BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	September 26, 2024
MEMBERS PRESENT:	J. Banks, A. Schwartzman, R. Schwartz, E. Hoffman, A. Adler, J. Schraub, P. Edwards, J. Attermann, B. Berkowitz, M. Haberman, B. Lerner, B. Roberts, S. Roth, D. Schulman, R. Shulman
MEMBERS ABSENT:	
PARTICIPANTS:	M. Linderman, K. Campbell, L. Stefaniw
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Jeanine Banks
ISSUE DATE:	November 6, 2024

Construction Litigation Update

The Club's Construction Attorney presented an overview and update to the Board on the ongoing Construction Litigation.

Grievance Committee – Rick Chavis

Grievance Appeal 08-2024

The Member involved in the grievance appeared before the Board with their Attorney to appeal the final decision of the Board. The Attorney provided an overview of the Member in relation to the Grievance. The Member thanked the Board for the opportunity to appeal the decision.

The Member and Attorney were excused and the Board discussed the Members appeal.

Motion: On a motion made by Jonathan Schraub and seconded by Enid Hoffman, the Board unanimously affirms the final ruling issued and agreed to credit 11 days of suspension as 'time served'. Additionally, the Board agreed to allow the Member to attend the High Holiday Services at the Club as well as continue physician prescribed physical therapy at the Palm Beach Institute of Sports Medicine on Club property.

Grievance 10-2024

The Grievance Chair, Rick Chavis presented the report and recommendation of the Grievance Committee in regard to a grievance complaint filed by Robin Shulman, Chair of Lifestyle and Wellness against a Member for repeated rude, abusive, inappropriate comments towards staff at the Aquatics and Fitness Centers, which is in violation of the Club's Bylaws, Article X, Section 10.02.

The Grievance Committee recommends the Member be suspended from all activities and venues at Boca West Country Club for a period of one year, while in residence. Appropriate letter documenting this Grievance to be placed in the Members membership file.

Motion: On a motion made by Philip Edwards and seconded by Bill Berkowitz, the Board unanimously accepts the recommendation of the Grievance Committee.

Grievance 11-2024

Rick Chavis presented the report and recommendation of the Grievance Committee regarding the grievance complaint filed by a Member against another Member for an incident that occurred in the card rooms whereby the Member allegedly physically assaulted the other Member affecting the welfare, safety, harmony and good reputation of the Club, in violation of the Club's Bylaws, Article X, Section 10.02.

The Grievance Committee recommends the Member be suspended from all activities and venues at Boca West Country Club for a period of one year, while in residence. Appropriate letters of apology to the Board of Governors and Metthew Linderman.

Motion: On a motion made by Philip Edwards and seconded by Arthur Schwartzman, the Board unanimously accepts the recommendation of the Grievance Committee and added that the Member is required to complete an eight-hour Anger Management Course approved by the Club.

Grievance 12-2024

Rick Chavis presented the report and recommendation of the Grievance Committee regarding a grievance complaint filed by a Member against another Member for an incident that occurred in the Men's locker room whereby the Members Aide allegedly made rude and inappropriate comments to the other Member affecting the welfare, safety, harmony and good reputation of the Club, in violation of the Club's Bylaws, Article X, Section 10.02.

The Grievance Committee recommends both Members write letters of apology to the Board of Governors and Matthew Linderman. The Member who had the grievance filed against them is to write a letter of apology and acknowledge the Club's policy that Members are responsible for the behavior of their Guest/Aide and will adhere to the Locker Room rules. The Member who filed the grievance is to write an apology letter for violating the Club's Rules and Regulations for confronting another Member and their Aide.

Motion: On a motion made by Arthur Schwartzman and seconded by Philip Edwards, the Board unanimously accepts the recommendation of the Grievance Committee.

Approval of Minutes

Motion: On a motion made by Danny Schulman and seconded by Steve Roth, the minutes of the August 14, 2024 Board Meeting were unanimously approved.

