

VILLAGE PLAZA CONDOMINIUM ASSOCIATION  
**MONTHLY BOARD OF DIRECTORS MEETING**  
**MINUTES**

**Meeting Date:** Wednesday, June 17, 2025  
**Time:** 6:17 PM – following the Member Meeting on Budget  
**Place:** Village Plaza Club House, 3555 Hispania Place. Sarasota, FL 34232

**Armando Machado Called Meeting to Order at 6:17 p.m.**, immediately following the Member Meeting on the Budget. Pat Whalen continued with the Zoom meeting from the previous Member Meeting.

**Roll Call of Board Members**, Present in person were Armando Machado, President; Sharon Whalen, Treasurer; Patricia Whalen, Secretary; ;and Pasquale (Pat) Bruno, Director at Large, Mike Miller, Community Association Manager, was also in attendance. . Greg Fitzgerald, Vice President, was present via Zoom;

**Determination of Quorum:** All Board members were in attendance. A quorum was achieved.

**Proof of Notice of the Meeting.** The Revised Agenda was posted at the clubhouse before 6 pm on Sunday, June 15, 2025, and was also be posted on the website and emailed to owners on June 15. The initial notice of the meeting was mailed (or emailed to those who waived mailed notices) on June 2, 2025.

**VOTE: to approve the 2025-26 Budget:** - Patricia Whalen made a motion, seconded by Greg Fitzgerald, to approve the 2025/26 Budget as it was sent to owners on June 2, 2025, and with quarterly fees reflecting the lower reserves levels as voted on by the majority of members at the Member Meeting. All in favor; the budget was approved. The new quarterly fees are as follows:

	<b>NEW QUARTERLY FEE</b>
<b>Section 1</b> - 24 owners	\$ 1,594
<b>Section 2</b> -18 owners	\$ 1,592
<b>Section 3</b> – 20 owners	\$ 1,576
<b>Section 7</b> – 88 owners	\$ 1,900

**VOTE: To Waive Late Fees in July:** Armando Machado made a motion, seconded by Sharon Whalen to waive any late penalties in July.. All in favor.

**VOTE: Approval of Minutes:** Patricia Whalen made a motion, seconded by Armando Machado, to Approve Minutes of May 21, 2025, Monthly Board Meeting. All in favor; the Minutes were approved.

**President’s Report & Maintenance Issues – Armando Machado**

1. **Change in Board Makeup:** Pasquale Bruno is stepping down from his Board position. Beth Stoffel has agreed to join the Board as Director at Large, interviewing potential Owners and Renters, Armando, on behalf of the Board and the community, thanked Pasquale for his services. He reported that Pasquale plans to continue assisting the community in any way he can.
  - o **VOTE:** Patricia Whalen made a motion to accept Pasquale Bruno’s resignation from the Board and to approve Beth Stoffel as a new Board Member as Member at Large in charge of reviewing new resident applications and handling interviews for the Board. Armando Machado seconded the motion. All in favor. Beth Stoffel then joined the Board for the rest of the meeting.
2. **Termite Tenting in Section 1:** Armando reminded owners in Section 1 to submit the \$700.00 assessment as soon as possible. He said that, although the final due date is December 31, 2025, we would like to see as much as possible of it paid before July 1 when

- our new Fiscal year begins.
3. **Update on Drainage pipe across our entry.** The area has been marked for utility lines. A-Team is ready to begin once they see an opening in the weather without rain. Until they begin, we will not know how big the excavation will be or if it could affect the landscaping and guardhouse in front.
  4. **Gutter repairs** are scheduled for June 23rd. Armando is working on obtaining quotes for the installation of gutters above garage doors and Lanai cages (at villa owners' expense) in case someone is interested in installing additional gutters.
  5. **Update on Don Wilson's unauthorized guest situation.** A thirty-day notice has been hand delivered to the owner and residents with June 22nd being the deadline to prove Guest has vacated the premises and pay the \$700.00 balance of fine. Otherwise, occupants will not be allowed to use the clubhouse facilities or participate in any community sponsored events such as Bingo, Trivia, Billiards and Pot lucks until resolved.
  6. **Irrigation Supplies:** Thank you to Sharon Whalen for setting up an account for Village Plaza with SiteOne Landscaping Supply. This will facilitate Ken purchasing parts for our irrigation system and other maintenance supplies.
  7. **Gap in the walkway in Section !** -- Ken is looking into filling this and will determine how to deal with the situation. He is looking into cement caulk.
  8. **Items in Common Areas** – Armando reminded owners that we are now in Hurricane season. Please remove any potential projectiles from your property -- especially if you will be away. .Pots outside villas are prohibited between June 1 and December 1. Other personal items on common areas are always prohibited. (Condo owners should be prepared to remove tables and chairs at the ends of the walkways whenever a major storm is declared.)
  9. **Ken Kumpf is on vacation July 7 to 14.** Please be patient with your maintenance work orders while he is away.
  10. **Dryer Vent Cleaning –**
    - Villa Owners Are required to have their Dryer Vents cleaned every two years to avoid potential fires in the line. Ken Wells Is Dryer Vent Cleaning usually provides this service to our community at a charge of \$50.00 per household.
    - We are working with him to set a date for the condo laundry rooms and a sign-up sheet will be posted in the clubhouse for villa owners.
    - (Subsequent to the meeting, the dates were set as follows: The six condo laundries will be serviced on **August 4th**. The villas are set for **Monday, August 11th and Tuesday, August 12th**. Spaces are limited but you can always call Ken Wells' office and speak to Stephanie Griffin **941-527-7815** to set an individual appointment

