance and all three gatehouses have been painted to give them a fresh look. All gatehouses remained open throughout the painting project.

She reported that Mr. Eustace is working on bringing our website up to date with more recent technology. The Communications Committee has qualified experts in the marketing field who are contributing to how we can more efficiently communicate with our residents.

### **Committee Reports**

#### Communications

Mrs. Wittlin reported on behalf of the Communications Committee chair. The Committee reviewed the first draft of the Welcome Book. Once it is complete, it is the intention of the Board and the Committee that every resident receives a copy of the new Welcome Book.

#### Finance

Mr. Perelman reported that the Finance Committee has been concerned with our operating accounts and the recent bank failures. The Committee recommends having our bank do nightly sweeps if our accounts. There is an insignificant cost to each of the two accounts to do the nightly sweeps. The Board discussed the nightly sweeps. Mr. Eustace will ask if the bank offers excess FDIC insurance. Mr. Perelman will ask the Finance Committee to investigate splitting the money between two banks.

**BOARD OF DIRECTORS MEETING  
WEDNESDAY, JULY 26, 2023  
PAGE 2**

Mr. Perelman made a motion to have Fifth/Third Bank do nightly sweeps on the two accounts held in the bank. Mr. Bejarano seconded the motion. The Board unanimously agreed, and the motion was carried.

Mr. Perelman reported that the Committee, along with Mr. Eustace and Ms. Ellis, have been working on the 2023/2024 Budget. The Board was provided with a copy of the First Draft Proposed Budget for review and discussion.

Mr. Perelman reported on the five Finance Committee recommendations:

1. The AMR contract is increasing by 33%. Mr. Eustace investigated alternate bids, however, there were no alternate bids do to Palm Beach County permitting of Advance Life Safety services. AMR is the only company that is currently approved to provide advanced life support. The Committee understood that this is something that the Board needs to consider, and the Committee made no specific recommendation.
2. The Committee felt strongly that the Hotwire door fee should be included in revenues in 2024 since that is, in fact, when it will be received.
3. The current draft includes the servicing costs for new Fifth Third loan in the operating budget. The committee felt strongly that it instead should all be included in the capital budget. That would mean that principal and interest payments would move out of the operating budget as would interest revenue on the T-bills in which the loan proceeds have been invested.
4. The Committee is suggesting we budget \$250,000 as a contribution to our capital fund (all of our reserves are now in that "fund"). This follows on removing the items in 3 above and recognizes that because this will be a transitional year for the Initial Capital Contribution (ICC), we need to ensure that we are adding sufficient funds to capital to pay for annual capital expenses. Next year that \$250K line might be eliminated or reduced based on our actual experience. The Committee recommended that that budgeting for only 75 sales was too conservative and instead budget for 85. Even with all of that, our capital budget will show a projected deficit of \$125,000 for 2023/2024. *(Transcription: 36.02)*
5. The Committee felt that not budgeting at all for contingencies was too aggressive, however, budgeting the same amount as was in last year's budget was too much. Mr. Eustace advised that the upcoming JV budget will have a small deficit. The Committee agreed to recommend keeping the \$250,000 amount but relabeling it as JV and Contingency.

If all the Finance Committee recommendations are implemented, the annual assessments will decrease by 4.8%. Depending on how the Board votes on the recommendations, and on the Boards additional recommendations, they will be built into the budget accordingly that will be presented for a final vote by the Board.

**BOARD OF DIRECTORS MEETING  
WEDNESDAY, JULY 26, 2023  
PAGE 3**

Mr. Bejarano suggested increasing the amount the Club pays towards American Medical Response (AMR) as the service is also assists Club employees. Mr. Schwartz will ask the Club for an additional contribution since AMR services their employees as the number of employees increases during season.

The Board unanimously agreed to accept the changes to the proposed budget which will be circulated to the President and Representatives.

Architectural Control Committee

Mr. Jonas reported on the petitions and on the violations. One of the Committee members is very concerned about internal projects that are not permitted. Mr. Greenfield suggested since the Committee is extremely busy with exterior petitions and they should not get involved in interior permitting, as that is the responsibility of the property managers.

