THE VILLAGE DEL PRADO CONDOMINIUM ASSOCIATION INC.
BOARD OF DIRECTORS MEETING
August 25th, 2026
10:00 a.m.

The Village Del Prado Condominium Association, Inc.'s Board of Directors met on this date and time in the Ocean Gallery's Clubhouse, 4600 A1A South, St. Augustine, FL 32080.

Following the Budget Workshop, President Sandra Capuano called the meeting to order at 10:55 a.m.

Call to Order:
Diana Melton
Steve Munoz
Sandy Capuano
Harry Norton
Rose Carcich
Harris Boyd
Carol McGee

Absent:

Proof of Notice:
The meeting notice was emailed to the membership on August 20th, 2026, and posted on all official association bulletin boards in accordance with SF718.

Approval of Minutes:

- With minutes distributed to all board members, a motion was made by Harry Norton and seconded by Carol McGee to approve the April 21st Board of Directors Meeting minutes and the Executive Meeting minutes from June 18th as presented. With all in favor, the motion passed unanimously. (See Exhibit B)

Treasurer's Report:

- Treasurer Steve Munoz led a discussion of the preliminary 2027 budget during the budget workshop, which began at 10:05 a.m. (See Exhibit A) He reviewed the proposed revenues and expenses line by line and responded to membership questions and comments. The preliminary budget reflects an overall increase of approximately $27 per unit compared to the 2026 budget. One significant change from the 2026 budget is the proposed increase in the annual reserve contribution from $89,000 to $112,140. Treasurer Munoz explained that the reserve fund is currently about 50% funded because of expenditures incurred over the past year, compared to about 70% before those expenditures, leaving the Association moderately funded. Another notable difference from the 2026 budget is the proposal to establish a separate insurance account. Treasurer Munoz explained that funds would be transferred into this account throughout the year to close the funding gap and accumulate the amount needed for the Association's insurance premium, thereby eliminating the need to obtain a loan to cover insurance costs. Treasurer Steve briefly went over the July financials during the meeting. (See Exhibit C)

General Managers Report

- **None**

Old Business

a. **Landscaping (removal of dead trees/plants, replanting of new trees or bushes and additional sod where needed and other projects as budget allows)-** There were multiple

concerns raised regarding weeds throughout the community, and with the landscape contract ending, Sherri noted that the current vendor appears to have stopped maintaining standards. The new landscape contractor, iCare, will begin on September 1, and the Landscape Committee will meet with them to review the contract and ensure expectations are aligned. The Committee believes this transition will be beneficial, though it will take time to bring the property back into proper condition. Sandy added that she intentionally waited until the end of summer before asking the maintenance team to remove the dead hibiscus and install new plantings in that area, as well as in other locations where plants were previously removed. This project will be coordinated with Dave Garris and Fred. OGPOA has also entered into a new turf management contract with TruGreen.

b. **Rail Painting-** The Board provided the project specifications to the companies that Sherri contacted regarding the railing painting project. (See Exhibit D) The Board received and reviewed two bids. (See Exhibit E) Following a discussion, Steve Munoz made a motion to accept the bid from Master Painting. Diana Melton seconded the motion. All were in favor, and the motion carried.
c. **Finalize letter and implementation of screens and window repair/replacement**- The Board reviewed the proposed letters to be sent to affected owners regarding the painting of windows and doors, as well as the replacement of screens. (See Exhibit F) Following discussion and several revisions, the Board agreed that both letters were ready for distribution by email and mail no later than September 1. Affected owners will have 90 days from the date of the notice to comply.

New Business:

a. **Preliminary 2027 Budget-** The preliminary budget was discussed during the budget workshop. During the workshop, several items required Board action. The following motions were voted on during the meeting. Sandy made a motion to add the curbs to the reserve study. Steve seconded the motion. All were in favor, and the motion passed unanimously. Steve then made a motion to open a separate insurance account with Steve Munoz, Carol McGee, Sandy Capuano, and General Manager Sherri Johnson designated as authorized signers on the account. Sandy seconded the motion, and Carol seconded the designation of the authorized signers. All were in favor, and the motion carried.
b. **Adoption of new rule for attic inspections-** Following a reported roof leak, the roofing contractor discovered that trusses had been cut within a unit. President Sandy raised concerns about alterations to common elements and asked the Board to consider implementing an inspection process when a unit goes on the market. The Board discussed establishing a policy requiring a baseline inspection, as well as a resale inspection, of attics and other common elements. Harry offered to draft a proposed policy for the Board to review and consider at the next meeting.
c. **Fencing surrounding A/C units-** The Board discussed the condition and sizing of the exterior air-conditioning condenser enclosures. Over the years, many condensers have been replaced with larger units, and additional mini-split systems have been installed, leaving insufficient space in some enclosures. The Board also noted deteriorated wood areas that require replacement. An estimate was provided to replace the condenser enclosure faces at $250 per enclosure, providing additional space for current and future equipment needs. Two enclosure areas on each side of the buildings, totaling 20 enclosures, with a project cost of $5,000. Fred will replace the enclosures as time permits. This expense was included in this year's budget and next year's budget.

Sandy Capunao motioned to adjourn with no further business to discuss, seconded by Steve Munoz. With all in favor, the meeting was adjourned at 12:10 p.m.

Respectfully submitted,
Prepared for the Board by Prop Mgmt