



Jupiter Bay Condominium Association Newsletter

December, 2015

Paul St.Clair - President
Don Rousseau - Vice-President
Frank Kania - Secretary
Daryl Kosloske - Treasurer
Alma Bjorklund - Director

President's Message:

- Normally summers and early fall are slower periods at Jupiter Bay allowing a relatively quiet time for catching up on miscellaneous maintenance. However, this year has been different. Several major projects including restaurant renovation, Villas restoration, lighting upgrades, financial management, landscaping, and property maintenance have dominated the season.

- Three important Board Meetings were held since the last (July) Newsletter:

October 21st - The Board voted to approve:

- An extension to the restaurant opening schedule,
- Updates to the Association's Financial Policy,
- A 3-year bookkeeping agreement with Accurate Bookkeeping Systems, Inc.,
- An engagement letter with Hacker Romano, who was our 2014 auditor, for auditing the Association's 2015 Financial Statements, and
- A \$5,000 Separation and General Release Agreement with our former bookkeeper.

October 30th - A Villa Owners' Board Meeting was held to present Villas Restoration Project status and costs. A Board vote at this meeting reallocated \$75,000 of Villas Operating Fund balance to their Reserve Account to help fund the restoration. Additional information on this project is provided below.

November 11th - At this Annual Budget Approval Board Meeting, the Board voted to:

- Accept the Auditor's 2014 yearend association/building fund balances as actual instead of relative values.
- Eliminate the Deferred Special Assessment balance sheet entry, on the books since 2013, by transferring \$28,447.75 to the individual

association/building fund balance accounts.

- Approve the Proposed 2016 Reserve Schedule that replaces the 2013 Reserve Study. The new schedule utilizes the formal Reserve Study's replacement values and calculates full funding contributions based on industry replacement values and Florida statutory formulas.
- Approve the 2016 Proposed Budget.

Treasurer's Report:

- The Association's operating and reserve account fund balances were \$205,466 and \$1,261,177 respectively at November month end.
- We are over budget year-to-date due to Legal Fees (\$51,229 over budget), Insurance (\$24,355 over budget), Lake/Irrigation Maintenance (\$20,509 over budget), Generator & Alarms (\$15,859 over budget), and Bookkeeping/Accounting (\$12,835 over budget). These budget variances include:
 - A Legal Fee variance, driven by lawsuits, which has not changed since May;
 - Wind and Property Insurance which were significantly under budgeted;
 - \$15,000 of Irrigation repairs and maintenance;
 - Unbudgeted Bookkeeping/Accounting costs; and
 - Mostly East building's generator and fire alarm costs.

Some of this negative variance is covered by \$18,470 of unbudgeted miscellaneous income, \$10,923 of owner reimbursed expense and \$25,004 of Payroll savings.

- The \$1,977,864 approved budget for 2016 was 4.01% higher than 2015. It included increases in Reserve contributions, Insurance, Bookkeeping (offset by salary saves), Repair & Maintenance, Irrigation Maintenance, and Landscaping.
- The 4.2% average Quarterly Maintenance Fee increase for 2016 amounts to 2.1% per year over the past two years. Individual Association/Building fees increased from 0.1% to 9% depending on building. The maximum building-to-building fee variance is only \$38 per quarter which is \$102 less than it was in 2015.

Property Manager's Report:

- In addition to the other items mentioned in this newsletter, the following were addressed:
 - The spa floor and walls discoloration was remedied by Cristal Pools. The spa was restored to its original clean look using an acid-wash solution. We're also considering a similar approach to clean the West pool ledge.
 - All lights around the lake and in the pool areas were inspected and repaired as needed.
 - Rodent problems in West C and D are being aggressively addressed using

Association maintenance staff and Hulett Environmental Services with homeowner assistance. We especially appreciate the efforts of Paul Thomas and Paul Odegard in helping address this problem.

- The fence between the West Pool and restaurant was repaired, and the gate was relocated to an area adjacent to the maintenance building.
 - The West men's restroom door opening was widened for wheelchair access, and the broken faucet was replaced.
 - The East A trash room door was repaired.
 - Tennis rule signs were developed and posted at the East tennis courts.
 - Several patio frames and screens were replaced.
 - One of the West lake aerator pumps was replaced.
 - The West F building's elevator I/O processor board was replaced.
 - A "Welcome to Jupiter Bay" document was developed and is being sent to all new owners. The document outlines the Association's fees, rules, and voting/membership rights.
 - Daily inspections of the Villas Restoration work were conducted.
- A maintenance task priority list process was developed. The task list is reviewed and updated weekly by the Property Manager and Board President.
 - Two maintenance staff workers were replaced. We welcome Brian Pimenta and Angel Colon to our staff.
 - We are currently interviewing for a new Association Engineer to conduct building inspections, address replacement item specifications, and assist with major projects.

