BOCA WEST
COUNTRY CLUB

# MINUTES

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| **MEETING:** | Board of Governors |
| **DATE:** | January 29, 2021 |
| **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, L. Stefaniw, R. Chavis (Grievance) |
| **FOR INFORMATION:** | The Board of Governors |
| **ISSUED BY:** | Philip Kupperman |
| **ISSUE DATE:** | February 24, 2021 |

Grievance Committee Report – Rick Chavis

**Grievance Appeal – 03-2020**

Mr. Kupperman recused himself from the Grievance and left the room.

At the request of the Member involved in Grievance 03-2020, the Board was asked to consider a written statement in lieu of an appearance and testimony. The Board agreed to the request and considered the statement provided.

The Board discussed the statement in depth and made the decision to consider a reduction in length of the suspension with the caveat that the Member submits a letter to the Board that clearly and unambiguously states the Member agrees that as a residential lot owner within the Boca West Community, when the Members home was purchased, the Member became bound by and subject to the recorded terms of the Amended Declaration

of Maintenance Covenants and all amendments that are duly passed and recorded. In addition the Member must provide acceptable letters of apology and future incidents would result in an increase of suspension.

**Motion:** On a motion made by Mr. Macher and seconded by Mr. Wolf, the Board unanimously agreed the suspension for the Member involved in Grievance 03-2020 be reduced provided the Member meets all conditions.
Abstained: Mr. Kupperman

Mr. Kupperman returned to the meeting.

**Grievance 08-2020**

Dr. Chavis presented the Report and Recommendation of the Grievance Committee in regards to a grievance complaint filed against a Companion of a Member by Charlie Wolf, Chair of the House and Activities Committee on behalf of the Club and Staff. The Companion involved in the grievance sent abusive and harassing emails in response to weekly reminders sent to the Membership to wear a mask. The Companion was unapologetic and the Grievance Committee felt insulted and threatened by the Member during the Grievance Committee hearing.

The Grievance Committee recommends a one year suspension; appropriate letters of apology be sent to Kathy Kohlhepp, Matthew Linderman and the Board of Governors; a successful completion of an Anger Management course and losing the use of one transponder for the duration of the suspension.

The Board placed Grievance 08-2020 on hold pending further investigation by the Grievance Chair and report back to the Board at its next scheduled meeting.

**Grievance 01-2021**

The Members involved in the Grievance used the Golf facilities on two separate occasions with non-member children after being told no guests were permitted by the Golf Professional staff. Their conduct did not adhere to current Boca West policies and Covid-19 rules and regulations, which includes no guests allowed at this time.

The Members were scheduled to appear before the Grievance Committee on February 9, 2021 but have declined to attend as they have sold their home and the closing date is scheduled for February 26, 2021.

**Approval of Minutes**

**Motion:** On a Motion made by Mr. Glassman and seconded by Dr. Edwards, the Board unanimously approves the December 18, 2020 minutes.

**Covid-19 Vaccine Policy**

**Motion**: On a motion made by Mr. Kupperman and seconded by Mr. Forman, the Board unanimously ratifies the approval by the Executive Committee of the Covid-19 policy on vaccines.
Abstain: Dr. Edwards

**Gold Card Guest Policy**

Matthew Linderman reported the Club would like to start allowing Gold Card guests and presented a policy for approval. Additional procedures will be put in place to ensure Gold Card guests comply with quarantine and vaccines protocols currently in place. The Club will continue to monitor and make adjustments as needed.

In depth discussion took place.

**Motion:** On a motion made by Mr. Winikoff and seconded by Mr. Rosenblatt, the Board unanimously approves the Gold Card Guest policy presented and amended as discussed.

Chairman's Report – Phil Kupperman

Mr. Kupperman reported that last summer the Club requested to forebear the second payment of $250,000 of the Clubs annual obligation to the Masters Association due to the Clubs unknown financial condition from the Covid-19 pandemic. The request was approved by the Masters Association in June 2020. Given the Clubs current financial status, the Club will make the payment of $250,000 to restore the Clubs obligation to the Masters Association.

