

Victoria Palms COA (VP)

Board of Directors Meeting / Friday, November 21, 2025; 1:00 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 1:00 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 Wednesday, 11/19/2025, and sent to VP members via email on 11/19/2025.

J. Elliston referred to the VP mission statement noted on the meeting agenda and minutes, adding this was established ~ 4 years ago, that the VP board strives to adhere to.

1.3 – Review / Approval of Prior Meeting Minutes:

No comments were offered regarding the minutes of the 9/30/2025, 10/21/2025 closed, 10/22/2025, 10/31/2025 closed, and 11/4/2025 meetings. A motion was made to approve these minutes, 2nd'd, and approved 5-0.

2 - Treasurer's Report:

It was reported that as of 11/20/2025 VP's operating account balance is \$94,566.05 and reserve account balance is \$188,659.63. This does not include a \$10K payment that is in process.

It was noted that 8 VP members, not including those 90 days past due that have been sent to VP's attorney (Greenberg Nikoloff) for action, with accounts 60 – 90 days past due were contacted via phone and / or email as a neighborly gesture to advise of their delinquency. 2 of the 8 VP members contacted have since made payments to bring their accounts current.

E. Vosselmann, AmeriTech (AT), noted AT is not a collection agency, and is limited to sending letters to VP members when their accounts are 30 days or more past due.

It was noted the delinquency amount shown at the end of the aging report may not account for pending VP member payments for 11/2025 (due by 11/10/2025).

2.1 – Expense Reducing / Income Generating Ideas:

- 2.1.1 It was noted that VP's operating account is a checking account that doesn't yield interest and reserve account currently yields an interest of ~ 2%. It was suggested that funds from the reserve account be deposited in an account that could yield ~ 4% interest. This would require establishing an account at a bank other than AT's (South State), and transfer funds between banks when required.
- 2.1.2 It was noted that VP currently pays a \$6,279.96 charge at an 8.66% annual percentage rate to finance its \$175,473.38 annual insurance policy. There was discussion to consider alternatives to pay the policy in full rather than pay the finance charge.
- 2.1.3 It was noted that VP has a bulk service contract with Spectrum of \$66,744 that provides internet and cable TV to all VP member units. This equates to ~ \$63 / member unit / month for these services. Some VP members may not want to be part of the bulk service. It was decided to poll the VP community whether or not to continue with this bulk service contract.
- 2.1.4 AT's recurring administrative fees were discussed. The more VP members that opt in to electronic mailing notifications the less mailing fees will occur.
- 2.1.5 The duties of VP's maintenance person were discussed, with a report provided of weekly responsibilities, tasks completed within the past month, and the originally proposed daily, weekly, monthly, annually, and as needed tasks. VP currently budgets \$25K based ~ 20 hours / week for maintenance person services. Discussion included the possibility of reducing maintenance hours; how VP members should report work orders (via the AT sponsored VP website); maintenance person accountability; and backup should the maintenance person not be available.
- 2.1.6 The irrigation system was discussed. VP has a maintenance contract with AquaPro of \$300 / month to check the irrigation system, with unit costs for any necessary repairs. Discussion included the system repair costs; and programming the irrigation system to operate less during rainy season.
- 2.1.7 It was noted there may be excessive / unnecessary common furniture. This furniture could be sold if determined unnecessary.

3 - Manager's Report:

AT reported:

- 3.1 To date 28 VP member units have selected the electronic mail notification opt in, those members that do not select the opt in will continue to receive USPS mail. Currently only those VP member units that have registered their email with AT and / or via the AT sponsored VP website receive

email messages. There is an electronic program that allows electronic voting for a cost (cost unknown). Also, per revised FL statute, email voting is now allowable.

- 3.2 A site map for the new mailboxes has been sent to the USPS for review / approval.
- 3.3 Clarified that deferred maintenance is for nonstructural repairs.
- 3.4 Transfers from operating accounts to reserve accounts are allowable with a board vote. Transfers from reserve accounts to operating account require a member vote.
- 3.5 The VP front vehicular gate is operating. The VP rear pedestrian gate is not operating.
- 3.6 AT sent an email 10/29/2026 to VP members advising of bikes in the barn without tags and / or owner identification. Bike tags are available in the VP office. Untagged / unclaimed bikes will be removed from the bike barn after 11/30/2026 to relieve overcrowding.
- 3.7 AT noted it charges a \$95 flat fee for administrative items.

