



BOCA WEST MASTER ASSOCIATION

November 14, 2025

Dear Boca West Village Representatives:

Our first Representatives' meeting of the season is scheduled for Friday, December 12, 2025 at 10:00 AM in the Fazio Room at the Golf & Activities Center. Your attendance is extremely important.

Enclosed please find the following information:

- The December 12, 2025 Notice of the Representatives Meeting of the Members
- Agenda
- March 21, 2025 Annual Representatives' Meeting Minutes
- BWMA Election Procedure
- BWMA Call for Candidates
- BWMA Board of Directors Responsibilities

Your attention to the Master Association's business affairs is important. We look forward to seeing you on Friday, December 12, 2025.

Please "RSVP" to Alyssa Martinez at amartinez@bocawestmaster.com or 561-488-1598 ext. 313.

Best Regards,



Mary Banmiller, LCAM
Executive Director



BOCA WEST MASTER ASSOCIATION

NOTICE OF REPRESENTATIVES' MEETING

Notice is hereby given that a Regular Meeting of the Members of Boca West Master Association, Inc. has been called by its Board of Directors.

DATE: Friday, December 12, 2024

TIME: Registration: 10:00 A.M.
Meeting Start: 10:30 A.M.

PLACE: The Fazio Room, Golf & Activities Building
20583 Boca West Drive, Boca Raton, Florida 33434

PURPOSE: The purpose of the Meeting is for the Boca West Master Association Board of Directors Call for Candidates and Nominating Committee Announcements

DATED: Friday, November 14, 2024

BOCA WEST MASTER ASSOCIATION, INC.
BY:

BOARD OF DIRECTORS
BOCA WEST MASTER ASSOCIATION



BOCA WEST MASTER ASSOCIATION

MEETING OF THE VILLAGE REPRESENTATIVES

Friday, December 12, 2025
10:00 A.M

AGENDA

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| 10:00 A.M. | Registration |
| 10:30 A.M. | <ol style="list-style-type: none">1. Verify Proper Notice of Meeting & Establish Quorum2. Approval of the March 21, 2025 Annual Meeting Minutes3. Call to Order & President's Welcome4. Executive Director's Welcome5. Committee Reports6. Call for Candidates7. Announcement of the Nominating Committee8. Good & Welfare9. Adjournment |



BOCA WEST MASTER ASSOCIATION

BOCA WEST MASTER ASSOCIATION, INC. ANNUAL REPRESENTATIVES MEETING Friday, March 21, 2025

Pursuant to call and upon proper written notice, the Annual Representatives Meeting of the Members of Boca West Master Association was held on this date, in the Fazio Room at the Golf & Activities Center.

Board members present were Danny Bejarano President, Jeff Greenfield, 1st Vice-President, Dr. Steven Jonas 2nd Vice-President, Ronnie Pollard, Secretary, Ruth Molina, and Liz Rome. Michael Eustace, Executive Director, was also in attendance.

Mr. Bejarano called the meeting to order at 12:00 P.M.

Proper Notice of the meeting was verified, and a quorum was established. Thirty-one (31) villages were represented at the meeting by respective Representatives and Alternate Representatives. Member Villages Representatives' attendance of 50.70% was recorded to establish a quorum.

Minutes of the February 5, 2025 Representatives' meeting were unanimously approved by the Member Representatives.

President's Welcome and Introduction

Mr. Bejarano reported that it has been a good year serving as president to the Board and to the Representatives and through them, the community, to fulfill the commitments that fall into the responsibility of the Master Association. He commended the Security Department and PBSO for responding to incidents and keeping Boca West safe. He also commended the Landscape & Maintenance Department for keeping Boca West beautiful as the landscape is not cheap, but the results speak for themselves. He recognized the Communications & Education committee for taking back the responsibility of offering educational sessions. Mr. Bejarano thanked the Board of Governors and Mr. Matt Linderman for their ongoing collaboration. Both Boards are in this together serving as volunteers and do the best job they can to obtain the best results.

