BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	March 30, 2023
MEMBERS PRESENT:	P. Edwards, J. Banks, E. Hoffman, F. Richard, B. Berkowitz, M. Haberman, B. Lerner, S. Roth, J. Schraub, R. Schwartz, A. Schwartzman, D. Shifrin, R. Shulman, C. Wolf
MEMBERS ABSENT:	A. Adler (with notice)
PARTICIPANTS:	P. Kupperman (Non-Board member) M. Linderman, K. Campbell, L. Stefaniw
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Phil Edwards
ISSUE DATE:	April 27, 2023

Grievance Committee – Enid Winikoff

Grievance 03-2023

Enid Winikoff presented the report and recommendation of the Grievance Committee in regards to the grievance complaint filed against a Member by Charlie Wolf, Chair of the Fitness, Spa and Aquatics Committee. The Member involved in the grievance engaged in improper conduct affecting the welfare, safety, harmony, and good reputation of the Club, in violation of Bylaw Section 10.02.

The Grievance Committee recommends the Member be suspended for a period of three months, with an additional six months probation period where if another incident occurs, an automatic Grievance will be filed; appropriate letters of apology to Matthew Linderman and the Fitness Staff; Incident be recorded in the Members file.

Motion: On a motion made by Mr. Berkowitz and seconded by Mr. Lerner, the Board accepts the recommendation of the Grievance Committee.

Grievance 04-2023

Enid Winikoff presented the report and recommendation of the Grievance Committee in regards to the grievance complaint filed against a Member by Jonathan Schraub, Chair of the Retail Committee. The Member involved in the grievance engaged in improper conduct affecting the welfare, safety, harmony, and good reputation of the Club, in violation of Bylaw Section 10.02.

The Grievance Committee recommends the Member be suspended for a period of one year; appropriate letters of apology to the Board of Governors, Matthew Linderman and the Retail Staff; Incident be recorded in the Members file.

Motion: On a motion made by Mrs. Banks and seconded by Mr. Wolf, the Board accepts the recommendation of the Grievance Committee.

Grievance 05-2023

Enid Winikoff presented the report and recommendation of the Grievance Committee in regards to the grievance filed against a Member by Enid Hoffman, the Chair of the Membership Committee following an approved Board Motion at the February, 24 2023 Board meeting to proceed with the complaint through the Grievance Committee.

The Grievance Committee recommends the unit owners Membership be suspended for a period of six months or until the expiration date of the current lease of the unit, whichever date is longer; Incident be recorded in the Members file.

The Board engaged in discussion regarding the 75-mile rule.

Motion: On a motion made by Mr. Schraub and seconded by Mr. Schwartzman, the Board approves to suspend the unit owners Membership for a period of one year, effective immediately and the incident be recorded in the Member file.

Grievance 06-2023

Enid Winikoff presented the report and recommendation of the Grievance Committee in regards to the grievance filed against a Member by Enid Hoffman, the Chair of the Membership Committee following an approved Board Motion at the February, 24 2023 Board meeting to proceed with the complaint through the Grievance Committee.

The Grievance Committee recommends the unit owners Membership be suspended for a period of six months or until the expiration date of the current lease of the unit, whichever date is longer; Incident be recorded in the Members file.

Motion: On a motion made by Mr. Wolf and seconded by Mr. Schwartzman, the Board approves to suspend the unit owners Membership for a period of one year, effective immediately and the incident be recorded in the Member file.

Approval of Minutes

Motion: On a motion made by Mr. Berkowitz and second by Mrs. Banks, the minutes of the February 24, 2023 Board meeting were approved.

Motion: On a motion made by Mr. Haberman and second by Mrs. Banks, the minutes of the March 7, 2023 Board meeting were approved.

Chairman's Report – Phil Edwards

Dr. Edwards welcomed the three new Board Members and Jeanine Banks as a returning Board Member for her second term. The Board was reminded of the processes and parameters discussed in the new Board Member orientation.

Dr. Edwards asked for moment of silence for past Board Member Leonard Dopkins who recently passed away. Dr. Edwards offered some brief comments about Leonard; he was dedicated to the Club, Staff, and Community as well as a dedicated family person and a great friend to many. Our thoughts and prayers are with his family during this difficult time.

Committees

Dr. Edwards thanked the newly appointed Committee Chairs and Vice Chairs. The Committee selection process has been completed.

Committee Chairs and Vice Chairs are expected to provide the following to Dr. Edwards. Due May 1, 2023. This criteria will be available for next year's Committee recruitment.

1. Details of the selection process of Committee Membership
2. Criteria for Committee, i.e. restrictions
3. Attributes for selection of Committee Members
4. What should a member expect and what is to be expected of Members on the Committee

Preliminary Committee Goals are to be submitted to Jeanine Banks by May 1, 2023.

