BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	January 25, 2024
MEMBERS PRESENT:	P. Edwards, J. Banks, E. Hoffman, F. Richard, B. Berkowitz, A. Adler, M. Haberman, B. Lerner, S. Roth, J. Schraub, R. Schwartz, A. Schwartzman, D. Shifrin, R. Shulman, C. Wolf,
MEMBERS ABSENT:	
PARTICIPANTS:	R. Chavis (Grievance Chair), M. Linderman, K. Campbell, L. Stefaniw
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Philip Edwards
ISSUE DATE:	February 18, 2024

Grievance Committee – Rick Chavis

Grievance 14-2023

Rick Chavis presented the report and recommendation of the Grievance Committee in regards to the grievance complaint filed by Charlie Wolf, Chair of Fitness, Spa and Aquatics. The Member involved in the grievance engaged in improper conduct with staff members, affecting the welfare, safety, harmony and good reputation of the Club, in violation of Bylaw Article X Section 10.02.

The Grievance Committee recommends the Member be suspended from the Lifestyle and Wellness Center, which includes the Aquatics Complex and the Salon at Boca West Country Club for a period of three months. The suspension may be terminated upon receipt of letters from the Members doctors written prior to April 1, 2024; successfully complete an Anger Management course and appropriate letters of apology to the Board of Governors, Matthew Linderman and the Fitness and Spa Staff.

The Board discussed the grievance.

Motion: On a motion made by Mr. Adler and seconded by Mr Berkowitz, the Board accepts the recommendation of the Grievance Committee, with the modification that the suspension is to be in effect, while in residence.
13 approved; 1 against and 1 abstain.

Grievance 02-2024

Rick Chavis presented the report and recommendation of the Grievance Committee in regards to a grievance complaint filed by Enid Hoffman, Chair of Membership. The Members involved in the grievance repeatedly violated Club Rules and Regulations by allowing their adult child, a Non-Member resident accompany them to various venues in the Club. A Non-Member Resident is not permitted to use the Club facilities or be a guest at the Club. In review of the Membership file, there is a history of reported incidents where the adult child attempted to use the Club facilities. The Members are aware of the rule and have previously acknowledged the rule by signing a letter sent by the Board of Governors in 2009. These continued incidents violate the Club Bylaws, Article X, Section 10.02 affecting the welfare, safety, harmony and good reputation of the Club.

The Grievance Committee recommends the Members be suspended from all activities and venues at Boca West Country Club for a period of one year. In the event the non-equity unit is sold the suspension will be terminated. Appropriate letters of apology to the Board of Governors and Matthew Linderman.

Motion: On a motion made by Mr. Berkowitz and seconded by Mr. Wolf, the Board accepts the recommendation of the Grievance Committee.
14 approved and 1 abstain.

Approval of Minutes

Motion: On a motion made by Mrs. Banks and seconded by Ms. Hoffman, the minutes of the December 21, 2023 Board Meeting are unanimously approved.

Chairman's Report – Philip Edwards

Dr. Edwards wished the Board a Happy and Healthy New Year.

Dr. Edwards commended Matthew and the Staff on the successful opening of the Aquatics Center and Market Square and for the exceptional service creativity and hard work in achieving Member satisfaction. The Holiday events at the Club were a huge success. Members and their families enjoyed all the Club had to offer.

General Business

Details regarding the Annual Meeting were discussed. New Committees will be selected in March following the Annual Meeting. A notice to the Membership will go out in the coming weeks with instructions for Committee consideration.

The New Member Party will take place on Tuesday, January 30. The entire Board and their spouses are invited to attend and welcome the new Members.

The Annual Meeting and Board of Governor Election packets have been mailed out to the Membership, in accordance with the bylaws.

The Committee Charters have been finalized and a copy was distributed to the Board. The Committee Charters will be used for the Board and Committee orientations.

The Committee year end assessments are due February 16.

Israel Response

Motion: On a motion made by Mrs. Banks and seconded by Mr. Schraub, the Board unanimously agreed to keep Israeli flag on the flag post at the Country Club. The Board will discuss the length of time at future Board meetings.

Board Succession Plan

Based on discussion and consensus at the previous Board Meetings, a Board succession plan with the current Board making recommendations to the incoming Board Members is recommended once again. Dr. Edwards presented his recommendation for discussion.

Motion: On motion made by Dr. Edwards and seconded by Mr. Berkowitz, the Board unanimously agreed with the recommendation.

General Managers Report – Matthew Linderman

Financial Flash Report

For the period of January 1 through January 17, 2024.

Golf Operations revenue is currently lower than budget and last year due to the colder rainy weather conditions in the month of January.

Golf Retail merchandise and equipment revenue is currently lower than budget, but is expected to increase with the Play for Pink sale that runs January 15 to 26.

Fitness and Spa is experiencing a strong January with revenues and services ahead of budget and last year. The positive variance to the budget is due to an increase in facial treatments, massages and personal training sessions.

