

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

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**Meeting Date:** Wednesday, July 16, 2025  
**Time:** 6:00 PM  
**Place:** Village Plaza Club House, 3555 Hispania Place. Sarasota, FL 34232

**Armando Machado Called Meeting to Order at 6:00 p.m.** – Pat Whalen opened the Zoom meeting,

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

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

**Proof of Notice of the Meeting.** This Agenda was posted at the clubhouse before 6 pm on Monday, July 14, 2025. It was also posted on the website and was emailed to owners.

**Approval of Minutes: VOTE:**

- Armando Machado made a motion, seconded by Pat Whalen, to Approve the Minutes of the June 17, 2025, Monthly Board Meeting that followed the Member Meeting on budget. All in favor, the Minutes were approved.

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

1. **Pool Closure:** Armando explained that the pool needed to be closed to treat for black dot algae. He reported that it would be closed for treatment July 21st and 22nd and reopen on July 23. Until the 21st, it is still safe to swim.
2. **Section 1 Termite Tenting.** Reminder Section 1 Owners to submit the \$700.00 assessment. Balance as of 7/11 is \$5,600.00. Final due date is Dec. 31, 2025.
3. **Update on Drainage Pipe across our entry.** This project continues to be delayed due to nearly daily rainfall. A-Team is waiting for a stretch of no rain to proceed since opening the roadway during a heavy rain could cause a washout. It may be a while given the recent weather.
4. **Gutters at the condos were repaired on June 23rd in several areas.** We are still awaiting input from Schmuckers for their willingness to provide a discounted price for villa owners who want to add gutters over their garage doors and/or their lanais.
5. **Wall Repair** - The north corner of our perimeter wall adjacent to Village Brook that was separating has been braced by Johnson Concrete. . Ken will fill gap and paint area.
  - a. There is a second area where the wall is leaning from tree roots near Walgreens that needs attention.
6. **Update on Don Wilson's unauthorized guest situation.** June 22nd deadline came and went with party still in residence and Fine Balance still at \$700.00. Residents were told they would not be allowed to use clubhouse facilities or join in any functions held within.

7. **Gap in Walkway in Section 1.** Ken is prepared to caulk the gaps but wants to speak to a professional painter to make sure the gap does not serve a purpose.
8. **Items in common areas** - We are now in Hurricane season. Please remove any potential projectiles from your property. Pots outside Villas are prohibited between June 1 and December 1. Other personal items in common areas are always prohibited. Condo owners should be prepared to remove tables and chairs at the ends of walkways whenever a major storm warning is declared.
9. **Dryer Vent Cleaning.** Ken Wells Dryer Vent Cleaning will service all laundries on Monday, August 4<sup>th</sup>, and Villas on Monday, August 11<sup>th</sup> and Tuesday the 12<sup>th</sup>. There are limited spaces, check sign-up sheet on Bulletin Board. Owners who are not available can call Stephanie Griffin at 941-527-7815 to schedule a date and time. The cost to owners is \$50 per villa.
10. **A Unit owner sent in a written request for a great deal of detailed financial information.** Armando summarized several of the questions with answers and separately provided answers in writing to that owner. This exercise took board members more than 20 hours of effort.

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

1. **Condo maintenance** – no new updates. He felt that Jorge was doing a good job of keeping to the new schedule.
2. He mentioned that he order a new umbrella to replace a broken one, but there was a mishap in delivery. It should be re-sent soon.

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

1. **New Directory was handed out and placed in the clubhouse.** A digital copy will be posted on the website
2. **Website updates** – May Financials are posted, all Minutes are updated.
3. **Corrections for the June 17 Member Meeting Draft Minutes:** Pat will fix the typo to “wave” late fees in July and will fix the spelling for Lisa Nazarian.

