



BOCA WEST MASTER ASSOCIATION

BWMA BOARD OF DIRECTORS MEETING
Wednesday, September 17, 2025
2:00 P.M.

Minutes

In attendance: Danny Bejarano, Dr. Steve Jonas, Liz Rome, Michael Halpern and Alan Schwartz. Ruth Molina and Ronnie Pollard were absent. Lisa Furman was in attendance. Mary Banmiller, Executive Director, was present. Guest: Steve Roth, BWCC; Norman Daitchman, Sabal Lake.

Mr. Bejarano called the meeting to order at 2:00 P.M. and established a quorum. He made a motion to approve the August 20, 2025 Board Minutes and the August 27, 2025 Budget Adoption Meeting Minutes. Dr. Jonas seconded the motion. The Board unanimously agreed, and the motion was carried.

President's Message

Mr. Bejarano explained how the current grievance process is cumbersome and unfair to the residents. To make the process more efficient, Mrs. Banmiller, with the assistance of Sachs Sax Caplan, prepared a resolution which would allow the Board to delegate the infringement review and approval. The resolution suggests having the respective Chairpersons of the Safety & Security Committee and the Architectural Control Committee review and approve their respective infringements. Mr. Bejarano and Mrs. Banmiller will review the delinquent club memberships infringements and any improper behavior grievances against an employee, a volunteer in one of our committees or fellow directors. The goal of the resolution is to approve them more efficiently and encourage compliance. The respective directors will report on their grievances at the monthly board meetings. The Board discussed the resolution. Dr. Jonas made a motion to adopt the new resolution. Mr. Halpern seconded the motion. The Board unanimously agreed, and the motion was carried.

Committee Chair Reports

Architectural Control

Dr. Jonas reported that he, Mrs. Banmiller and Mrs. Martinez are working diligently on the onboarding process with the villages and ARC Tracker. Several communities have already successfully begun using it. The goal is to have all villages using the platform by end of year. Dr. Jonas will follow up with ARC Tracker to determine what internal controls they have in place to safeguard the information.

Finance & Insurance Committee

Mr. Halpern explained the concept of reviewing all contracts and reported that he appointed a new committee member, Mr. Mark Hirshhorn, who has expertise in reviewing contracts. He reported that Mr. Hirshhorn reviewed the EV Charging Station contract and recommended not moving forward due to the following concerns: It would open Boca West to the public, it is a 10 year contract, it is not profitable to the Master Association and the cost to the Master Association is questionable. Mr. Bejarano advised this procedure was never done previously and is necessary for significant contracts for better quality management. This does not apply to regular contracts with subcontractors or providers such as cleaning. Mr. Halpern made a motion to reject the EV Charging station contract given the issues. Mrs. Rome seconded the motion. The Board unanimously agreed, and the motion was carried.

Mr. Halpern reported that progress has been made with the implementation of the purchase order system. Accounting will have a full understanding of the terms and conditions resulting in tighter control over purchases that will promote cost effectiveness. This is an Oracle based system and will have 5 users. It will cost about \$1,700 a year. Mr. Halpern reported that Ms. Ellis prepared a list of all vendors for the last year which he will split among his committee members to analyze and negotiate a lower cost. Mr. Bejarano welcomed this initiative as it was never done in previous years, and every organization should do this from time to time as it is part of good management. He asked Mr Halpern to track and report on the savings that his committee will identify.

Mr. Halpern advised that his committee will review the Hotwire contract to ensure Boca West has the most recent technology that's available, will have access to future technology and negotiate fair costs for resident services. Mr. Halpern will ask all departments what they need from Hotwire to do their jobs more effectively.

Mr. Halpern reported that the employees have gone through the open enrollment process and the new coverage will start on October 1.

Communication & Education

Mrs. Rome reported that the committee has scheduled the education programs for the season and will be working on several communications. The committee is planning on sending a hard copy mailing of the rules of the road to all residents as some do not have email addresses or may not read their emails.

