BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	June 25, 2020
MEMBERS PRESENT:	P Kupperman, H. Boilen, B. Winikoff, J. Macher, H. Moskowitz, J. Banks, P. Echenberg, P. Edwards, S. Forman, J. Glassman, E. Hoffman, B. Lerner, C. Rosenblatt, D. Shifrin, C. Wolf, H. Liebman (ex-officio)
MEMBERS ABSENT:	
PARTICIPANTS:	M. Linderman, K. Campbell, D. Wright, L. Stefaniw
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Philip Kupperman
ISSUE DATE:	July 24, 2020

Approval of Minutes

Motion: On a motion made by Dr. Edwards and seconded by Mr. Lerner, the minutes of the May 29, 2020 Board meeting are approved.

Chairman's Report – Phil Kupperman

Nominating Committee

Motion: On motion made by Mr. Kupperman and seconded by Mr. Forman, the Board unanimously ratifies the three Board members to serve on the Nominating Committee as presented for the 2021 Board of Governors election: Howard Boilen as Chairman, Harriet Moskowitz as Vice Chair and Jeanine Banks.

General Managers Report – Matthew Linderman

Financial Flash Report

For the month of June golf revenues exceed last year and budget with rounds played exceeding budget by 1,298 and 1,855 higher than last year.

Golf merchandise is currently by appointment only which has been successful generating $15,308 in revenue for the month of June.

For the period of June 1st through June 21st Panache and Grand Central takeout orders totaled 4,227 generating $65,260 in revenue. Grand Central/Patio opened for dine-in lunch and dinner averaging 53 covers daily for lunch and 132 covers daily for dinner.

For the period of June 1st through June 21st Pantry orders totaled 692 generating $30,626 in revenue.

Delinquent Dues, Foreclosures and Downgrades

There are currently 60 delinquent members, 36 of those have been delinquent for more than one year. Last year at this time there were 46 delinquent members and nine of those have been delinquent for more than one year.

As of today there have been three foreclosures compared to four last year at this time.

As of June 24, 2020 golf is down 15 players compared to up nine players last year and tennis is down 15 players compared to down three players last year. There are 27 players who took the Pickleball Membership.

Guest Policy and Personal Aids

We have begun the transition from crawl to walk for reopening. We would like to start activating gold cards on July 6th for family guests to use all open facilities, with the exception of dinner as the numbers are strong. Additional procedures will be put in place in order to activate gold cards to include guests to quarantine for 14 days or provide negative COVID test from a local testing site. We will continue to monitor and make adjustments as needed.

Motion: On a motion made by Mr. Glassman and seconded by Dr. Edwards the Board authorizes the General Manager to prepare a procedure wherein holders of the Offspring I.D. card can in accordance with certain newly promulgated temporary rules and regulations gain access to the Club's facilities. These newly promulgated temporary rules and regulations may for a stated short term revise certain parts of Paragraph C of Section III of the present Rules and Regulations, provided all revisions are in compliance with Federal, State and County protocols that the Club is following in its efforts to maintain a safe environment for all members of the Club during the COVID-19 pandemic. This authorization includes approval to prepare necessary forms and waivers required for the implementation of the procedure prepared by the General Manager and further includes approval for assessing reasonable charges for activating the Offspring I.D. cards to enable participation in the said procedure.

Note: On June 28, 2020, the Board unanimously reversed this decision by electronic vote.

The Club has received several requests to allow aides to accompany members as we have not allowed anyone other than members into the buildings. Not allowing aides can be a safety issue, specifically in the fitness area where members need to use the facilities but need their aide by their side. If they are not and something happens it could fall on the employee or the Club.

The Board discussed and unanimously agreed that if a member cannot participate safely in activities around the facilities, then they should not use the facilities. This will protect the membership at large.

COVID-19

We have received a number of requests for real estate tours. When the timing is right we would like to provide an amended guided tour of the buildings following CDC and social distancing guidelines.

Motion: On a motion made by Mr. Kupperman and seconded by Mrs. Moskowitz, the Board unanimously approves the Club to provide amended and guided tours for potential buyers and their agents at a time when the General Manager feels it is appropriate.

Our new Health and Safety Precautions will be included in this year's dues package. This brochure will show members the procedures we have developed in response to the COVID-19 pandemic to protect the membership at large and continue to keep them safe.

The results of the wellness assessment of all our building mechanical systems was very positive. The WELL certified engineer was impressed with the current mechanical systems. They provided suggestions on air conditioning filtration, purification and ventilation and we will make the necessary adjustments. We plan on engaging in further testing with current purification models on the market.