**Treasurer's Report – Sharon Whalen** (See attached report for additional information.)

1. **Our current account balances were reported.**
2. **A reminder that corrected invoices for July 1 would be coming from Community Financials** to reflect the new quarterly fees. Instructions were provided for updating the SmartWebs portal to reflect the new autopay.
3. **Comcast** – the contract is updated and effective Aug 1. You cannot call before that date and you'll need your account number, telephone number related to this account and think of a password for your modem.
4. **A new change in the law for Realtors** now requires owners and their realtors to provide a number of documents for prospective buyers, who will now have 7 days to cancel the deal after receipt. (They used to only have 3 days to cancel.)
5. **2023/2024 Year-End Report** – We expect to have fiscal year end (June 2025) prelim report for review by week's end. (Will review before it becomes final.)
6. **Clubhouse Restroom** – Sharon is updating the restroom remodel budget (with fresh estimates) – and setting timeline with Ken and vendors, A dumpster will appear soon for demolition. She asked residents to PLEASE STAY AWAY FROM THE construction zone. Signs will be posted. Please use the outside restrooms during the construction.

7. **Clubhouse Office/Records** - Work has also begun to better organize and update the clubhouse office. Please do not disturb any boxes of files or shredding bins while this work is underway.
8. **Review of A/C replacement/stipend** issues for villas for moving unit off flat roofs to make flat roof repairs more affordable and complete. We currently provide a \$500 stipend when the units are removed from the flat roofs due to a replacement of the unit. (This issue only impacts the Section 7 budget, which was set for \$6500 for this fiscal year. This amount could cover 13 more replacements this year, so we may want to expand our approvals to encourage a faster transition to removing the A/C units.)
  - After discussion, a decision was made to bring up for a vote at the August 20, 2025, Board Meeting to update the current policy to allow for the \$500 stipend to be paid to any villa owner wishing to move their AC unit down from the flat roof even if they are not replacing the unit or their whole system yet. The work must still be done by a licensed contractor, and a permit must be obtained to do so. All costs are the villa owner's responsibility, but the \$500 stipend would be paid by the Association once the permit is approved and closed.

**Director At Large Report – Beth Stoffel -**

- **New Resident Approvals:** - Ronald Marano was approved as the new villa owner at 8602 Naranja Way, and Joanne Dent will be his new tenant there.

**Social Committee Report.** – Jan Ivers reported for Carey Harris – provided updates on social activities.

- Trivia for July and August have been cancelled, but should resume in September,
- No potlucks scheduled in August.

**Additional Landscaping Issues** – J.P. Bellissimo thanked Pasquale Bruno for picking up trash around the wall and for his daily canvassing of the community.

- She also reminded everyone to shut off lights in the clubhouse at night if you see they've been left on.
- Armando noted 2 more palms with Ganoderma that needed to be removed and trees with lose branches that need attention before we get much further into hurricane season.

**Open Forum:** All questions, issues or concerns were raised from the community during the earlier discussion, so no new issues were raised.

**Adjournment – Armando adjourned the meeting at 7:16 p.m.**

• **Next Meetings:**

**Monthly Board Meeting:** Wednesday, August 20, 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 by Patricia Whalen, Village Plaza Board Secretary, on August 18, 2025. Approved by the Board on August 20, 2025.

Attachment: Treasurer's Report

## Village Plaza Treasurer's Report July 17, 2025

By: Sharon Whalen, Treasurer

Balances as of 7/16/25

**Operating funds** **\$360,686**

Obligations for these funds include \$25K in prepaid /overpaid fees (\$ we owe to owners), the balance June and July expenses (\$65K?) plus August and September expenses (approx. \$80K a month). And reserve transfer of \$71K.

### **Reserve accounts :**

Centennial – Reserve	48,623
Pacific Premier – Reserve	94,925
Ameriprise Investments	1,185,874

**Reserve funds total:** **\$ 1,326,422**

### **Remaining big reserve projects**

- Repair of front entrance - \$39K paid, \$40K still due – underway as soon as the rain slows for a week or so.
- Updating clubhouse bathrooms. \$20k plus – finish before Labor Day

### **Other \$\$ related items:**

- About 75% of Section 1 Termite assessments have been paid in full. Deadline to pay is December 31, 2025.
- **Community Financials' mistake with July 1 statements confused plenty of folks.**
  - If you underpaid your July fees (by check or via the portal) you can log on and make a one-time payment or call the help line. 833-266-3646 to get that done. If you paid via ACH, PLEASE CORRECT THE AMOUNT DUE with your bank.
  - Unfortunately, about half a dozen paid both the old AND the new fee. I've arranged for refunds. But those individuals still need to visit the portal and cancel the auto payment that is incorrect. Or CALL THE HELPLINE. 833-266-3646. Fees are due on July 1, October 1, January 1, April 1.