Chairman's Report – Jeanine Banks

Jeanine Banks shared and reviewed the Pre-Grievance/Grievance procedures and flow chart with the Board and stressed the importance of following this procedure. General Manager and Chairman will refer some grievances, depending on their nature and severity, to be sent directly to the Grievance Committee while others are granted a pre-grievance hearing.

Boca West Community Advisors / "Joint Venture"

Jeanine Banks reported that a meeting with Danny Bejarano, President of the Master Association is scheduled with her and Matthew on 9/27/24 as part of a monthly meeting to foster leadership dialog and collaboration.

Meetings for the Community Advisors Committee will take place quarterly. The next scheduled meeting will take place on November 11, 2024.

Compensation Committee Report

The Committee held a meeting on Wednesday, September 19, 2024 to review annual department head compensation, based upon the approved 2024-2025 budget, for the upcoming fiscal year. The Committee reviewed the schedule presented by the General Manager, made recommendations and gave its approval.

Executive Board

Board Members who are not serving on the Executive Committee (EC) will be invited to attend the meeting beginning in September. This will enable all Board Members to experience this forum and contribute to its discussion. Mark Haberman was welcomed to the September EC meeting on 9/24.

Key Additions to Board Meeting Schedule

There will be an additional Board Meeting in November, whose date will be determined. Additional dates concerning Special Projects presentations which require Board attendance, including a Special Meeting of the Members, will be further detailed in the General Manager's report.

Board Effect Technology

The Board will immediately access this new technology which will streamline and efficiently organize meetings and upload all of the necessary documents, tools, resources and meeting paperwork our Board Members require. Board Effect is accessible via laptop, tablet or APP. Each Board Member was provided one-on-one training, and a Club issued tablet. Board Members will now receive all of their documents and meeting packets via the portal eliminating paper. Lironne Stefaniw and Steve Roth were thanked for their input and assistance in the training and implementation. Gratitude was also expressed to our Legal Chair, Jon Schraub and Peter Blacklock, in-house Counsel, for their work on our tablet policy.

General Managers Report – Matthew Linderman

Financial Flash Report

For the period of September 1 through September 19, 2024

Golf Operations is currently lower than budget and last year due to unfavorable weather conditions in September.

Golf Retail Merchandise revenues is currently lower than budget and last year but is expected to increase towards the end of the month due to revenues generated from some upcoming sales events.

Fitness and Spa is experiencing a strong September with revenues and services ahead of budget and last year.

Food and Beverage restaurant covers and revenues are ahead of budget and last year mainly due to the successful opening of Blue Point restaurant. Market Square continues to be a great success.

Catering revenues are currently ahead of budget due to unbudgeted events.

Delinquent Dues, Foreclosures and Downgrades

There are currently 12 delinquent Members and nine of those have been delinquent for more than one year. Last year at this time, there were 11 delinquent members and nine of those were from previous years.

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

As of September 23, 2024, there are currently 2,078 Golf players which is up 95 players from last year. This is up 35 more players than in fiscal year 2008/2009. There are currently 342 Racquet Sports players which is up 92 players compared to last year. The Racquet Sports community has not had these many players since fiscal year 2012/2013.

General Business

Online payments with Evalon was rolled out at the end of August for Member accounts. The Club is working on online payments for Membership Annual Dues for next years renewal.

The annual Risk Assessment updated September 2024 was distributed to the Board. The Risk Assessment feeds the Master Plan, which will be distributed to the Board at the October Board meeting.

Leslie Kennedy, Director of Membership and Marketing and Alyssa Martinez from the Master Association have completed the annual non-equity study and shared the results with a breakdown by Village.

Dog Park

Management has been involved with complaints regarding a Non-Equity Resident who has been hired by several Members to walk their dogs. The Non-Equity Resident frequents the Dog Park with Members dogs and is unaccompanied by the Members themselves. The Club Rules and Regulations prohibit Non-Equity Residents from using Club facilities and are not permitted to be a guest of a Member. The Board agrees with Management's decision to enforce the Clubs Rules and Regulations and not make an exception to allow Non-Equity Residents to use the Dog Park facility.