Our insurance broker, Weeks and Callaway, had Zurich re-open the business interruption claim that was previously denied. Zurich denied the claim a second time. We have been advised that insurance agencies, industry wide, are denying all claims in this regard and there is a concern that if we continue to pursue such a claim we may have difficulty with future issues.

General Business

On Monday June 22nd an executive order was signed by the President restricting visas for foreign workers. The restrictions include the H2B visa category that the Club uses. We consulted with our immigration attorneys and Bill Mayville, owner of Workaway International, and have been advised that food supply chain positions may be approved but there will be challenges for recreation attendants and housekeepers. We will hire locally for those positions, if necessary.

June 1st marked the start of hurricane season. The Club's Hurricane Manual has been updated. We have an insurance program with Trane where they install a portable chiller at our loading dock as a backup.

Conversation continues with Fifth Third Bank regarding the project financing and interest rates.

BWMA began the annual aquatic herbicide treatment in the lakes. Members will notice lower lake levels as no water is pumped onto property from the E2E canal or from the City for around 3 weeks to maximize the efficiency of the application. This allows the chemical to sit in the water column undisturbed for as long as possible.

Boca West Realty has over 61 listings now which includes a $2M listing on the Island.

With thanks to Dr. Peter Ricci and our continued partnership with the Florida Atlantic University, we have been awarded a number of scholarships for the FAU Hospitality and Tourism Summer Certificate program. We have selected 15 mid-managers to participate.

We are adding 25 leased golf carts to our fleet bringing the total to 275. Even with this increase and when necessary when using our 25 range carts, we will not be able to support the volume of single riders in season. A divider panel will be added in the center of the golf cart.

There was significant damage to the bunkers from the rain storm last Friday with Fazio II receiving the most damage. The Club does not have insurance coverage on the golf course to repair bunkers. We will be bringing in an outside company to assist with the labor to repair the bunkers. In addition, the lower level of the Fitness Center was flooded. There are issues and areas of concern with a low pitch and needed the corrections are included in our Club Improvement Project.

Phoenix Health completed the first on-site COVID-19 and antibody testing. 800 members were tested. We anticipate the program running through the end of the year. We will receive a report with the total number of COVID-19 and antibody positives but no names will be reported due to HIPAA laws.

We are working with BWMA through the Joint Venture to lease space in the Rappaport building. Jerry Glassman as legal chair introduced the following resolution to continue negotiations beyond the Resolution of 2017, which the Board adopted.

Motion: On a motion made by Mr. Macher and seconded by Mr. Rosenblatt, the Board unanimously approves and accepts the resolution as stated below:

WHEREAS, on November 17, 2017 the Board of Governors by affirmative vote, authorized the General Manager to explore the leasing of the Convenience Store (AKA General Store) located in the Rappaport Building on terms favorable to the Club; and

WHEREAS, in the process of exploring the leasing of the General Store with the owner of the said Rappaport Building, an opportunity arose to negotiate for space in addition to the General Store, which said additional space may be used for the purposes of expanding the present Human Resource Department's need for expansion for testing and training purposes and also the possibility that the additional space in the Rappaport Building could be subleased to Renovators and other parties interested in serving Members of the Club, including use of the spaces by the Club and Community Advisors, LLC; and

WHEREAS, the Board of Governors has considered the opportunity to negotiate for more than just the General Store space and finds that it would be in the best interest of the Club to lease additional space in the building for the aforesaid purposes and finds that it will have a positive effect on the operation of the Club and other entities that provide beneficial services to the Club's Members.

NOW THEREFORE, the General Manager and the Chairman of the Board (or their designees) are hereby authorized to conduct said negotiations with the owner of the Rappaport Building, and when negotiations over terms for the leasing of desired space in the building have matured to the point where in the opinion of the Chairman and General Manager, the said terms are favorable to the Club, the terms shall be brought to the Board of Governors by the Chairman and General Manager for consideration and approval.

Foundation – Pamela Weinroth (written report provided)

With the ongoing issues of COVID-19 Boca West Children's Foundation announces the funding of 4 new projects:

Boys & Girls Clubs of Palm Beach County has launched **Farm to Family**. The program's mission is to connect local farms and their produce to support the neediest children in Palm Beach County. Due to the COVID-19 pandemic, children who typically rely on meals at school and from afterschool programs will not have normal access to these daily meals now that schools are closed. The Farm to Family program is different than most traditional hunger-relief programs because the quality and nutritional value of the fresh produce will keep families healthy and local farms working.

The **Center for Family Services** program **SAFE Kids** (Stop Abuse by Family Empowerment) is a mental health program that serves children who have been affected by crime and their families. The program treats victims of sexual abuse, physical abuse, domestic violence, human trafficking, and other crimes. Their experienced clinicians provide individual and family therapy, support groups, psychoeducation on the prevention of abuse and violence, safety planning, and case management. SAFE Kids' services are free and available in English, Spanish and Portuguese.