- **2025-26 quarterly fees:** Section 1 \$1594    Section 2 \$1592    Section 3 \$1576  
Section 7 \$1900
  
- **Comcast –THE NEW CONTRACT STARTS ON 8/1/25.**
  - Contract has been reviewed by attorney / final copy for signatures due in the next couple of days.
  - We are on track for 8/1/25 implementation.
  - By this time next week, you will receive complete instructions (via email) for arranging for in-home installation of new equipment. I have answers to the questions posed at last month’s meeting and they will be included. A limited # of printed copies will be available in the clubhouse.
  
  - **THERE IS NOTHING YOU CAN DO ABOUT THE NEW COMCAST EQUIPMENT OR SERVICES BEFORE AUGUST 1<sup>ST</sup>. SO PLEASE DON’T TRY!!!!!!**
    - If you are currently paying for internet services (and perhaps renting their Modem) you will see those charges removed from your bill effective 8/1/25. **Wait for the memo!!**
  
    - 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 installation is available 8/1 - 2/1/26 . but after that \$100 for installation service) **You’ll have a phone # to call, their hours and other information you’ll need to share with them . WAIT FOR THE MEMO!!**
  
    - There is a special ‘bulk services’ phone # that you will use to arrange that appt, report any problems with your service. **WAIT FOR THE MEMO!!**
  
- **June / YEAR END financials** - we anticipate receiving a preliminary statement later this week to review and check for any needed corrections. We should have a final year-end report by end of July at the very latest.
  - **Since owners voted to waive the audit of 2024-25 books** there is no other ‘review’ needed per the CPA’s. They will complete Village Plaza taxes in August. Taxes are due October 15, 2025.

OTHER VP ITEMS I’M INVOLVED WITH:

- Restroom remodel is about to get underway Monday, July 24.
  - Timeline: working with Ken, Dale and our outside vendors to have it run as smoothly as possible.
  - Deliveries: There will be a variety of items (some large, some small) delivered over the next few weeks and most will be stored in the lobby area. **PLEASE DON’T DISTURB THEM.** Your reserve dollars are paying for these items so that we can all enjoy updated, modern restrooms soon after Labor Day.
  - Dumpster: This will be stationed outside the clubhouse doors and is **NOT** for resident use.

- Construction zone: once demolition has begun, PLEASE DO NOT WALK INTO THE CONSTRUCTION ZONE. We have extensive plumbing, electrical and drywall work underway. Wait for the 'reveal' around Labor Day.
  
- VP Office reorganization / clean up
  - I am reviewing files received from our various property managers, everything in our file cabinets and ultimately 45+ boxes of 'stuff' that is currently in the attic. We have a detailed list of what items must be kept 'forever', some that need to be retained for 7 years and still others that may well be outdated, unneeded and will be shredded.
  - Carey has volunteered her time to assist me with filing / or boxing up items we must retain in water proof containers (rather than cardboard) for long-term storage or for inclusion in our file cabinets. It is going to take a while.
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- Owner requests for financial records and other materials
  - I respect any owner's right to request financial information that may not be immediately available on the website etc. I just ask that these requests be reasonable and make sense.
  - Village Plaza uses accrual accounting --- not cash accounting. We record our bills against the month they were incurred ... but it is likely they were actually paid in the following month, on their 'due date.'
  - I have offered and am now offering again to conduct a 30-40 minute 'learning' session to help everyone understand how the association (with our 5 'cost centers') works, where your fees go and how to read the budget / reserve schedule. If you'd like to attend something like that please send me a note and I'll schedule something for later in August or September.
  
- Discussion of AC stipend for section 7 owners.
  - Considering whether we should change or expand our current policy to encourage the 50 owners with component still on their flat roof to move the unit whether they are installing a new system or not. \$6500 in new budget would cover 13 of those 50. Last year we had a \$10K budget but only 4-5 got new systems, stipends paid. At this rate it could take 10 years.
  - Flat roof repairs are increasing ... the AC unit on that roof makes repair more complicated and sometimes the unit is contributing to the problems. The \$ is part of section 7 budget and only impacts villa owners.

My contact info: Sharon Whalen, Treasurer swhalen33@gmail.com 941-957-8805