

VILLAS OF OCEAN DUNES ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
Tuesday – October 21, 2025 – 7:00 pm
Community Pool

AGENDA

- I. Call to Order
- II. Roll Call
- II. Proof of Notice
- III. Peter Romeo -Insurance
- IV. Approval of Meeting Minutes
9.16.25 Meeting Minutes
- V. Old Business
 1. Landscape Improvements Update
 2. Guardhouse
 3. Front signage/area
 4. Power washer
- VI. New Business
- VII. Manager's Report
- VIII. Financial Report
 1. Financial Status – 9.30.25 FS
- IX. Adjournment

Owners that would like to listen to the meeting can call in
Conference- 712-432-3900
Access code- 261836#

FOR THOSE OWNERS CALLING IN PLEASE MUTE YOUR PHONE

MINUTES
VILLAS OF OCEAN DUNES ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
September 16, 2025

- I. **Call to Order:** Richard Battista, President called the meeting to order at 7:00 pm

Roll Call: Richard Battista, President, Peter Forgach, Treasurer Joan Schell, Secretary, Tara DeCoursey, Director, Ron Densen, Director, Aida Perez, Director, Walter Carman, Vice President and Peggy Greene, Property Manager.

Absent:

- III. **Proof of Notice:** Notice was posted 48 hours prior to meeting.

Richard Battista Introduced the new Property Manager

- IV. **Approval of Meeting Minutes:**

Motion by Tara DeCoursey, seconded by, Richard Battista to approve the May 20, June 26 and July 1, 2025 Minutes as presented. All in favor, motion carried unanimously.

- V. **Old Business**

ARCH Committee Report – 304 requested planting on common property. Request denied Via a motion by Aida Perez seconded by Richard Battista.

Landscape Update- Phase 3 of landscape was completed, Phase 4 is being worked on.

- VI. **New Business**

Mako Pools the board unanimously approved the Increase Via a motion by Aida Perez and seconded by Richard Battista.

Dumpster Corrals Several dumpster enclosures need a repaired and or replaced. A review of the corrals will be completed.

Landscape contract the board reviewed the contracts and unanimously approved Greenscape contract.

- VII. **Manager's Report**

Peggy Greene

Due to seasonal tenant movement, we recommend refunding deposits at lease break rather than transferring between units.

Reflectors have been placed near the FPL box on the 1200 circle to discourage parking on grass.

The insurance agent will attend the October Board meeting to discuss market trends for budget planning.

Have Top flight look at Guardhouse get A/c replaced or repaired

Purchasing a power washer was discussed. Tabled to next meeting

The entrance gate tends to have issues when allowing people in Owners were reminded to enter their guests on the app to allow all quick access. Please email the manager with date time information on incidents so we can follow-up.

VIII. Financial Report –

Financial Status – 7/30/2025 FS

Peter Forgach reported that March financials looked good at this time.

Motion by Peter Forgach, seconded by, Richard Battista to sign the cleanup with Greenscape. All in favor, motion carried unanimously.

IX. Adjournment- The meeting adjourned at 8:11 pm.

Respectfully Submitted,
Peggy Greene
Property Manager

Minutes approved by Board:

_____, Sec. Date: _____

Replacements at Villas of Ocean Dunes Updated

Date 10/10/2025
Customer Summer Jasser | 1600 Ocean Dunes Cr | Jupiter, FL 33477
Property Villas of Ocean Dunes - 1305 Ocean Dunes Circle | 1305 Ocean Dunes Circle | Jupiter, FL 33477

Pool Area

Removal & Plant Installation

Items	Quantity	Unit	Price/Unit	Price
Removal/Relocation including Debris removal	1.00	ea	\$385.00	\$385.00
Croton, Petra, Codiaem variegatum - * Installed 7 gal	1.00	7 gal	\$95.00	\$95.00
Cocoplum, Red Tip - * Installed 7 gal	18.00	7 gal	\$67.00	\$1,206.00
Removal & Plant Installation:				\$1,686.00

Tennis Courts

Tree Install

Items	Quantity	Unit	Price/Unit	Price
Tibouchina, Purple Glory Tree - * Installed 15 gal	3.00	15 gal	\$333.00	\$999.00
Tree Install:				\$999.00