It can be very difficult for a low-income family to provide their children the tools they need to learn. **Spirit of Giving's Back to School Bash** brings together over 60 local nonprofit agencies and over 50 community partners to help thousands of economically disadvantaged children and their families prepare for academic success. Our Back to School Bash is an all-encompassing event day that provides local children with backpacks with grade appropriate school supplies, shoes and socks, school uniforms, school physicals, dental and vision screenings, haircuts, lunch and snacks, and much more. At the event, students are paired with a volunteer personal shopper to assist them in selecting their own backpack and supplies. Numerous Community resources are available to the families. Boca Raton Regional Hospital partners with us to hold their Family Health Carnival at the Bash, featuring health resources, education and screenings for the whole family. This year's event will be held on August 1st at Village Academy in Delray Beach. More than 4,000 children are expected. Volunteer opportunities are available.

The **Adolph and Rose Levis JCC** run the Premier Day Camp for Special Needs in South Florida. **Camp K'vod** is a premier 8-week summer camp serving children and teens with special needs ages 3-22. As the largest special needs camp in Palm Beach County, with more than 150 participants, they are able to provide low staffing ratios (one-on-one if needed) with highly credentialed and experienced staff so each child's individual needs are met.

In addition, the Grant Committee has awarded additional monies to:

YMCA runs a drowning prevention program for all campers, but the Boca West Children's Foundation is the proud supporter of the drowning prevention program for children with special needs. The swim program will run 8 -16 weeks. This is not just for summer. This is a one-on-one class that each participant schedules individual eight – 30-minute sessions. The one-on-one is how to get the best results to work with the children's various disabilities and completing the class as swimmers.

SOS Children's Villages Florida will be running their own summer camp program this summer as most sleep away camps have decided not to reopen this summer. Some children will be participating in specialty programs, off campus, such as gymnastics or karate while others will be involved in activities like arts and crafts, cooking, sports, water play, music and fitness. In addition, field trips may be arranged dependent on businesses openings.

Funds were distributed to charity partners for the Super Bowl raffle and as pass through grants.

The annual golf tournament originally scheduled for March 30th has been rescheduled for November 9th, 2020.

2020/21 Budget – Bob Winikoff

Mr. Winikoff expressed his appreciation to the committee and professional staff on an outstanding job working on the budget.

It appears we will finish the 2019/20 fiscal year without a deficit even though there was a significant loss in revenue, including catering revenue.

The Management Team, in consultation with Committee Chairs, went through their individual departmental budgets first and made suggestions on items they believed could be deleted as well as anything they had on their wish list for adding. There is uncertainty on events and activities that will take place given the current circumstances and the CDC guidelines.

The Committee had two objectives, ensure sufficient staff to cover services with the additional procedures in place and to cover the downturn on the chance we need to limit operations.

This budget presents a proposed increase of $575 which equates to 4.4% on social dues and 3.27% on social plus golf dues.

The focus this year was to go through assumptions during an uncertainty and evaluate the limitations we may or may not have. Additional expenses were projected for insurance increases and health and safety expenses. Potential delinquent increases are anticipated due to the pandemic effecting out of state and foreign members as they may not be able to travel back to Florida.

This is the first year offering credit card payments as an option for dues payments. Members who choose this option will be charged 3.5% convenience fee.

Motion: On a motion made by Mr. Macher and seconded by Dr. Edwards, the Board unanimously approves the 2020/21 budget as presented.

Legal – Jerry Glassman

Discussions continue with BWMA, the Club and legal counsel regarding the amendment of the Masters Association declaration on foreclosures and delinquent dues.

Nominating Committee - Howard Boilen

The three Board members on the Nominating Committee have chosen the following six members, in good standing of our Club to serve on the 2020/21 Nominating Committee as members at large: Stuart Alperin, Debra Greenblatt, Lane Klein, Michael Lissauer, Howard Liebman and Victor Schwartz

Motion: On a motion made by Mr. Boilen and seconded by Mr. Macher, the Board unanimously ratifies the Nominating Committee as presented for the 2021 Board of Governors election.

Finance Report – Joel Macher

We anticipate finishing this fiscal year with a surplus against budget with no assessment. This was no easy feat but was accomplished because of Managements quick response to the financial impact of the COVID-19 pandemic and the closures that followed. While revenues were greatly impacted, operational expenses were reduced in all areas of the Club which included sending the foreign staff home early.

Special Projects – Howard Liebman

Akoya

Akoya has 66 units sold, of which 15 were sold this fiscal year.