**Motion:** On a motion made by Mr. Macher and seconded by Mr. Winikoff, the Board unanimously approves to restore the $250,000 that is due to the Masters Association.

Mr. Kupperman updated the Board on the format for the Annual Meeting to be held on February 26, 2020. The meeting will take place in Tavern on the Court and will also be live streamed and available for viewing on YouTube. Reservations for Tavern on the Court are required on a first come first serve basis. All CDC guidelines and precautions will be in effect and masks are required.

General Managers Report – Matthew Linderman

**Financial Flash Report**

For the period of January 1 through January 26, 2021.

Golf revenue is down from budget and last year due to restrictions in the Covid-19 guest policy as well as International Members still not able to come down to Florida for the season. However, golf rounds are up from last year and budget due to an increase in Member rounds.

Retail clothing revenues are down from budget and last year, however equipment sales are $14,500 up from budget for the month of January and $30,950 up from budget year to date.

Due to the Covid-19 pandemic, spa services remain down from budget and last year.

All F&B outlets that are currently open are experiencing good covers and revenues considering the limited capacity. To-Go orders continue to generate good revenue. Tavern on the Court has been successful with 2,368 covers and generating $75,653 in revenue for the month of January.

**Delinquent Dues, Foreclosures and Downgrades**

There are currently 79 delinquent Members, 34 of those have been delinquent for more than one year. Last year at this time there were 77 delinquent Members and 39 of those were delinquent for more than one year.

As of today there have been six foreclosures compared to one last year at this time.

As of January 26, 2021 golf is down 114 players compared to down 24 players last year and tennis is down 15 players compared to down 18 players last year. There are 36 players who took the Pickleball Membership which is up nine from last year.

**Human Resources**

A group of 52 South African employees arrived last weekend and are in quarantine and awaiting their second Covid-19 test that will be done in the upcoming days. We have a smaller group arriving this weekend and they will be the last group of International Staff for this season as President Biden implemented a Travel Ban that goes into effect on Saturday January 30, 2021. The Travel Ban stops arrivals from a number of International Countries, including South Africa. With this last group to arrive we will have a total of 167 International Staff this season compared to 340 from previous years. Local hiring continues and we will adjust operations based on staffing levels.

The Club has earned the 2021 Top Workplaces USA award and will once again be recognized as a 2021 Top Workplace by The Sun-Sentinel. These awards are based solely on an employee survey that was administered just a few months ago by Energage, an independent survey company. In addition, Management earned a Culture Badge, "Leaders in the Know".

Mr. Kupperman added that the Board is proud of our Management and Staff. These achievements would not have been possible without our valued employees and we can all be proud that our employees take great pride and devotion in taking care of the Members.

**General Business**

Tavern on the Court has been well received by the Membership. We are continue to develop themed restaurant weeks with "Love the Life you Live" being planned for the month of February in place of our annual Sweethearts Ball.

The beverage carts will begin on the Golf Course on Friday, February 5. New menu items have been created. Historically usage is low however this year we anticipate usage will be higher given the demand for outdoor food service.

The food trailer, Roadside Cravings, will arrive this upcoming week.

The Country Club and Mr. D's renovation planned for this summer is still on track. Cosmetic enhancements will also be made to the Driving Range. Design and Development documents for the Sports Center were sent to three contractors for bids and are due back by March 1. Our architects have suggested using two different contractors due to the aggressive timeline and to keep the Club Improvement project on schedule.

Boca West Realty has hired John Warsing as Executive Director. John is a former PGA golf professional and brings extensive experience to the Boca West Realty team. He has been a leader in the South Florida market for many years, including serving as the Director of Sales for Turnberry International Realty in Aventura.

Lynn University is producing a prerecorded Tanglewood for the Members. In addition a special To-Go meal will be created for Members to pick up prior to the concert.

Through Boca West Realty, Cotton & Company have created a new marketing program that focuses on 75 mile rule residents. Additionally they are promoting and marketing individual Villages with Bridgewood as the first village.

