BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	February 24, 2023
MEMBERS PRESENT:	P. Edwards, J. Banks, C. Rosenblatt, F. Richard, E. Hoffman, A. Adler, B. Berkowitz, J. Glassman, P. Kupperman, B. Lerner, S. Roth, J. Schraub, R. Schwartz, D. Shifrin, C. Wolf, B. Winikoff (ex-officio)
MEMBERS ABSENT:	
PARTICIPANTS:	M. Linderman, K. Campbell, L. Stefaniw
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Phil Edwards
ISSUE DATE:	March 29, 2023

Grievance Committee – Enid Winikoff

Grievance 01-2023

Enid Winikoff presented the report and recommendation of the Grievance Committee in regards to the grievance complaint filed against a Member by the Members of the Boca West Masters Association Grievance Committee. The Member involved in the grievance violated Bylaws Section 10.02 endangering the welfare and safety of Club Members.

The Grievance Committee recommends a one year suspension and a second year suspension to be added if any further violations occur.

Motion: On a motion made by Mr. Wolf and seconded by Mrs. Banks, Board unanimously agrees to suspend the Member for a period of one year. The Board will consider reducing the suspension to six months in the event the Member completes and provides proof of successfully passing the online Florida Basic Driver Improvement Course within the first six months of suspension; appropriate letters of apology to the Board of Governors acknowledging the conduct endangered the safety and welfare of Club Members and their families and also acknowledging to become a safe driver; Incident be recorded in Members file; Any additional offenses, the Member will immediately be suspended for two years.

Grievance 02-2023

Enid Winikoff presented the report and recommendation of the Grievance Committee in regards to the grievance complaint filed against a Member by the Members of the Boca West Masters Association Grievance Committee. The Member involved in the grievance violated Bylaws Section 10.02 endangering the welfare and safety of Club Members.

The Grievance Committee recommends a one year suspension and a second year suspension to be added if any further violations occur.

Motion: On a motion made by Mrs. Banks and seconded by Mr. Berkowitz, Board unanimously agrees to suspend the Member for a period of one year. The Board will consider reducing the suspension to six months in the event the Member completes and provides proof of successfully passing the online Florida Basic Driver Improvement Course within the first six months of suspension; appropriate letters of apology to the Board of Governors acknowledging the conduct endangered the safety and welfare of Club Members and their families and also acknowledging to become a safe driver; Incident be recorded in Members file; Any additional offenses, the Member will immediately be suspended for two years.

Approval of Minutes

Motion: On a motion made by Mrs. Banks and seconded by Mr. Schraub, the minutes of the January 25, 2023 Board meeting were approved as amended.

Chairman's Report – Phil Edwards

General Business

Dr. Edwards commended Mrs. Banks and the Hope Week Committee on a successful inaugural year. Hope Week completed with hundreds of Members participating with over 8,000 volunteer hours on various Member engagement activities donated. Eight charity partners and dedicated staff supported Hope Week which led to its success.

The Legal Committee continues work on the Club's 75-mile rule. The rules and 75-mile rule forms and acknowledgements will be revised to ensure they are clear and well defined. All current and future 75-mile rule Members will sign the updated forms and acknowledgements.

Annual Meeting

Dr. Edwards updated the Board on the format and Agenda for the Annual Meeting that afternoon, February 24, 2023.

Joint Venture

The Joint Venture Committee meeting that was scheduled for February 16, 2023 was cancelled. In its place a meeting between Phil Edwards, Matthew Linderman, Elaine Wittlin and Michael Eustace took place.

Outgoing Board Members

Dr. Edwards recognized and thanked the outgoing Board Members.

Jerry Glassman has been a Board Member, Chairman of the Board, Legal Chair and consigliere to multiple Chairs for decades. Dr. Edwards thanked him for his guidance, insight, legal expertise and friendship to all.

