

Victoria Palms COA (VP)

Board of Directors Meeting / Wednesday, August 27, 2025; 6:00 p.m.

VP Clubhouse & 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:

W. Brandt called the meeting to order at 6:00 p.m.

##### 1.1 - Establish Quorum:

Wendy Brandt, Vice President - present

Daniel Anderson, Secretary – present

Chris Roed, Treasurer – present

Bruce Davidson, Director - present

Quorum established.

W. Brandt deferred to E. Vosselmann, Ameri-Tech (AT), to administer the meeting agenda.

##### 1.2 - Meeting Notice Verification:

A meeting notice / agenda was posted on the VP clubhouse door Monday, 8/25/2025 and an email of same was sent to VP members on Tuesday, 8/26/2025.

##### 1.3 – Wave the reading and vote to approve the minutes of the 7/23/2025 closed, and 7/28/2025 meetings:

A motion was made to approve each of these meeting minutes, each was 2<sup>nd</sup>d, and each was approved 4-0.

It was noted that the minutes of the 6/25/2025 annual meeting and following board meeting require approval.

##### Not on Agenda: Treasurer's Report

Per AT's balance sheet – operating dated 8/20/2025, VP's operating fund account balance is \$94,554.91, VP's reserve fund account balance is \$186,044.08, and VP member delinquencies and other is \$12,326.53.

See below under Manager's Report for delinquency discussion.

AT was requested to check and answer on lines items 5400 and 5410 shown on AT's income statement – operating run date 8/20/2025, dated 8/31/2025.

It was noted irrigation and gate costs are presently over the annual budgeted amount.

AT was requested to check and answer regarding the services provided by Guardian.

## Not on Agenda: Manager's Report

AT's homeowner aging report run date 8/27/2025, end date 8/19/2025 indicates the following regarding VP delinquencies: 1) 3 VP member accounts have been sent to VP's attorney for action; 2) 1 VP member account is over 30 days past due; 3) 3 VP member accounts will be sent to VP's attorney for action; and 4) AT verbally calls 3 other VP member accounts that are past due. The AT report indicates total current VP member delinquencies of \$23,666.03 (which differs from AT's balance sheet – operating report amount of \$12,326.53).

Done Rite was requested to check and advise a reported roof leak outside of units 623 and 624. Investigation continues for VP unit 922 mold issue. AT reported Florida Pro (VP building painter and recent powerwasher) checked and caulked portions of unit 922's exterior, unsure if this was the cause of the mold.

AT noted VP's towing policy was not specific enough to enforce, and requested the VP documents committee consider with the proposed revisions effort.

AT noted VP should consider an email notification rather than mailing per VP's attorney's draft. This will require an agreement form to be completed and submitted by VP members.

AT plans to begin working on VP's 2026 annual budget.

AT noted the following for FL condominiums: 1) all meetings with zoom recordings must be maintained on the VP website for a minimum of 1 year; 2) AT will begin charging and additional \$55 per month due to a FL statute regarding website compliance; 3) a N/A reserve budget requirement; and 4) a financial recording is mandatory every other year.

A VP 2026 annual budget meeting is scheduled for 6:00 p.m. 9/24/2025.

## 2 – Old Business:

### 2.1 – Parking Lot Repairs:

Proposals from Parking Lot Services (PLS) for \$3,153.00 and All-Phase Paving & Sealing for \$3,150.00 to repair sunken and deteriorated areas of VP's parking lot were reviewed. A motion was made to accept the PLS proposal for \$3,153.00, the motion was 2<sup>nd</sup>d, and approved 4-0.

### 2.2 – Towing Policy:

AT noted VP's towing policy was not specific enough to enforce, and requested the VP documents committee consider with the proposed revisions effort.

### 2.3 – Mailbox Repairs:

Concrete retrofit of the existing mailbox area is required to accommodate the proposed new mailboxes. Estimates for the mailbox replacement continues.

It was noted the US Postal Service be included for any approvals and coordination required to this proposed work.

## 3 - New Business:

### 3.1 – Vote on Invoices Already Approved:

Automatic Gate Engineering (AGE) presented an invoice for \$260.00 for services performed on 8/12/2025 for VP's front gate. A motion was made to pay the AGEPLS proposal for \$260, the motion was 2<sup>nd</sup>d, and approved 4-0. There are other AGE recommended gate repairs and related estimates that will be discussed at a future VP board meeting.

4 – Open Forum:

AT was requested to post VP's current towing policy on the VP website.

A VP 2026 annual budget meeting is scheduled for Wednesday, 9/24/2025, starting at 6:00 p.m., a monthly VP board meeting will follow.

5 – Adjourn:

A motion was made to adjourn the meeting, 2<sup>nd</sup>d, and approved 4-0. The meeting was adjourned at 6:48 p.m.