The Platinum Clubs of America voting is currently underway. We anticipate the results in the upcoming weeks.

The 100-hole challenge was held on September 23 and a group of staff participated. To date the Club has raised $10,000.

A photos and video shoot of all Club facilities has been scheduled for September 29 through October 1.

Human Resources

The second annual Chamber Platinum Hospitality Awards will take place at Boca West on October 23. The Club has nominated nine line level employees for the awards. Matthew Linderman is co-Chair of this event.

The Club's Department Heads, Managers and Supervisors will participate in an Active Shooter Presentation on October 16 and 17. The Palm Beach Sheriff's Office Threat Assessment Unit will be presenting the history and prevalence of active shooter events, civilian response options, mindset, medical issues and responses and 911 overview.

Special Projects Committee

The Special Projects Committee will feature a two page article in the October magazine introducing the new Capital Project.

Matthew Linderman shared a timeline with meeting dates including a Special Meeting of the Members with a vote on the project.

Matthew Linderman made a recommendation to move forward with Construction Documents and is requesting approval for $159,000 to move forward with CD's for the Pickleball Center and covered Walkway of the Country Club Building entrance.

Motion: On a motion made by Enid Hoffman and seconded by Philip Edwards, the Board unanimously approves the $159,000 for the CD's.

Current Club Projects and Construction

Summer projects continue around the Club:

The painting project for the exterior and roof of the Country Club and Golf and Activities building has been delayed by the severe summer rains.

The Salon refresh is slightly delayed. Painting has been completed, the manicure and pedicure stations are in the process of being refinished. Artwork, new chairs for the Barber as well as the manicure and pedicure stations has been ordered and will be delivered in the upcoming weeks.

We expect the Spa Showers to be completed by years end.

The art and culinary studio, which will be known as *The Studio*, is moving along well. We are on track to open in January.

Foundation report – written report provided by Pamela Weinroth

Over the past year, our organization has achieved remarkable milestones, reflecting our unwavering commitment to the welfare of vulnerable children and their families.

Financial Commitment: Since our inception, we have disbursed over $19,000,000 to support the basic needs of "our kids," including nutrition, education, clothing, and protection. This year alone, we have contributed over $1,500,000 to our charity partners, bringing rays of hope to thousands of children.

Our Annual Members Appeal - 2024-25 will be mailed out shortly: This appeal serves as a call to action for all champions of change, seeking your invaluable support to fuel more than two dozen life-altering programs.

Upcoming Events for this year:

1. 58th Annual Super Bowl Raffle Extravaganza:
   - Location: New Orleans, LA
   - Prizes: Game tickets, luxurious accommodations, and exclusive swag
   - Additional Prizes the Waterstone Hotel in Boca Raton (2 nights) with a dining voucher and, $500 in certificates for Dine Around Town

2. 15th Annual Boys and Girls Club/Old Navy Shopping Spree - December 15, 2024:
   - Description: A heartwarming shopping spree to gift joy and empowerment to deserving youngsters followed by a Holiday Brunch

3. 15th Anniversary Celebration – January 18, 2025

This year marks a milestone for the Boca West Children's Foundation as we celebrate 15 years of transforming lives and empowering vulnerable children and families in our community. To commemorate this special anniversary, we will be celebrating with country music legend Wynonna Judd as our special guest.

The evening promises to be an extraordinary celebration of hope, compassion, and community impact. The Gala is more than a night of entertainment – it's a celebration of the extraordinary impact we've achieved together over the past 15 years. Every dollar raised will go toward ensuring thousands of vulnerable children will have access to the essential services and support they need to thrive.

Join us for an evening of music, philanthropy and inspiration as we honor our past achievements and look ahead to an even brighter future of the children in our community.

4. 12th Annual $100,000 Golf Challenge - March 24, 2025:
   - Location: South Florida's premiere golf venue
   - Highlights: Brunch delights, shopping sprees, Duck Drop, Cocktail Party, and glittering awards.