Phil Kupperman has been a Board Member, Chairman of the Board, Special Projects Chair and Chaired many Committees throughout the years. He has been influential in creating the renovator program and combined unit program as well as the construction of $200 million worth of amenities over the last ten years. Dr. Edwards thanked him for his leadership, commitment and love for the Community.

Bob Winikoff, former chair and current Member ex-officio. Dr. Edwards thanked him for his years of service.

Special Projects Committee

Motion: On a motion made by Dr. Edwards and seconded by Mr. Schraub, the Board unanimously approves non Board Members as Committee Members and/or Chair of the Special Projects Committee.

<u>General Manager Report – Matthew Linderman</u>

Financial Flash Report:

For the period of February 1 through February 19, 2023.

Golf Operations revenues and rounds are less than budget due to timing; revenues and rounds are expected to increase towards the end of February as more Members and Guests start arriving for Presidents week.

Golf and Tennis Retail and Equipment is on budget for February and are expected to be ahead of budget at month end due to the increase in traffic from Presidents week.

Fitness and Spa revenues are higher than budget and are expected to be ahead of budget at month end due to the increase in traffic from Presidents week.

Food and Beverage restaurant revenues are less than budget due to the delay in opening of the Lifestyle and Racquet Center. Mr. D's and Grand Central's average check is higher than budget as both outlets are currently open for lunch and dinner. Panache's average check is higher than budget due to the recent increase in prices. Catering revenues are higher than budget due to higher head counts for events than what was budgeted, as well as additional events not budgeted.

Delinquent Dues, Foreclosures and Downgrades

There are currently 27 delinquent Members and 12 of those have been delinquent for more than one year. Last year at this time, there were 44 delinquent Members and 11 of those were from previous years. The reduction in delinquent members of the past year is due to the Joint Venture lien initiative.

As of today, there are five foreclosed units compared to one at this time last year. Last month it was reported that there were six foreclosed units; however, one of the buyer has completely forfeited their deposit and backed out from the purchase. The delinquent Member is still considered the owner

As of February 22, 2023 there are currently 1,987 Golf players which is up 111 players compared to last year. This is 56 less players than in fiscal year 2008/2009. There are currently 246 Racquet Sports players which is up 32 players compared to last year. The Tennis community has not had this many players since fiscal year 2015/2016.

General Business

The March theme night's date has been changed to March 30 and 31. We are watching the reservation counts for each night and will combine to one night if needed.

A letter will be sent to all Members with approved service animals reminding them of the rules. The Club will follow up with email reminders to the entire Membership.

Recently, we have hosted a couple of events which occupied our Country Club building. These Catering events were all booked years in advance. When they were booked, we did not anticipate the delay in opening of the Lifestyle and Racquet Center. We are working on creative ways to accommodate our Members as best as possible.

We have received numerous inquiries on how to assist with relief efforts for Turkey and Syria. An email will be sent to the Membership with a list of reputable organizations published in the Forbes Advisor.

The CMAA World Conference is scheduled in Orlando February 25 -28. Matthew reported that he and John Collings will be attending.

The Boca Raton Chamber of Commerce hosted a panel discussion on February 15 for their Board of Trustees. General Managers from Boca West Country Club, Broken Sound and Royal Palm Yacht and Country Club participated in discussions on the impact of Country Club's within the Boca Raton community.

Club Improvement Program

Matthew gave an update on the Golf Courses. Travis Wehrs and Jeremiah Lockhart are working on a program for replacing grass around tees and bunkers. The Golf Course renovation update is on track to be presented to the Membership for approval early 2024.

The Multipurpose Art and Culinary Studio will be completed this Summer. A design presentation is scheduled for March.

Human Resources

Travis Wehrs, Director of Golf, was introduced to the Board.

The Clubhouse Manager search has been narrowed down. Final candidate interviews are being scheduled.

Joint Venture

Matthew Linderman reviewed the market watch trends within the Community. There are currently 81 listings, 30 of those are listed with Boca West Realty.