Special Projects

Mr. Jonas reported on the Jog Road entrance lane closures for paver replacement starting August 10<sup>th</sup>.

Mr. Jonas that he, Mr. Eustace, and Mr. Greenfield have spoken to two companies that provided an outline of the lighting features along Boca West Dr and Golfside Dr. He noted that the current lighting is antiquated, the fixtures are very difficult to obtain, the bulbs are low-sodium bulbs which are being phased out, the cement poles are very dangerous when drivers hit them, and it takes weeks to have the poles replaced. He advised about the need to move forward with upgrading the lighting, which will require hiring an engineer. Mr. Eustace reported that a survey was done, and he has seen two versions of smart poles. This project will require a vote of the Representatives to start the project next summer and we could include the villages who want to improve their lighting at their own cost.

Mr. Jonas made a motion to spend \$65,000 to hire an engineer to determine the cost of replacing the lighting on Boca West Dr. and Golfside Dr. Mrs. Pollard seconded the motion. The Board unanimously agreed and the motion was carried.

Landscape & Maintenance

Mrs. Pollard reported that the lake bank restorations, repairs to fountains, the tree trimming, and cart path repairs are all underway. There was a delay in the Akoya left turn lane project due to changes in the cart path crossing and found catch basin but will begin next week. She asked the Committee over the summer to look for areas that need new planting.

Mr. Eustace reported that when he receives requests to make repairs to property, he first investigates if it belongs to the Boca West Master Association as we do not manage village property. There is a small piece of property near Waters Bend that we have been asked to clear and will do so accordingly.

**BOARD OF DIRECTORS MEETING  
WEDNESDAY, JULY 26, 2023  
PAGE 4**

Safety and Security

Mr Greenfield reported that he has been in discussions with Chief Lastella about guns on the property while taking into consideration Florida Law and the Second Amendment. The stop signs have been ordered and will be installed within the next three to four weeks.

Community Advisors

Mr. Greenfield reported they are preparing a calendar of events.

Steering Committee

Mr. Eustace reported on the home sales and reported on the JV budget. The intent is to eventually have a profit.

Insurance

Mr. Greenfield reported he will have a meeting as soon as the broker submits the numbers.

Strategic Planning

Mr. Bejarano reported that the Committee did not meet this month. He will have more to report when the next season starts. He advised that he will meet with Mr. Frank Richard in either August or September when they are both back in Boca West.

**Unfinished Business**

Mrs. Wittlin that Marie Palombi, CEO of RMC, asked for a 30-day extension. The Board discussed the request for an extension.

Mrs. Wittlin made a motion to grant Ms. Palombi a (1) month extension with an increase in rent and no further requests for extensions will be entertained. Mrs. Pollard seconded the motion. The Board unanimously agreed and the motion was carried.

Mr. Perelman advised that there are two or three items related to our Declaration that need to be reviewed and the Board will need to decide whether or not to change them. These items are time sensitive and will need to be approved by the Representatives. Mrs. Wittlin will work with Mr. Perelman on these issues.

**Executive Director Report**

Mr. Eustace gave his report during the committee reports.

**Good & Welfare**

There was no business to discuss.

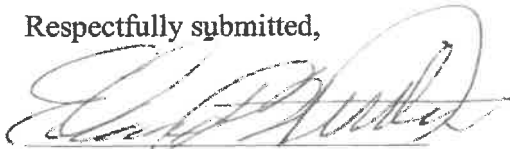
**BOARD OF DIRECTORS MEETING  
WEDNESDAY, JULY 26, 2023  
PAGE 5**

**Adjournment**

With no further business to discuss, the meeting was adjourned at 4:47 P.M.

Next Meeting Date: Wednesday, July 26, 2023 @ 2:00 PM.

Respectfully submitted,



Elaine Wittlin  
BWMA, President



Ronnie Pollard, Secretary

08/30/2023  
Date