Food and Beverage restaurant revenue and covers are ahead of budget with the success of Market Square.

Catering revenue is lower than budget due to timing of events but is expected to exceed budget by the end of January.

Delinquent Dues, Foreclosures and Downgrades

There are currently 18 delinquent Members and nine of those have been delinquent for more than one year. Last year at this time, there were 27 delinquent members and 14 of those were from previous years. The reduction in delinquent Members for more than one year is due to the Joint Venture lien initiative.

As of today, there are three foreclosed units compared to six at this time last year.

As of January 19, 2024 there are currently 2,070 Golf players which is up 87 players from last year. This is up 27 more players than in fiscal year 2008/2009. There are currently 344 Racquet Sports players which is up 94 players compared to last year. The Racquet Sports community has not had this many players since fiscal year 2012/2013.

Department Head Introduction

Olga Follansbee, Director of People and Culture, formerly Director of Human resources was formally introduced to the Board. Olga was welcomed and we look forward to having her on the Leadership team.

Construction Projects Update

The TCO paperwork for Cabana Bar and Grill has been signed. Final inspections have been scheduled.

The most recent construction timeline given by the Contractors shows the interior work of the Lifestyle Building will be completed in the third week of February. A week long furniture installation has been scheduled to begin on March 4.

With the delay in opening the Fitness Locker Rooms, Matthew recommends reducing the prorated annual locker fee to $80 for this fiscal year.

Motion: On a motion made by Mr. Berkowitz and seconded by Mr. Wolf, the Board approves Matthew Linderman's recommendation to reduce the prorated annual locker fee to $80 for this fiscal year due to the delay in opening.

Matthew distributed and reviewed a list of Future Capital Projects and the projected timelines.

The waterproofing at the Golf and Activities building terrace outside the Cardrooms is failing. We have a meeting with insurance agent this upcoming week and legal counsel has been engaged.

General Business

We have added a third night for our March theme night even, St. Barths.

Our insurance broke recommended the Club add an active shooter policy. After review with the Insurance Committee, the Club has added this policy. Matthew Linderman reviewed and explained the policy in detail.

There are currently 67 listings within Boca West with Boca West Realty.

Human Resources

Boca West Country Club has been awarded Top Workplace USA for the fifth year in a row. This award is based solely on the employee survey that was administered a few months ago by Energage, an independent survey company. I am so proud or our incredible team and all we have accomplished given the challenging years our staff has had through a pandemic, a monstrous construction project along with all the obstacles we have been faced with. I am so grateful to them for their continued dedication to all of us.

The annual employee Wellness Fair will be held on Friday, February 9. Florida Blue will be on property administering biometric appointments. We also have activates planned for the staff to participate in;

painting classes, a petting zoo, hand and back massages, healthy food and smoothie options, along with raffles and prizes.

Foundation Report – Pamela Weinroth (written report provided)

Our ninth Annual Diaper Drive is taking place on Tuesday, February 27 at the Tennis Center circle from 8am until noon. For many families, especially those suffering from food insecurity, buying diapers is simply not in their budget.

Here are some sobering facts:

- One in two families report diaper need. More than 20,000 families in Palm Beach County are living below the poverty line.
- Infants require 12 diapers per day, toddlers about 8.
- Disposable diapers can cost close to $100 per month per baby.
- NO state or federal child safety net program, such as food stamps, allocates dollars for the purchase of diapers.
- Most childcare centers, even free and subsidized facilities, require parents to provide a supply of disposable diapers.

Bikes for Tikes is entering its fourth year. The Foundation is dedicated to providing children in need with the joy of owning their own bikes. "Our kids" are awarded bikes when reaching goals such as completing reading achievements and graduating from pre-school. We also gift bikes to children who have recently entered foster care. These bicycles serve as more than just a mode of transportation; they represent freedom, empowerment, and endless possibilities for these young individuals.

New this year, we are encouraging donors to celebrate special occasions such as birthdays or anniversaries by gifting a child a brand-new bike. A donation of $160 will directly fund the purchase of a high-quality bike and helmet, ensuring it reaches the deserving hands of a child within our community. The contribution will be commemorated with a special dedication in honor of the donor's birthday or anniversary, creating a lasting impact that goes beyond the material gift. The contribution not only honors significant milestones but also brings immeasurable joy to a child who may not have had the chance to experience the simple pleasure of owning a bicycle.

I would like to express my sincere gratitude to the entire Boca West Board of Governors and the Boca West staff for their continued support of the Foundation.

Legal Committee – Jonathan Schraub

Details on the proposed Bylaw amendment mailing was discussed. The mailing will be sent to the Membership at the end of February for a Special Meeting to take place in April.

Jonathan Schraub gave an update on two legal matters.

Finance Committee – Frank Richard

Frank Richard reported on highlights for the month of December. The Club currently has no outstanding debt.

