

# Cloisters HOA – Annual Budget Meeting & Regular Board Meeting Minutes

**Date:** November 17, 2025

**Location:** Cloisters Pool House

**Meeting Called to Order:** 6:06 PM

## Budget Meeting

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### 1. Call to Order & Verification of Quorum

- Meeting called to order at **6:06 PM** by President Tim Hendrix.
  - Property Manager **Ellyse Vosselmann** (Ameritech) was present and introduced herself to the membership.
  - Quorum of the Board verified (all 4 current Board members present).
  - **25 proxies** received, establishing a quorum of membership.
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### 2. Proof of Notice

- Notices to owners were mailed and posted.
  - Email reminders were also distributed.
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### 3. Membership Vote – Rollover of Excess Funds

- Membership voted to roll over surplus operating funds into the 2026 budget.
  - Result: **Passed unanimously (25 YES).**
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### 4. Board Vote – Reallocation of Reserve Buckets

The Board reviewed three reserve line items: *deferred maintenance*, *interest*, and *contingency*. The proposal was to consolidate all three into the **Deferred Maintenance Reserve**.

## Details:

- Deferred Maintenance (existing): **\$84,426**
- Contingency: **\$23,197**
- Interest: **\$15,086**
- Total moved into deferred maintenance: **\$38,283**

**Board Motion:** Approve consolidation into one reserve bucket.

**Outcome:** Motion passed unanimously.

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## 5. 2026 Budget Review

President Hendrix and Ameritech reviewed major operating and reserve items.

### Key Highlights

- **Insurance**
    - 2025 actual: **\$43,000** (well below prior budget of \$60,000).
    - 2026 budgeted at **\$50,000** for conservatism.
  - **Required Financial Review**
    - Florida Statutes now allow waiver for only one year.
    - A financial review will occur for fiscal year 2025 (~\$2,000 budgeted).
  - **Pond Maintenance**
    - Annual contract reinstated (~\$1,100/year) to prevent algae buildup.
  - **On-Site Maintenance (John)**
    - Wage adjusted to **\$17/hour** due to prior underpayment.
    - Credit card finally issued for maintenance purchasing needs.
  - **Tree-Related Issues**
    - Residents encouraged to report leaks and county issues via **SeeClickFix**.
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## 6. Reserve Projects

### Painting (2026)

- Prior estimate from Lowe's Painting: ~\$65,000.
- Reserve balance for painting: **\$116,000**, fully funded.
- Discussion held about potential **color scheme updates**; will revisit in January 2026.

### Roofing

- Current roof is 4 years old.

- Prior reserve study projections (38-year lifespan) deemed unrealistic.
- Estimated remaining life: **~10 years**.
- Board adjusted long-term reserve contributions to ensure full funding by replacement year.

## Awnings

- Vinyl awnings are aging and often damaged during tree trimming.
  - Replacement cost: \$400–\$600 per awning (more if framework replaced).
  - Discussion initiated on possibly switching to **aluminum awnings** in future repaint cycle.
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## 7. 2026 Budget Adoption

- **Motion:** Approve the 2026 Budget as presented.
  - **Outcome:** Passed unanimously.
  - New monthly assessment: **\$741 per unit**.
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## 8. Discussion – \$56,083 Reserve-to-Operating Transfer (Historical)

- A historical \$56,083 transfer (performed under prior management) remains unresolved.
- Source appears to be a transfer from reserves to operating under prior management companies.
- Ameritech CFO (Karen) advised:
  - It must be corrected (Florida Statutes require repayment or membership action).
  - A simple reverse transfer is **not** permitted unless physical funds are repaid.

### Next Step:

- Tim will meet with Ameritech CFO to review options.
  - Topic will be revisited at the **January 2026 meeting**.
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## 9. Adjournment of Budget Meeting

- Motion to adjourn at **6:36 PM**.
  - Passed unanimously.
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# Annual Members Meeting Minutes

Meeting Called to Order: 6:37 PM

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## 1. Proof of Notice & Quorum

- Notice confirmed mailed and posted.
  - Quorum established with 25 proxies.
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## 2. Minutes from 2024

- Prior management (Leading Edge) **did not produce minutes** for 2024.
  - Secretary reconstructed minutes based on emails and records for accuracy and compliance.
  - Reconstructed 2024 Minutes were **approved by the Board** for posting.
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## 3. Summary of 2024 Budget & Annual Meeting (Reconstructed)

Highlights included:

- Approval of 2025 budget.
- Tree trimming plans.
- Drainage repairs completed at buildings 8310 & 8395.
- Seawall inspection completed (JKL Services – seawall in good condition).
- Rules & regulations updates pending.
- Website modernization ongoing; targeted to be fully updated by **January 1, 2026**.

(Full reconstruction approved for posting to the HOA website.)

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## 4. January 2025 Rescheduled Annual Meeting (Results Recap)

- Quorum reached with 26 members.
  - Vote to transfer **\$35,000** from Paving Reserve to Contingency: **23 YES / 3 NO**.
  - Vote to amend Declaration to prohibit rentals in the first year of ownership:
    - **Passed by majority (23–3) (to be verified by HOA attorney).**
  - Component Method → Pooled Reserves change **PASSED**.
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## 5. 2025–2026 Rental & Occupancy Concerns

Significant discussion regarding:

- Increasing renter-driven disruptions (noise, late-night disturbances).
- Enforcement difficulties under current governing documents.
- Need for renter background checks and formal interview process.
- Rising issues with subletting and unauthorized occupants.
- Recommendation to accelerate work with HOA attorney to revise governing documents.

**Outcome:**

- Board will schedule a **December 2025 meeting with the HOA attorney** to review:
    - Rental restriction amendment
    - Visitor/roommate time limits
    - Application & interview requirements
    - Enforcement language updates
    - Potential consequences for disruptive tenants
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## 6. Cameras & Security Discussion

- Members raised concerns about disturbances, vandalism, and nighttime activity.
- Board discussed potential installation of cameras, but noted:
  - Legal concerns around privacy.
  - Requirement that cameras must be active (no “dummy” cameras allowed).
  - Limited impact if individuals cannot be legally identified.

**Outcome:**

- No action taken; may be reconsidered following attorney guidance.
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## 7. Open Forum

Topics included:

- Pool access hours enforcement.
  - Spa shutdown options (timers/cutoffs).
  - Tree debris damaging awnings.
  - Pet control issues (loose dogs).
  - Need for stronger renter compliance enforcement and documentation.
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## 8. Next Steps

- Schedule December 2025 session with HOA attorney.
  - Prepare January 2026 meeting agenda to include:
    - \$56,083 reserve/operating reconciliation
    - 2026 painting color options
    - Rental restriction amendment discussion
    - Updated rules & enforcement revisions
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## 9. Adjournment

- Annual Members Meeting adjourned at **approximately 7:20 PM** (based on sequencing).

# Board Organizational Meeting Minutes

**Meeting Called to Order: 7:25 PM**

**Appoint Chairperson of the Meeting** – Ellyse Vosselmann

## Appoint Officer Positions

- President – Tim Hendrix
- Vice President – Dan Sullivan
- Treasurer – Jackie Spath
- Secretary – Melissa Murillo

## Adjournment of Board Organizational Meeting

- Meeting adjourned at **7:27 PM**