We have received some requests from Villages to start holding smaller Member events. We are developing specific protocols for these events and will have strict guidelines. Typically Catering events are booked two to three years in advance.

The Club continues discussions with the Master Association on Residents walking on the roads and not on the sidewalks. Security needs to patrol and enforce rules. Dr. Edwards will discuss at the next Masters Association Board meeting.

<u>Foundation Report – Pamela Weinroth (written report provided)</u>

Our newest initiative, The Partnership, will engage donors directly with the charity partners. They will hear about specific proposals and each donor will vote on a charity whose project resonates with them. The top five charity projects will receive funding. These monies will be in addition to the annual grant. Our goal is to sell 500 $500 shares for a total $250,000 distribution.

Boca West Children's Foundation kicked off the raffle program at the Golf Challenge. Participants were able to purchase raffle tickets with prizes including a $7,000 shopping spree from Saks Fifth Avenue Boca Raton. 100% of the monies raised by the charities is theirs to keep. Last year they raised over $100,000.

Bikes for Tikes has had a tremendous outpouring of support from the community raising over $110,000. We have shipped over 400 tricycles and bicycles with helmets to our charity partners. An offshoot program of the Bikes for Tikes is our "My First Bike" initiative. Children graduating from pre-K at Florence Fuller Child Development Center, YMCA in South County and the YMCA of the Palm Beaches will all be presented with a brand-new bicycle. We are looking to distribute 300 brand new bikes.

Several of our charity partners were fortunate enough to be included in grants distributed by the Palm Beach Sheriff's Office. Sheriff Bradshaw had asked us to identify our partner charities when grant requests were submitted. Together we received over $100,000 in funding from Palm Beach Sheriff's Office during this grant cycle.

Boca West Children's Foundation has become a well-known name in South County charitable circles. CC's Wish List, in Chicago, contacted the Foundation for help with the distribution of brand-new, quality items to Nonprofit Organizations in South Florida.

The Diaper Drive is, formally, scheduled to run during the month of February with one specific drop off date, February 16th, at the Tennis Circle. Last year we donated 50,000 diapers and this year our goal is 100,000 diapers.

At the conclusion of the 2020-2021 season, we would like invite Club Members to donate closed package foods to Boca Helping Hands and housewares no longer needed to Sweet Dream Makers on a date to be determined in April.

Legal Report – Jerry Glassman

Good Old Days lost summary judgement and have filed an appeal. It does not appear that there will be conclusion to this case in the near future.

The Rules and Regulations Update Committee has been working for some time to prepare a redlined document that would show to date, the additions, changes and modifications that the Committee made to the last in-print version (2011-2012) of the Club's Rules and Regulations. Matthew and his Department Heads will review the redlined document with the relevant Committee Chairs to determine the impact the updates will have on their respective operations as well as to see if further updates are necessary. The final version will be presented to the Board for approval.

**Motion:** On a motion made by Mr. Glassman and seconded by Mr. Macher, the Board unanimously moved the meeting into Executive Session.

In Executive Session, the Board received an update on the Welcome Center and a Resolution was introduced and discussed.

**Motion:** On a motion made by Mr. Glassman and seconded by Mr. Rosenblatt, the Board unanimously moved the meeting out of Executive Session.

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

**WHEREAS,** Boca West Country Club, Inc. (the "Club") and the Boca West Master Association, Inc. (the "Master Association") each owns a fifty percent (50%) membership interest in Boca West Community Advisors, LLC ("Advisors");

**WHEREAS,** Boca West Realty, LLC ("Realty") is a wholly-owned subsidiary of Advisors;

**WHEREAS,** Rap Boca LLC is the owner (the "Owner") of the property located east of and adjacent to the Glades Road entrance to the community of Boca West (the "Property");

**WHEREAS,** Advisors and Owner have negotiated a lease ("Lease") between Realty, as tenant and Owner, as landlord for a portion of the building situated on the Property (the "Leased Premises");

**WHEREAS,** pursuant to the terms of the Lease, in exchange for guarantying the obligations of Realty thereunder, Club personnel will be permitted to occupy a portion of the Leased Premises; and

**WHEREAS,** the Club's Board of Governors has determined that it is in the best interest of the Club to approve entering into the Lease. A summary of the essential terms of the Lease will be included in the minutes of the next Board of Governors meeting to occur following execution of the Lease.

**NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:**

A. The General Manager, on behalf of the Club, is hereby authorized to finalize negotiations with the Owner with respect to the Lease and the guaranty of Realty's obligations thereunder (the "Guaranty").

B. The General Manager is hereby authorized to execute the Guaranty and, in his capacity as Manager of Advisors, the Co-Manager Realty, is further authorized to execute the Lease, so long as the Lease substantially conforms with the terms presented to and approved by the Board of Governors.

**BWMA Fining Initiative**

Through the Joint Venture the Fining Initiative has been finalized and the Masters Association will begin fining Delinquent Members $75 per day. The Club has agreed to indemnify the Masters Association legal costs.

**Motion:** On a motion made by Mr. Winikoff and seconded by Dr. Edwards, the Board unanimously approves and accepts the resolution as stated below:

**WHEREAS,** pursuant to Article VIII, Section 7 of the Declaration of Maintenance Covenants for Boca West (as amended from time to time, the "Declaration"), parties acquiring title (collectively, "Owners") to residential lots within the Boca West community (collectively, "Lots") are required to become members of Boca West Country Club, Inc. (the "Club");

**WHEREAS,** pursuant to Article VIII, Section 11 of the Declaration and in accordance with Fla. Stat. §720.305, Boca West Master Association, Inc. (the "Master Association") has the authority to pursue certain remedies for violations of the Declaration, including, without limitation, the right to (i) impose fines against Owners and (ii) establish liens on the Lots titled to Owners for non-payment of such fines;

**WHEREAS,** in recognition of the Club's ongoing concerns regarding members who continue to reside within the gated community of Boca West yet fail to fulfill their payment obligations to the Club, as well as the legal constraints limiting the Club's ability to enforce judgements against such members, the Club and Master Association have mutually contributed to the development of a strategy (the "Membership Enforcement Initiative") whereby the Master Association would, upon notice from the Club, levy fines and pursue legal action against Owners who are more than ninety (90) days' delinquent in paying membership dues or other charges owed to the Club (collectively, the "Delinquent Members"); and

**WHEREAS,** on December 3, 2020, under guidance of legal counsel independently retained by each party, the Club and the Association entered into a Cost Sharing and Indemnification Agreement (the "Agreement") outlining the terms and conditions by which the Membership Enforcement Initiative would be implemented by the Master Association, and the respective rights and obligations of the Club and the Master Association arising therefrom. A copy of the Agreement is attached as Exhibit "A" to these resolutions and incorporated herein by this reference.

**NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:**

A. The General Manager is hereby directed to generate a schedule of Delinquent Members (as modified from time to time, the "Schedule"), which shall be derived from then-current fiscal year financial records of the Club, and provide such Schedule to a duly designated subcommittee of the Board of Governors (the "Committee") for evaluation.

B. The Committee is hereby authorized and directed to meet from time to time for purposes of evaluating the Schedule, selecting one or more Delinquent Members therefrom, and, pursuant to the terms of the Agreement, providing notice to the Master Association of its selection, accompanied by a request for the Master Association to pursue remedial action against the Delinquent Members designated therein.

C. The members of the Committee shall be entitled to request (and the General Manager is hereby authorized to provide) such additional information as they deem necessary or beneficial for purposes of effectuating the Membership Enforcement Initiative. Further, the members of the Committee shall be afforded complete discretion in the determination of the order of precedence for remedial action against such Delinquent Members by the Master Association; provided, however, such determination shall at all times be conducted in an objective, non-discriminatory manner.

D. All acts, transactions, or agreements undertaken by the General Manager and/or members of the Committee, in the name of and on behalf of the Club, in connection with the Membership Enforcement Initiative prior to the adoption of these resolutions, including, without limitation, the execution of the Agreement, are hereby ratified, confirmed and adopted by the Board of Governors of the Club.

