



BOCA WEST MASTER ASSOCIATION

BWMA BOARD OF DIRECTORS MEETING

Thursday, November 20, 2025

2:00 P.M.

Minutes

In attendance: Danny Bejarano, Dr. Steve Jonas, Liz Rome, Michael Halpern, and Ronnie Pollard. Ruth Molina was absent. Lisa Furman, Mary Banmiller, Executive Director, were present.

Guest: Dr. Phillip Edwards, BWCC.

Mr. Bejarano called the meeting to order at 2:00 P.M. and established a quorum. He made a motion to approve the October 8, 2025 Board meeting minutes and the October 24, 2025 Executive Session minutes. Dr. Jonas seconded the motion. The Board unanimously agreed, and the motion was carried.

President's Message

Mr. Bejarano advised that the Board will appoint someone as soon as practicable to fill the vacancy for Alan Schwartz.

The Board selected the two Board members and five members to serve on the Nominating Committee: Mrs. Liz Rome and Mr. Michael Halpern, Joel Flig, Jeff Goldstein, Ed Mallin, Susan Kantor and Gary Nath. Mr. Bejarano made a motion to confirm the appointment of the Nominating Committee. The Board unanimously agreed, and the motion was carried.

Mr. Bejarano reported that the Master Association and the Club have reached an agreement through arbitration with Mr. Andrew Bizaev who had purchased a unit at auction and was in violation of our Documents by not becoming a member of the Club. The agreement expired on October 31, 2025, at which time if he had not sold his residence, we would have been entitled to have his residence sold at auction. He received an offer on his unit, which he accepted. We were asked by our lawyers to sign a document agreeing that even though the closing was past the agreed upon deadline of October 31, 2025, we agree to the additional delay. As part of the agreement, he is never to buy a property in Boca West again. This was an unfortunate, time-consuming and costly experience and there is little the Master Association can do to be apprised of homes going up for auction and there is no manner during the auction process that we can highlight the mandatory joining fees. Mr. Bejarano and Mrs. Banmiller will investigate how the system works when such auctions take place to prevent future occurrence.

Committee Chair Reports

Architectural Control

Dr. Jonas reported that effective November 1, 2025, all petitions must be reviewed via the ARC Tracker. An educational seminar was held for village board members and property managers. The owner, Robert Thomson, presented at the meeting.

The committee reviewed 40 petitions in the ARC Tracker on the conference room TV. Half of those were still missing documents, but the ARC Tracker Concierge now tracks the petitions and obtains the necessary documents. There are several property managers who have taken the responsibility of uploading the documents to facilitate the process and are charging a fee to the residents. The goal is to shorten the lead time between submission and approval so members can complete their projects.

Dr. Jonas reported that the lead time is excessive for major construction projects that take place in villages with freestanding homes. The committee is enforcing the construction guidelines that were passed at the previous Board meeting by working with the vendors in obtaining construction schedules and requiring extensions to protect the other residents that have to endure the construction process. There are a couple of construction experts on the committee who review these projects.

Special Projects

Dr. Jonas reported that when the lighting project contract was executed, one of the things that was etched out was the landscaping around the poles. Without realizing the extent of the project, the Master Association felt that the in-house landscape operations could manage the landscaping. Alice Harsh, DAVCO, notified us that they could not get a final inspection until the landscape was complete. Mrs. Banmiller did a great job of finding a company who can do the sod which will be completed by Saturday.

Dr. Jonas reported that he and Mrs. Banmiller had several meetings with InSite Studio and construction experts for the renovation at the Glades entrance to better understand the process and the cost. InSite Studio proposed \$10,000 for the renderings. The renderings were presented to the Club and the Master Association would like to move forward to the development phase. Mr. Bejarano explained that if we decide to move forward, InSite Studio will present to the village Representatives to see if there is a willingness to approve such a large project of \$2.5M to \$3M. We will also make it clear we would need approval from the Representatives to increase capital contribution to \$20,000 as it will require a change in our Bylaws. If it is not approved, we will have only risked \$32,000. Dr. Jonas made a motion to engage InSite Studios for the design development phase which is in their agreement with their scope of services of \$22,000. Mrs. Pollard seconded the motion, the Board unanimously agreed, and the motion was carried.

Dr. Jonas reported that stenciling of the bicycles and golf carts on the roads has been completed. The cart paths have been improved. Dr. Jonas reported on the Security office renovation. He and Mrs. Banmiller met with Mr. Wasloff, Security Administrator, and Chief Lastella to determine their needs. We will accomplish the renovation as fiscally responsible as possible.

Finance & Insurance Committee

Mr. Halpern reported that the purchase order system has been instituted. This will help identify what gets purchased by the Master Association, for which department and the price.

The committee is looking to revise the handbook for the financial function to identify what we do, and how we do it.

Mr. Halpern reported that the committee hosted four meetings with the village Representatives and Hotwire. A follow up questionnaire was sent to the Representatives, and the committee is analyzing the results.

The committee continues to analyze the fuel usage by the Master Association and the Club to determine how to purchase fuel volumes more cost effectively.