Executive Director's Welcome

Mr. Eustace welcomed the Representatives. He met with most of them at their village meetings and in his office to help with different issues. He commended Mrs. Martinez, Chief Lastella, Captain Perez, Ms. Ellis, Ms. Maxwell and Mr. Turner for their dedication and providing the residents with their full support as the Master Association. He reported that the staff will be moving into the new office space the first two weeks of April. The new office will have meeting rooms for village board meetings and smaller meeting rooms for village board members and property managers to meet with a resident or contractors.

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Acknowledgement of the Board of Directors

Mr. Bejarano advised that Mr. Marc Grumet, Finance Committee Chair, had resigned from the Board as he and his wife are moving to North Carolina to be closer to family. Mr. Bejarano recognized Mr. Jeff Greenfield, Mrs. Liz Rome, Mrs. Ronnie Pollard, Dr. Steve Jonas and Mrs. Ruth Molina for their service and commitment. He thanked Mrs. Elaine Wittlin for serving as President Emeritus.

Committee Reports

Safety & Security

Mr. Greenfield reported that Boca West has a great Security team led by Chief Lastella, who can rely on the PBSO resources when necessary. Mr. Greenfield reported that he is often asked why Boca West does not have armed guards, and he explained that armed guards require ongoing training and there is an increased insurance liability. There is no need for armed guards when with PBSO Sherriff Deputies are on site 24/7 and if needed, they can provide Chief Lastella with extra Sheriff cruisers and helicopters. It has been his privilege to serve as the chair for the past three years. Mr. Greenfield presented a plaque to Deputy William "Billy" Brigham who will be retiring after serving 15 years at Boca West.

Insurance

Mr. Greenfield reported that the insurance market has not been good for Florida due to the hurricanes and California wildfires. Mr. Greenfield gave an update on the insurance industry.

Architectural Control

Dr. Jonas thanked his committee members and reported that they reviewed about 400 petitions over the past year. The goal is to help the homeowners, the property managers and the contractors understand the standards in Boca West and work with them on their exterior home improvement projects. This could not have been accomplished without the support of Mrs. Martinez and Mr. Eustace for their guidance. Mr. Eustace will visit the property, and Mrs. Martinez works with the contractors to make sure the packets are complete. He reported that recently the committee has added new guidelines pertaining to Low e windows, maintaining clean roofs, construction guidelines for golf cart sheds, Low Speed Vehicles (LSV), and deployment of hurricane shutters. He invited the Representatives to attend the Architectural Control Educational session on Tuesday, March 25.

Special Projects

Dr. Jonas reported that the new office is nearing completion. There will be a conference room with up-to-date technology for Master Association and village board meetings. He reported that the lighting project is more than 75% complete. The project has been going smoothly as the crews are working with minimal interruption to traffic and Mr. Turner's department repair the sod around the new poles. The lights should be operable sometime around mid-April. The removal of the old FPL poles has been an ongoing challenge and Mr. Eustace has been negotiating diligently with FPL.

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Landscape & Maintenance

Mrs. Pollard reported on the new landscaping on Yamato and expects it to keep growing over the summer. In line with Keeping Boca West Beautiful, is Podocarpus has been planted around the pump station located across from Pinelake. She thanked the committee, Mr. Lawson Turner and his staff for keeping the landscaping beautiful.

Strategic Planning

Mrs. Molina reported that the committee regularly evaluates the capital contribution funds to ensure there is adequate funding for future projects. These projects include enhancing the front entrance, providing EV charging stations, and updating the gatehouses for beautification and traffic flow. The committee is working on engaging a PAC for a lobbying effort so the community can have a voice with local government and FLDOT as there are plans to expand the turnpike to 10 lanes resulting in more traffic and noise. The committee is developing a Renter Renovation Program for members so they will have a place to stay in Boca West while their homes are under renovation.