General Business

The annual Board retreat is scheduled for June 6 and/or 7, more information to follow. Dr. Edwards asked for volunteer Board Members to participate in the planning committee.

Fiscal year 2023/24 budget process has begun. The Budget Committees first meeting is scheduled for March 31, 2023.

Sports Center Project Update

We have received some questions from the Membership on the delay and increased costs of the Lifestyle and Racquet Center construction. These questions are based off of misinformation and misunderstandings circulating the Community.

It is important to remember that demolition only began exactly one year ago today. The increased costs are due to bad timing, inflation and shipping delays. Construction costs have increased significantly in the last two years. In addition to the increased costs, we have had delays with the County permitting process and while not directly a threat, Hurricane Ian diverted contractors and deliverables to the West Coast of Florida. Labor shortages and increased wages have also had an impact on the costs.

Dr. Edwards reported that he will be addressing this in his May magazine article.

General Managers Report – Matthew Linderman

Financial Flash Report

For the period of March 1 through March 25, 2023.

Golf Operations is experiencing a strong March with revenues and rounds up from budget and last year.

Golf and Tennis Retail and Equipment is ahead of budget for March due to the success of the 'Pot of Gold' and 'Saturday Special' sales, as well as the Bugatchi trunk show. The Cabana Shoppe is under budget due to delay in opening.

Fitness and Spa services are higher than budget and last year.

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 Centrals average check is higher than budget as both outlets are currently open for lunch and dinner. Panache's average check is lower than budget due to the timing of March theme night that was moved to the end of the month.

Catering is experiencing a strong March with revenues 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 23 delinquent Members and 14 of those have been delinquent for more than one year. Last year at this time, there were 37 delinquent Members and 31 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 six foreclosed units compared to one at this time last year.

As of March 28, 2023 there are currently 1,988 Golf players which is up 112 players compared to last year. This is 55 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

Lifestyle and Racquet Update

Matthew gave a detailed overview on the construction costs and the multiple variables that caused an increase.

Activities

Matthew reported that he has received wonderful compliments on the Presidents Week holiday activities. There is great momentum for upcoming events and holidays, including Theme Night.

There are currently 1,187 reservations for Passover. The team is working through the waitlist to accommodate as many without compromising service and food quality. The Passover To-Go program has close to 500 orders.

Human Resources

We have extended an offer to a Clubhouse Manager candidate.

We have 15 Hospitality Management Interns committed for the Summer. They are from various universities around the Country and will start at the end of May. They will be working in the Golf, Retail and Food and Beverage departments. In addition, we have hired around 20 J1 students that will also be starting at the end of May. These students are from Canada and Ireland and will be here for the Summer.

We are in the final stages of receiving Employment Authorization approval for three International Captains that we are sponsoring for green cards. They will work through the end of May on their current visa and then switch over to permanent status.

General Business

Matthew reported that it was discussed at his weekly golf meeting with Travis Wehrs and Jeremiah Lockhart, the weekly Golf and Agronomy updates will start again.

Boca West Children's Foundation – Pamela Weinroth (written report provided)

On March 27, your Foundation's 10th Anniversary Golf Challenge raised more than $600,000 for "our" kids. More than 400 golfers competed for 26 of our charities for shares of the $100,000 prize money. Top honors were taken by Sweet Dream Makers with Place of Hope and Unicorn finishing in second and third places. Twenty-three other charities shared the remainder of the money.

Our third annual Bikes for Tikes Program is in full swing. Last year member's generosity enabled us to provide bicycles and helmets to 600 children. Pre-K graduates of the Florence Fuller Center, the YMCA of the Palm Beaches and YMCA of South Palm Beach County each received a bicycle and a helmet. Also included is Roots and Wings in our distribution list. The smiles on "our" kids' faces when they see their first bikes are priceless!

As this season winds down, the Foundation board is hard at work planning to do even more for "our" kids next season.

I would like to take this time to thank the Board of Governors of Boca West Country Club for its support of the Foundation. Your commitment to the cause has been truly remarkable, and I am deeply grateful for the time, effort and resources, including staff and volunteers, you have devoted to the Foundation. Thanks to this support, we have been able to make a difference in the lives of so many children and their families in our community.

The Club's dedication to philanthropy and community service is an inspiration to our community and we feel honored to have your support.

Motion: On a motion made by Mr. Haberman and seconded by Mrs. Banks, the Board unanimously approved the Boca West Children's Foundation to host the 12th annual Golf Challenge at Boca West Country Club on March 25, 2024 and Walk in the Woods as part of Hope Week on January 29, 2024.

Legal Report – Jonathan Schraub

75 miles rule update

Jonathan Schraub presented an updated Agreement and Acknowledgement to the Board. In accordance with existing by-laws, the Legal Committee reviewed the complete 75-mile Rule and detailed the terminology in the updated Agreement. All existing 75-mile rule unit owners will be required to sign the updated Agreement on April 1 and submit the executed Agreement by the end of the current fiscal year. All new 75-mile rule unit owners will be required to sign the updated Agreement upon approval of purchase.

