

VILLAGE PLAZA CONDOMINIUM ASSOCIATION  
MONTHLY BOARD OF DIRECTORS MEETING  
MINUTES

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**Meeting Date:** Wednesday, August 20, 2025  
**Time:** 6:00 PM  
**Place:** Village Plaza Club House, 3555 Hispania Place. Sarasota, FL 34232

**Armando Machado called the Meeting to Order at 6:06 p.m.** – Pat Whalen opened the Zoom meeting.

**Roll Call of Board Members, Determination of Quorum - Attended in person:** Armando Machado, President; Sharon Whalen, Treasurer; and Beth Stoffel, Director at Large. Greg Fitzgerald, Vice President; and Patricia Whalen, Secretary, attended via Zoom. Michael Miller, CAM, could not attend. All Board members were present, so a quorum was determined.

**Proof of Notice of the Meeting.** The Agenda was posted at the clubhouse and on the website before 6 pm on Monday, Aug 18, 2025. It was also emailed to owners and posted to the website on August 18, 2025.

**VOTE to Approve Minutes of July 16, 2025, Monthly Board Meeting:** Sharon Whalen made a motion to approve the July 16 Minutes. The motion was seconded by Beth Stoffel. All in favor, the Minutes were approved.

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

1. **Pool treatment for Black Dot Algae** went well. Just approved an invoice to repair the auto float to be repaired.
2. **Symbiont Services replaced a burned-out capacitor** and pool temperature is back to a comfortable 86-degree temperature,
3. **Still waiting on the A-Team** to proceed with repairs at entrance and turn on Pinecrest. Having them look at an area in the grass along Miguel Way that appears to be collapsed.
4. **Remaining balance on the \$700.00 assessment for Termite tenting in Section 1 is \$1500.00.** There is still time to pay off the assessment, with the final payment due by December 31, 2025.
5. **The gap in Walkway in Section 1** is still pending more information as to whether this is how it was designed.
6. **Ken Wells cleaned our Laundry Dryer Vents** and should have completed the roster for Villas. Villa owners can still call him to schedule an appointment, although it was suggested that this only needs to be done every other year unless you have very high usage of the dryer.
7. **Discussed changing our procedure to receive the \$500 AC stipend** for villa owners moving AC units to the ground off their flat roofs to facilitate flat roof repairs when they arise. There are currently 50 of the 88 villas that need to have these moved, so we want to encourage the process to be done as soon as possible.
  - a. **VOTE:** Armando Machado made a motion to change the \$500 stipend procedure to allow for the payment to any villa owner who has the unit removed from the flat roof, regardless of their replacing the unit, as long as the work is done by a licensed contractor and a permit is approved by the county. Sharon Whalen seconded the motion. All in favor, the motion carried.

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

1. **Condo maintenance** – Jorge seems to be working the schedule as needed. A few last-minute issues arose regarding cleaning the pool area and an issue in Section 3, but these were addressed.

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

1. **Website updates** – new social calendars for September through December

were created and posted; a digital copy of the new Directory has been added to the website as well as several new COMCAST instructions.

2. **A reminder to Beth Stoffel that**, as a new Board member, she needs to send me a copy of her driver's license so I can update the Corporate Transparency document. She also needs to complete the 4-hour director course of continuing education and to send me the certificate for posting.
3. **A reminder of several legislative updates to Statute 718, including:**
  - i. The ability for new buyers to reject the sale within 7 days after receiving all required documents.
  - ii. We now have 180 days to send out notices of the year-end financials being available.

#### **Treasurer's Report – Sharon Whalen (See attached report)**

1. **Financial Status**
2. **Community Financials' July 1 statements confused plenty of folks** and there are several who paid more than once and several who have underpaid for the quarter. Sharon is reaching out to those owners to get their accounts in order.
3. **Comcast – New services began on Aug 1, and it seems to be doing well.** Several people reported how easy it was to set up the new lower fees and schedule service for those needed new equipment and Internet setup.
4. **June / YEAR END financials** - we've reviewed and had some corrections to be made before 'finalizing' it. One added expense came from a non-functioning electric meter at the clubhouse for two years. FPL waived one year but charged us \$10,000 for one full year.
5. **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.
6. **Restroom remodel is moving forward quickly.**
  - o Timeline: expect to be finished before Labor Day.
  - o Plumbing expense was approximately 100% higher than anticipated ...VP Office reorganization / clean up

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

- **New Resident Approvals.**

**Social Committee Report.** – Carey Harris reminded everyone of the Labor Day picnic. There was a group thank-you to Carey, Jan Ivers, and JP Bellissimo for painting the newly remodeled restrooms at the Clubhouse.

