

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

Meeting Date: Wednesday, November 19, 2025
Time: 6:00 PM
Place: Village Plaza Club House, 3555 Hispania Place. Sarasota, FL 34232

Call Meeting to Order – Armando Machado, President, called the meeting to order at 6:01 pm. Pat Whalen, Secretary, opened Zoom meeting. (There was some technical difficulty on the Zoom call, which dropped off few times during the meeting.)

Roll Call of Board Members and Determination of Quorum - Attended in person: Armando Machado, President; Sharon Whalen, Treasurer; Patricia Whalen, Secretary; and Beth Stoffel, Director at Large, were present in person. Greg Fitzgerald, Vice President, was present on the Zoom call. Michael Miller, CAM, also attended in person. Since all 5 Board members were present, a quorum was determined.

Proof of Notice of the Meeting. Agenda was posted at the clubhouse and on the website before 6 pm on Monday, November 17, 2025. It was also emailed to owners later on November 17th.

VOTE to Approve Minutes of October 15, 2025, Monthly Board Meeting. Armando Machado noted that the draft minutes needed to be corrected to reflect that neither he nor Greg Fitzgerald were in attendance at the October meeting. Pat Whalen noted the corrections to be made reflecting that she opened and closed the meeting. Pat then made a motion to approve the corrected October 15, 2025, minutes; Sharon Whalen seconded the motion. All in favor, the revised minutes were approved.

President's Report & Maintenance Issues – Armando Machado

1. Armando reported that Ken will be off for a few days due to a back issue. Please be patient with work orders to be completed this week.
2. Replacement of missing or inoperable fire extinguisher boxes in Section 3 has been completed. Ken will work on the other two sections in the near future.
 - Update on the A Team repairs at entrance, turn off on Pinecrest and area in grass along Miguel Way. Sharon has been working with them on this. The work on Naranja/Miguel Way is completed, \$15,630 has been paid. They have started working on Pinecrest - Their estimate is \$16,600 50% has been paid. They expect to begin work on the entrance soon after the Pinecrest work is done – Their estimate is \$79,800 \$39K has already been paid
3. There was further discussion related to the vote taken at the October meeting on foregoing background checks and the \$150 fee for people returning after a one-to-two-year hiatus from renting or purchasing. Mike Miller reported that as long as an application is turned in and the Board reviews it before approving, there should be no problem with foregoing the background check for a recent renewal. Pat Whalen reminded us that an interview should still take place, and the vote said it was still at the Board's discretion so they may still require a background check if there were issues with the prior residents or if their circumstances seem to have changed.
4. Discussed the possibility of moving our monthly meetings to the second Wednesday instead of the third Wednesday of the month to accommodate Mike Miller who had some conflicts with other associations he manages. He reported that for the next couple of meetings the problem seems to have been resolved with the other associations changing their meeting times. Pat Whalen suggested revisiting the situation at the February 4, 2026, Annual Meeting, since there may be new members of the Board, and their input should be considered.

5. Beth Stoffel has volunteered to take over laundry machine monitoring - residents should notify her when machines have problems and she'll call repair services.
6. Discussion took place about the damaged garage door at 3715 Miguel Lane and how it can be replaced. Sharon Whalen has obtained vendors and asked for bids. She is working with the owner and their assigned guardian to see what approvals are required to move forward with the \$2,600 repair and how it would be expensed and paid for and if a lien should be placed on the property for reimbursement at sale.
7. Concern has been expressed over the yard waste truck damaging our newly poured pickleball/parking area. Discussed the possibility of building an enclosure elsewhere for the yard waste. No decision was made, and further investigation is needed.
8. Relatives of Pepsi Freund have received several inquiries about Pepsi's Artwork and have asked if the Board would approve an Art Show and Sale in the Clubhouse. Since the proceeds would not go to the Association, discussion took place among Board members and other owners concerned about setting a precedent for using the clubhouse for commercial purposes. These types of requests have been denied in the past. It was agreed to let Pepsi's family know that they could invite those interested to view the art at Pepsi's home and make whatever private arrangements they wanted.
9. Discussion was held on whether people should shut off their water if they are absent for a long period. While our home monitor checklist includes running the water regularly to keep the pipes from drying out and to avoid sewer gasses escaping and possible pests to come in, it is advisable to shut off the water outside the unit and have the Home Monitor turn it on temporarily. Ken and Dale can assist condo residents in locating their water shutoff valves. Some residents shut off the water completely and cover their drains and toilets to avoid the above issues. Either process is acceptable.