Finance Report – Frank Richard

Frank Richard reported on timing issues; expenses that were budgeted for will be spent throughout the year. Overall, the Club is still ahead of budget.

Frank Richard gave a detailed update on the February finances.

Special Projects – Phil Kupperman

Akoya

As of February 28, 2023 Akoya has 112 units sold with one unit pending. This accounts for all units.

Renovator Program

As of February 28, 2023 the Renovator Program is at 172 acquisitions with three pending acquisitions.

As of February 28, 2023 there are 158 renovated units sold with three pending.

Total Market Value appreciation is $28.5 million.

There are 14 units now under construction or pending sale, seven of those units are required to and are currently paying social dues for this fiscal year.

Bulk Renovator

As of February 28, 2023the Bulk Renovator Program has a total of 58 closed and pending acquisitions.

As of February 28, 2023there are 33 renovated units sold with five pending sales.

Total Market Value appreciation is $36.7 million, with three pending acquisitions, 31 units under renovation and eight 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. One combinable unit is scheduled to be completed for inspection next month.

Joint Venture Committee on Villages – Bob Schwartz

A meeting with the Master Association Management was scheduled and was positive. Discussions ensued regarding the upcoming seminars and ways to make adjustments. The Master Association presented new initiatives and programs they are working on.

Membership – Enid Hoffman

Motion: On a motion made by Enid Hoffman and seconded by Mr. Lerner, the Board approves the 10 new Member Nominees; one existing Member internal transfer and one Companion presented.

Membership Statistics

As of March 28, 2023, closed and pending sales to new Members were 105 compared to 161 last year, including two new Members in Akoya this year compared to five last year.

Trendz Sub Committee – Enid Hoffman

Enid Hoffman reported that a review of the Club's Single Members has begun. A Sub-Committee of seven to eight Members will narrow down the list to identify participants. The Committee is planning three sessions with 30 Single Members in each session.

House and Activities – Jeanine Banks

Jeanine Banks reported on the success of Tanglewood - the performance, fireworks and staff were all outstanding.

Jeanine Banks presented an updated dining dress code for approval.

Motion: On a motion made by Mrs. Banks and seconded by Mr. Schraub, the Board approves the updated dining dress code as presented.

Hope Week – Jeanine Banks

Jeanine Banks introduced Steve Roth as the new Vice Chair of the Hope Week committee.

The second annual week event will take place January 29, 2024 through February 4, 2024. There is no conflict with the Play for Pink tournaments. Meetings with the charities are being scheduled.

Human Resources –Bob Schwartz

International Staff

We have scheduled the departure dates for the International Staff. Of the 337 International Staff there are 250 (74%) going up north to work for the summer, 84 going home and three of them are awaiting green card status. Over the next few months, we will be gathering end of season ratings and rehire eligibility from all the departments. We anticipate a 60%-65% actual return ratio for next season.

Hospitality Management Internship

We have 15 confirmed interns with an additional five going through the application and interviewing process. The interns will work in Golf, Retail and Food and Beverage.

On Tuesday, March 21 we attended the Lynn University's Career Fair, and we received additional applicants for the Summer internship as well as for part-time jobs.

H2B Visa Process

We will begin preparing all of the preliminary paperwork to start filing the petitions for next season's H2B workers. We have been consulting with Workaway International and our immigration counsel to make sure that the applications are submitted at the earliest date possible. First step will be to apply for the Prevailing Wages which will be submitted within the next month.

Employee Events

The second round of the Biometric Health Screening scheduled for April 2.

On May 2 we have an employee trip scheduled to a Miami Marlins game, with special guest Matthew Linderman throwing out the first pitch.

Retirement 401-k

We reconciled all of the end of year information for the 401k for the 2022 plan year. The Club's plan has passed all of the IRS required non-discrimination testing and no refunds are needed this year. There were 1275 employees tested with 368 eligible to participate in the plan. The average contribution for the non-highly comp employees was 5.44% and the highly comp employees was 7.16% with 7.45% allowed. We continue to monitor and encourage all staff to contribute to their 401k plans. Overall, the Vanguard plan continues to be very well received by all staff members that participate.

Staffing

The current number of employees is 859 compared to 774 last year and 657 in 2021.

Ombudsman

A new Club email has been created for the Ombudsman ombudsman@bocawestcc.org.

BWMA – Bob Schwartz

Nothing to report.

Unscheduled Topics

Discussion on financing took place.

Motion: On a motion made by Mr. Schraub and seconded by Mr. Roth, the Board authorizes Matthew Linderman, Kathy Campbell, and whomever else they may need to pursue discussion with Fifth Third Bank.

Adjournment

There being no further business to discuss, the meeting adjourned to executive session at 12:45pm