

THE CLOISTERS BOARD OF DIRECTORS MEETING

Proposed minutes of The Cloisters held on May 13, 2025

TIME: 6:00 PM

PLACE: The Pool

The meeting was called to order at 6:00 AM on Tuesday, May 13, 2025

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

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

A motion to approve the minutes for the meetings held on February 19, 2025, and March 18, 2025, was made by Dan Sullivan and 2nd by Jims Dees. Motion carried unanimously.

Business:

- Appointment of Additional Board Member – Melissa Murillo: Motion made by Dan Sullivan, 2nd by Jim Dees. Motion carried unanimously.
- Approval to Replace Flashing on the Roof at Unit 6 - Discussion of the proposal from Fix Roofing and the other bids received to replace the flashing on unit 6 and to repair the chimneys on units 2, 6, 10, 21 and 28. Motion to hire Fix Roofing for the work was made by Tim Hendrix and 2nd by Dan Sullivan. Motion carried unanimously.
 - Fix Roofing to inspect the flashing on all of the roofs.
 - It was noted by the owner of unit 24 that she had found rat droppings in her attic. John Beda to put a rat trap in her attic.
- Approval to Repair the Drainage at Units 2, 6, 10, 21 and 28 – work was approved by the Board. See motion made and approved above.
- Discussion and Approval to Repair Drainage at Units 1 and 32 -
 - Unit 32 – Discussion of proposal from Cut-Rite Landscaping to repair the drainage for \$2,800. John Beda has moved the irrigation away from the building and will clear out the palms behind the unit. Motion to have Cut-Rite to adjust their proposal accordingly and proceed with the remaining work was made by Dan Sullivan and 2nd Jackie Spath. Motion carried unanimously.
 - Unit 1 – Discussion of water intrusion into unit. Motion to approve the proposal provided by Cut-Rite for \$2,925 made by Dan Sullivan and 2nd by Jackie Spath.. Motion carried unanimously.
- Discussion and Approval to Clean Gutters for Buildings and Carports – Discussion of proposal received from The Gutterman for \$3,975. Buildings (7) - \$2,975, carports - \$1000. Motion to approve the work made by Dan Sullivan and 2nd by Jim Dees. Motion carried unanimously. Note : price the same as in 2023 and 2024. Tim to discuss with The Gutterman to ensure the downspouts are cleaned.
- Discussion and Approval of Changes to the Sales and Rentals application – Updates made to application. Rules and Regulations will have a place to initial each page. One

application received to rent unit 32. Ellyse will send application to the Board for approval.

- Discussion and Approval of Template for Website – After discussion, template #5 was selected. Ellyse to notify IT at Ameri-Tech of the selection.

Other Business:

- Board Meetings – discussion of a regular schedule for board meetings. Next board meeting scheduled for June 11, 2025, at 6:00. Tentative board meeting scheduled for September 15, 2025, at 6:00 PM. Budget workshop will be held in October.
- Payroll - John Beda, maintenance manager, will become an employee of ATM with the change to Ameri-Tech and will submit timesheets to them on a bi-weekly schedule. Tim to look into what his current pay rate is.

Unit Owner Concerns:

- Sewer backup into Unit 9 - Incident happened today. Dunedin Plumbing called to find and clear the clog - completed. Disaster Recovery called to mitigate the sewer water damage and has equipment on site.
- Palm Trees – Greater Bay Area Tree Service will be trimming the palm trees on June 16th or June 23rd.
- Landscape projects - Entrance to Indian Hills Court being replenished. John Beda is installing plants. New sod at 8310 building. Jackie is watering the sod. New drains not working correctly. Tim to have Cut-Rite fix..

The meeting was adjourned at 7:12 PM. Motion was made by Dan Sullivan and 2nd by Melissa Murillo. Motion carried unanimously.

Respectfully submitted,

Tim Hendrix, Secretary