

Villages of Valencia Homeowners Association, Inc

Regularly Scheduled Board Meeting Minutes for August 8th 2023

Minutes of August 8th, 2023 Board of Directors Regularly scheduled meeting held at VFW Post 2391, 6184 US Highway 1 South St. Augustine, FL 32086

1. **Call to Order** - Victor DePallo called the meeting to order at 6:30 PM August 8, 2023
2. **Proof of Notice** - Proof of notice was posted
3. **Roll Call:**
 - Victor DePallo - President
 - John Hart - Vice President
 - Harold "Kim" Shailer - Treasurer / Secretary
 - Brandon Jeans - Director
 - Joseph Ciaramitaro - Director
4. **Quorum Established** - A quorum of the Board was present
5. **Owner comment session**
6. **Adopt the Agenda**- Agenda adopted by unanimous consent
7. **Ratify Approval of Minutes** - Previously distributed and approved minutes of July 20, 2023 were ratified by unanimous consent
8. **Committee Reports:**
 - a. Treasurer - July financials not received. Normal timing is the 15th of the following month.
A CD of 5% yield is available at local banks. Have asked Leland to initiate the process. We are waiting. Will inquire about Leland's action.
 - b. ARB - Everything is running smoothly, per chairperson Nick Arens.
 - c. Buildings & Grounds - Janitorial services were contracted in early August.
 - d. VOV Monument beautification is in process for completion by the end of 2023.
 - e. Access control via Modesto FPL easement (John Hart) - NON HOA owners are trespassing and using the FPL easement as access to their property, personal property storage and other intrusions onto HOA property. Board met with our attorney and is proceeding with sending violators notification to stop trespassing.
 - f. Construction Defect against Dreamfinders is ongoing. This will take some time.
 - g. Rental properties, Rules & Enforcement Committee from January 2023 (VP Hart) - Joseph Ciaramitaro, a new board member, has joined the committee. The rental committee is establishing further procedures and a cohesive plan. The Board met with our attorney to discuss legal methods to regulate rentals.
 - h. Reserve Transfer Case \$43,000 recovery lawsuit, February 2023 (President DePallo) - Our books show a developer loan from the reserves. Our attorney has taken initial steps asking for payment. Board has met with the HOA attorney to review the probability of success, recovery of legal fees and possible insurance claim against the board.
 - i. Boardwalk Committee From April 20, & May 16, 2023 meetings (President DePallo) - Maintenance is needed and there are some funds in the current operating budget for repairs. The board President is soliciting bids and is actively pursuing to complete this repair.

Approved
21 September 2023

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- j. Gutter Cleaning on Amistad - CAM had a bid of \$9000. This is not a line item in the budget. 2024 inclusion will be discussed.
- k. Street lighting on Modesto Drive - Committee (VP John Hart) - Lighting was not in the developer's county approved plans. Investigation is in progress to remedy this.

9. Unfinished Business:

- a. Board Officer expenditure level - Motion by Brandon Jeans and seconded.
Motion is that:
 - i. Any monies spent by the board must have board approval through the permitted board approval processes, excluding emergencies and other expenditures handled by the Manager in accordance with our contract.
Motion approved by unanimous consent.
- b. Account signatories - Kim Shailer motioned and motion seconded that:
 - i. The Treasurer and President be made signatories on all association accounts.
Motion approved by unanimous consent.

10. New Business:

- a. Committee appointments - Brandon Jeans motioned and motion seconded that the Board is to revisit the organization of the committee structure and assign a liaison / ex officio board member to each committee. This review and reorganization to be presented at the September 2023 meeting.
Motion approved by unanimous consent.
- b. Assign ex officio. - Handled in above.
- c. Newsletter - Board invited the potential Committee chairperson to review the concept. Committee reorganization will review goals and objectives. No action taken.
- d. Board Meeting locations for September and November and to confirm scheduled meeting dates for 2024.
After some discussion Kim Shailer motioned and motion seconded:
 - i. To schedule meetings from now through the end of 2024 be planned for the VFW with a starting time of 6:30 pm. Only scheduled dates will be posted. The meeting notice will formally state the location and time. Motion approved by unanimous consent.
- e. Set a community meeting schedule for the Treasurer to review assessments and the budgeting process with each Cost Center group. After some discussion, it was agreed that holding group meetings for the explanation of assessments would be acceptable.
- f. Establish Budget meeting and committee reviews & Board vote meeting date. The President informed the board that a budget development schedule has been established and shared with Leland to attain approval of our HOA 2024 budget prior to the October member meeting.
- g. Secretary - Brandon Jeans motioned and motion seconded that:
 - i. Kim Shailer was appointed as HOA Secretary. Motion approved by unanimous consent.

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- h. Owner's right to speak at Board meetings on agenda.
After some discussion, it was agreed to maintain Owner comment time as the next item after the Roll Call.
- i. Establish a Committee to amend HOA's Declaration of Covenants, Conditions, and Restrictions. This item was postponed until the September meeting.
- j. Establish a Committee to amend HOA's Bylaws dated April 2, 2007. Topics included, to establish a fining structure and the appropriate standing committee. Kim Shailer motioned and motion seconded that:
 - i. A Bylaw Review Committee will be established. Initial topic would be to establish a fining and enforcement committee. Joseph Ciaramitaro is set as the initial chairperson. Committee is to present an amendment for board approval.

Motion approved by unanimous consent.

- k. Nominating Committee for election of 2024 directors - Committee requirement was removed by amendment to declarations. The need to take some action in developing candidates was acknowledged. No action was taken.
 - l. Confirm meeting dates for 2024 and the meeting location
This item was addressed and action was taken as part of item d above.
12. **Next Regularly scheduled Meeting Date -**
Thursday September 21, 2023 at 6:30 pm. with the location at the VFW .
13. **Motion was made to Adjourn.** President - DePallo adjourned the meeting at 7:50 pm.