Rules and Regulations Update

An updated version of the Club's Rules & Regulations was distributed. Before it can be uploaded to our website, it needs to be approved by the Board of Governors. If you recall, earlier this year, the Board approved a version which had been updated by a Task Force appointed for that purpose. Following the approval and publication of that version, we recognize that further updates were necessary in order to address various changes to terminology, i.e. "Sports Center" to "Lifestyle and Racquet Center" and "Tennis" and "Pickleball" to "Racquet Sports," etc. I asked Peter Blacklock and Leslie Kennedy to conduct that review. Working with the department heads and standing committees, Peter Blacklock and Leslie Kennedy made certain grammatical revisions. They moved certain provisions into sections where the subject matter actually covered those provisions. Some of the language was changed to give more clarity to the specific rule or regulation. The first draft of the updates was then reviewed by the full Legal Committee of this Board. The final version that you received contains all of the updated revisions suggested by the Legal Committee. There were no substantial new Rules or Regulations added and no existing Rules or Regulations were removed.

Motion: Pursuant to Bylaw Section 5.01C, on a motion made by Mr. Glassman and seconded by Mr. Richard, the Board unanimously approves the update of the Club's Rules and Regulations that was distributed to the Board at its regularly scheduled January 26, 2023 Board of Governors meeting; and that the Board of Governors direct that this version be published on the Club's website to replace the present version.

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

In 2010 the Board of Governors of Boca West Country Club approved a request of the members to create a charitable foundation whose mission is to fund programs assisting at risk children and their families in our community. A separate organization, now named the Boca West Children's Foundation was formed.

On December 17 BWCF held its 13th annual Adopt a Family/Home for the Holidays Project at Old Navy. Over 100 Boca West volunteers packed harvest baskets for each child's family, helped 150 children from the Boys and Girls Clubs of Delray Beach and Boca Raton shop at Old Navy with their $50 gift certificate, chaperoned children at a sumptuous brunch in the right here in the Cypress Room and helped each child pick out an age-appropriate toy for Christmas. The BWCF partnered with PBSO for this project for the past three years.

On January 8 Jay Leno made his third appearance at Boca West for the Foundation. He delighted the crowd of 800 and closed the evening to roaring laughter and great insights. Most importantly, over $1.1 million was raised that evening.

Our raffle drawing was held on January 23. Two tickets to the Superbowl including a tailgate party on February 12, 2023 was the grand prize. Over $150,000 was raised.

Currently the Foundation is partnering with The Diaper Bank – Covering South Florida for the 8th year. For families struggling to put food on the table buying diapers is simply not in their budget. Last year we were thrilled to be able to distribute over 180,000 diapers. This year, we shattered that record and, right now, we're over 200,000 diapers. We were overwhelmed by the support from our Boca West community. On behalf of "our" babies, thank you to everyone who collected, volunteered, or donated…and a special shout out to Robyn Cohen, Lisa Glassner and Rebecca Schwartz who did a terrific job managing the drive.

One of our newer initiatives, Bikes for Tikes, in its third year has raised over $30,000 but we're not done yet. We will be distributing bikes to children from The Fuller Center (in Boca Raton), the YMCA of South Palm Beach County the YMCA of the Palm Beaches and Roots and Wings (in Delray Beach). Each of the pre-K kids (class of 2023) as a graduation gift (to kindergarten), will be presented with their very own bike.

The Foundation our will hold its 11th Annual Golf Challenge; on March 27. We are fast approaching a sellout. If you wish to participate, please contact the office as soon as possible. Last year our golf challenge contributed over $400,000 to our charity partners vetted projects.

With the help of so many of the Boca West members 9000 children were fed, clothed, schooled, and kept safe each year. The Foundations mission has been extremely impactful. We are once again projecting over $1,500,000 will be granted to the projects we support. With these grants our total will be close to $20 million.

Legal Report – Jerry Glassman

Mr. Glassman thanked the Board for their support over the years and asked this Board and future Boards to stay the course.