As we approach this exciting season, we extend our deepest gratitude to each of you for your steadfast support. Your dedication has been instrumental in making miracles happen, and we trust in your continued passion to turn dreams into reality. Together we can rewrite destinies, one event and one child at a time. Thank you for your unwavering commitment.

Audit Committee – Joan Attermann

Year End Financial Audit

The financial audit is currently in the planning stages with RSM. RSM will be on property on October 1 to conduct test counts of Retail Inventory.

Fieldwork for the Audit will take place November 13 through 22.

Employee 401K Audit

The report will be ready for review by September 27 with filing of Form 500 by October 15, 2024.

Technical Assistance Advisement (TAA) – Florida Sales Tax Holiday

Pricewaterhouse Coopers International (PWC) has reviewed the initial 2024 schedules prepared by Kathy Campbell, CFO, and her staff as required for the refund.

The 2023 schedule is expected to be completed by mid-October, and both years to be submitted to PWC for a second review. Following the review, PWC will prepare the refund claim Form DR-26S along with the associated write-up which will be submitted to the Department of Revenue.

PWC anticipates 10 to 12 months from submission to receipt of the refund.

Communications and Marketing – Barry Roberts

Barry Roberts reported the December Holiday Brochure, Taste of the Season and Hope Week Brochure are being worked on by the Communications department. The new "on-hold" message is in the process of being updated now that the new facilities are open.

Finance Committee – Arthur Schwartzman

Motion: On a motion made by Arthur Schwartzman and seconded by Jeanine Banks, the Board unanimously affirms the Clubs current policy requiring all large capital expenditures of $25,000 and above to be presented to the Board of Governors through a formal Request for Action (RFA).

Arthur Schwartzman reviewed the financial highlights for the month of August.

Golf Committee – Bob Lerner

Bob Lerner thanked the employees who participated in the 100-hole challenge.

Hope Week – Danny Schulman

This philanthropic initiative has grown in popularity. The third annual Hope Week will take place January 27, 2025 through February 2, 2025.

The Charities participating in this year's Hope Week are Boca West Chapter of the Pap Corps, Gilda Mallin Chapter of Hadassah, Fuller Center, Habitat for Humanity, Place of Hope, Boca Helping Hands, Tri-County Animal Rescue, Lynn Cancer Institute, the Literacy Coalition of Palm Beach County and the Boca West Children's Foundation.

House and Activities Committee – Arthur Adler

Nothing to report at this time beyond minutes from our September meeting.

Human Resources Committee – Bill Berkowitz

International Staffing

The HR department had a successful recruiting trip to South Africa, Ireland, Portugal and Italy. Offers have been accepted by 152 new international applicants and 270 international returners.

The H2B visa process has been going smoothly and flights are booked. Our first international employees will be arriving on October 4 with orientations scheduled for October 7.

Family Fun Day

We had approximately 300 employees and their families attend the annual employee family fun day hosted at the new Aquatics Center on August 5. The feedback from employees was overwhelmingly positive, they were very appreciative to have the event at the Club.

Hospitality Management Interns

The intern mixer that we hosted over the summer was a huge success. The interns planned this event themselves and invited interns from neighboring Clubs. This summers 12 week internship ended on August 9 with a graduation ceremony. We look forward to expanding this program and the HR department has attended the first college career fairs for the fall 2024.

J1 Intern Program

This year we hosted 15 J1 students from Ireland. They worked with us through the end of August to mid-September.

Employee Benefits

The Director of People and Culture is in the process of reviewing the current health and wellness benefits, as well as the 401K benefits. Recommendations will be shared with Matthew Linderman in the upcoming weeks.

Staffing

The current number of employees is 626 compared to 568 at this time last year.

Leadership Program – Philip Edwards and Bill Berkowitz

Philip Edwards reported on the Summer assignment that was given the Leadership Program participants. The assignment was to identify current and future trends.

