

## VOP Board Meeting Meeting – November 4, 2024

### Lionshare Co-work

1. Meeting called to order at 6:34 p.m. Tracey Veal, President, Don Colbert, Treasurer and Tom Rowand, Jr. President, Total Professional Association Management (TPAM) present.
2. Meeting protocol – explained Roberts Rules of Order
3. Motion to waive reading of the minutes from previous meeting and approve minutes by Tracey, Don seconded, all in favor aye, motion carried.
4. Reports of directors
  - a. Don Colbert provided the following Treasurers report – All operating funds now at TPAM totaling \$103,701. PNC MMA & checking account total - \$168,894.
  - b. Tracey provided an update on the transition from Property Advisors Management to TPAM. All HOA files and operating account funds have been turned over to TPAM. Vendors have been notified of the change to submit payments. VOPJAX.com website has new contact information for CAM and URL for TPAM portal that allows members to pay assessments online as well as copies of contracts and other required documents on their password protected site.
5. Kelly DeWitt, Vice President, Blaine Anderson, CAM at TPAM, Sam Veal, Parliamentarian and Kathy Davitt, Secretary arrived from Members Meeting. Sam began recording the meeting.
6. Motion made by Tracey to approve proposed 2025 budget with a \$15 per lot increase in the annual assessment to cover cost of living increase, raising the annual dues from \$435 to \$450 as previously communicated. Kelly seconded the motion. All in favor aye. Motion carried.
7. Unfinished Business
  - a. Reviewed pending worklist and discussed where we're at with each item (spreadsheet attached). Working through backlog due to previous management company not assisting in these matters. Fountain motor is now broken as well. Checking into warranty and a quote to replace.
8. New Business
  - a. Blaine confirmed quorum was not reached at adjourned members meeting. 153 total (48 members present + 105 proxies), so no election was held. Meeting adjourned again by members present who selected the next date to meet as December 16, 2024 at 6 p.m. at the amenity center. This is Tracey's birthday and she has plans with family out of town and unable to attend. Blaine will collect proxies, verify homeowners upon arrival and oversee the election if quorum is attained.
  - b. Since there was no election and Don Colbert, interim Treasurer was planning to resign and the President cannot also be the Treasurer and Kelly's job with Merrill Lynch

prevents him from taking on that role, the board had to appoint someone in that role (Florida Statue 617.0809). Don submitted his resignation from the Board of Directors and the role of Treasurer. Tracey made a motion to appoint Lorraine Beall as Board member and Treasurer, recognizing her outstanding accomplishments with putting herself through graduate school and getting her MBA as well as experience with budgets and contracts make her a great fit for the role. Kelly seconded, all in favor aye. Motion passed. Lorraine and her family moved to VOP in 2020, so she brings a fresh perspective with new members moving into the area.

- c. Kelly DeWitt continues as a board member per the rollover board legal brief provided. He is also running again for another term. Tracey acknowledged the helpfulness of having an experienced board member, particular with new staff coming onto the board.
- d. Kathy Davitt resigned as Officer/Secretary and is running for the Board of Directors.
- e. Tracey introduced Tamara Goda , who is the new chairperson of the covenants committee. Longtime covenants committee member Dennis DePriest is assisting.
- f. John Laurence will continue as Landscaping Liaison working with our landscape vendor and Tom Rowand Jr.
- g. Sam Veal will continue as Amenity Center Manager but has passed the key fob and bathroom keys over the CAM to manage that process of lost keys. The lounge chairs and tables at the pool are being cleaned to spruce things up for the fall.
- h. We are interested in starting other committees if there are volunteers. An amenity center monitor committee is something the board would like to consider to assist in verifying members and guests coming into the amenity center on random hours of busy use. More block captains are also needed. Please see Kathy Davitt if interested.
- i. Next board meeting was scheduled for February 11, 2025 at 6:30 p.m. Other dates will be set once the election has been completed and board members are confirmed. The 2025 annual members meeting will be October 7, 2025 according to the By-laws.
- j. Discussion with TPAM
  - i. Tom Rowand Jr. mentioned the portal that members can use to pay assessments online or you can mail in a check. Blaine will send out a communication with details but the URL for the portal is on our community website. The board advised TPAM about the 90-day grace period that we voted to approve before charging late fees.
  - ii. Tom Rowand Jr. is working on a Request for Proposal for landscape vendors following disappointing follow up with Brightview on several items. He will continue to walk our property monthly and make notes on how the common areas are being maintained. The board also discussed how algae control of the community lakes was not meeting our expectations this summer. We would like to get proposals from other lake maintenance vendors before our contract with Solitude expires at the end of January. One issue the lake vendor brought up with our CAM is that access is being blocked from some of our lakes with fences. They need an area to put a boat in the water to treat the lakes.
  - iii. Talked through the covenants inspection process with our committee and TPAM. The first inspection is scheduled for Wednesday, November 6, 2024.

- iv. New education requirements for board members will be provided by TPAM following the election of new Directors.
- v. Blaine will look into having a vendor do a reserve study so we can ensure our MMA account has the funds we need for any capital expenditures or costly repairs that are not in the budget or contingency fund.
- k. Several comments and questions were taken from members in attendance prior to adjourning.

9. Meeting adjourned at 8:24 p.m.