BOCA WEST
MASTER ASSOCIATION

November 23, 2026

Dear Boca West Village Representatives:

Our first Representatives' meeting of the season is scheduled for Wednesday, December 9, 2026.

Enclosed please find the following information:

- The December 9, 2026 Notice of the Representatives Meeting of the Members
- Agenda
- March 20, 2026 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 Wednesday, December 9, 2026.

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

Best Regards,

Mary Banmiller, CAM
Executive Director, BWMA

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., ("BWMA"), has been called by its Board of Directors.

DATE:	Wednesday, December 9, 2026
TIME:	9:30 AM – 12:00 PM
PLACE:	The Dye Room, Golf & Activities Center 20583 Boca West Drive, Boca Raton, Florida 33434
PURPOSE:	The purpose of the Meeting is for the BWMA Board of Directors Call for Candidates

DATED: Monday, November 23, 2026

BOCA WEST MASTER ASSOCIATION, INC.
BY:

BWMA BOARD OF DIRECTORS

BOCA WEST
MASTER ASSOCIATION

MEETING OF THE VILLAGE REPRESENTATIVES

Wednesday, December 9, 2026
9:30 A.M – 12:00 P.M.

AGENDA

9:30 A.M.	Registration
10:00 A.M.	1. Executive Director's Welcome
	2. Call to Order and President's Welcome
	3. Verify Proper Notice of Meeting & Establish Quorum
	4. Approval of the March 20, 2026 Annual Meeting Minutes
	5. Hotwire Presentation
	6. Call for Candidates
	7. Announce the Nominating Committee
	8. Good & Welfare
	9. Adjournment

BOCA WEST
MASTER ASSOCIATION

BOCA WEST MASTER ASSOCIATION, INC.
ANNUAL REPRESENTATIVES MEETING
Friday, March 20, 2026

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, Dr. Steven Jonas, Liz Rome, Michael Halpern, Ronnie Pollard, and Dr. Sean Lenehan. Jeff Goldstein was absent. Mary Banmiller, Executive Director, was also in attendance.

Guests: Ambassador Charles Cobb and Vice Mayor Marci Woodard.

Mr. Bejarano called the meeting to order at 11:00 A.M. Proper Notice of the meeting was verified, and a quorum was established. Twenty-four (24) villages were represented at the meeting by respective Representatives and Alternate Representatives. Member Villages Representatives' attendance of 54.29% was recorded to establish a quorum.

Minutes of the December 12, 2025 Representatives' meeting were unanimously approved by the Member Representatives.

President's Welcome and Introduction
Mr. Bejarano welcomed the Representatives, the Alternate Representatives and the Board of Governors. Mr. Bejarano thanked the board for their contributions over the past year. He announced that the two open positions were filled by acclamation by Dr. Steve Jonas and Dr. Sean Lenehan, so no election was held. The board met at the Organizational meeting this morning, and the board members will continue to serve in their current positions.

Committee Reports
Architectural Control
Dr. Jonas reported that the committee reviewed approximately 500 petitions. In November 2025, the committee transitioned to the ARC Tracker, an online review system that has improved and expedited the review process. The ARC Tracker also offers concierge support to help residents, village boards, and property managers navigate the system. In addition, the committee established guidelines for contractors on major construction projects to help keep work organized, remain on schedule, and considerate of neighboring residents.

Special Projects

Dr. Jonas reported that the lighting project has been completed under budget. Boca West now owns 330 aluminum breakaway poles, and the new LED lighting is reducing electricity costs.

The renovation of Suites 101 and 102 is complete, and the conference room is now regularly used by BWMA and village board meetings.

The front entrance renovation has received 93% village approval. This renovation is a welcome improvement as the front entrance is outdated. Initial work is underway with the hiring of engineers and contractors and applying for permits. Actual construction will start in spring 2027. The project is expected to remain within budget.

Communications & Education

Mrs. Rome thanked the committee for its dedication to the newsletters, e-blasts, and website. Over the past season, the committee hosted eight programs to educate village boards and residents on insurance, Architectural Control, HOA and condo law, and continuing board education. Upcoming sessions will include small-group meetings focused on helping members recognize scams. Because not all members could attend the scam meeting, and some do not read or receive emails, the committee created door hangers as another way to share this information. The door hangers will be distributed by property managers, village presidents, and security for residents to place in the home for frequent review. Unfortunately, Boca West is a target, and some members have been scammed so it is very important to keep this topic in circulation.

Finance

Mr. Halpern reported that the committee is focused on maximizing savings for members while improving services. Office operations have been streamlined through negotiation teams that review contracts across all departments to better manage expenses, to ensure the Master Association is paying only for what is needed. The board works collaboratively to ensure all operational work is carefully reviewed and held to high standards. The Finance Committee will also help manage costs for the Glades Road entrance project.