#### **Vice President's Report: Greg Fitzgerald**

1. **Condo maintenance** – Jorge seems to be adhering to the new schedule. Greg reminds everyone to not ask him to change his schedule to address on a moment's notice, but to put in a work order at the clubhouse when something needs Jorge's attention.

#### **Secretary's Report & Communications – Patricia Whalen.**

1. **Website updates** – May financials will be posted soon. Posted are updated instructions for those selling or renting their units.
2. **Directory** - updated listings were distributed at the meeting for review. A mock-up will be emailed to all owners, and the new directories will be printed in July to be available at the next Board meeting.
3. **UPDATED FAQ** A new FAQ is underway to reflect the new quarterly fees. This is a legally required set of questions and answers that are given to all new owners (and posted on the website ). It will be effective July 1.

**Treasurer's Report – Sharon Whalen (See attached report for detail on the following:)**

1. **Financial status**
2. **Corrected invoices coming from Community Financials** to reflect the new quarterly fees. Instructions for updating the SmartWebs portal to reflect new autopay.
3. **Comcast** - proposal status and target date; next steps
  - The new contract with Comcast is at the attorney's office – goal is to have everything in place to be effective August 1, 2025.
  - Instructions for Internet connection, new Comcast equipment, and phone # for appointment to install, will be sent out in July and posted in the clubhouse and on the website.

**Director At Large Report** - /Pat Whalen reported on approvals, since Pasquale was unable to do them this month

- **New Resident Approvals:** Barbara & Kevin Murray rental (in spring 2026) of Unit 126 and Ron Marano purchase of 3602 Naranja.

**Social Committee Report.** – Carey Harris

- Reminded everyone of the upcoming Taco & Baked Potato Bar on June 22 at 5 p.m. and of the 4<sup>th</sup> of July picnic at 5 p.m. – sign-up for both events in the clubhouse lobby.

**Additional Landscaping Issues** – J.P. Bellissimo

- Reminded everyone to use the landscape change form before adding or removing any plantings on the common areas. The form must be submitted with a layout of where you want to make the changes, and must be approved before you begin.

**Open Forum:** All questions, issues or concerns from the community were already addressed during the review of the previous items.

**Adjournment** – Armando adjourned the meeting at 7:29 p.m.

• **Next Meetings:**

**Monthly Board Meeting:** Wednesday, July 16, 2025, at 6 p.m.

- **Weekly Working Sessions with President** -- 1:00 to 2:00 PM every Wednesday at the Clubhouse except the third week of the month.

These Minutes were respectfully prepared and submitted on July 15, 2025, by Patricia Whalen, Village Plaza Board Secretary. Approved by the Board on July 16, 2025. .



**sent:** Fees are due on the first day of each new quarter each year: July 1, October 1, January 1, April 1.

- (many seem have those dates wrong and we are receiving payments at odd times ... which is why there are overpayments / underpayments.) If your fee is going to change it will always be reflected in the July 1 payment cycle, when our new fiscal year begins.
- Correct quarterly fees starting July 1 2025 thru June 30, 2026
- **Section 1: \$1594    Section 2    \$1592    Section 3 \$1576    Section 7 \$1900**
- **Quarterly fees are due on** July 1, October 1, January 1, April 1.
- **Comcast** – We received the complete agreement from Comcast earlier today and sent it on to our attorney for review and acceptance. Anticipate that to be complete by early July ... implementation date August 1, 2025.
  - **Moving forward:** We will provide each owner with a memo via email showing exactly how to move forward after August 1 to have new equipment / internet connected.
    - If you are currently paying for internet services (and perhaps renting their modem) you should see those charges removed from your bill effective 8/1/25. **DETAILS COMING SOON.**
    - You will be able to have updated equipment delivered and installed for FREE (or you will be free to order and install yourself if you have the skills) after 8/1/25. (Free until 2/1/26 .. then \$100 for installation service) **WAIT FOR OUR INSTRUCTIONS PLEASE.**
    - There is a special 'bulk services' phone # that you will use to arrange that appt, report any problems with your service. **YOU'LL WANT TO KEEP THAT HANDY. COMING SOON.**
- **MAY FINANCIALS** - we anticipate receiving the May financials early next week.

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