

Jupiter Bay Condominium Association Newsletter

July 2015

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

President's Message:

- The Board of Directors is continuing to address many important issues including restaurant opening, Villas restoration, financial, rules & regulations, and property maintenance.
- Two important Board Meetings were held since the last (April) Newsletter. At the May 20th Meeting the Board voted to approve a major upgrade to the Association's Financial Policy and several significant Rules and Regulation changes. At the June 22 Meeting the Board approved the appointment of Daryl Kosloske as our new Treasurer, replacing Ed Byrski. We thank Ed for his support and major contributions during the election process and as Treasurer. Also at the June 22 Meeting the Board voted to outsource the Association's bookkeeping. This is described in more detail below.

Treasurer's Report:

- The Association's operating and reserve account fund balances were \$334,774 and \$1,224,906 respectively at June month end.
- We continue to be over budget due to Legal Fees (\$51,737 over budget), Landscaping (\$11,110 over budget), Generator & Alarms (\$9,947 over budget), Lake/Irrigation Maintenance (\$5,553 over budget) and General (Common) Repair & Maintenance (\$5,771 over budget). Legal Fees include Restaurant and Villa contract reviews and reimbursable owner liens/foreclosures in addition to the major lawsuit settlements. Much of the landscaping variance is due to front-loading of expense during the first part of the year, and the East buildings are responsible for the bulk of the generator and fire alarm costs.
- A Major update to the Associations Financial Policy was approved at the May 20th Board Meeting. The Association's original 7-page Financial Policy, which was developed in September, 2009, was expanded to 31 pages and now includes relevant Florida statutes,

Florida administrative procedures and applicable Association bylaws. The 27 topics include financial responsibilities, budgeting, expense management, quarterly/special assessments, accounting requirements, reserve fund management, delinquencies, liens & foreclosures processing, insurance requirements, financial reporting, etc.

- A simplified chart-of accounts, presented at the June 22 Board Meeting, will be used in communicating budgets and other financial information to Jupiter Bay homeowners. The Financial page of the Association's website now shows the 2015 Budgets in the new format.

Bookkeeping Changes:

- It's the Board's goal to have accurate accounting records that adhere to FL Condominium Statutes, FL Administrative Codes and Generally Accepted Accounting Principles (GAAP). We must also have an excellent set of financial tools and resources to enable us to make the best decisions regarding appropriate funding and optimum use of homeowner assessment dollars. We must be confident that our books are being properly maintained.
- To this end, and in light of various irregularities uncovered in the Association's books, the Board voted at its June 22nd Board meeting to once again outsource our bookkeeping to a professional bookkeeping vendor. This will assure more-accurate accounting records, work performed by more experienced staff, improved staff backup support, better response to questions and issue resolution, and regular full sets of monthly financial management reports. The cost of in-house versus out-sourced is a wash.
- We evaluated two bookkeeping vendors - Accounting Department, Inc. and Accurate Bookkeeping Systems, Inc. Accurate Bookkeeping Systems, Inc. was selected because of their familiarity with our bookkeeping procedures and accounts, having previously maintained our books, and our continued ability to have full access to our accounting records through the exchange of cloud-based Company files. Effective July 20th owners with questions about their accounts can call Sara in the Association office or Accurate Bookkeeping Systems at (561) 747-2323.
- Once most of the bookkeeping and accounting errors are corrected and we have a clean set of financial records, the Association will make financial summary reports available to Jupiter Bay owners on request and provide monthly financial updates on our website.

Property Manager's Report:

- While many of our homeowners are enjoying their summers up north, the Association staff are busy addressing many of the off-season maintenance issues to assure that the property and grounds are ready for the influx of returning residents. We are appreciative to several full-time residents for assisting the Board and office/maintenance staff in assuring that many important landscaping and maintenance items are addressed.

- An agreement was signed with Southeast Elevator, Inc. to refurbish the inside of the West E and West F elevators. This will include new laminate (Wilsonart Roman Limestone) on all interior walls, new twin wall light-diffusing panels and new flat stainless handrails. Once the material arrives, the work will be completed in 2-4 weeks. We are also contracting to have the floor tile replaced in the two elevators.
- The timer on the spa, which turns on the water jets, was constantly breaking as people were forcing its normal rotation. It was replaced with a simpler switch that activates the jets for a preset time when pressed. We're currently working with the spa vendor to repair problems with several jets that aren't functioning properly.
- The East swimming pool deck was repainted, and the West pool deck is scheduled for repainting in August.
- The lake bridge was power washed and rotted holes in the wood are being filled. Afterwards it will be repainted.
- Lights on the Island Waterfall were inspected, and broken lights were repaired/replaced. Landscaping was trimmed, and the waterfall will be power washed later this summer.
- Decorative tree lighting on the two main entranceways is being replaced/added. Lights on the trees at the Palm Avenue entranceway to the West will be replaced, and new lights will be added to the trees in the first medial island off of US Highway 1. This will be done, along with the replacement of shrubs and a new restaurant sign, as a part of the restaurant's reopening.

