**THE VILLAGE DEL PRADO CONDOMINIUM ASSOCIATION INC**

**BOARD OF DIRECTORS MEETING**

**October 19th, 2021**

**10:30 a.m.**

The meeting of the Board of Directors for The Village Del Prado Condominium Association, Inc. was held this date and time in the Clubhouse of the Ocean Gallery, 4600 A1A South, St. Augustine, FL  32080.

President David Stelbrink called the meeting to order at 10:12 am.

***Call To Order:***

David Stelbrink

Robert Woodward

Harry Norton

Vance Turner

Steve Munoz

***Proof of Notice:***

Notice of the meeting was mailed or emailed to all members in accordance with the FS718 on

September 19th*,* 2021.

***Approval of Minutes:***

With minutes distributed to all board members, a motion was made by Robert Woodward and seconded by David Stelbrink to approve the 7/20/21 minutes and 8/31/21 minutes.  All were in favor and the motion passed.  (See Exhibit A)

Sherri Johnson stated that the previous Board wanted the minutes provided to them within a week of the meeting date. The new Board agreed that Property Management will continue the same procedure with the 2022 Board.

***Committee Report***

Bill Kline provided the Board with a landscaping report (see Exhibit B). Bill Kline gave a brief discussion regarding the report. He indicated that the rock and mulch project was completed, but they were still waiting on Trimac regarding the dead plant warranties. Bill Kline will be providing a list to the Board regarding this issue.

The Board will be sending an announcement to the owners requesting volunteers for the Landscaping Committee for the 2022 year.

***Treasurer’s Report:***

Treasurer Robert Woodward focused primarily on the profit and loss statements from January to August 2021(see Exhibit C).  Robert Woodward explained that with every unit that sells, the buyer must pay three months’ worth of assessment fees, called Capital Contribution. On average we sell five units every year. Last year we sold 15 units, and this year we have sold nine units so far. With the increased number of units that have been sold, we have a surplus of $8,700 in that account, which will balance the budget where we are slightly over in other accounts.

Robert Woodward explained that every three years, VDP is required by law to have an appraisal completed of the Village Del Prado property. Once the appraisal is completed, we then will forward the report to the insurance company so the association is properly insured. Robert Woodward made a motion to go with the Smith Company to do an appraisal of the Village Del Prado property in the amount of $1,500. David Stelbrink seconded the motion. All were in favor and the motion passed unanimously. Once we receive the appraisal back, we then will forward it to ThompsonBaker, our insurance agent to receive the requotes for the flood insurance. The association will shop for private insurance if that option is available.

The association is currently over budget in 5829 the pool/spa repair and supply account. The reasons for this are we have paid an electrician $3,500 to install the electrical wire from building 3 to the pool pack area for the electric spa motor. We also have gone through 2 pool motors that were roughly $1,000 apiece. We have purchased umbrellas, a chlorinator, and buying the regular pool supplies to keep everything going.

***General Manager’s Report***:

Sherri Johnson gave her report (see Exhibit D) with items of interest being that special teams has completed the chase ways for the Comcast wiring and the maintenance staff has buried any exposed ground wiring. Dave and Jack have completed the install of the electric heater for the spa. The association has decided to keep the propane tank for emergency use in the winter when temperatures are low. All the irrigation meters have been recently calibrated for the St. Johns County utility department.

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***New Business:***

President David Stelbrink stated that they have a landscaping reimbursement request for $1,515.67 that was submitted by Charles Niblett, who is on the Landscaping Committee for items used during the rock and mulch project. The Board previously approved $2,500 in one meeting and an additional $2,500 in another meeting. David Stelbrink made a motion to pay Charles Niblett for the submitted reimbursement. Robert Woodward seconded the motion. All were in favor and the motion passed unanimously.

Robert Woodward wanted to clarify that Committees are to make recommendations to the Board and the Board gives the “Yes” or “No” to the recommendation before the Committee can move forward. Robert Woodward then added that Committees are not authorized to spend funds or make alterations to VDP property without Board approval.

Dates for next year’s meetings are January 18th, April 19th, July 19, and Oct 18th, which will be the Annual Meeting. The budget workshop will be either August or September of 2022. President David Stelbrink thanks the 2021 Board for their service.

With no further business to discuss, a motion was made by Robert Woodward to adjourn and seconded by Harry Norton. With all in favor, the meeting was adjourned at 10:50 am.

Respectfully submitted,

Prepared for the board by Prop Mgmt