

VILLAGE PLAZA CONDOMINIUM ASSOCIATION
MONTHLY BOARD OF DIRECTORS MEETING
MINUTES

Meeting Date: Wednesday, December 17, 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.

Roll Call of Board Members - 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, was unable to attend.

Determination of Quorum: Since all 5 Board members were present, a quorum was determined.

Proof of Notice of the Meeting. Agenda was posted on the website and at the clubhouse before 6 pm on Monday, December 15, 2025. It was also emailed to owners later on December 15, 2025.

VOTE to Approve Minutes of November 19, 2025, Monthly Board Meeting. Armando Machado noted that the draft minutes needed to be corrected to reflect that Ken was replacing the fire extinguisher boxes in Sec 3; not the extinguishers. Pat Whalen noted the correction to be made. Armando then made a motion to approve the corrected November 19, 2025, minutes; Sharon Whalen seconded the motion. All in favor, the revised minutes were approved.

President's Report & Maintenance Issues – Armando Machado

1. **Stair tread update:** All of the rotten, really bad ones, have been replaced. We still have some work to finish some more, as well as doing some painting around the stair treads.
 - They seem to be holding up pretty well, but we will wait to assess them after we have a substantial rain. But we're pretty confident that they will work well. They have two reflective stripes which makes them a little bit safer for people navigating the stairs.
2. **The fire extinguisher boxes** have been replaced in Section 3 and most of Section 2. In Section 1, there are a couple more to be done that are not in horrible shape, but Ken has worked on replacing all of those, just to keep the extinguisher's safe.
2. **Fence issues:** We will price out pressure washing, staining, and sealing the wooden fence. There are also areas that are leaning due to last year's storms. We will look into repairing or replacing those sections and provide numbers for potential budgeting.
3. **Parking by Pickleball court** – discussed several issues regarding this area, which is still a parking area and several owners with disabilities need access to it. We cannot block it except when pickleball is taking place. Discussed keeping chairs off the sidewalk so those with walkers can pass by and also possibly installing a handicap parking spot in the front of the clubhouse but near that walkway to make access to the pool easier when pickleball is in play.
4. **Large items for WastePro pickup:** You cannot put large items out for pickup by Waste Pro without calling them first. Items should not sit on your driveway or by the dumpsters for days prior to pick-up.
 - All residents: If calling WastePro for bulk pickup, ensure to call and clarify if fee applies; Armando to seek clarification from WastePro on bulk pickup policy for dumpsters.
 - If aware of who placed large items (e.g., couch, refrigerator) by dumpster in Section 3, inform a Board member so proper WastePro protocol can be followed.

5. **Pool Servicing:** Gus is the name of our new pool servicer from Pools by Lowell. I contacted their office to ask that he not interrupt the Pool Exercises, scheduled for 10:00 each Monday, Wednesday and Friday. They will note this on our profile so anyone coming to service the pool will consider a different time. They currently plan to service at 9 a.m.
6. **Bonuses for Ken and Jorge** have been scheduled for Dec 22nd, previously planned for the 15th but Ken will be on vacation that week.

Vice President's Report: Greg Fitzgerald

- **Troubleshoot and resolve Wi-Fi booster issue at clubhouse upon return in approx. 10 days.**

Secretary's Report & Communications – Patricia Whalen.

1. **Website updates** - added October financials and updated link to Architectural Change form.
2. **First notice of Feb 4, 2026, Annual Member Meeting sent Dec 4;** Candidate submissions due by Dec. 26, Candidate bio forms by Dec. 31.
 - Pat to coordinate with Miller Management to determine and communicate the mailing date for the second annual meeting notice (between Jan 1 and Jan 21).
3. **Review Home Monitor forms received after notice mailed out** – we received several but still missing several forms. Pat will provide Armando a list of part-time owners still missing home monitor forms and follow up to collect outstanding forms.

Treasurer report - Sharon Whalen (see attached Treasurer's Report)

1. Current Financial Status
2. Update on the A Team drainage repairs.
3. Update on garage door repair at 3715 Miguel Way
4. Resolution of the vexing Enterprise Bank issue left over from Real Manage
5. Asphalt repairs - currently seeking bids. Be careful going over the recently repaired area on Pinecrest.
6. Watch for disease in the palms around your residence – sable, queen and areca
 - Monitor and report any palm trees showing signs of Ganoderma (conch/mushroom at base); We will ensure all infected stumps are ground and removed as budget allows
7. **Winter tree and plant care - fertilization 12/29** -- Ken will turn on irrigation across the community as needed on the day of fertilization (Dec 29) to ensure granules are washed into the ground. A notice will be sent a few days prior with instructions for pets.
8. **All residents:** If planning to mail quarterly fees, do so promptly and include account number; if using auto-pay, ensure it is set up.

Director At Large Report – Beth Stoffel

1. **New Resident Approvals –**
 - Jerry & Nancy Lukanc – Renting from Jan to Apr 2026 (used to rent from Blake Mishler, now from Wagoner's at 3540 Hispania, Unit 216 in Section 1.
 - Kristine Burstling is renting for two years from Werner Schaefer at 3445 El Rado Ct., Unit #8419
2. **Laundry and condo issues**
 - We have changed repair vendors from Badger Bob's to Premier Appliance Repair of SW Florida. Beth's number is on a sheet in each laundry room for residents to report any problems with the laundry machines.

Social Committee Report. – Jan Ivers reported on the following for Carey Harris who could not attend the meeting:

1. Will be working on the January newsletter and calendar upon Carrie's return.
2. Review attendance and consider changes for future Secret Santa and similar events based on participation.
3. Residents interested in cremation presentation: Sign up for the January 10, 2026 presentation (lunch provided). Peggy Romains organizer.

Additional Landscaping Issues – J.P. Bellissimo

1. **Complete remaining landscaping/mulch beds as materials and volunteer help allow.**
2. **JP would like additional mulch to be ordered to cover areas all the way up Hispania past Puerta & El Poinier.** The Treasurer asked her to determine the exact amount needed to finish landscaping/beds and to provide an estimate of the dollar amount. The Treasurer also asked that we have the mulch delivered to make better use of Ken's time, so he just has to place it around the community and not make multiple trips to pick it up.
3. **The Treasurer also mentioned that we have received some complaints about landscaping around the condos.** She suggested that we have some section leaders for each section volunteer to make recommendations for beautification around the condo buildings (plants, edging, rocks, etc.). They can then submit plans for review and possible implementation in the spring.

Open Forum: Any questions, issues or concerns from community:

- No new questions, issues or concerns from community were raised that were not already addressed.

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

Next Meetings:

- **Monthly Board Meeting:** Wednesday, January 21, 2025, at 6 p.m.
- **Annual Meeting & Election & Insurance Overview (Dinner supplied)** – February. 4, 2026
 - Registration begins 5:30 pm
 - Dinner from Panera Bread approximately 5:45 p.m..
 - Insurance overview by Chris Goolsby between 6 and 7 p.m..
 - Annual Meeting to start at 7:00 pm, followed by a brief Board Meeting to vote on Board positions and any miscellaneous business.
- **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 January 5, 2026. Approved by the Board on January 21, 2025.

Attachment: Treasurer's Report