Restaurant Renovation:

- All of the restaurant inspections (electrical, plumbing, etc.) are complete. Bob Perrin received his certificate of occupancy (CO) and is now applying for his liquor license. This is a temporary CO, and the permanent one will be obtained once the restaurant upstairs is complete.
- The restaurant interior is done except for artwork and decorations which are currently being addressed. The menu is complete and most of the staff is in place.
- The sign has been installed along US one and displays a "coming soon" message. A soft opening for Jupiter Bay residents is scheduled for December 22 or 23rd.
- Although Mr. Perrin was granted an extension to the restaurant opening schedule, he missed the new date commitment, requiring a late-opening penalty of \$1000 per week. Also, the 20-year lease extension will not be provided until all requirements of the phase 2 renovation are complete.

Villas Restoration:

- All three components of the Villas Restoration Project for all four buildings (A - D) are complete:
 1. Wood Replacement (\$109,900 fixed-price contract)
 2. Building Painting (\$33,600 fixed-price contract)
 3. Concrete Restoration (minimal cost coverage in Wood Replacement Contract)
- Most of the concrete restoration and railing post reseating/replacement work was done via Change Orders. We received and processed 12 Change Orders totaling \$126,273. These included the cost for replacing 536 square foot of concrete and 104 Newel (railing) posts. All Change Orders were reviewed and signed off by Doug and the Board before payment was made.
- The original contract plus Change Orders brought the total project cost to \$236,173 for construction and \$33,600 for painting. The construction cost is nearly half of the \$460,000 aluminum rail or previous \$434,573 wood estimate. Furthermore, the prior estimates did not include all of the concrete repair work that was done, and the aluminum rail proposal did not include decorative wood trim.
- The project was mostly funded by the previously collected \$143,103 special assessment together with a \$75,000 Villas Operating Fund surplus and other miscellaneous reserve funds. The remaining \$11,846 deficit was added to the Villas 2016 reserve contributions schedule.
- With the completion of this renovation project, the four Villa buildings are restored to their original look, with all railings and decorative trim replaced with marine grade wood, reseated aluminum posts and stainless steel fasteners.

Lighting

- Several major lighting upgrades were completed, including:
 - Lights in the West waterfall island were inspected and repaired as needed,
 - All burned-out lights in the light posts along the US Highway #1 entranceway into the Restaurant and West buildings were replaced,
 - Nearly all of the US Highway #1 entranceway up-lighting was replaced with new fixtures and LED bulbs, and additional fixtures were added,
 - All holiday lighting was installed and turned on throughout the property,
 - All (14) remaining West Building parking lot timers were replaced with photo cells to assure full lighting from dusk to dawn, and
 - A new light post was installed at the West entrance from Palm Avenue with new brighter bulbs installed in the entranceway sign.
- Additional lighting upgrades are being planned or researched, including:
 - Installation of a missing pole light along the US Highway #1 entranceway. This is

the pole light near the Portobello Restaurant that is believed to have been destroyed in a hurricane and never replaced. The pole has been ordered.

- An additional FP&L street light along Palm Avenue near the entranceway into the East Buildings.
- Villas lighting upgrades including entranceway pole lights and lights around the buildings.

Landscaping:

- The Landscaping Committee, comprised of Bill Antilety, Connie Falvo, Irene Freeman, Polly Odegard, Lucille Galezo, Jim Murdock, Alma Bjorklund (chair), and Reggie Shephard (landscaper), met on 12/2 and 12/10 to walk around the property and to access and document landscaping opportunities.
- At a November 13 meeting with Reggie Shephard, Alma Bjorklund, Doug Strong and Paul St. Clair it was agreed that the Landscaping Committee would have their own budget (\$8,400) to be spent on the addition of trees, shrubs and other plants within the building and common areas of Jupiter Bay.
- In 2016 the Landscaping budget includes:

Category	Budget
Mowing/Edging (Annual)	\$85,000
Tree/shrub trimming (2x yr.)	17,240
Turf fertilization (3x yr.)	4,050
Insecticide applications (1x yr.)	950
Mulch applications (1.5x yr.)	13,000
Annuals planting (1x yr.)	6,680
Replacement of dead trees and shrubs*	5,000
Planting of 20 to 30 foxtail palms*	3,000
Added trees and shrubs (landscaping committee)*	8,400
TOTAL	\$143,320

*New item for 2016.

- The Landscaping Chair got the consent of Bill Antilety (West) and Jim Murdock (East) to help in their respective areas while she is gone.
- Our landscaper (Reggie) was asked to provide a proposal for restoring the Villas landscaping that was damaged during construction.