Safety & Security

Mr. Schwartz reported that the permanent guest list cleanup project is almost completed. Through this project, Security is educating the residents on what it means to have someone on the permanent list and to update it annually. He advised that the committee discussed eliminating all electric bikes and scooters from using the cart paths and roads as it is incredibly dangerous for kids. Mr. Schwartz will have his committee clarify the age that children must be accompanied by their parents.

Mr. Schwartz explained the need to modify the fee for speeding and make it a warning. He made a motion to remove the \$25 fine and turn it into a warning for anybody that is 5-10 miles over the speed limit. Dr. Jonas seconded the motion. The Board unanimously agreed, and the motion was carried.

Mr. Schwartz reported that the committee discussed offering a driver's educational program rather than fining and suspending transponders. He identified three programs: AARP, AAA and Affordable Driving. The courses can be taken independently or in small groups at a discounted rate. All provide senior education credit to lower their car insurance premium. Mrs. Banmiller will work with Mrs. Rome to write a proposal and pricing.

Mr. Schwartz reported that the stop sign cameras implementation is going a little slower than expected as the electricians are working on getting power to the poles.

Special Projects

Dr. Jonas reported that Mrs. Banmiller met with two contractors for the landscape building/front entrance and will present a proposal when she receives the numbers.

Dr. Jonas reported that there were some glitches with the new light photocells which are being resolved. Woodbridge is still waiting for FPL to install the meter.

The other project is the reconstruction of the path around Boca West Dr and Golfside Dr for bicyclists.

Dr. Jonas asked to have the meeting area on the second floor available for meetings. Mrs. Banmiller and Mrs. Martinez will have Mr. Guimares, our IT, come in and set up the Zoom capability.

Landscape & Maintenance

There was no business to report.

Grievance

Mr. Bejarano made a motion to accept the fines and suspensions. Mrs. Rome seconded the motion. The Board unanimously agreed, and the motion was carried.

Strategic Planning

There was no business to report.

Legal

Ms. Furman reported that she researched the foreclosure process and is determining if the mandatory club membership and initiation fee wording can be included in the notice to inform people who are participating in the auction.

Executive Director's Report

Mrs. Banmiller reported that she would like to implement an ongoing mandatory online employee training for key employees that deal with accounting and/or are subject to scams. The training would take about 10-15 minutes and would cost \$2.50 per training course per person. In addition, she would also like to offer training for the department heads on how to properly manage employees to prevent lawsuits.

Mrs. Banmiller reported on providing professional phone lines for the Board members so they will not have to use their personal lines. One option allows residents to call the Master Association main number and enter an individually assigned extension which would go directly to your cell phones. The other option is to do a VOIP (Voice Over IP) which is an app that costs \$35 per month per Board member and when making or returning a call, your personal number is not displayed. Mr. Bejarano will meet with Mrs. Banmiller upon his return to Boca West to discuss the options.

New Business

Mr. Bejarano explained that the Master Association is 50% owner of Boca West Realty and the other 50% is owned by the Club. According to the Balance Sheet, we are finishing the year with a positive cash balance. He proposed to the Board, representing our 50% ownership, to call for a distribution of profits to both owners to be carried out at the end of the fiscal year. The Board agreed to propose the distribution to the Club.

Mr. Bejarano advised that since Boca West Realty is an LLC, the way that the Bylaws are set is that each of the two parties is entitled to appoint one manager. Mr. Bejarano proposed that since the Bylaws state that the Executive Director is the manager, Mrs. Banmiller will be the manager for the Master Association's ownership.

General Good & Welfare

Mr. Roth remarked as to why there are not more cost-effective joint efforts between the Master Association and the Club and suggested bringing the topic up at the next Community Advisor meeting. Mr. Halpern advised that his committee is working with the Club to develop a joint effort on fuel purchasing.

Adjournment

With no further business to discuss, the meeting was adjourned at 3:21 P.M.

Next Meeting Date:

Regular Board meeting: Wednesday, October 8 @ 2:00 PM

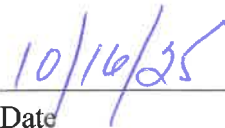
Respectfully submitted,



Daniel Bejarano
BWMA, President



Ronnie Pollard
Secretary


Date