



# BOCA WEST

MASTER ASSOCIATION

**BWMA BOARD OF DIRECTORS MEETING**

**Wednesday, December 20, 2023**

**2:00 P.M.**

## Minutes

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

Village Representatives and Guests Present: Judith Birnbaum, Brookwood; Alan Glazer, Akoya.

Mrs. Wittlin called the meeting to order at 2:00 PM and established a quorum. The November 29, 2023 Board meeting minutes are approved as written.

### **President's Message**

Mrs. Wittlin advised the Board to encourage new members to volunteer in their communities. Without volunteers, no work can be done which can be detrimental to the villages. She suggested having a meeting to encourage people to volunteer to keep the talent in leadership and to keep the work moving forward. She advised that there should be term limits for village Board members.

Mrs. Wittlin advised that this is the first year so much credence has been given to the committee members. She strongly reminded the Board members that the chairs lead the committee members, and the chairs must enforce their leadership when necessary. The chairs' responsibility is to listen and be willing to take into consideration the committees' recommendations. She wants a strong chairmanship to lead the committees.

### **Committee Reports**

#### Architectural Control

Mr. Jonas reported that with the hurricane shutter rule eblast, he has noticed shutters being taken down.

Mrs. Wittlin asked him to look into having a professional architect come and review petitions two or three times a week. She advised that the committee members should not have the responsibility to visit each site.

#### Finance

Mr. Bejarano reported that the auditor from Hafer & Co attended the meeting and answered questions regarding previous audits.

Mr. Eustace reported that the Finance Committee recommended accepting the audit as presented.

**BOARD OF DIRECTORS MEETING  
WEDNESDAY, DECEMBER 20, 2023  
PAGE 2**

Grievance

Mr. Eustace explained that this grievance agenda includes members who are delinquent in their club dues and two architectural control violations.

The Board discussed how to manage traffic violations by contractors and employees.

Insurance

Mr. Greenfield reported he met with an insurance company regarding the reinsurance or captive insurance for the villages. He distributed information to the Board. He will have a conference call scheduled within the next month between the Board and the insurance company.

Mr. Greenfield advised that the premiums will be determined by the information provided by the villages. Examples of the information required are the construction, age of the homes, condition of the roofs, statement of values, copies of insurance policies, and loss run reports for the past 10 years. Credits will be given for security systems, fire sprinklers and wind mitigation reports. His goal is to give a presentation at the February Representatives' meeting. If the villages are willing to move forward, the earliest the insurance would go into effect would be January 2025.

Security & Safety

Mr Greenfield reported on the contractor vehicle signage requirement. Some cars cannot have magnetic signs and will need to put their sign on the dashboard.

He reported on the fire alarm at the Club. The Chief will address the safety issue regarding the fire panel. He also advised that for safety reasons, people from the various restaurants should not exit the same door as it blocks the way for emergency personnel.

Special Projects

Mr. Jonas reported they are working on the renovation of suites 101 and 102.

The lighting project is moving ahead, and they are focused on the timeline. The goal is to start the project in July and finish by October. First, they need to obtain accurate numbers to present to the Representatives for approval before the order can be placed. Mrs. Wittlin suggested staying consistent with the lighting that is on Country Club Blvd through Boca West Dr and Golfside Dr. She also suggested doing the lights in concert with Akoya's lighting.

Strategic Planning

Mr. Bejarano reported that the committee did not meet as Mr. Yarnell, who is leading the project, was not able to attend the meeting.

**Executive Director**

Mr. Eustace reported that there is an attorney who is filing lawsuits against associations who applied for and took a PPP loan (Federal pandemic loan). He advised that the Boca West Master Association applied for a loan and determined it was not needed and paid the loan back. The accounting department provided a receipt to BWMA counsel confirming the loan was returned.

**BOARD OF DIRECTORS MEETING  
WEDNESDAY, DECEMBER 20, 2023  
PAGE 3**

Mr. Eustace reported that they have chosen an accounting software, NetSuite, as their pricing and product are very good. The implementation will start in January and go live in April. Once implemented, checks will no longer need to be physically signed as the new system allows checks to be electronically signed.

**Community Advisor**

Mr. Bejarano reported that this year the company made a profit, and they may be able to fund themselves this year. The real estate market has slowed significantly.

**Previous Business**

Mr. Greenfield reported that the cell towers do not provide 5G service. The cell tower company cannot control the cell provider. Mr. Eustace will follow-up with the providers in the Jog cell tower.

The providers are paying the cell tower owner. Each pole can hold up to five providers. The Club is receiving royalties, and the Master Association should be receiving royalties as well from the tower on Jog Rd as it is on Master Association property.

**New Business**

There was no business to report.

**Good & Welfare**

A guest reported that the guards at the gates are lax in checking visitors and just waving them on through the gates. Mr. Eustace confirmed that the guards do check cars in with iPads and then wave them on through. Mr. Greenfield will speak with Chief Lastella. The guest also asked about the length of time board members can serve. Mrs. Wittlin advised that is determined by the respective village documents.

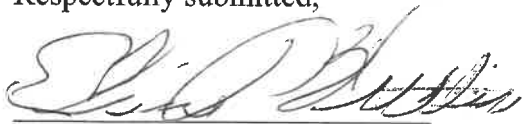
Mr. Glazer expressed his concern on the following topics: encouraging new village board members in accordance with the state law for HOA and Condo boards, hiring a management company versus self-management which would be a good topic for a village educational session, allowing non-committee members to attend Master Association committee meetings to encourage people to volunteer, how to penalize contractors/vendors/employees who are speeding, how Hotwire bills Akoya, the Master Association Audit Committee should consist of non-board members, and people taking over their parent's homes as opposed to selling it to new buyers as it impacts Boca West sales.

**BOARD OF DIRECTORS MEETING  
WEDNESDAY, DECEMBER 20, 2023  
PAGE 4**

With no further business to discuss, the meeting was adjourned at 3:05 P.M.

Next Meeting Date: Wednesday, January 31, 2024 @ 2:00 PM.

Respectfully submitted,



Elaine Wittlin  
BWMA, President



Ronnie Pollard, Secretary

1/31/24  
Date