Renovator Program

We are at 91 sold which includes two pending.

Bulk Renovator

Mr. Kupperman, Mr. Liebman, Matthew Linderman and Leslie Kennedy met with a new bulk renovator. They will start with five units that are already identified.

Leadership Development

The Committee met on June 8th to discuss the curriculum subject matter. The first session is scheduled for October 19th, 2020 with the focus on the history and background of the Club, including the distinction between the Club, the Masters Association and the Villages, and the importance of mandatory membership.

Audit – Paul Echenberg

Nothing to report at this time.

Long Range Planning – Paul Echenberg

The Committee is participating in a small sub-group reviewing the membership application process.

Matthew Linderman and the Department Heads are reviewing topics that came out of the symposium held on March 9th on members with infirmities.

Membership – Harriet Moskowitz

Motion: On a motion made by Mrs. Moskowitz and seconded by Mr. Rosenblatt, the Board unanimously approves the seven new memberships and four new homes for May 2020.

Membership Statistics

As of June 22nd, closed and pending sales to new members were 120 (including 12 Akoya) compared to 159 (including 34 Akoya) last year. Closed and pending sales to new members excluding Akoya were 108 compared to 125 last year.

Mrs. Moskowitz reported there is a request from a member to temporarily reside in a 75 mile unit owned by another member while they seek to purchase a residence in Boca West to replace the unit they sold within Boca West.

Motion: On a motion made by Mrs. Moskowitz and seconded by Mr. Macher, the Board unanimously approves the request with the provision that the Board of Governors is supplied with a letter from the owner of the 75 mile unit that is acceptable to the Board attesting that the use of their residence is temporary, for no longer than six months and is rent free.

Mrs. Moskowitz reported there is a request for approval of a six month extension to hold the equity refund for a member while they seek a new residence within Boca West.

Motion: On a motion made by Mrs. Moskowitz and seconded by Dr. Edwards the Board unanimously approves the six month extension.

Communications – Howard Boilen

Nothing to report at this time other than evaluating new ways of communicating with the members

Tennis – David Shifrin

There was minimal damage to the tennis and Pickleball courts from the storm last Friday with no disruption in Tennis.

Motion: On a motion made by Dr. Shifrin and seconded by Dr. Edwards, the Board unanimously approves the renewal of the Tennis incentive program for the 2020/21 fiscal year.

Golf – Steve Forman

There was damage to the golf courses due to the storm and four holes closed on Fazio II for repairs.

The north end of the driving range will be reopening on July 4th.

House/Activities – Charlie/Wolf

There were a total of 100 cars for both nights of the drive-in movie on June 22nd and 23rd. The next drive-in movie scheduled for June 29th and 30th will feature the movie "Judy".

Fitness/Aquatics – Bob Lerner

The fitness hours will be extended to 7:30pm Monday through Thursday and 6:30pm Friday through Sunday.

Retail – Enid Hoffman

The Golf Shoppe will open beginning on July 6th for shopping at leisure from noon – 2pm. The current shop by appointment program will remain in place from 9am – noon and 2pm – 4pm. Times will be adjusted according to business demand. Spin the Wheel sale starts June 26th through July 5th.

Human Resources – Jeanine Banks

Mrs. Banks thanked the professional staff for keeping the employees safe during this uneasy time.

The Human Resources team is participating in beta testing modules with CSSI for the IT project.

H2B Update

The payroll information and supporting revenue documentation is in the process of being compiled and will be sent to the attorney for next season's H2B visas. Job advertising ads will run in the third week of July. After the local interviews are complete, a report will be sent to the DOL with the results. The final recruitment report is due on September 10th.

The northern clubs are attempting to have employees fly in from overseas for their summer positions. We will continue to monitor to determine if any of our rehires will be "in country" for petition filing.

It has not been determined if a recruiting trip will take place this year. We will be extending offers to a larger number of returners this year and hope that we do not have much fall out in the numbers.

As of this date, there are 337 openings that will be recruited internationally with approximately 210 re-hires (from South Africa, Ireland, Portugal, Italy and Romania) and 127 new hires.

Staffing

The current number of employees is 445 vs. 467 last year.

BWMA – Phil Edwards

The BWMA Board meeting was held yesterday. Temperature checks at the gates was discussed at great length and it was decided against.

A motion was made and passed regarding golf cart parking. Golf carts must be parked in a garage or covered parking bay and not outside.

The lake bank restoration project will start in two weeks.

Ombudsman – David Shifrin

There was one significant request for communication on financials to be sent out to the membership.

Adjournment

There being no further business to discuss, the meeting adjourned to executive session at 1:30pm