The committee is also working with 5/3 Bank to determine how they calculate the charges based on the balances and are still waiting for a response. Mr. Halpern reported that he will be establishing a special committee with Joel Flig to analyze how much we are paying for the banking services and how to capitalize on the flow.

Mr. Halpern reported that the committee reviewed the Comcast contract which was the previous cable provider. In the contract, it stated that in the event the agreement is terminated, the company shall remove all equipment within 6 months. There are numerous Comcast boxes throughout Boca West that need to be removed.

The committee continues to look at the insurance for the valuation adjustments to lower the premiums.

Mr. Halpern reported that in the future, the committee will be looking at how we purchase office equipment.

Mr. Bejarano commended Mr. Halpern, Mrs. Banmiller and the committee for looking into these issues to potentially produce savings and better management.

Communication & Education

Mrs. Rome reported that all the education sessions have been planned for the year.

She will be working with the Hotwire Regional Vice President to prepare an informational brochure and a program which will be available to the residents when Hotwire begins upgrading their equipment.

Mrs. Rome reported that during the first week in December, she will be hosting a Holiday Meet & Greet for four separate days each with like villages.

Landscape & Maintenance

Mrs. Pollard reported that the winter flowers are progressing throughout Boca West.

Mrs. Pollard reported the dangers of golf carts not giving cars the right of way. Mrs. Pollard will work with Mrs. Rome and Mrs. Banmiller on a golf cart safety eblast.

Mrs. Pollard reported that members are concerned about the coyotes approaching porches. Since coyotes are territorial, they cannot be relocated as that will allow other coyotes to move into Boca West.

Mrs. Pollard reported that the committee reviewed the front entrance renderings and noted that the plants coming over the wall are very difficult to maintain. The committee recommended halving the living wall. The committee also recommended eliminating the benches as they will attract homeless people

Mrs. Pollard reported that she is still having a problem with a low-speed vehicle in her village. Mrs. Banmiller advised her to involve her village counsel since there is a Master Association policy that golf carts/low speed vehicles need to be parked in an approved cart structure overnight. She can involve Security by asking them to talk to the resident.

Mrs. Banmiller reported that the culvert cleaning took nine days as they have never been cleaned. The company we hired are doing the first two that affect the golf course renovation permit, and we will receive a report as soon as they are done. Due to the cost, we will postpone cleaning the remaining culverts and will include them in next year's budget. There is a total of 7 culverts which should be maintained every five years. Mr. Bejarano advised determining the amount that needs to be reserved every year over the five-year cleaning period as it will be less costly if it is done on a timely basis.

Mrs. Banmiller reported that Walker did the Club's maintenance shed and is familiar with the type of roofs and structures. Walker will be resubmitting a proposal with the bay doors. The bathrooms and the flooring will be added to the proposal and once received, Mrs. Banmiller will present it to the Board.

Safety & Security

Dr. Jonas reported that the committee understood that the Board does not want to create a punitive type of environment and the focus is on safety and security from an educational standpoint.

Grievance

Warning citations are being approved by Chief Lastella as they are received and mailed. There is no need for approval until fines and transponder suspensions start to come in. Architectural Control violations will be reviewed by Dr. Jonas and Mrs. Banmiller.

Strategic Planning

There was no business to report.

Legal

Ms. Furman advised that she will refine the contract to include the deliverable for InSite Studios to present to the Representatives.

Executive Director's Report

Mrs. Banmiller advised that part of the reserve study does call for us to set aside \$100,000 a year for culvert repairs. Mr. Bejarano commended Mrs. Banmiller for her weekly update reports to keep the Board informed.

Mrs. Banmiller reported on the Yamato and Glades Road Ficus replacement will begin after Thanksgiving. We have \$200,000 allocated from last year's budget to do both entrances.

Mrs. Rome reported that her community and the neighboring Sabal Lake community are thrilled about the hedges but are concerned about the drag racing on Yamato Road. Mrs. Banmiller will speak to Palm Beach County Sheriff's office.

Mrs. Banmiller reported that the Safety & Security committee discussed the issues with having construction vehicles coming through the Yamato gate and recommended they go through the Jog gatehouse as there is a longer entrance.

New Business

In 2023 the board took the initiative to compile all the Documents, but it was never ratified at a meeting and therefore not recorded. Mr. Bejarano made a motion to propose the ratification of the consolidated Documents. The Board unanimously agreed, and the motion was carried.

General Good & Welfare

Dr. Edwards thanked Dr. Jonas and Mrs. Banmiller for their presentation at the Leadership program. He reported that the Boca West Realty, which was established years ago by the Boca West Community Advisors, has been a benefit for the entire Club and the Master Association. He thanked the Board for their partnership. He requested to send the Hotwire presentation to those who attended the Hotwire meetings. Mrs. Rome advised that it will be posted it on our website.


Adjournment

With no further business to discuss, the meeting was adjourned at 3:03 P.M.

Next Meeting Date:

Regular Board meeting: Monday, December 8, 2025 @ 1:30 P.M.

Respectfully submitted,


Daniel Bejarano
BWMA, President

12/08/25
Date


Ronnie Pollard
Secretary