January Quarterly Assessment Payments

- As a reminder, the new 2016 maintenance fees will take effect on January 1, 2016. New coupon booklets will be mailed out mid-December from BB&T.
- In the meantime, if you are doing online banking you will need to contact your bank to update the maintenance fee amount. If you are enrolled in BB&T's Association Pay (ACH) online, the new 2016 maintenance fee amount will be automatically deducted on the 3rd day of the quarter, or next business day after the 3rd.
- Here's the 2016 Maintenance fees:

Condominium	Total Common Expenses	Building Operating Expenses	Building Reserves	Misc. Income	2016 Quarterly Maint.	Increase Over 2015
East	\$550.95	\$601.58	\$212.92	(\$10.45)	\$1,355	\$59
Villas	\$550.95	\$614.59	\$207.91	(\$10.45)	\$1,363	\$113
West A	\$550.95	\$557.96	\$270.53	(\$10.45)	\$1,369	\$63
West B	\$550.95	\$551.97	\$270.53	(\$10.45)	\$1,363	\$83
West C	\$550.95	\$566.50	\$261.46	(\$25.91)	\$1,353	\$92
West D	\$550.95	\$565.96	\$270.53	(\$10.45)	\$1,377	\$14
West E	\$550.95	\$575.96	\$270.53	(\$10.45)	\$1,387	\$2
West F	\$550.95	\$566.71	\$283.79	(\$10.45)	\$1,391	\$1

- If you have questions, please call or email Sara Seidel in the Association Office. The telephone number is (561) 746-5857 and Sara's email is: JBAdmAsst@comcast.net. You can still mail or drop off your checks at BB&T or the Association Office at:

Jupiter Bay Condominium Association
275 Palm Avenue, D105
Jupiter, FL 33477

- Checks are to be made out to Jupiter Bay Condominium Association, Inc.

Association's Outdoor Kitchen Grills

- The two grills at the Westside pool area were initially purchased over 15 years ago and are no longer safe nor suitable for continued use:
 - The knobs are too close to the intense heat causing them to melt requiring frequent replacement.
 - There is no cleanout tray creating a health hazard as grease is channeled into the bottom of the current block structure.
 - The burners are not covered and are clogged with rust and grease to the point that gas does not flow properly.

- The main gas shutoff valves are located at the rear of the interior of the island making them difficult to access.
 - Lastly, the island contains a wood frame top that is badly burned from the heat of the grills creating a dangerous situation near the gas line.
- For these reasons the Board has chosen to replace these grills with two high-quality 27-inch Lynx grills from Ferrell Gas. These grills will be situated on two new 48-inch concrete structures, one on each side of the current grill island. The current island at the center of the two new grills will be used as a work table/buffet serving table. A new granite countertop will be installed across the entire structure. New gas shutoff valves will be installed behind the current locked stainless steel door.
- Lynx grills were selected because:
- Lynx makes the best grill on the market with the lifetime warranty,
 - The burners are cast brass which is unparalleled in the industry,
 - Ceramic briquettes allow the dripping burn off to be very efficient also controlling an even heat with genuine barbecue flavor,
 - The entire unit is high-gauge stainless steel and will hold up to the elements,
 - A full-sized drip tray is easily removed and simple to clean, and
 - The dome is counterweighted for easy lifting.
- The total cost to rebuild the island, purchase and install the two new Lynx grills, and install a granite countertop is \$13,416.80. The proposal for the new grill was provided by Peter Kurto who is experienced in the food service industry and with barbecue grills. Peter spent considerable personal time reviewing various grill configurations, grill manufacturers and vendors to arrive at his recommendation. We thank Peter for his work on this project and appreciate his proposal.

Concrete Sidewalk Replacement:

- The concrete sidewalk around the West lake has been repaired many times, resulting in a patchwork of uneven blocks with many cracks and seams. Also, there are low places where rain/sprinkler water collects.
- The Board received two proposals for replacing these concrete sidewalk blocks, and we chose Complete Repairs, Inc., the same vendor who did the Villas Restoration.
- The \$11,400 contract, which will be officially approved at our next Board meeting, is for removing, hauling away and replacing current sidewalk blocks. This proposal is for the initial phase, for completion this fall, comprised of 1140 square foot of new concrete. This phase will replace approximately 31 sidewalk blocks, leaving another 70+ blocks for replacement next spring.

Strategic Planning:

- As a follow-up to the informal planning session with Jupiter Bay homeowners after the May 20 Board meeting, the board has begun developing a long-term vision for Jupiter Bay and outlining steps necessary to implement a strategy that enhances the value of Jupiter Bay and the quality of life of its residents.
- The board believes that creating a Strategic Plan will help guide current and future boards in making/keeping Jupiter Bay a premier condominium community for living, vacationing and investing.
- We have begun developing a mission, vision and set of core values that consider the various stakeholders in Jupiter Bay. Once these components of a Strategic Plan are defined and agreed to, we will move forward with a structured program to effect change/improvement. This will include defining strategic initiatives, establishing goals and objectives, and identifying tactics and actions to achieve our objectives.
- As this process continues to evolve we will be asking for your input and participation.
- To measure results/outcome of the Board's current initiatives and any future ones, we are considering implementation of a written customer (owner) satisfaction survey form to be used in interactions with Jupiter Bay staff. This form could be added to the "contact us" page of the Association website.

**THE JUPITER BAY STAFF, MANAGEMENT & BOARD WOULD LIKE TO
WISH ALL OF YOU A WONDERFUL HOLIDAY SEASON.**