Jerry Glassman gave an updated on various legal matters.

Finance Report – Frank Richard on behalf of Bob Lerner

Frank Richard gave an update on the January financials.

Special Projects – Phil Kupperman

Akoya

As of January 31, 2023 Akoya has 112 sold. One unit remains available.

Renovator Program

As of January 31, 2023 the Renovator Program is at 171 with three pending acquisitions.

As of January 31, 2023 there are 158 renovated units sold with two pending.

Total increase in Market Value is $28.5 million.

There are 13 units now under construction or pending sale, seven of those units are currently paying social dues for this fiscal year.

Bulk Renovator

As of January 31, 2023 the Bulk Renovator Program has a total of 58 closed and pending acquisitions.

As of January 31, 2023 there are 32 renovated units sold with two pending sales.

Total Market Value appreciation is $36.4 million, with four pending acquisitions, 35 units under renovation and four units pending sale for a total of 42 additional units to be sold under this program. These additional units to be sold will generate another $3.78 million in new Joining Fees.

Combined Units

There has been no change in the number of units acquired under this initiative. Of the seven Members who have acquired combinable units, four have been completed and approved.

Leadership Program – Jeanine Banks and Frank Richard

The sixth and final session took place on February 20. The agenda was comprised of an overview on the Club's Committees, Understanding the Club's Human Resources, and a review of this year's program. This is the fourth Leadership class completing the program.

Jeanine Banks asked the Board to recommend candidates for next year.

Jeanine Banks thanked all the presenters and support staff who contributed to this year's program.

Joint Venture Committee on Villages – Frank Richard

Two seminars were held; February 3 on Florida New Era with Major Property Insurance Reforms and February 10 on Amending Documents. The seminars have proven to be successful with 60 to 80 people in attendance.

Frank Richard thanked the sub-Committee for their contributions to this year's seminars.

Hope Week – Jeanine Banks

Jeanine Banks expressed her gratitude to Kathy Kohlhepp and Christina Guilianti for their collaboration on this year's successful Hope Week and shared the recent press release.

Many volunteers who participated in the planned events have asked how they can continue their involvement at the various charities. In the upcoming weeks, a letter will be sent to all Hope Week Volunteers with a list of the Charities and their contact information.

Membership – Enid Hoffman

Motion: On a motion made by Ms. Hoffman and seconded by Mrs. Banks, the Board unanimously approves the nine new Member Nominees presented.

Membership Statistics

As of February 22, 2023, closed and pending sales to the new members were 72 compared to 132 last year. Including one new member in Akoya this year compared to four last year.

Board Approvals Needed

Ms. Hoffman reported there is a request from a Member to add a Companion to their Membership.

Motion: On a motion made by Mr. Berkowitz and seconded by Ms. Hoffman, the Board unanimously denies the Companion to be added to the Members account.

Ms. Hoffman reported there is a request from a Lessee to have the golf dues refunded due to the unexpected and sudden passing of their spouse, five days after arriving. The Lessee is not asking for a refund for the social dues.

Motion: On a motion made by Ms. Hoffman and seconded by Mr. Berkowitz, the Board unanimously approves the refund of the golf dues based on the circumstances.

Ms. Hoffman reported that the Members who are leasing their home to the Lessee whose spouse passed away are requesting that this fiscal year not to be counted as one of their two permissible years of leasing with Membership.

Motion: On a motion made by Ms. Hoffman and seconded by Mr. Roth, the Board unanimously denies the request of the Members as the Lessees are not receiving a refund for the social dues paid.

75-mile rule violations

Ms. Hoffman reported there are two 75-mile rule unit owners who are in violation of the rule and agreements signed.

Motion: On a motion made by Ms. Hoffman and seconded by Mr. Schraub, the Board unanimously approves the two 75-mile rule unit owners who are in violation of the rule and agreement be referred to the Grievance Committee.