4 – Old Business:

- 4.1 Mailbox Status:
See 3.2 above.
- 4.2 Notifications - Opt Out of USPS Mail / Opt In for Electronic Mail:
See 3.1 above.
- 4.3 VP Building 3 Roof Replacement Status:
The City of Dunedin completed its final permit inspections for the roof and A/C units on 11/21/2026, both passed. Awaiting Prescott Engineering's inspection results.
- 4.4 Bike Barn Purge Status:
See 3.6 above.
- 4.5 VP Member Delinquency Status:
See 2 above.
- 4.6 Gate Status:
See 3.5 above.
- 4.7 Document Revision Committee Status:
VP has 3 governing documents: 1) a Declaration of Condominium signed 9/12/2005; 2) a First Amendment to the Declaration of Condominium; and 3) a Certificate of First Amendment to the Declaration of Condominium, that includes the Articles of Incorporation and Bylaws. There are many items in these documents that are not enforced. The proposed plan is to create a rules and regulations for ease in administering. This will require an amendment to the declaration that is estimated to cost \$3K - \$6K. The original documents and the 1st amendment will need to be consolidated into a restatement document that is estimated to cost \$1.5K. VP member input will be solicited prior to any document changes.

- 4.8 Fountain Status:
The VP fountains are not working. A repair proposal was obtained ~ 1.5 years ago for \$7K to repair the fountains but not approved. Discussion included planting flowers in the fountains until they are repaired, and seek VP member input on how to proceed (with 4.7 above). It was noted VP receives 4 monthly invoices for metered services, and it isn't known if 1 of these meters powers the fountains.
- 4.9 Pooled Reserves vs. Deferred Maintenance Reserves / Difference:
See 3.3 above.
- 4.10 Fund Transfer Between VP Operating and Reserve Accounts:
See 3.4 above.
- 4.11 Interest Income for Operating and Reserve Accounts:
See 2.1.1 above.
- 4.12 AT Administrative Fees:
See 3.7 above.
- 4.13 VP Handyman Tasks / Status:
See 2.1.5 above.

5 – New Business:

- 5.1 Improvements / Maintenance Priorities:
It was noted VP's reserve study prioritizes replacing 1 VP building roof / year. Recent discussion includes replacing VP's pavers and stone in lieu of mulch. VP's current dues do not provide adequate funding to address all these in the near future. It decided to revisit this issue early next calendar year.
- 5.2 Rodent Status:
A Hughes Rodent Division person visited VP building 1 on 10/30/2025. Services performed: Seal bottom/gaps of all corner boards around entire building install one door on rear lower corner board remove after a week and seal. Seal vents on roof with poly coated exclusion wire. Check and seal a/c chases if needed. Install wildlife sleeves on plumbing vents and paint to match roof. Pin up loose soffit in the rear of building and patch chewed fascia corner left side of building. Seal around utilities going up through soffit. Set traps in soffits for 4 visits and check every 3-5 days.
- 5.3 Trevannah Case Settled:
A settlement was obtained at the 10/31/2025 mediation with the Association agreeing to pay a total of \$17,500 to resolve the matter, with no admissions of liability. The decision to resolve the matter was a business decision of the Board to avoid further litigation and uncertain outcomes.
- 5.4 Building Soffits:
It was noted that evidence of rotting wood was found in the building soffits.
- 5.6 VP 2026 Insurance Finance Options:

See 2.1.2 above. Discussion included a possible special assessment to address the annual cost rather than paying the finance charge, part or in full.

5.7 **Golf Cart Area:**

A plan showing a build out of 25 total gold cart parking spaces was shared. Currently awaiting a proposal from an electrician to provide additional plug in stations.

6 – Open Forum:

Noted support for a maintenance person.

2026 Budget, pending insurance and building 3 final roof replacement costs are to be available within the next 2 weeks. Another budget meeting prior to the 12/16/2025 meeting is dependent on these outstanding costs.

7 – Next Meeting:

The next scheduled VP board meeting is Tuesday 12/16/2025 at 6:00 p.m. This will be the VP 2026 budget approval and monthly meeting.

8 – Adjourn:

A motion was made to adjourn the meeting, 2nd'd, and approved 5-0. The meeting was adjourned at 2:39 p.m.