Communications

Mrs. Rome reported that the committee has been busy updating the Welcome Book and the Hurricane Preparedness Book, writing the monthly articles for the BWCC magazine, creating eblasts, and determining content for the new website. The committee also creates educational seminars for village boards to educate them on Florida Requirements. She thanked the Representatives for attending the seminars and informed them that information from past seminars can be found on the website. She reported that they are currently planning the village roundtables for villages like to share ideas and resolutions to problems. The committee created a tagline "Keeping Boca West Safe and Beautiful" which will appear on all our eblasts.

Finance

Mr. Bejarano reported that the finances are in good shape as Ms. Ellis, Controller, ensures the Master Association remains on budget. He thanked Mr. Schlifke for negotiating the rate on the loan. The initiative this year is to plan for 3-year capital projects with the receipt of the capital contribution fees from new owners.

Announcement of the New Board of Directors

Mr. Marc Landes, from Hafer & Co., reported on the results of the election. The three winning candidates were Danny Bejarano, Ronnie Pollard, and Michael Halpern.

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Good & Welfare

The Board and Mr. Eustace answered questions from the Representatives regarding EV Charger levels and location, sound barriers along the turnpike, stop sign cameras, engaging a lobbyist, solutions for golf carts riding on sidewalks and increased safety for all those who travel Boca West Master Association roads.

With no further business to discuss, the meeting was adjourned at 12:41 P.M.

Respectfully submitted,

Daniel Bejarano
President, BWMA

Ronnie Pollard
Secretary

Date



BOCA WEST MASTER ASSOCIATION

BOARD OF DIRECTORS NOTICE OF ELECTION PROCEDURE - 2025/2026

INSTRUCTIONS: In accordance with the Boca West Master Association Amended and Restated By-Laws, the Members of Boca West Master Association, through their Representatives, will elect **two (2) Boca West homeowners to fill two (2) positions on the Board that will become vacant on Friday, March 20, 2026.** Following the procedures described below, the two (2) individuals receiving the greatest number of votes will be announced at the Annual Meeting and each individual shall be elected to a three (3) year term of service.

1. **Friday, October 24, 2025** – An e-blast will be sent to the Members asking for five (5) volunteers to serve on the Nominating Committee (each Member representing a different Village). Interested Members should respond via email to the Executive Assistant at amartinez@bocawestmaster.com.
2. **Monday, November 3, 2025** - The Call for Candidates will be sent via e-blast to all residents and posted on the website. Persons interested are asked to email, send via regular mail or hand-deliver a resume to the Boca West Master Association before 5 p.m. Friday, December 26, 2025.
3. **Friday, November 14, 2025** - Notice of Friday, Dec 12th Regular Meeting of the Members of BWMA and Notice of Election Procedure is emailed to the Representatives which states that at such meeting, the Nominating Committee will be announced. Instructions on running for the Board will also be included. The Representative Meeting packet will also be posted on BWMA website.
4. **Thursday, November 20, 2025** - The Board of Directors, at this duly-noticed monthly Board Meeting, will appoint seven (7) Lot Owners to serve on the Nominating Committee each representing a different Village. Two (2) of which shall be members of the Board of Directors who are not eligible for election.
5. **Friday, December 12, 2025 - Regular Meeting of the Members of BWMA 10:00 a.m. in the Fazio Room at the Club.** The March 2025 Annual meeting minutes will be voted upon at the meeting, a Call for Candidates and the Nominating Committee will be announced.
6. **Monday, December 15, 2025** - Nominating Committee has first meeting at 9:00 a.m. to elect a chairperson and discuss interview questions.

