

# VILLA VIVACI NEIGHBORHOOD ASSOCIATION, INC.

*A Corporation Not -for Profit*

## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS BUDGET PREP MTG. #3

**OCTOBER 21, 2021**

A *Special Meeting* of the Board of Directors was scheduled to be held at **2:00 pm** hosted by Argus Management of Venice-1062 East Venice Avenue via **Zoom**.

1. **Call to Order:** President, Harry Vogel called the meeting to order at **2:00 pm**.
2. **Quorum (5) Present:** President.....Harry Vogel..... present  
Vice President..... Eileen Mahoney .....present  
Secretary.....Mary Zaar..... present  
Treasurer..... Gail Credit..... present  
Director..... Marci Shantz.....present  
**Lot Owners Present: 5**
3. **Proof of Notice** was properly posted on the property **10.19.2021** according to the Florida State Statutes.
4. **Minutes of the September 23, 2021 Meeting:** *A motion was made by E. Mahoney that the Board approves the minutes at this time. Discussion noted that the President cannot make motions nor can he vote on motions, only if there is tie vote of the directors. The motion was seconded by M. Shantz. Discussion noted that the vote on motions was edited to reflect this change. The motion was put to a vote:*  
*Yea (4): E. Mahoney, G. Credit, M. Shantz and M. Zaar*  
*Nay (0):*

*Motion Carried*

**Minutes of the October 8, 2021 Meeting:** *A motion was made by E. Mahoney that the Board approves the minutes as amended. The motion was seconded by M. Zaar. Discussion noted by G. Credit that typos needed to be corrected on pg. 1 sections 5 (2, 3, & 7), pg. 2 item c and page 4 item c to insert a word. The motion was put to a vote:*

*Yea (4): E. Mahoney, G. Credit, M. Shantz and M. Zaar*  
*Nay (0):*

*Motion Carried*

### OFFICER REPORTS:

**Treasurer's Report:** Gail Credit gave a verbal report for the last four months of financials. Hard copies to follow. Water bill showed a slight increase. *A motion was made by Mary Zaar that the Board approves the unaudited financial statements and reports as stated.*

*The motion was seconded by Marci Shantz. The motion was put to a vote:*

*Yea (4): E. Mahoney, G. Credit, M. Shantz and M. Zaar*

*Nay (0):*

*Motion Carried*

**Discussion was held on the former special assessment.** It was noted that work was one to paint the facias near the roof tops at an added cost not part of the assessment at the time. The work was completed and it added value to each member's villa and was done at the cost savings. We need to find a resolution and finalize this matter due to a lack of procedures that were not in place. This can be acknowledged as an honest mistake. For the future, we need to be sure we follow our bylaws and covenants and commit ourselves to provide better guidance and procedures for all future transactions. *A motion was made by Gail Credit that the Board approves a resolution to move the funds back into the 2021 income statement and that the accounting system corrected for the Feb. 20 th check #1814 in the amount of \$3300 and the next journal entry on the balance sheet be reversed and shown on the income statement. The motion was seconded by Marci Shantz. The motion was put to a vote:*

*Yea (4): E. Mahoney, G. Credit, M. Shantz and M. Zaar*

*Nay (0):*

*Motion Carried*

**5. PURPOSE OF THE MEETING: Budget Prep Meeting #3 – Main Focus**

**a.) Prepare 2022 Annual Meeting Budget: Items Pending:**

Grounds Contract (7110.00) noted as an expense at \$64,639.00

Washingtonian Palm Tree Pruning (7110.90 05) line item was s deleted as funds are included in line time #7140.

Line item #7150 - Renamed as Irrigation Maintenance & Repairs...increase fees to \$2500

Line item #7810 –Property Insurance to be increased to \$7643.

Reserve funds will be added into line item #3503.0 Pumps/Motors & Irrigation

- 1. Meeting with MRT to close out contract update:** Eileen Mahoney drafted a letter dated 10.15.21 (to be sent via certified mail) to meet and finalize expenses owed in order to close out their contract. Eileen will follow up by next week. The meeting has not taken p place and will give him another week. It was noted that MRT owes VVN about \$2500. We may need to work towards a possible settlement in the future.
  - 2. Irrigation System not functioning:** A quote has not yet been submitted by Juniper landscaping. We have 4 controller boxes and timers that need maintenance. Argus suggested American Irrigation as a backup for an inspection and service. Dick Mole of Villa Paradiso may be of assistance. Eileen Mahoney noted she will make contact with Juniper for an estimate.
  - 3. Additions & Changes to Juniper Contract:** Discussion noted that the Board agrees with the contract dollar amount and the services to be rendered are satisfactory. It was noted that some of the wording needed to be changed regarding a termination clause. Darrell Reyka commented that this contract needs to be executed as soon as possible. We need clarification what is defined as “emergencies” and “essential repairs”. The contract may include a “cap” on repair expenses. If needed, an addendum can be added. The contract is pending legal review.
- A motion was made by G. Credit that the Board approves the proposed Landscape Maintenance Agreement with Juniper Landscaping of Florida, LLC. for a one year term beginning January 1, 2022 , renewable annually per terms of the contract, for the Annual Maintenance Price of \$64,638.92, payable in 12 monthly payments of \$ \$5,386.58 with optional services for Mulch at \$7,380.00 and Palm Pruning at \$2,421.80, and with the following changes:*
- 1.) Page 4: “Authorization for Repairs” clause to include an annual cap of \$1800.00 for irrigation repairs without prior written approval; and*
  - 2.) Addition of a clause requiring Juniper, within 90 days of inception of contract, to perform a diagnostic inspection of the irrigation system and provide a remedial plan cost proposal to ensure optimum operation and coverage; and*
  - 3.) Page 5: “Service Terms” clause to be changed to allow for termination by VVCNA without cause at the end of each annual contract term.*