**Bank Swap: Wells Fargo to Fifth Third Bank**

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

**RESOLVED:** That this Corporation open one or more accounts with Fifth Third Bank ("Fifth Third") for the purpose of trading in any or all of foreign exchange, commodities and interest rates (collectively "Contracts")

**RESOLVED:** That the President and CFO of this Corporation or any employee or agent of this Corporation designated by the President or CFO be and hereby is authorized to act for the Corporation in every respect concerning the Corporation's account(s) with Fifth Third, the authority hereby granted including the power to do each of the following acts and actions:

a. To open one or more accounts in the name of the Corporation with Fifth Third for the purpose of trading Contracts and to execute in the name of the Corporation and deliver to Fifth Third a Fifth Third Customer Agreement, Authorization to Transfer Funds, Consent to Arbitration, and any other documents or notices necessary to the opening, maintenance and/or trading of such account(s);

b. To buy, sell and trade and agree to buy, sell and trade Contracts, on margin or otherwise, which power to sell includes the power to sell "short";

c. To effect and receive payment and delivery in performance of Contracts and currency orders and any obligations undertaken in connection therewith;

d. To deposit with and withdraw from Fifth Third any money, Contracts, securities and other property;

e. To receive and promptly comply with any request or demand for additional margin, any notice of intention to liquidate, and any notice or demand of any other nature;

f. To receive and acquiesce in the correctness of notices of transactions, statements of account and other records and documents relating to the Corporation's account(s) with Fifth Third;

g. To borrow funds from Fifth Third or its affiliate to finance any transactions in Contracts or currency transactions effected through or with Fifth Third, and the satisfaction of each and every obligation of the Corporation in connection with the Account(s) and the transactions effected therein; and

h. To take such other actions as may be necessary or desirable to carry out the intent of the foregoing.

**RESOLVED:** That any and all past transactions of the kind provided for by these Resolutions which have been previously made by Fifth Third on behalf of or with the Corporation be and hereby are ratified, confirmed and approved in all respects; and

**RESOLVED:** That Fifth Third and any interested third party are authorized to rely and act upon the authority of these Resolutions until receipt by Fifth Third of a certificate showing rescission, amendment or modification thereof and signed by the Secretary of this Corporation under its seal, and that this Corporation will indemnify Fifth Third and hold Fifth Third harmless from and against any liability, loss, cost or expense it incurs in continuing to act in reliance upon these Resolutions prior to its actual receipt of any such certificate."

**Fifth Third Bank Loan**

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

**WHEREAS,** BOCA WEST COUNTRY CLUB, INC., a Florida not-for-profit corporation (the ***"Borrower"),*** desires to obtain a revolving line of credit from FIFTH THIRD BANK, NATIONAL ASSOCIATION (***"Lender"***), in the principal amount of Forty-Five Million and 00/100 Dollars ($45,000,000.00) for the purpose of financing capital expenditures, refinancing the Borrower's existing loan and for general corporate purposes;

**NOW, THEREFORE, BE IT**

**RESOLVED,** that the Borrower is hereby authorized and empowered to obtain the revolving line of credit from Lender and to enter into, deliver and perform its obligations under (i) the Credit Agreement executed by the Borrower in favor of the Lender for the revolving line of credit, (ii) the Promissory Note relating thereto; (iii) the Security Agreement relating thereto; and (iv) such other agreements, assignments, certificates, documents and instruments to be executed in connection therewith (the documents referred to in (i), (ii), (iii) and (iv) above shall be hereinafter referred to collectively as the ***"Loan Documents"***); and be it

**FURTHER RESOLVED,** that to effectuate the preceding resolution, Matthew Linderman and Harriet Moskowitz, the President and Secretary, respectively, of the Borrower, be and they are each hereby authorized, empowered and directed, in the name of and on behalf of the Borrower, to execute and deliver the Loan Documents, and such other certificates, assignments, instruments, documents and agreements as either shall deem necessary or appropriate to accomplish the foregoing, or as otherwise required in connection with any of the Loan Documents, all in form as such person shall approve, as evidenced conclusively by such persons execution thereof, and to designate to Lender in writing from time to time employees of the Borrower permitted to undertake or initiate transactions contemplated in these resolutions.