Vice President's Report: Greg Fitzgerald

1. Greg noted that with the new WiFi set-up in the clubhouse, the signal boosters he previously set up do not seem to be working; and, hence, the Zoom call was stalling throughout the meeting. Dan Archetti volunteered to work with Greg to reset the boosters to improve the signal quality throughout the clubhouse.

Secretary's Report & Communications – Patricia Whalen.

1. Website updates August & September financials posted.
2. Reviewed the required notice dates for the upcoming election and Annual Member Meeting scheduled for Wednesday, Feb. 4, 2026, at 7 p.m. The First Notice will be distributed by Dec 6; Candidate submissions are due by Dec. 26, Candidate bio forms are due by Dec. 31, The Second Notice with ballots will be mailed out between January 1 and 21.
3. Mary from Miller Management will send a draft of the first Notice by Friday.
4. Reviewed Home Monitor forms and passed around spread sheets of which units are left unattended for extended periods and, therefore, require a Home Monitor to be assigned to check on the unit at least monthly. We will plan a mailing and notice of liability for non-compliant absentee owners over the next two weeks.

Treasurer report - Sharon Whalen

1. Current Financial Status (**See attached Treasurer's Report**)
2. On-going projects with costs.

Director At Large Report – Beth Stoffel

1. Beth reported two New Resident Approvals – Tony Beckett purchasing 3873 El Poinier Ct., and Russell Sexton purchasing 3433 El Rado Ct. (Jon & Lori Stone are the former owners).

Social Committee Report. – Carey Harris

1. Carey reported on up-coming holiday events – cookies on Dec 10 & 11; Secret Santa party Dec 14.
2. A bloodmobile drive will take place on November 20. Thanksgiving dinner on Sun, Nov. 23, and an ad hoc Thanksgiving potluck at 5 pm on Thanksgiving, Nov 27, for anyone alone that day.
3. Carey requested that the Association pay for 2 new lounge chairs to replace bad ones at the pool. It was agreed to make these replacements, but Sharon Whalen asked for pricing and sourcing information to be able to proceed.
4. Jan Ivers reported on status of Thanksgiving meal planned for Sunday, Nov. 23. – 2 turkeys and a ham.

Additional Landscaping Issues – J.P. Bellissimo

1. JP will post a sign-up sheet for December 7th landscaping volunteer work at Pinecrest entrance. She also asked to be able to hire Zora for a day or so to help with the Pinecrest island. The Treasurer said it should not be a problem but would like an estimate and for the invoice to be submitted to the Association.
2. JP will obtain pricing for purchasing a pallet of mulch and coordinate with Ken on delivery
3. JP will post a sign-up sheet for pump station fence repair volunteers.
4. Residents who want to donate to a community holiday gift for Ken and Jorge can reach out to JP, Carey Harris, or Dale Lang. They will be presented during Happy Hour on Monday, Dec 15. (NOTE: this date has been changed to Dec. 22, due to Ken’s unavailability on the 15th.)

Open Forum: Questions, issues or concerns from community not already addressed.

1. A new resident asked about creating a pickleball sign-up sheet for 4 PM games. She was encouraged to do so. Others wanting to play at times other than the scheduled 9 a.m. games are encouraged to post their interest on the bulletin boards in the clubhouse.
2. David Englehart asked to have the Association make the condo laundry room doors ADA compliant. Pat Whalen reminded him and the Board that, as a private entity, we are not required to be ADA compliant, but we do need to allow for an owner to make reasonable accommodations to address a disability. Beth Stoffel agreed to work with David to investigate what might be done with the laundry room doors to make access to the laundry easier.

Adjournment: Armando adjourned the meeting at 7:28 p.m.

Next Meetings:

- **Monthly Board Meeting:** Wednesday, December 17, 2025, at 6 p.m.
- **Annual Meeting & Election:** Wednesday, February 4, 2026, at 7 p.m. (registration begins at 5:30 pm)
- **Weekly Working Sessions with a Board Member** -- 1:00 to 2:00 p.m. Wednesdays at the clubhouse.

These Minutes were respectfully created and submitted by Patricia Whalen, Village Plaza Board Secretary on December 15, 2025. Approved by the Board on December 17, 2025.

Attachment: Treasurer’s Report