Restaurant:

- According to Bob Perrin renovation of restaurant is progressing well, and the Beach House Island Bistro remains scheduled for a September 27th opening. This will be a soft opening for residents and others to critique the menu and service prior to a November promotional campaign.
- Restaurant 1st Floor: The walls and ceilings are primed and ready for final painting. The restrooms have been gutted and the drywall replaced. New restroom cabinets and fixtures will be installed within the next two weeks. A tile person was hired, and new tile floors will be installed throughout the restaurant's foyer and raised bar areas starting August 1st. Handicapped ramps are being added to the entranceway.
- Kitchen: Stainless steel panels were installed behind the grill this past weekend. All kitchen equipment is ready to go except the dishwasher, which is being installed next week, and the coolers which need to be connected to an electrical supply.
- Outside Areas: New canvas canopies will be installed in late August over the Tiki bar and outside seating area. The Tiki bar will stay the same with minor improvements to get it open this year.

- Banquet Room: The walls and ceilings in the 2nd floor banquet room have been plastered, sanded, and primed. Carpentry work and final painting is scheduled for July 29th. Once permits are approved, temporary stairs will be built and put over the old stairs so people can safely use the banquet room until the new elevator and stairs are build.
- Signage: A new sign was approved for installation along US Highway 1 and was submitted for Town permit.
- Manager: The restaurant manager has been hired and will start August 10th. He already has most of his crew (chef and waiters) lined up for training and introduction to the new menu.
- Legal: A letter was sent to Mr. Perrin on July 21st clarifying the Restaurant Agreement's \$500,000 capital improvement requirement. The terms of the Lease Agreement, which extends the current lease for 20 additional years, have been reviewed by both attorneys and are largely accepted by both parties.

Villas Update:

- At a May 1st Villa Owners' Board Meeting, the Board approved the recommendation from the Villa Homeowners Advisory Committee to contract with Mr. James Waters of Complete Repairs, Inc. to restore the four Villa buildings contingent upon: receiving more detailed cost estimates, the vendor's agreeing to our contractual terms and conditions, obtaining delivery dates with progress payments, and satisfactory reference checks.
- On May 22nd a \$109,900 contract was signed with Mr. Waters for: 1) engineering labor for specifications and building permits, 2) material and labor to remove and replace all existing wood rails, lattice and decorative trim on the four Villa buildings, and 3) material and labor to repair/replace 20 square foot of concrete. All wood will be replaced with new marine grade pressure treated lumber, using stainless fasteners and spacers.
- Work began on July 15th, starting with the removal, painting and replacement of wood on Building D. Once this was underway, the work crew moved to Building A, where they began concrete repairs and rail post reseating. Total time to complete the restoration of all four buildings is estimated at ten weeks.
- Since the Villas are also due for repainting, Mr. Waters has agreed to coordinate the painting with his construction work. He has provided the Association a separate \$33,600 contract with "As You Like It" painting, which the Board approved on July 17th.

Rules & Regulations Committee:

- The Rules & Regulations Committee, comprised of Judy Thomas, Tom Davis, Gerald Rooney, Don Rousseau, Ed Byrski and Paul St.Clair met on April 23rd and May 14th to review and suggest updates to the Association's Rules and Regulations.

- The Committees recommendations were approved at the May 20th Board Meeting. These included:
 - ✓ Storage (Rule #2) - The words "assigned storage rooms" was changed to "their building's storage rooms". The following was added "No owner may subdivide storage rooms nor construct any cage or partition which gives them exclusive use of a specific part of a storage room."
 - ✓ Smoking at Pools (Rule #21) - Smoking at the East & West pools was banned as voted on at the May 7th, 2014 Board Meeting.
 - ✓ Parking Passes (Rule #24) - The rule was updated to reflect new procedures for the registration of vehicles rented upon airport arrival and weekend rentals after the office closes. Also our Parking Violation Notices were revised.
 - ✓ Work in Unit (Rule #32) - The definition of "work within a unit" was clarified. Work was defined as permitted construction work performed by a contracted service provider or any other work that violates the Noise Control Rule (#3). Emergency evening and weekend repairs (e.g. leaky hot water heater) are exempt from this rule.
 - ✓ Pest/Rodent Control (Rule #47) - The Association will now be responsible for the extermination of rodents inside a unit. Prior to this it was the unit owner's responsibility.
- A complete set of Rules and Regulations can be downloaded from the "Rules" page of the Association's website.

Strategic Planning:

- An informal discussion was held with Jupiter Bay homeowners after the May 20th Board Meeting to solicit ideas on improving the community. The following ideas were suggested (These are only ideas and most or all would need homeowner approval before we could proceed):
 - ✓ Association office and maintenance building combined into new building constructed on vacant land.
 - ✓ Convert Association office into a one-bedroom condo and sell it.
 - ✓ Provide Internet WIFI service throughout the community as an add-on to our Comcast cable contract.
 - ✓ Implement Transfer Fees to obtain revenue from the processing of rental leases.
 - ✓ Obtain a full slate of clubhouse activities, with social coordinator, at Beach House Island Bistro Restaurant.
 - ✓ Set up a rinse/wash station for cars with a spigot/hose available for owner use.
 - ✓ Provide covered parking areas in the East and West and charging (possibly \$1,200 each) for those spots.

- ✓ Install a lighted fountain in the lake for decoration and to help aerate it.
- ✓ Construct a multi-sport recreational area to include bocce ball court, shuffleboard, etc.
- ✓ Hire a landscape architect to provide a master landscaping plan for our community.
- ✓ Add rain gutters and downspouts to the West buildings.
- ✓ To give our buildings a more current up-to-date look, consider picking out a palette of pastel colors, and paint each building a different color.
- ✓ Paint all six West buildings the same color as the Restaurant.
- ✓ Rebuild the lake dock that was inappropriately taken down.

ENJOY YOUR SUMMER!

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