300 Block

Removals and Planting

Items	Quantity	Unit	Price/Unit	Price
Palmetto Sod 306 WARRANTY	1.00	pallet	\$0.00	\$0.00
Medium Brown River Rock	1.50	cuyd	\$695.00	\$1,042.50
Filter Cloth	100.00	LF	\$1.00	\$100.00
Removals and Planting:				\$1,142.50

500 Block

Removals and Planting

Items	Quantity	Unit	Price/Unit	Price
Debris Removal 501	1.00	ea	\$510.00	\$510.00
Palmetto Sod 501	1.00	pallet	\$550.00	\$550.00
Clusia, Small Leaf - * Installed 7 gal	15.00	7 gal	\$70.00	\$1,050.00
Ixora, Dwarf - * Installed 3 gal	9.00	3 gal	\$25.00	\$225.00
Removals and Planting:				\$2,335.00

600 Block

Removals and Planting

Items	Quantity	Unit	Price/Unit	Price
Ixora, Dwarf - * Installed 3 gal 606 - 607	21.00	3 gal	\$25.00	\$525.00
Ixora, Dwarf - * Installed 3 gal 609	7.00	3 gal	\$25.00	\$175.00
Areca Removal at 614	1.00	ea	\$510.00	\$510.00
Ixora, Nora Grant - * Installed 3 gal at 614	7.00	3 gal	\$24.00	\$168.00
Debris Removal Behind 614	1.00	ea	\$255.00	\$255.00
Croton, Mammy - * Installed 3 gal	21.00	3 gal	\$25.00	\$525.00
Palmetto Sod Side of 615	0.50	pallet	\$550.00	\$275.00
Removals and Planting:				\$2,433.00

700 Block

Removals and Planting

Items	Quantity	Unit	Price/Unit	Price
Flush Cut Hardwood Trees by 700 Mailbox	2.00	ea	\$580.00	\$1,160.00
Removals and Planting:				\$1,160.00

800 Block

Removals and Planting

Items	Quantity	Unit	Price/Unit	Price
Palmetto Sod Behind 803/8704	2.00	pallet	\$550.00	\$1,100.00
Wild Petunia, Ruellia 3 gal light at 811	3.00	3 gal	\$23.00	\$69.00
Removals and Planting:				\$1,169.00

1000 Block

Removals and Planting

Items	Quantity	Unit	Price/Unit	Price
Philodendron Removal at 1002/1003	1.00	ea	\$670.00	\$670.00
Palmetto Sod	2.00	pallet	\$550.00	\$1,100.00
Removals and Planting:				\$1,770.00

1100 Block

Removals and Planting

Items	Quantity	Unit	Price/Unit	Price
Philodendron Removal at 1128	1.00	ea	\$800.00	\$800.00
Palmetto Sod	2.00	pallet	\$550.00	\$1,100.00
Cocoplum, Red Tip - * Installed 7 gal next to 1128	32.00	7 gal	\$67.00	\$2,144.00
Removals and Planting:				\$4,044.00

1200 Block

Removals and Planting

Items	Quantity	Unit	Price/Unit	Price
Philodendron Removal at 1201	1.00	ea	\$500.00	\$500.00
Palmetto Sod at 1201	1.00	pallet	\$550.00	\$550.00
Podocarpus 'Maki', Japanese Yew - Installed 7 gal next to 1201	15.00	7 gal	\$67.50	\$1,012.53
Palmetto Sod Around Cable Box at 1216	0.20	pallet	\$550.00	\$110.00
Palmetto Sod at 1230	0.20	pallet	\$550.00	\$110.00
Flush Cut Oleander at 1230	1.00	ea	\$450.00	\$450.00
Removals and Planting:				\$2,732.53

1400 Block

Removals and Planting

Items	Quantity	Unit	Price/Unit	Price
Flush Cut Bottle Brush at 1426	1.00	ea	\$550.00	\$550.00
Tibouchina, Purple Glory Tree - 15 gal at 1426	1.00	15 gal	\$333.00	\$333.00
Removals and Planting:				\$883.00

1500 Block

Removals and Planting

Items	Quantity	Unit	Price/Unit	Price
Palmetto Sod Side of 1508 by Pool	1.00	pallet	\$550.00	\$550.00
			Removals and Planting:	\$550.00
			Total	\$20,904.03

