

Victoria Palms COA (VP)

Board of Directors Business Meeting | Monday, September 23, 2024 |

Via: In Person / VP Clubhouse and Zoom (recorded)

Meeting Minutes

Mission Statement: "To promote a safe and secure community, improve the grounds and facilities, and exercise financial responsibility while meeting and exceeding the needs and expectations of the Victoria Palms of Dunedin Association, owners, and residents."

AGENDA FOR BUSINESS MEETING

Agenda Item 1 – Call to Order:

J. Elliston called the meeting to order at 6:03 p.m.

- 1.1 Establish Quorum:
Jeri Elliston, President – present
Wendy Brandt, Vice President - present
Daniel Anderson, Secretary - present / via zoom
Chris Roed, Treasurer – present
Troy Terwilliger, Director – present / via zoom

Quorum established.

- 1.2 Meeting Notice Verification:

A meeting notice with agenda was posted on the VP clubhouse front door on Friday, September 20, 2024, and sent via email to VP members Monday, September 23, 2024.

- 1.3 Ratify Paver Spend

It was clarified this item pertains to roof leaks, not pavers.

Proposals from Done Rite Roofing were received to repair roof leaks over units 1023 / \$1,000, 621 / \$800, and 622 / \$800. These proposals were approved by the VP board 5-0.

- 1.4 Approve minutes of closed meeting conducted on August 9, 2024, and board business meeting conducted on August 12, 2024

The VP board motioned, seconded, and approved both meeting minutes 5-0.

Agenda Item 2 – Treasurer's Report:

C. Roed reviewed VP's financial status as of 9/23/2024:
Operating Account Balance: \$61,500.14

Reserve Account Balance: \$105,429.95
Contingency Account Balance: \$30,000.00

Dryer Vent Cleaning is completed. VP members will be charged a \$39 for this service. No late fees are anticipated regarding payment.

Gold Cart Income was discussed. There is no financial regarding user payment for this item (for 2023 or 2024). There are 9 golf cart parking spaces, with an annual fee of \$150.00, and an application fee. Further discussion required to determine user payments.

Agenda Item 3 – Manager’s Report:

E. Vosselmann (Ameri-Tech, AT) reported:

There are currently 4 units 30 days delinquent, and 5 units 60 days delinquent. Any delinquencies past 90 days will be forwarded to the VP attorney for action. There was no information available regarding 2023 special assessment delinquencies. A question was asked if VP wants to refer delinquencies to the VP attorney after 30 days, no further discussion.

AT conducted an inspection walk of VP. 7 noted violations, 6 for improper bike storage, and 1 for improper common area decoration. Bikes are to be stored in the bike storage area with a VP issued tag.

Commercial vehicles are not allowed to park in COA’s per revised FL statute.

VP conducted its first budget workshop for 2025 on 9/16/24.

A contractor will be at VP to obtain a proposal for roof repairs for over unit 321.

A locksmith will be at VP to obtain a proposal for repair / replacement of the VP rear pedestrian gate lock.

Obtained proposals for repair of the pool area pavers, plumbing inspections, and pool pipe leak.

Reminded VP board members of the FL statute requirements for certification and continuing education.

D. Anderson asked about a complete AT walk of VP for compliance with the VP governing documents to assist with VP governing document revision, no further discussion.

Agenda Item 4 – Old Business

4.1 Maintenance Person / Insurance

The VP maintenance person (Jeff) is scheduled to work 4 hours / day, 5 days / week, and is performing clean-up and palm tree trimming. Jeff is not allowed per insurance to climb trees to trim and / or go on VP roofs. J. Elliston noted Corona Landscaping will perform tree climbing trimming for its estimate provided for palm tree trimming since Jeff has trimmed the palms.

4.2 VP Website / Review of Website and Changes to be Made

E. Vosselmann noted an email was sent to VP members with instructions for accessing the VP website. Any comments on the VP website can be sent to E. Vosselmann / AT for consideration and implementation.

4.3 Roof Leak Status:

Per Item 1.3 above, a contractor has been approved to repair 3 roof leaks. Per Agenda Item 3 above a contractor will visit VP for a proposal to repair 1 another roof.

4.4 Rear Gate:

VP volunteers were unable to repair the rear pedestrian gate lock. Per Agenda Item 3 above a locksmith will visit VP for a proposal to repair the gate lock.

4.5 Plumbing Inspections / Attorney Letter:

VP unit water pipes are aging. 2 additional water pipe leaks were recently reported. VP is currently responsible for drywall repair reimbursement to members units for water leaks. The VP board discussed the responsibility issue with the VP attorney. A letter from the VP attorney will be forwarded to VP members advising members that unit maintenance, including water pipes, is the responsibility of the unit owner, and the letter will serve as notice that VP will no longer reimburse unit owners for drywall repair due to water line leaks if the unit owner has not maintained (replaced) their water pipes.

4.6 Pavers:

2 proposals have been received to repair the pavers around the VP pool deck, from Paver Crafters for \$2,221.18 and from Jardel for \$1,400 + \$2,500. After discussion the proposal from Paver Crafters was motioned, seconded, and approved 5-0.

Agenda Item 5 – New Business

5.1 Underground Pipes Estimate (Pool) / Repair or Replace:

A leak was discovered in an underground pipe used for backwashing the pool filter. Dunedin Plumbing investigated the leak and provided proposals for \$4,550 to replace the pipe and \$2,150 to repair the leak. I was decided to obtain additional estimates to address the leak.

5.2 Contract Review:

AT will provide the VP board its existing service contracts for review.

5.3 Golf Cart Collections:

Related to this topic under Agenda Item 2 above, there was VP board discussion whether to waive 2024 gold cart fees or request documentation from the 9 gold cart space users that they have paid their 2024 cart golf space fee. No decision.

5.4 Parking Lot Maintenance / Sealing:

This item will be considered with the 2025 budget development and the reserve study review.

5.5 Compliance Inspections:

AT will be forwarding non-compliance letters to unit owners as applicable.

See related discussion under Agenda Item 3 above.

5.6 Work Order Status / Develop a System on Website and Who the Work Orders Should Go to:

VP members were advised the VP website has a section to enter work order requests. These requests will be monitored by W. Brandt, E. Vosselmann, and Jeff.

New Item – Anthony Delatorre of the Insurance Group was invited to the meeting to discuss VP's insurance. He indicated that the recent appraisal for VP is \$10.7M; this will cause an increase in VP's insurance (2024 insurance cost \$139,440; 2025 estimated cost \$177K; both include a finance premium to pay in monthly installments) that renews 1/1/2025; FL state stature requires hazard insurance; flood insurance is a separate rider, and can be on select buildings not necessarily the entire VP property.

5.7 Reserve Study Review:

The VP board agreed to conduct a separate workshop meeting to review the reserve study; date, time, and location to be determined.

Agenda Item 6 – Open Forum

No discussion.

Agenda Item 7 – Adjourn

J. Elliston adjourned meeting at 7:23 p.m.