

THE CLOISTERS BOARD OF DIRECTORS MEETING

Proposed minutes of The Cloisters held on March 18, 2025

TIME: 6:00 PM

PLACE: The Pool

The meeting was called to order at 6:11 AM on Tuesday, March 18, 2025

A quorum of the Board was established. Present was Dan Sullivan, Jackie Spath and Tim Hendrix and Ellyse Vosselmann with Ameri-Tech.

Meeting notification was verified. Agenda was posted and emailed to owners in advance.

Business:

- Approval of Drainage Project – Discussion on the proposal from Cut-Rite Professional Landscape Service and Supply to repair the drainage issues behind buildings 10835 and 8310 and to repair the existing and install an additional Flowell Storm Management Drain System by Meadowbrook Dr. Motion to approve the drainage project was made by Dan and 2nd by Jackie. Motion carried unanimously. Tim will send the contract to Dennis Halenkamp.
- Roof Update - Discussion of the repair or replacement of the chimney caps for units 6, 10, 2, 21 and 28. Two proposals have been received – Griffith Roofing to replace the chimney caps for \$2,500 each and Halenkamp & Son for \$3,250 each. The roof flashing issue for unit 6 was also discussed.
 - An inspection was made by Florida Roof Moisture Survey & Consultants and a report provided.
 - It was noted that there have not been any additional leaks since the hurricane.
 - Tim to meet with Chad Cardoz to discuss chimney caps, flashing and workmanship.

Other Business:

- Retaining Wall – Tim met with Jay Listle from JKL Services and John Beda to look at condition of the retaining wall. The wall was found to be structurally sound and in good condition. No further action is required at this time.
- Parking Spaces – Per the Association documents, there is one assigned space (under the carports) for each unit. All other parking spaces are open for everyone to use. There are some units with multiple cars and one car with an expired tag.

Unit Owner Concerns:

- Unit 37 has 4 renters who have not been vetted. Issue will be addressed when the move is made to Ameri-Tech.
- Melissa Murillo, unit 37, has agreed to be on the Board. She will be appointed at the next board meeting.

The meeting was adjourned at 7:14 PM. Motion was made by Dan and 2nd by Jackie. Motion carried unanimously.

Respectfully submitted,

Tim Hendrix, Secretary