Payment Schedule

Schedule	Price	Sales Tax	Total Price
Deposit	\$10,452.01	\$0.00	\$10,452.01
Completion	\$10,452.02	\$0.00	\$10,452.02
	\$20,904.03	\$0.00	\$20,904.03

Terms & Conditions

Warranty: Plant material is guaranteed for 1 year from installation with the exception of sod, potted material, herbs & annuals, which are guaranteed for 3 months, as long as the property is being maintained by Greenscape Design. Warranty covers a one-time replacement of plant material only. Labor, equipment fees, removal cost and debris removal fees are not covered by the warranty. Plant material that is relocated cannot be guaranteed. While we do our best to ensure the viability of relocated material, we cannot be responsible for its survival. Warranty does not cover damage done from acts of nature, such as hurricane force winds, freezing temperatures or pre existing drainage issues. Warranty does not cover any plant material damaged or destroyed by anyone other than Greenscape Design employees. Warranty work will take place as soon as job is paid in full. While due care will be taken, Greenscape Design will not be responsible for damage to landscape lighting wires, irrigation or underground utilities.

Pricing is guaranteed for 90 days.

If approved, please send in the signed estimate in order to schedule the work.

By *R. W. Ross, R. W. Pros.*
Date 10/14/25
Summer Jaceer

Peggy Greene

From: ROBERTO zuniga romero <carlo_zuniga@hotmail.com>
Sent: Monday, September 29, 2025 12:56 PM
To: Peggy Greene
Subject: Invoice

Description of work
Remove old carpet
Remove drywall around
Remove table
Fix wood rotten
Install new drywall
Put compaund
Put baseboard
Paint floor white epoxy
Price. 4,700

Sent from my Metro By T-Mobile 5G LTE Android Device
Get [Outlook for Android](#)



Top Flight Property Restoration, LLC

1095 Jupiter Park Dr. Suite 5
Jupiter, FL 33458
#MRSR4051

Client: Ocean Dunes Guardhouse
Property: 1305 Ocean Dunes Cir
Jupiter, FL 33477

Operator: OFFIC

Estimator: Top Flight Property Restoration, LLC
Business: 1095 Jupiter Park Dr. Suite 5
Jupiter, FL 33458

Business: (561) 401-3736
E-mail: office.topflight1@gmail.com

Type of Estimate: Mold Remediation
Date Entered: 9/19/2025 Date Assigned:

Price List: FLJU8X_SEP25
Labor Efficiency: Restoration/Service/Remodel
Estimate: GUARDHOUSE(MLD)

This is an estimate for microbial remediation.

PLEASE NOTE: THIS ESTIMATE DOES NOT INCLUDE THE REPAIRS OR AC CLEANING AND SANITIZING.

This is an estimate which is an approximation of goods and services. The estimate is subject to change pending additional damage is found. The scope of work may increase or decrease.

Please note tape will be used for containments. Top Flight Property Restoration is not responsible for any damages that may occur to paint or textures when removing the tape.

Should you have any questions or if I can provide additional assistance, please contact me using the contact information below.

Thank you for choosing Top Flight Property Restoration for your mold remediation needs.

We look forward to providing you with our stellar service.

Sincerely,

Top Flight Property Restoration
Office Manager
561.401.3736
office.topflight1@gmail.com



Top Flight Property Restoration, LLC

1095 Jupiter Park Dr. Suite 5
Jupiter, FL 33458
#MRSR4051

GUARDHOUSE(MLD) Main Level

Guardhouse

Height: 7'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Backsplash - flat laid/solid surface - Detach	5.00 LF @	1.83 =	9.15
2. Countertop - solid surface/granite - Detach	10.00 SF @	12.08 =	120.80
3. Remove Tile - foam/soft rubber - interlocking - 5/8" to 1"	45.00 SF @	0.42 =	18.90
4. Tear out trim and bag for disposal	16.00 LF @	1.48 =	23.68
5. Tear out baseboard	19.00 LF @	0.71 =	13.49
6. Tear out wet drywall, cleanup, bag	137.00 SF @	2.24 =	306.88
7. Sand exposed framing - Walls	137.00 SF @	1.52 =	208.24
8. Clean stud wall - Heavy	137.00 SF @	1.76 =	241.12
9. Seal the surface area with fungicidal/bacterial inhibitor - one coat	137.00 SF @	1.76 =	241.12
10. HEPA Vacuuming - Detailed - (PER SF)	286.00 SF @	1.17 =	334.62
11. Apply plant-based anti-microbial agent to more than the walls and ceiling	286.00 SF @	0.39 =	111.54
12. Bio fog	315.00 CF @	0.10 =	31.50