Trendz Sub Committee – Enid Hoffman

Enid Hoffman thanked Jeanine Banks for her collaboration on the inaugural Trendz Committee. The first year was successful and generated good ideas and feedback.

Communications and Marketing – Bob Schwartz

Nothing to report other than a great year for the Committee.

Racquet Sports – David Shifrin

Nothing to report in addition to the Committee minutes.

Golf – Chuck Rosenblatt

The Men's Member Guest will take place on Monday, February 27 on all four courses. An after-hours event is being planned for those Members and guests that want to stay after dinner.

The Ladies Member Guest will take place on Monday, January 13 on three courses.

House and Activities – Jeanine Banks

Jeanine Banks reported that it was an exciting year for the Committee with events and activities back after the pandemic hiatus.

The Cabaret night featuring a Queen tribute band was attended by 1,200 Members.

The program for Presidents week was exceptional and all events and activities planned were well attended.

Fitness, Aquatics and Spa – Charlie Wolf

Nothing to report in addition to the Committee minutes.

Retail – Jonathan Schraub

Nothing to report in addition to the Committee minutes.

IT Project – Steven Roth

Nothing to report.

Human Resources – Arthur Adler

International Staff

We are in the process of planning our summer recruiting trips. Interview dates in South Africa will be July 25 through July 30. We had success last year moving our European interviews to late August. These employees tend to withdraw from the program if commitments are made too far in advance, so we will continue to book these within the last two weeks of August.

We have been working closely with Workaway International, our International Staff agency, to place a number of current international staff members at their northern clubs on the H2B visa for the summer. The intention is for those employees to come back directly to Boca West in October. Of the 340 currently employed, over 140 have already committed to northern employers.

Florida Atlantic University

We have been in contact with Peter Ricci, Director of the Hospitality & Tourism Management Program at FAU, regarding the scheduling of the Executive Hospitality and Tourism Class. We have 16 employees signed up for the online, 30 hour course which will allow them to receive their certification in Hospitality and Tourism Management after the successful completion of the class.

George Snow Scholarship

We had five dependents of employees apply for the scholarship this year; two Culinary, two Golf and one Fitness, Spa, and Aquatics. We will be notified of any winners at the end of April and the students will be notified in the middle of May.

ACA Reporting

We are finalizing the ACA reporting. This year we have integrated with UKG and have had some difficulties matching up the correct coding. Since this is our first year with UKG, we have decided to do the report manually, to ensure that it is correct. We are hopeful that next year we will not run into this issue with UKG as we have been fully operating in the new system since the beginning of this year. The deadline to send out the 1095 paper forms to the employees is March 2nd. The electronic filing has to be sent to the IRS by March 31.

Employee Housing

Overall, the housing is still operating smoothly. We have not had any problems that warranted adding a security officer at any of the complexes. Due to the slow decrease in number of staff, we were able to close a few apartments. We will evaluate the year-round housing needs and use towards the college and J1 interns to help offset the costs.

Employee Appreciation Day

On Wednesday March 3, we will host a luncheon where each employee will be able to enjoy a lunch prepared by our kitchen, while the Department Heads serve them. We hosted this event two years ago and it was extremely successful and well-received by the staff.

Hospitality Management Internship Success

We had extended our first full-time, year-round position to a previous Hospitality Management Intern from last summer. Kennedy Lasley has done a great job in her new role as Assistant Restaurant Manager within her first few weeks here.

Staffing

The current number of employees is 862 compared to 767 last year, 774 in 2021 and 657 in 2020.

<u>BWMA – Bob Schwartz</u>

Nothing to report

Ombudsman – David Shifrin

Nothing to report.

Unscheduled Topics

Based on discussion and consensus at the January Board Meeting, a Board succession plan with the current Board making recommendations to the incoming Board Members is recommended. Dr. Edwards presented his recommendation for discussion. The Board is unanimously in agreement.

Adjournment

There being no further business to discuss, the meeting adjourned to executive session at 12:00pm.