

VILLA VIVACI NEIGHBORHOOD ASSOCIATION, INC.

A Corporation Not-For-Profit

SPECIAL MEETING MINUTES OF THE BOARD OF DIRECTORS' MEETING

March 25th, 2026, 10:00 AM

A MEETING of the Board of Directors was scheduled for 10:00AM Via Zoom Video conference & at the Venetia Clubhouse

The meeting was called to order by Brian Rivenbark at 10:03 AM.

Notice of the meeting was posted in accordance with the Bylaws of the Association and the requirements of Florida statutes.

The following Directors were present and/or via video conference: A quorum was present
Ann Viel, Mike Kamps, Heather Jalbert, Mary Jane Appicello

Brian Rivenbark from Sunstate Management was also present.

Elect Chairperson for the Meeting

A MOTION was made by Mary Jane Appicello and seconded by Mike Kamps to appoint Ann Viel as the Chairperson of the meeting. **Motion Passed unanimously.**

Vote to Appoint Brian Caruso to the Board of Directors:

A MOTION was made by Mike Kamps and seconded by Ann Viel to appoint Brian Caruso to the Villa Vivaci Board of Directors. **Motion Passed unanimously.**

Brian Rivenbark from Sunstate Management was also present.

New Business:

Appointment of Officers

A MOTION was made by Brian Caruso and seconded by Mary Jane Appicello to appoint Ann Viel as President. **Motion Passed Unanimously.**

A MOTION was made by Mike Kamps and seconded by Ann Viel to appoint Brian Caruso as Vice President. **Motion Passed Unanimously.**

A MOTION was made by Brian Caruso and seconded by Ann Viel to appoint Mike Kamps as Treasurer. **Motion Passed Unanimously.**

A MOTION was made by Ann Viel and seconded by Brian Caruso to appoint Heather Jalbert as Secretary. **Motion Passed Unanimously.**

Board Certification (4Hour Training Course):

Brian Rivenbark reported. Each Board member will need to take the state required 4 hour certification course.

Schedule Next Board Meeting:

Ann Viel reported. The clubhouse is available on the third Wednesday of each month

A MOTION was made by Mary Jane Appicello and seconded by Mike Kamps to hold the Board meetings on the third Wednesday of each month at 10AM. The next Board meeting will be held on April 15th at 10AM. **Motion Passed unanimously.**

Approve Proposed 2026 Board Calendar:

Third Wednesday of each month except October and December

A MOTION was made by Brian Caruso and seconded by Mike Kamps to have the October meeting on the 4th Wednesday the 28th at 4PM. **Motion Passed unanimously.**

A MOTION was made by Mike Kamps and seconded by Brian Caruso to have the December meeting on December 16th at 4PM. **Motion Passed unanimously.**

Establish Bank Card Signers:

A MOTION was made by Brian Caruso and seconded by Heather Jalbert to appoint Mike Kamps and Mary Jane Appicello as the check signers for the association. **Motion Passed unanimously.**

Establish Committees – ARC, Compliance, Finance, Grounds, Legal & By-Laws, Pool, Social and Welcome:

Brian Rivenbark explained the charter of each committee. Brian Caruso volunteered to be the non-voting committee member for the ARC Committee. Mike Kamps will be the non-voting member for the finance committee and the Grounds Committee. Brian Caruso will be the non-voting member for the pool committee. Heather Jalbert will be the non-voting member of the social committee. Mary Jane Appicello will be the non-voting Board member for the welcome committee.

Appoint Committee Chairpersons:

A MOTION was made by Mike Kamps and seconded by Brian Caruso to appoint Betty Giambrone as the Finance Committee chairperson. **Motion Passed unanimously**

A MOTION was made by Brian Caruso and seconded by Mike Kamps to appoint Deb Lohner and Joan Whitehead as co-chair of the pool committee. **Motion Passed unanimously**

A MOTION was made by Mike Kamps and seconded by Mary Jane Appicello to appoint Susan Caruso as chairperson of the social committee. **Motion Passed unanimously**

Outside Contracts:

Sunstate Management will reach out to Wells, Olah and Cochran to ask if they will represent Villa Vivaci
Discussion followed regarding the grounds and irrigations contracts.

Mary Jane Appicello exited the meeting at 11:42AM

The Board will be reviewing the outside contracts. The Board asked the Grounds committee to review the landscape and irrigation contracts.

Turned Over material and Keys: Brian Rivenbark stated this material is currently being held in the warehouse.

Discussion to Reinstate Documents: Heather Jalbert will work with Sunstate Management in making sure the correct guidelines are on the website.

Discussion regarding the Roof Cleaning Policy: Brian Caruso reported. The Association must special assess the membership to cover the cost of the roof cleaning. Proposals will be presented at the next Board meeting for the roof cleaning.

Owner Comments: Comments were taken from the floor.

Next meeting is Wednesday April 15 2026 at 10AM

The meeting was **adjourned** at 12:40 PM

Respectfully submitted by Brian Rivenbark/CAM
For the Board of Directors