General Items

DESCRIPTION	QTY	UNIT PRICE	TOTAL
13. Content Manipulation charge - per hour (2)techs for (1)hour each	2.00 HR @	62.45 =	124.90
14. Hazardous Waste/Mold Cleaning Technician - per hour (2)techs for (2)hours each	4.00 HR @	93.12 =	372.48
15. Respirator - Full face - multi-purpose resp. (per day) (2)techs for (2)days	4.00 DA @	7.61 =	30.44
16. Personal protective gloves - Disposable (per pair) (2)techs for (2)days	4.00 EA @	0.41 =	1.64
17. Respirator cartridge - HEPA only (per pair) (2)techs for (2)days	4.00 EA @	15.59 =	62.36
18. Haul debris - per pickup truck load - including dump fees	1.00 EA @	199.00 =	199.00



Top Flight Property Restoration, LLC

1095 Jupiter Park Dr. Suite 5
Jupiter, FL 33458
#MRSR4051

Grand Total Areas:

196.00	SF Walls	45.00	SF Ceiling	241.00	SF Walls and Ceiling
45.00	SF Floor	5.00	SY Flooring	28.00	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	28.00	LF Ceil. Perimeter
45.00	Floor Area	54.78	Total Area	196.00	Interior Wall Area
245.33	Exterior Wall Area	30.67	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



Top Flight Property Restoration, LLC

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#MRSR4051

Summary

Line Item Total	2,451.86
Material Sales Tax	16.34
Replacement Cost Value	\$2,468.20
Net Claim	\$2,468.20

Top Flight Property Restoration, LLC

Pressure Washers USA
 1440 10th Ct
 West Palm Beach, FL 33403
 +15618487970
 pressurewashersusa.com



Estimate

ADDRESS

PEGGY GREENE
 ocean trace condo assoc
 800 unolago dr
 (561) 624-2064
 juno beach 33408

ESTIMATE # 11084
 DATE 09/15/2025

ACTIVITY	QTY	RATE	AMOUNT
PRESSURE WASHER:D-4040HC Direct Drive Pressure Washer GX390 13HP Honda 4Gpm @ 4000 Psi Comet Pump, Aluminum Frame Complete Unit WITH HOSE REEL	1	1,549.00	1,549.00T

After completion of work, you have seven days to pick up your repaired equipment from our facility. If you are unable to pick it up within this time frame, a storage fee of \$10 per day will be applied to your final bill. If you have not picked up the equipment within 90 days, it will be considered surrendered to Pressure Washers USA. If you have any questions or concerns about this policy, please contact us.

SUBTOTAL	1,549.00
TAX (7%)	108.43
TOTAL	\$1,657.43

Accepted By

Accepted Date



Home / Pressure Washers



Direct Drive – 4.0 GPM, 4200 PSI, CAT pump

\$1,840.99

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- 4 GPM / 4000 PSI / Honda GX390 Engine / CAT pump

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RB 800

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Pool/Lake

We have a new pool tech and they have been making minor repairs to the pool and hot tub. The skimmer deck caps on the hot tub were replaced.

Scheduled work completed

- 1220 bulkhead board replaced.
- Retaining walls-1002-1003
- Holiday lights are installed.
- The racket ball court fence repaired.
- Called sixberry for pedestrian gate.
- A/C in Guardhouse replaced

Administrative

1. No contact order rewarded
2. Got a sign for the post in front of office that says "1305 OFFICE".
3. The bulletin boards being cleaned up

Common Ground

At the guard house suggest we move the truck sign to where the stop sign is on the outside of gate, and put stop sign under the truck sign.

Phase 4 landscape approved

Ordered items for pickle ball and tennis courts

Bench for tennis court

Gutters on Tennis court cleaned

Sales app received

- 111
- 1219
- 1213

Lease apps received

- 1007 1414
- 1121 1410
- 505 803
- 221