

Victoria Palms COA (VP)

Board of Directors Meeting / Tuesday, September 30, 2025; 6:00 p.m.

Ameri-Tech (AT) Office 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 6:00 p.m.

1.1 - Establish Quorum:

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

Quorum established.

1.2 - Meeting Notice Verification:

A meeting notice / agenda was posted clubhouse door on Monday, 9/22/2025, and emailed to VP members on Monday, 9/29/2025.

1.3 – Wave the reading and vote to approve the minutes of the 8/27/2025 meeting:

A motion was made to approve these meeting minutes, was 2ndd, and approved 3-0 (J. Elliston was not present at the 8/27/2025 meeting, and B. Davidson was not present at the 9/30/2025 meeting).

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

2 – 2026 VP Budget Workshop:

Ellys and Jennie of AT were in attendance to advise on the VP 2026 budget development.

Discussion items:

Consider adding under revenue - interest from reserve bank account, uncollected 2025 delinquencies

The current expenditures / balance / reconciliation of the 2025 special assessment due to Helene and Milton was requested

2025 VP budget items were reviewed and adjusted for the proposed 2026 VP budget

Pooled Reserves – just for roofing, painting, and / or paving ? or can be used for all capital expenditures ? since VP's building are less than 2 stories is compliance with FL reserve study requirements applicable ?

An email was sent to VP members offering an opt in for receiving notices via email rather than mailings to reduce VP budget administrative costs

FL revised statute requires minimum website requirements increasing the cost, and audited annual financial statements since VP's budget exceeds \$500,000

Dunedin City water / sewer / trash / stormwater costs to increase in 2026 by differing percentages

A summary of the 2026 budget discussion:

Victoria Palms of Dunedin

UNITS: 88

JANUARY 1, 2026- DECEMBER 31, 2026 PROPOSED BUDGET

ACCT	REVENUE	2025 PROPOSED ANNUAL	2026 PROPOSED ANNUAL	2026 MONTHLY AMOUNT
4010	Unit Maintenance Fees	\$614,354	\$664,793	\$55,399
4300	Golf Cart Yearly Fee	\$1,500	\$1,800	\$150
4500	Golf Cart Application Fee	\$350	\$0	\$0
	TOTAL REVENUE	\$616,204	\$666,593	\$55,549
	OPERATING EXPENSES			
5010	Admin Expenses	\$5,000	\$6,500	\$542
5020	Website/Portal/Mobile App	\$375	\$1,410	\$118
	DBPR Statute annual updates	\$0	\$400	\$33
5200	Pest Control	\$4,400	\$8,635	\$720
5300	Insurance	\$183,000	\$183,000	\$15,250
5400	Lawn Maintenance Contract	\$15,600	\$15,600	\$1,300
5410	Palm Trimming	\$10,000	\$10,000	\$833
	Mulch	\$0	\$0	\$0
	Drainage Maintenance	\$0	\$0	\$0
5600	Bureau of Condo Fees	\$352	\$352	\$29
5610	Annual reports	\$90	\$90	\$8
5620	Pinellas County Health Dept / Permit	\$300	\$300	\$25
5800	Management Fee	\$16,896	\$17,736	\$1,478
5900	Legal Fees - General	\$10,000	\$10,000	\$833
5950	Audit & Tax Returns(Audit)	\$6,000	\$4,500	\$375
6100	Building Maintenance & Repairs	\$10,000	\$10,000	\$833
6110	Gate Repair/Maintenance	\$1,500	\$3,000	\$250
6120	Maint/Repair Fire Equipment	\$1,100	\$1,250	\$104
6130	Propane	\$150	\$150	\$13
6150	Janitorial Supply	\$300	\$300	\$25
6160	Camera Repair	\$1,000	\$1,000	\$83

3 – Old Business

3.1 – Automatic Gate Proposal:

Automatic Gate submitted a proposal dated 8/13/2025 for \$1,997.24 to replace the Doorking control board for the Lyndhurst vehicular gate, and thoroughly test the system. A motion was made to accept this proposal, it was 2ndd, and approved 3-1.

3.2 – Opt Out of Mailing Proposal:

A consent document was presented and reviewed that would allow VP members to opt out of receiving notices via email rather than via US mail. This would only apply to those VP members who opt in to this, those members who do not opt in will continue to receive notices via US mail. The purpose of this consent is to reduce VP mailing costs. A motion was made to approve sharing this consent document with VP members where those interested can apply, the motion was 2ndd, and approved 4-0.

3.3 – Document Update:

It was noted the VP document committee will need to coordinate with VP's attorney (Greenberg Nikoloff, GN) regarding some current questions and issues. An estimate was requested of the proposed cost of the VP governing document revision process.

3.4 – Mailbox Update:

Existing concrete mailbox slab will require modification to accommodate the proposed new mailboxes. As of now the proposed mailbox cost is \$2,650 - \$2800, and new mailboxes installation \$15,141.45. These costs include demolishing and disposing of the existing mailboxes. A motion was made to approve these costs, it was 2ndd, and approved 4-0.

3.5 – Ditch:

A proposal was obtained from Corona Landscaping to clean the drainage swale between VP and Loch Lomond 3 times per year for a cost of \$5,250. This cost will be split evenly with Loch Lomond, with VP's annual share being \$2,625. A motion was made to accept this proposal, it was 2ndd, and approved 3-1.

4 – New Business:

4.1 – Pavers:

It was noted VP's pavers require attention. The existing pavers are being reinstalled or replaced as required. VP's current reserve study programs paver replacement over the years of 2038 – 2040.

4.2 – Landscaping:

Portions of mulch has been removed around VP buildings because the existing was dirty and / or contained bugs. 2 proposals from Corona Landscaping were obtained. The 1st dated 9/30/2025 is for the installation of 300 CY of pine bark mulch around the buildings for \$35,000. The 2nd dated 10/22/2025 is for the installation of 300 CY of salt and pepper rocks ¾" size around the buildings for \$142,500.

4.3 – Bike Barn:

It was noted the bike barn is again overflowing. There are locked bikes with no VP bike tags in the barn. There was discussion on how to address bikes in the barn, locked or unlocked, with no tags.

4.4 – Delinquent Accounts:

AT noted it only sends letters, monthly, to those VP member accounts that are past due, unless the VP board has approved sending delinquent member accounts to VP's attorney (GN) for action, normally after 60 calendar days. C. Roed offered to call any VP members with account delinquencies.

It was noted that VP pays for delinquency actions, whether from AT or GN.

AT's aging report notes current VP member delinquencies as \$17,243.13.

5 – Open Forum:

VP member account delinquency discussion.

Next Meetings:

Wednesday, 10/22/2025, 6:00 p.m., VP monthly board meeting

Wednesday, 11/26/2025, 6:00 p.m., VP monthly board meeting

Tuesday, 12/16/2025, 6:00 p.m., VP 2026 budget approval meeting

Wednesday, 12/24/2025, 6:00 p.m., VP monthly board meeting

6 – Adjourn:

A motion was made to adjourn the meeting, 2ndd, and approved 4-0. The meeting was adjourned at 9:01 p.m.