Philip Edwards extended an invitation to the Board to attend the upcoming Leadership Program Session scheduled for October 16, 2024.

Nominating Committee – Philip Edwards

Phil Edwards provided an update on the nominating process for the Board election.

Legal Committee – Jonathan Schraub

Nothing to report at this time.

Lifestyle and Wellness Committee – Robin Shulman

Robin Shulman provided an update on the new Spa showers. Nothing additional to report other than the Committee minutes already submitted.

Membership Committee – Mark Haberman

Mark Haberman and Jonathan Schraub recommend an amendment to the Club's Rules and Regulations, Rule III.E.c, to eliminate residency requirement for Special Designees.

Proposed Amendment:

Special Designee: An individual Member may select another unmarried person who is not currently a Member or non-equity owner in Boca West as his or her Special Designee. An individual Member with an approved Special Designee shall constitute a family membership as provided in Section III.D.3 above. Approval of a proposed Special Designee is subject to submission of all required documentation and the same vetting and approval process by the Club as any prospective nominee. Each individual Member shall only be entitled to one Special Designee at any time. Members have the right to terminate their Special Designees at any time upon written notice to the Membership Department. However, the renewal of an existing Special

Designee or the appointment of a replacement Special Designee will be reviewed annually and if appropriate, shall occur ***upon the commencement of each Fiscal Year***. A Special Designee is subject to all Club Rules and the grant of Special Designee status may be suspended for a period of time or revoked by the General Manager for a violation of the Rules.

Motion: On a motion made by Jonathan Schraub and seconded by Mark Haberman, the Board approves the Rule change as proposed.

Membership Statistics

As of September 23, 2024, closed and pending sales to new Members were 194 compared to 206 last year.

Board Approvals Needed

Motion: On a motion made by Mark Haberman and seconded by Phil Edwards, the Board unanimously approves the 24 new Member nominees as presented to the Board.

Mark Haberman presented one RFA for approval:

RFA 1893 for the budgeted expense to purchase a second photo ID printer for the Membership department.

Motion: On a motion made by Mark Haberman and seconded by Jeanine Banks, the Board unanimously approves RFA 1893.

Racquet Sports Committee – Steven Roth

Steve Roth reported on increase in pickleball play and presented an overview of this year's Committee goals.

Retail Committee – Mark Haberman

Nothing additional to report other than the Committee minutes already submitted.

Special Projects – Bob Schwartz

Bob Schwartz presented the written report provided by Philip Kupperman, Special Projects Committee Member.

Renovator Program

In summary, the Program has sold a total of 232 units, raising the total market value appreciation under this Program to $47.7 million.

As of August 31, 2024, there are six units with pending contracts, eight units up for sale, six units still under construction and there are no pending acquisitions.

Regular Renovator

As of August 31, 2024 there are 187 acquisitions with none pending. There are 178 units sold with three pending sales, one unit for sale and five under construction.

Total Market appreciation of units sold is $33.6 million.

Bulk Renovator

As of August 31, 2024 there are a total of 59 units acquired. Of these, 54 have been renovated and sold and three more are pending sales. Of the two units not under contract both are currently up for sale.

Market Value appreciation from these sales is $14.1 million.

Combined Units

Eight units have been acquired under this program with seven already combined and approved as one combined residential unit.

We are in receipt and have approved the plans for the eighth contiguous unit combination under this Program.

Boca West Community Advisors Committee on Villages – Bob Schwartz

The October and November Village sessions were cancelled and will be rescheduled.

BWMA – Bob Schwartz

There was a BWMA Board of Directors meeting on September 25, 2024. Bob Schwartz reported on the items discussed at the meeting.

Ombudsman – Steven Roth

Steve Roth reported on an incident at the Aquatics Center between two Members. The accused Member was misidentified by the Member reporting the incident. The incident has been resolved.

Unscheduled Topics

No unscheduled topics.

Adjournment

There being no further business to discuss, the meeting adjourned to Executive Session at 2pm.