



BOCA WEST

MASTER ASSOCIATION

BWMA BOARD OF DIRECTORS MEETING

Wednesday, October 30, 2023

2:30 P.M.

Minutes

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

Village Representatives and Guests Present: Liz Rome, Cedarwood; Mark Dorfman, Peppertree III; Alan Glazer, Akoya; Bob Schwartz, BWCC; Sean Lenahan, Bridgewood TH I.

Mrs. Wittlin called the meeting to order at 2:30 PM and established a quorum. The September 27, 2023 Board meeting minutes are approved as written.

President's Message

Mrs. Wittlin moved to Committee Reports.

Committee Reports

Grievance

Mr. Eustace asked the Board to accept the grievances as stated on the agenda. He reviewed the two grievances that are in violation of the Master Association Documents. The Board accepted the grievances.

Insurance

Mr. Greenfield provided an update on the possibility of providing village insurance. He reported that he and Mr. Eustace met with a subsidiary company of Gallagher called Artex Alternative Risk regarding creating a single parent captive overview. This is a group that can execute that on behalf of the Master Association. After the meeting, they decided that they are not ready to present the concept to the villages and recommend having a meeting with the Board so the Board can understand what is involved in creating a Boca West Master Association Captive Insurance Company. A meeting will be scheduled within the next 30 days.

Security & Safety

Mr. Greenfield reported that the Chief briefed the Committee on the steps he has taken due to the war in Israel with increased patrol by Boca West Security and PBSO who provided an extra Sheriff at no extra expense. He advised that the Committee also discussed the Florida State gun policy, signage on contractor vehicles, and is considering using a third-party vendor registration program to pre-qualify vendors who will pay a fee to allow their contractors to use the fast pass.

Mr. Greenfield made a motion to install a four-way stop sign at the intersection at Boca West Dr by Peppertree and Fairway Oaks. Mr. Remis seconded the motion. The Board discussed the motion. Mrs. Wittlin tabled the motion as it needs further discussion and consideration.

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Mrs. Wittlin advised that Chief Lastella sent an email to all residents regarding safety on the roads and the importance of observing and adhering to the traffic regulations.

Landscaping

Mrs. Pollard reported that the winter flowers have started to be planted. The Committee recommended planting more Bottle Palms by the Jog entrance. They are working on replacing the hedges along Yamato with Arvicola. The stop signs that the Committee prefers are the ones that have a black frame.

Mrs. Wittlin advised that she will be speaking with Mr. Eustace regarding what can be done to lessen the noise from the traffic on Yamato. Five years ago, the Master Association investigated building a wall which involved a noise test and if a certain decibel was met, then Palm Beach County would assist. At the time, Boca West did not meet that decibel. She noted that sound walls do not eliminate traffic noise. The villages along Glades are also experiencing the same issue, especially Bridgewood as they are next to the merge lane to the turnpike.

Special Projects

Mr. Jonas reported that they are working on the lighting project and renovating the spaces in units 101 and 102. Mrs. Wittlin advised that the units require an entire renovation and once finished, the office space will provide a larger conference room for the villages to meet.

Mr. Jonas reported that the hit poles coming in from Glades and at the turn by Hole 18 Course III have been replaced.

Communications

Mr. Jonas reported that they are planning on publishing a magazine in January, March/April and September to educate the residents on what the Master Association responsibilities are.

Strategic Planning

Mr. Bejarano reported that the Committee will be creating a vision that will be beneficial to Boca West Master Association and the Club. The vision will encompass a long-term view to meet the needs for those looking to move to Florida. He hopes this will be accepted as it will allow the Committee to implement it over time. The Committee also discussed the benefit of having a downsizing program.

Executive Director

Mr. Eustace reported that we have started the audit process. He and Ms. Ellis are looking for new accounting software and are interviewing several different companies. The JV Steering Committee will meet in December. The JV Subcommittee has their first educational session scheduled for November 13. Mrs. Wittlin advised that the Master Association is taking an active role in providing education sessions.

Over the weekend he received the JV financials, and they are better than expected. He reviewed the financials. Mr. Bejarano asked to have them sent to the Board.

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New Business

Mrs. Wittlin explained the need for certain Document changes and clarification on the wording. Mr. Eustace advised on the following six amendments:

1. Representatives and Alternative Representatives. This is a language clarification that the President of the village association will be the only person to appoint the Alternate Representative. Mr Greenfield made a motion to accept the change and Mrs. Pollard seconded the motion. The motion was carried.
2. Capital Contribution discretionary language change confirming the money will not be used for operational expenses but solely for capital projects. Mr. Greenfield made a motion to accept the change. Mrs. Pollard seconded the motion. The motion was carried.
3. Nominating Committee: Changing the discretionary language so when two or more candidates from the same village submit their candidacy, gives the Nominating Committee the ability to appoint one person from that village. Mr. Greenfield made a motion to accept the change and Mrs. Pollard seconded the motion. The motion was carried.
4. Board Hiatus Requirement: Changing the discretionary language, that after an outgoing Board member has served two consecutive 3 year terms, there should be a three year (36 months) hiatus before they are eligible to serve again. Mrs. Wittlin made the motion to accept the change and Mrs. Pollard seconded. The motion was carried.
5. Architectural Control: Changing the discretionary language to remove the language that gives the Master Association the ability to override a disapproval decision made by the village. Mr. Bejarano made a motion and Mrs. Pollard seconded the motion. The motion was carried.
6. Succession planning. Currently, according to the Bylaws, if the President cannot serve, the Board votes on who from the Board will serve as the President. Change the language to reflect that the Vice-President will automatically become the President. Mrs. Willtin made a motion and Mrs. Pollard seconded the motion. The motion was carried.

Good & Welfare

Mrs. Wittlin confirmed that the renovation of units 101/102 will come out of the capital contribution. The Master Association will accept bids for the work.

Mr. Glazer noted that not all the stop signs have flashing red lights and did not know if it was in our plans to add them to all the stop signs. He advised that the "See Something, Say Something" concept should be published extensively. He was informed of two fires that occurred in separate communities that were allegedly started by lithium batteries. He strongly suggested that the Master Association mention it as a security and safety issue. Mr. Greenfield advised that he had asked Chief Lastella to look into the incidents. He also advised that he and Chief Lastella are researching solar panels for the stop signs. Mr. Glazer advised breaking down the educational sessions to accommodate similar villages.

Mr. Jonas advised that the property managers should also be involved in confirming the proper permits for projects as the Master Association cannot do this all alone.

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Mr. Lenahan asked to speak with someone regarding the thinning landscaping along Glades. He also has had a couple of issues in his village where the homeowners did not have home insurance. Mr. Greenfield confirmed it is up to the villages to enforce homeowners to carry insurance. An attendee advised that in the state of Florida, insurance is not mandated if you do not have a mortgage.

Mr. Glazer asked if part of the document changes include obtaining competitive bids for major projects. Mrs. Wittlin advised that is a good suggestion and it will be revisited at a later date.

The meeting was adjourned at 3:27 P.M.

Next Meeting Date: Wednesday, November 29, 2023 @ 2:00 PM.

Respectfully submitted,



Elaine Wittlin
BWMA, President



Ronnie Pollard, Secretary

12/18/23
Date