Audit – Arthur Schwartzman

There are two engagements with the Club Accounting Firm, RSM.

Technical Assistance Advisement (TAA) – Florida Sales Tax Holiday

The Florida Department of Revenue has received the TAA from RSM and has already reached out to them. The representatives of the tax department said, at this time, they believe they have all the information they need and will begin drafting their response. They will contact RSM if they need any additional information or have any questions.

RSM was cautioned that the TAA response will first need to go through two levels of review at the Department of Revenue, after which it will then go to the Office of General Counsel for further review.

Construction Cost and Change Order Analysis

Management, Matthew Linderman, Kathy Campbell, Peter Blacklock as well as Philip Edwards, Jeanine Banks, Arthur Schwartzman met with RSM on January 9 whereby RSM presented their initial draft report of the Construction and Change Order Analysis. The draft report explains that the project was executed in multiple phases.

RSM is reporting that from March 2021 to March 2022, the cost of materials and supplies increased significantly for both residential and non-residential construction. Escalating costs were further exacerbated by supply chain disruptions and high demand. To support this claim, the report, using a national average provides a list of construction materials and the respective cost percentage increases during this period. We believe that cost increases here in South Florida are even greater.

To date, RSM has not received from T&G the supporting documentation costs which will need to be followed up and reconciled.

We are in the process of reviewing this report and expect to have an internal meeting next week to discuss our questions and comments and then hold another meeting with RSM.

Please note that this exercise only covers the project with T&G. Other costs related to this project for furniture, fixtures, equipment, artwork, and more are not a part of this review.

Special Projects – Robin Schulman on behalf of Phil Kupperman

In summary, total Market Value appreciation is $42.7 million. There are 15 units under renovation, nine units for sale and two pending sales for a total of 26 additional units to be sold under this program. These additional units to be sold will generate another $3 million in new Joining Fees.

Renovator Program

As of December 31, 2023 the Renovator Program is at 184 acquisitions. To date, 46% of the units acquired were formally non-performing or non-equity units.

As of December 31, 2023 there are 168 renovated units sold with two pending sales and four units for sale.

Total Market appreciation is $30.2 million.

There are 16 units now under construction and not for sale, five of those units are required to and are currently paying social dues for this fiscal year.

Bulk Renovator

As of December 31, 2023 the Bulk Renovator Program has a total of 59 units acquired.

As of December 31, 2023 there are 49 renovated units sold with no pending sales.

Market Value appreciation from these sales is $12.5 million.

The 10 units now under construction and not for sale, two of those units are required to pay social dues for this fiscal year.

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, all have been completed and approved.

Leadership Program – Bill Berkowitz

The sixth and final session of the Leadership Development Program was held on January 17, 2024. The agenda consisted of Club Human Resources Overview, Standing Committees, and an overview of the Leadership Program.

Bill Berkowitz asked the Board to recommend candidates for next year.

Joint Venture Sub Committee on Villages – Bob Schwartz

The upcoming educational session will be held on February 12. CBIZ Insurance Services will provide a presentation to Village Presidents and Representatives on Florida Property Insurance.

BWMA – Bob Schwartz

The candidates for the Master Association Board of Directors election were announced; Marc Grumet, Meyer Haberman, Ruth Molina and Liz Rome. The Candidates will give a presentation to Village Presidents and Representation February 7, 2024.

Membership – Enid Hoffman

Membership Statistics

As of January 22, 2024, closed and pending sales to new Members were 47 compared to 56 last year.

Board Approval Needed

Motion: On a motion made by Ms. Hoffman and seconded by Mr. Haberman, the Board unanimously approves the three new Member Nominees, two Companions, one Lessee and two Internal transfer Memberships.

Trendz – Enid Hoffman

The current groups focus is what programs single Members would like offered at Boca West. Invitation have been sent to a select group of single Members to attend one of three events.

Golf - Bob Lerner

Golf Course condition is a big item of review with the Committee. A new Agronomy update will be sent out to the Membership next week which will include re-grassing the remaining 14 holes of Fazio II.

Racquet Sports – David Shifrin

Nothing to report other than the first IntraClub competition at Boca West is being held today.

Lifestyle and Wellness – Charlie Wolf

Charlie Wolf recognized Misty Stewart, the new Director of Lifestyle and Wellness and her team on a successful opening of the Aquatics facilities.

House and Activities – Jeanine Banks

Nothing to report in addition to the minutes other than the new videos on social media have been well received.

Hope Week – Jeanine Banks

There are 315 registered volunteers to date. All charities are well represented.

Volunteers will receive a Hope Week bracelets as an identifier on site.

IT Project – Steve Roth

Nothing to report other than Cobalt is now a product on the market place.

Ombudsman – Steve Roth

A couple concerns have been received and they have been addressed by Committee Chairs or Management.

Unscheduled Topics

No unscheduled topics were discussed

Adjournment

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