Finance Report – Joel Macher

Mr. Macher acknowledge the professionalism of Kathy Campbell and her staff.

Financial results for the month ended December 2021, before $88,500 of timing differences, were $2,145,200 higher than budget. Non- operating items netted to a $269,700 negative variance, and operating results came in $2,414,900 ahead of budget.

Non-operating items represents Dues related to the number of non- paying members being in excess of the numbers anticipated in the budget. As of December Dues were $270,000 behind budget.

As has been the case for a number of months, Covid restrictions continue to impact Club operations. Staffing levels have been adjusted to reflect our current business requirements and Member Activities throughout the Club have shifted from large in person events to smaller gatherings including virtual. Outside venues have been popular with the addition of Tavern on the Court.

Revenues have been negatively impacted in all areas. Gross profit is down $1.4 million of which $1.1 million is Food and Beverage.

Total cash as of December 31, 2020 was $21.5 million with no outstanding balance on the Line of Credit. As of December 31, 2019 total cash was $11.3 million with no outstanding balance on the Line of Credit.

**Motion:** On a motion made by Mr. Macher and seconded by Mr. Lerner, the Board unanimously approves that Boca West Country Club transitions their cash management services and depository accounts from Wells Fargo to Fifth Third consistent with the Fifth Third Term Sheet requirements dated December 17, 2020.

Special Reports – Howard Liebman

**Akoya**

As of January 22, 2021 Akoya has 74 sold with 11 additional pending sales.

**Renovator**

Sales are at 102 with an additional six pending. The purchase price versus the sold price has increased home sales by over $18.6 million.

**Bulk Renovator**

The two Bulk Renovators are in the process of renovating the units they acquired. To date no units have been listed; however, the Bulk Renovator are close to completing two units each.

**Leadership Development**

The forth session was held on January 18. Bob Winikoff, Howard Liebman, Matthew Linderman and Kathy Campbell presented an informative overview of the Club's business model, the budgeting process, financial reporting, operational highlights, monitoring and managing Operations. The entire Board was invited. There are two sessions remaining and scheduled for February 22 and March 22.

Audit – Paul Echenberg

Nothing to report at this time.

Long Range Planning – Paul Echenberg

Nothing to report at this time.

Membership – Harriet Moskowitz

**Motion:** On a motion made by Mrs. Moskowitz and seconded by Mr. Boilen, the Board unanimously approves the eight new Memberships consisting of six new Members and two new homes.

**Membership Statistics**

As of January 26, 2020, closed and pending sales to new Members were 67 compared to 65 last year, including 11 new Members in Akoya this year compared to ten in Akoya last year.

**Board Approvals Needed**

**Motion:** On a motion made by Mrs. Moskowitz and seconded by Dr. Edwards, the Board unanimously approves the 75-mile rule request made. Affidavits have been signed that states they will not be renting their Boca West unit and have requested Membership other than limited social.

Mrs. Moskowitz reported that a Companion application that was previously denied Membership has reapplied and requesting reconsideration.

**Motion:** On a motion made by Mrs. Moskowitz and seconded by Mr. Lerner, the Board unanimously approves the Companion application on condition both the Member and companion sign an affidavit that holds the Member accountable for the Companions actions.

Mrs. Moskowitz reported there is a request for approval of an Internal Transfer in place of new Joining Fee for Members who sold their home within the last year and are in the process of purchasing a new home.

**Motion:** On a motion made by Mrs. Moskowitz and seconded by Mr. Lerner, the Board unanimously approves the Internal Transfer in place of new Joining Fees.

Communications – Howard Boilen

Nothing to report at this time in addition to the Committee minutes already distributed.

Nominating Committee – Howard Boilen

The annual election mailing was mailed to the Membership on January 22, 2021. The candidate videos began airing on January 25, 2021. The Standing Operating Procedures for the election will be emailed to the Membership this week.