Landscape & Maintenance

Mrs. Pollard thanked the committee for its dedication to keeping Boca West beautiful. The culverts were cleaned to improve water flow. The recent cold snap helped reduce the iguana population, while Mr. Turner ensured the flowers were protected. Arvicola plants were installed along Glades Rd to replace the dying landscaping, and additional plantings along Yamato Road will begin next month. The next project will be the renovation of the landscape building.

Safety & Security

Dr. Lenehan reported on the number of vehicles that passed through the gatehouses. The committee remains focused on safety, including enforcing the speed limit, stop sign compliance, and improving walking paths and crosswalks. PBSO sheriff's deputies are on site 24/7 and keep Chief Lastella informed about activity in neighboring communities. Boca West is continuing to work with them to enhance services. Dr. Lenehan also provided an update on the new gate access program, Entrance IQ.

Dr. Lenehan reported that his committee is aware that there have been several members who have been scammed and is working closely with Communications Committee to work with the village presidents and the Club to get the word out.

Mr. Bejarano thanked Mrs. Jeanine Banks for initiating a significant improvement in the relationship between the Master Association and the Club. This relationship benefits members in different ways while accomplishing the same shared goal and is confident the new Club board will continue to build on the relationship.

Guests' Presentations

Mr. Bejarano introduced Ambassador Charles Cobb. Mr. John Temple was unfortunately unable to attend. Ambassador Cobb led the development of three major communities in Ventura County, California. He moved to Florida to assume the role of Chairman and CEO of Arvida, who developed Boca West. Ambassador Cobb was blown away by the community Boca West has become. He gave a presentation on the history of Boca Raton and Boca West.

Mr. Bejarano introduced Vice Mayor Marci Woodard who gave a presentation about how property taxes fund Palm Beach County services.

Mr. Bejarano asked about adding a sound wall along the turnpike. Vice Mayor Woodard advised that she serves on the Metropolitan Planning Organization which works with the Florida Turnpike and FDOT to coordinate and prioritize state projects. The Florida Turnpike System is operated by Florida Turnpike Enterprise, which is a separate business unit of FDOT. Mrs. Banmiller met with GL Homes who shared with her that they funded the wall for the community, giving Boca West a clear path to move this important issue forward.

Good & Welfare
There was no business to discuss.

With no further business to discuss, the meeting was adjourned at 12:25 P.M.

Respectfully submitted,

Daniel Bejarano
President, BWMA

Ronnie Pollard
Secretary

Date

BOCA WEST
MASTER ASSOCIATION

BOARD OF DIRECTORS
NOTICE OF ELECTION PROCEDURE - 2026/2027

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 Monday, March 1, 2027.** 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 23, 2026** – 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. **Thursday, November 18, 2026** - 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.

3. **Monday, November 23, 2026** - **Notice of Wednesday, December 9, 2026 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. **Monday, December 7, 2026** - The Call for Candidates will be sent via e-blast to all residents and posted on the website. Lot owners interested are asked to email, send via regular mail or hand-deliver a resume to the Boca West Master Association before 5 p.m. Wednesday, December 30, 2026.

5. **Wednesday, December 9, 2026 - Regular Meeting of the Members of BWMA 10:00 a.m. in the Dye Room at the Club.** The March 2026 Annual meeting minutes will be voted upon at the meeting, a Call for Candidates and the Nominating Committee will be announced.

6. **Monday, December 14, 2026** - 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 - 2026/2027

7. **Wednesday, December 30, 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 13, 2027 (& Thursday, January 14, 2027 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 27, 2027 at 2:00 p.m.** and on **Wednesday, February 24, 2027 at 2:00 p.m.**

9. **Wednesday, January 20, 2027** Notice of the February 3, 2027 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 3, 2027 – Meet the Candidates Representatives Meeting at Palmer Room**. Registration will begin at 9:30 a.m. and the meeting will begin at 10:00 a.m. The December 2026 Representative Meeting minutes will be voted upon at the meeting. The candidates will give their presentations to the Representatives.

11. **Friday, February 12, 2027** – The Annual Meeting Notice and ballots are mailed to the Representatives along with candidate information for the Annual Meeting on Monday, March 1, 2027.

12. **Wednesday, February 24, 2027** – Board of Directors meeting at 2:00 p.m. Candidates are welcome to attend.

13. **Thursday, February 25, 2027 - 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. **Monday, March 1, 2027 - ANNUAL MEETING OF THE MEMBERS**
11:00 a.m. registration and 11:30 a.m. meeting start in the Palmer Room, Boca West Golf & Activities Center. 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 2026

The Board of Directors will have two (2) positions open for election on March 1, 2027, 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 2026/2027 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 Wednesday, December 30, 2026 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 Wednesday, December 30, 2026 to Alyssa Martinez at the BWMA Administration Office, 20540 Country Club Blvd, Suite 101 or amartinez@bocawestmaster.com.