BOARD OF DIRECTORS NOTICE OF ELECTION PROCEDURE - 2025/2026

7. **Friday, December 26, 2025 - 5:00 p.m.** Resume submission for Board is CLOSED. The Executive Assistant will send an email to the Nominating Committee notifying them that a confidential package will be delivered to their homes containing the candidates' resumes. The Executive Assistant will also notify the candidates via email of their interview time.
8. **Wednesday, January 7, 2026 (& Thursday, January 8, 2026 if needed)** – Interviews are conducted by the Nominating Committee. The Nominating Committee will ask the Candidates to attend The Board of Directors Meeting on the following dates: **Wednesday, January 28, 2026 at 2:00 p.m.** and on **Wednesday, February 25, 2026 at 2:00 p.m.**
9. **Friday, January 16, 2026** Notice of the February 4, 2026 Regular Meeting of the Members is emailed to the Representatives which states that at such meeting the candidates will give their presentations. The Notice will be posted on the website.
10. **Wednesday, February 4, 2026 - Regular Meeting of the Members of Boca West Master Association at Fazio Room.** Registration will begin at 8:30 a.m. and the meeting will begin at 9:00 a.m. The December 2025 Representative Meeting minutes will be voted upon at the meeting. The candidates will give their presentations to the Representatives.
11. **Friday, February 20, 2026** – The Annual Meeting Notice and ballots are mailed to the Representatives along with candidate information for the Annual Meeting on Friday, March 20, 2026.
12. **Wednesday, February 25, 2026** – Board of Directors meeting at 2:00 p.m. Candidates are welcome to attend.
13. **Wednesday, March 18, 2026 - 5:00 p.m.,** the Secretary shall officially **CLOSE** the voting process. Ballots will be tallied by an independent accountant or auditor engaged by the Master Association.
14. **Friday, March 20, 2026 - ANNUAL MEETING OF THE MEMBERS**
11:30 a.m. registration and 12:00 p.m. meeting start in the Fazio Room, Boca West Country Club The independent accountant/auditor is called to announce the balloting results naming the three newest members elected to the Boca West Master Association Board of Directors.

*The Organizational meeting will be held within 10 days after the Annual Members' Meeting. The purpose of the Organizational meeting will be to elect Officers and to conduct other business as the Board of Directors determine.



BOCA WEST MASTER ASSOCIATION

CALL FOR CANDIDATES: BOARD OF DIRECTORS 2025

The Board of Directors will have two (2) positions open for election on March 20, 2026, to serve a (3) year term. These positions will be filled via the Master Association's election process.

The Master Association is responsible for promoting the health, safety and welfare of the Boca West residents, preserving and enhancing real-estate values, maintaining a high level of curb appeal and supporting village boards and management companies. These ideals are executed by three departments, Safety and Security, Landscape and Maintenance and General Administration. You can find more in-depth information by reading our Welcome Book, the 2025/2026 Adopted Budget, and the Board and Committee meeting minutes which are posted on our website: www.bocawestmaster.com. Please review the materials for a deeper understanding of typical business matters or set up an appointment with myself. Board members also serve as Chairperson on one or more of our Boca West Master Association Committees.

The Board meets monthly year-round and holds an Annual meeting every March with the Village Presidents who are the Representatives to the Master Association and the Alternate Representatives, who are also village board members selected by their respective village president.

If you are interested in serving on the Board and contributing to the continued progress of the Boca West Community, please submit your resume no later than 5:00 p.m. on Friday, December 26, 2025 to Alyssa Martinez, our Executive Assistant, at amartinez@bocawestmaster.com. Interested candidates should possess prior experience with condo or homeowner association boards, or committee participation.



BOCA WEST MASTER ASSOCIATION

Board of Directors' Responsibilities

The Board of Directors' activities include:

- The Board meets monthly, year-round for duly-noticed meetings. There may be special/emergency Board meetings held on occasion as necessary.
- There are 8 Committees, 7 of which are chaired by Board members:
 - Architectural Control
 - Communications & Education
 - Finance & Insurance
 - Grievance (per Florida Statute, members must be non-Board members)
 - Landscape & Maintenance
 - Safety & Security
 - Special Projects
 - Strategic Planning
- The Board President is the liaison to the Executive Director.
- In accordance with BWMA's Amended & Restated Bylaws, terms consist of one, three-year term with the eligibility to run for a second three-year term.
- The Member Village Representatives' meetings are held during in-season.

Remember, submit your resume no later than 5:00 PM Friday, December 26, 2025 to Alyssa Martinez at the BWMA Administration Office, 20540 Country Club Blvd, Suite 101 or amartinez@bocawestmaster.com.