Tennis – David Shifrin

Nothing to report in addition to the Committee minutes already distributed other than the walkways between the Pickleball courts will be cemented in February and the courts will be closed that day.

Golf – Steve Forman

**Motion:** On a motion made by Mr. Forman and seconded by Mr. Rosenblatt, the Board unanimously approves that Club Championship and Senior Championship only be available to Golf equity membership. The Tennis Committee has the same rule in effect for the Tennis Club Championship.

Course care continues to be an issue.

House and Activities – Charlie Wolf

Mr. Wolf presented two RFA's for approval.

**Motion:** On a motion made by Mr. Wolf and seconded by Mr. Macher, the Board unanimously approves RFA 1731 for the unbudgeted expense to upgrade the AV system in the Multi-purpose rooms in the Golf & Activities building.

**Motion:** On a motion made by Mr. Wolf and seconded by Mr. Macher, the Board unanimously approves RFA 1732 for the unbudgeted expense for a pickup truck for the new food trailer.

A weekly Shabbat dinner To-Go will begin in February.

Fitness - Bob Lerner

Repairs and Maintenance continues throughout the Fitness and Spa areas. The floor of the Aerobics studio will be replaced in February and repairs will begin on the showers in the Spa wet area.

Retail – Enid Hoffman

With 150 golfers checking in outside daily sales in the Shoppes have slowed down. The Retail team is exploring outdoor retail pop-ups.

Human Resources – Jeanine Banks

**International Hiring & Flights**

It has been a very challenging season with staffing. The H/L/J Visa Presidential Proclamation on Immigration that was due to expire on January 1 was extended till March 31 by President Trump. As of today, we have 167 employees approved and either here or will be here by Sunday.

**Recruitment**

Human Resources is currently recruiting for positions in Golf Course Maintenance, Fitness, Aquatics & Spa, Server Assistant, Server, Hostess, Porter, Pressure Cleaner, and Culinary.

**401-k Plan**

We have reconciled all of the end of year information for the 401k. All of the testing has passed and no refunds are needed this year. There were 1055 employees tested with 394 eligible to participate in the plan. We will continue to monitor and encourage all staff to contribute to their 401k plans.

**Boca West Holiday Party**

Unfortunately in this time of social distancing, we were unable to host the Holiday party; however, smaller outdoor gatherings were held in place of the large party. The staff appreciated spending time with Matthew at the celebrations and the feedback was very positive.

**Employee Apartments & Bus Transportation**

We are evaluating the housing needs very carefully so we don't overextend and rent too many apartments. We currently have apartments to house 200 employees. This also includes 2 vacant apartments in the chance that any H2b employees contract the Covid-19 and need to be isolated. We still have only 4 apartment complexes this year. Academy bus transportation started on Friday, December 4 and all is going well. Staff continue to take their temperatures at their apartments before getting on the bus. All staff in housing has signed a very extensive housing pledge to ensure the safety of everyone.

**Staffing**

The current number of employees is 606 this year compared to 859 last year.

BWMA – Phil Edwards

The Masters Association continues to send emails on vaccine availability. The Club and Masters Association continues to work collaboratively with neighboring Clubs on obtaining the vaccine to distribute at the Club. Our Community is not eligible as we are not exclusively a 55 an older community.

Latest assessment from Palm Beach County have been posted, Akoya units were included and has reduced the assessments to the Villages. Villages should be encouraged to place the reduction in reserves.

Ombudsman – David Shifrin

Nothing to report at this time.

Unscheduled topics

Matthew reported that we recently learned that there is a significant delay in International mail due to the Covid-19 pandemic. Unfortunately this effects the Election packet that was mailed on January 22, 2021 to our International Members who are currently outside of the US. An electronic copy of the Election packet and ballot will be emailed to those Members. The Club is working with Legal counsel and reviewing the Bylaws and Florida Statute on amending the process for the Club Accountants to receive the Proxy's and Ballots.

Adjournment

There being no further business, the meeting adjourned to Executive Session at 1pm.