

Victoria Palms COA (VP)

Board of Directors Meeting / Wednesday, October 22, 2025; 6:00 p.m.

VP Clubhouse and Via Zoom

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 MEETING

1 – Call to Order:

J. Elliston called the meeting to order at 6:01 p.m.

1.1 - Establish Quorum:

Jeri Elliston, President – present
Wendy Brandt, Vice President - present
Daniel Anderson, Secretary – present
Chris Roed, Treasurer – present
Bruce Davidson, Director - present

Quorum established.

1.2 - Meeting Notice Verification:

A meeting notice / agenda for this meeting was posted clubhouse door on Monday, 10/20/2025. It was noted a closed VP board meeting was conducted 10/21/2025 at 10:00 a.m. for discussion with attorney on a legal matter.

3 – Old Business:

3.1 – Automatic Gate:

Automatic Gate performed repairs to the Lyndhurst vehicular gate on Monday, 10/13/2025. The gate operates but is not fully operational as the gate remains in the closed position, key fobs work in operating the gate, some VP members codes work while others do not. Ameri-Tech (AT) is working with the vendor and the gate software to resolve the issue.

VP members experiencing issues with their codes should contact Ellyse Vosselmann, Ameri-Tech, via either: <https://www.victoriapalmsofdunedin.com/> , evosselmann@ameritechmail.com , or 727-726-8000 ext. 306.

There is a gate opening button from inside the VP property on the mailbox shelter. The pedestrian gate code is 2504.

Do not physically open the gate as it may cause damage.

It was noted the gate drags on the curb when opening / closing. AT has contacted the gate vendor regarding this.

3.2 – Opt Out of Mailing Proposal:

This was discussed and approved by the VP board at the 9/30/2025 meeting. The proposal allows VP members to opt out of receiving notices from VP / AT electronically via email rather than US mail, which will save VP money by reduced physical mailings.

AT sent VP unit owners an email on 10/17/2025 that contains a link to the document that describes the consent to receive notices by electronic delivery. If VP members are interested, they should complete the document and provide it to AT.

AT will send reminder emails weekly regarding this matter.

It is VP members responsibility to ensure their contact information is provided to AT. VP member information will not be made public.

3.3 – Document Update:

The VP welcome packet distributed to new VP members requires revision. B. Davidson offered to revise the information contained therein.

The VP document update committee plans to meet again in 2 – 3 weeks.

It was noted that the committee will need to coordinate with VP's attorney (Greenberg Nikoloff) to seek compliance with the proposed revisions to VP's governing documents for compliance with FL statutes.

The committee plans to share its recommendations with VP members prior to taking any changes.

3.4 – Mailbox Update:

A check was signed for payment to the mailbox supplier vendor to place the order. Anticipated delivery is 4 – 5 weeks.

The US Postal Service requires a couple of day notice prior to removal of the existing mailbox structure and installation of the new. In the interim, while mailbox replacement is occurring, VP members can obtain their mail by visiting the Dunedin post office.

It was asked if any VP members mail is still getting wet. Some members acknowledged their mail was still getting wet.

3.5 – Bike Barn:

There is some space in the bike barn. There are still numerous bikes in the barn that do not have VP bike tags. It was discussed that a flyer will be placed on VP unit doors and AT will send an email to VP members that untagged bikes will be removed from the bike barn after the notices and stored behind the VP maintenance shed for 30 days, after which these bikes will be disposed of.

It was suggested that photos be taken of the untagged bikes, placed in an electronic file, and shared with VP members via an email link so the bikes in question are known.

VP bike tags are available via the VP clubhouse office.

Discussion took place about the dirt ground and ways to keep the area cleaner.

3.6 – Review Budget:

AT noted providing a revised 2026 draft budget based on the discussion from the 9/30/2025 VP meeting.

It was noted that VP's reserve study may contain errors. An example, VP is currently receiving ~ 2% interest of its reserve account rather than the projected 3.5%.

A 2nd VP 2026 budget meeting was scheduled for 11/4/2025 at 4:00 p.m.

A request was made to amend the meeting agenda to include the VP treasurer's report and AT's manager's report. A motion was made to add these items to the agenda, it was 2nd'd, and approved 5-0.

Treasurer's Report:

VP's operating and reserve account balances as of 10/22/2025 were noted.

It was suggested that a portion of VP's 2025 operating account funds be transferred to the reserve account and reflected in the proposed 2026 budget.

C. Hennie-Roed asked if he should call all VP members currently with 30 days or more delinquent account charges, except for those whose already been forwarded to VP's attorney for action. VP board consensus was yes.

A common element drywall repair reimbursement of \$900 was made to a VP member.

A \$215 payment was made to Sedgwick to make a revision to VP's reserve study.

Manager's Report:

AT provided actions taken since the 9/30/2025 VP board meeting.

It was noted a water leak leading to the maintenance shed was reported and subsequently repaired.

4 – New Business:

4.1 – Fountains:

A concern was noted on the condition of the fountains that are not operating, ie, mosquitoes, etc. There was a prior quote of ~ \$7,500 to repair the fountains to operational, but it was not approved by the VP board.

Suggestions for the interim until the fountains are repaired included: drill holes in the bottoms of the fountain basins to drain to not hold water; fill the basins with media and plants to displace the standing water.

Since the fountains are a VP common element it was discussed that VP members be queried on any proposed action to be taken.

4.2 – Kayaks:

It was noted that there are kayaks chained to the fence at the bike barn, and kayaks stored on the rear of the VP maintenance shed. Owners of the kayaks at the bike barn will attempted to be contacted to remove these and moved.

5 – Open Forum:

Will new keys be issued when the new mailbox structure is installed. Will check and answer.

An accident was noted in the VP parking lot. The offending party is known but not the vehicle's owner that was impacted. A police officer residing in VP was asked to investigate to find the owner's information of the impacted vehicle.

It was requested that the annual cost to power and maintain the fountains be developed and shared with VP members to assist in determining any action.

It was asked if 1 Lyndhurst vehicular gate code be implemented rather than individual codes for vendors and each VP member. If implemented, the code could be changed intermittently similar to the pedestrian gates and clubhouse codes.

It was noted the replacement of the VP building 3 roof is scheduled to start on Monday, 11/10/2025.

Next Meetings:

The following schedule of meeting dates was discussed:

Friday, 10/31/2025, 9:00 a.m., closed VP board meeting with attorney for a legal matter

Tuesday, 11/4/2025, 4:00 p.m., VP 2026 budget workshop meeting

Friday, 11/21/2025, 3:00 p.m., VP monthly board meeting (rescheduled from Wednesday, 11/26/2025, 6:00 p.m.,

Tuesday, 12/16/2025, 6:00 p.m., VP 2026 budget approval meeting (added VP monthly board meeting rescheduled from Wednesday, 12/24/2025, 6:00 p.m.)

6 – Adjourn:

A motion was made to adjourn the meeting, 2nd'd, and approved 5-0. The meeting was adjourned at 7:08 p.m.