*Further, that the contract be submitted to our attorneys for review and inclusion of the above changes; and*

*Further, that the Vice President and Treasurer or any 2 Board members be authorized to sign the final contract with the above revisions.*

*The motion was seconded by Eileen Mahoney. There was no further discussion. The motion was put to a vote:*

*Yea (4): E. Mahoney, G. Credit, M. Shantz and M. Zaar*

*Nay (0):*

*Motion Carried*

4. **Check Signing Process:** *A motion was made by Gail Credit that the Board resume its former check signing process, whereby any two (2) of the following three (3) authorized person are required to sign checks: Treasurer, Gail Credit, Director, Marci Shantz and Argus Management of Venice President, Barbara O’Grady. In addition, Argus will be required to present to the signer a list of checks at the time of signing along with invoices and appropriate documentation. The motion seconded by Eileen Mahoney. There was no further discussion. The motion was put to a vote:*

*Yea (4): E. Mahoney, G. Credit, M. Shantz and M. Zaar*

*Nay (0):*

*Motion Carried*

5. **ARBORx Proposal for Washingtonian Tree Trimming Project:** *A motion was made by Gail Credit that the Board approves the ArborX Tree Service proposal 5762-P to trim 33 Washingtonian palms at a cost of \$1287.00. The motion seconded by Eileen Mahoney. There was no further discussion. The motion was put to a vote:*

*Yea (4): E. Mahoney, G. Credit, M. Shantz and M. Zaar*

*Nay (0):*

6. **Letter to Accompany Budget Mail out Introducing Juniper - new contractor:** *General Consensus of the Board* agreed that Harry Vogel shall submit a letter to the membership referencing the new landscape company for mail out with the 2022 proposed budget.

7. **Finalize Insurance Policies for 2021-2022 – due by October 25<sup>th</sup>:**

The Umbrella Policy through Gifford-Heiden was quoted at \$3247.00 for a \$5 million dollar policy coverage. The Board has requested an additional policy quote for a \$10 million dollar policy. Quotes were requested within 30 days or provide a follow up.

- b.) **Approve Proposed 2022 Budget & Mail Out to the Membership:** *A motion was made by Mary Zaar that the quarterly dues to be set at \$479.00 per lot owner. Mary Zaar offered to draft a letter to be sent with the proposed budget for board review. The motion was seconded by Eileen Mahoney.*

*There was no further discussion. The motion was put to a vote:*

*Yea (4): E. Mahoney, G. Credit, M. Shantz and M. Zaar*

*Nay (0):*

*Motion Carried*

*A motion was made by Gail Credit that the Board approves the mail out of the proposed 2022 budget providing a 30 day notice to the Owners along with an explanation of proposed increases and the announcement of a new landscape service provider for 2022. The motion was seconded by Marci Shantz. There was no further discussion. The motion was put to a vote:*

*Yea (4): E. Mahoney, G. Credit, M. Shantz and M. Zaar*

*Nay (0):*

*Motion Carried*

6. **RESIDENT FORUM:**

**Landscape requests** that were Board approved for 4520 CG & 4521 CG and 4140 BP have not been completed per the MRT contract termination. This will be turned over to Juniper for evaluation.

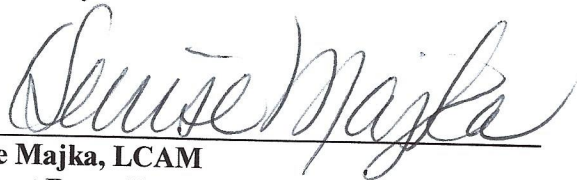
7. **Announcements:** The next meeting date will be **Thursday, November 11, 2021 – 2 pm –via Zoom**  
**Approve Final 2022 Budget**

**Notice of Intents are due in by October 29, 2021.**

8. **Adjournment:** *A motion was made by G. Credit and seconded by E. Mahoney to adjourn the meeting at 4:00 pm (2 hrs).*

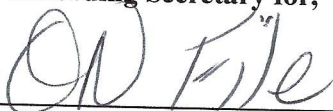
*Motion Carried*

Submitted by:



Denise Majka, LCAM

Assistant Recording Secretary for,



Villa Vivaci Secretary, Mary Zaar

Approved on: 11/11/2021