- Carey also reported that new tabletops have been ordered for the meeting room and should be shipped by the end of the month.

#### **Additional Landscaping Issues & Reminders – J.P. Bellissimo**

##### **Open Forum:**

- Sharon Whalen passed around information about shredding companies in the area.
- Sharon also thanked Cynthia & Bill Gee, who donated a beautiful desk for the clubhouse office.
  - o She mentioned that she and Carey were still working on the office files and had about 60 more boxes of files to go through.
- Pat Whalen asked when the Palm on El Poineir Ct. would be removed so it didn't infect other palms on the street. She was told someone was coming to assess it within 1-2 days, and it would be removed with some other diseased palms within 1-2 weeks.

**Adjournment:** Armando Machado adjourned the meeting at 6:49 p.m.

**Next Meetings:**

- **Monthly Board Meeting:** Wednesday, September 17, 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 September 15, 2025, by Patricia Whalen, Village Plaza Secretary. Approved by the Board on September 17, 2025.**

**Attachments:** Treasurer's Report

## Village Plaza Treasurer's Report August 20, 2025

By: Sharon Whalen, Trea

Balances as 8/16/25

**Operating funds                      \$292,470**

Obligations for these funds include \$25K in prepaid /overpaid fees (\$ we owe to owners), the balance July, Aug and September expenses (approx. \$200K month).

### **Reserve accounts :**

Centennial – Reserve	48,766
Pacific Premier – Reserve	92,675
Ameriprise Investments	1,190,422

**Reserve funds total:                      \$ 1,331,863**

### **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.

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

- The majority of Section 1 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 use Auto Pay and 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.
  - Remember that if you have questions about your balance, you can always **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 – It sounds like everyone who needed / wanted help so far has reached out to Comcast.**
  - **Watch for your updated invoice.** You should see that your costs AFTER AUGUST 1 have been reversed.
    - For those who have not yet made plans: you can have updated equipment delivered and installed for FREE (or you will be free to order and install yourself if you have the

skills). **Free installation is available 8/1 - 2/1/26 .. but after that \$100 for installation service)**

- **Call Bulk Center 833/501-1893.** Keep asking to talk with an 'agent' until you get someone live on the line.
  
- **June / YEAR END financials** - we've reviewed and had some corrections to be made before 'finalizing' it.
  - One of those was the \$9000 electric bill mentioned last month. It turned out there was a faulty meter in the clubhouse area, and it hadn't registered any charge for about 26 months. They charged us for one year's charges ... FPL 'ate' the rest.
  - We also found that several of our electric meters were mis-assigned ... wrong section was paying them. The biggest error was 2 meters that were charged to section 7 but were actually 'common' expenses. All errors have been corrected.
- Expect final year end (June 30, 2025) financials shortly.
  - **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 moving forward quickly.
  - Timeline: expect to be finished before Labor Day.
  - Plumbing expense was approximately 100% higher than anticipated ...
  
- VP Office reorganization / clean up
  - In progress ... likely finished by Christmas time.
  - Carey has volunteered her time to assist me with this big task.
  - Thanks to Cynthia and Bill Gee who donated Wm Gabbert's desk (from his villa which is now on target to close to new owners on 9/5/25)
  - A HISTORICAL LOOK: In July of 2012 we had a total of \$351,802 in reserves ... 13 years later the balance is over \$1.3 million (including interest earned)
  
- Discussion of AC stipend for section 7 owners.
  - I have proposed extending the offer of \$500 'stipend' to section 7 owners who willingly move their AC unit whether they are replacing it or not. (We still have 50 out of 88 villas with AC units on the flat roof.) The goal is to speed up the process in anticipation that all will be moved whenever it becomes necessary to replace our roofs.

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