

THE CLOISTERS

BOARD OF DIRECTORS MEETING

Proposed minutes of The Cloisters held on September 16, 2025

TIME: 6:00 PM

PLACE: The Pool

The meeting was called to order at 6:04 PM on Tuesday, September 16, 2025

A quorum of the Board was established. Present were Dan Sullivan, Jackie Spath, Melissa Murrillo and Tim Hendrix and Ellyse Vosselmann with Ameri-Tech. (Note: long time board member Jim Dees passed away). It was noted of the passing of long time Board member Jim Dees.

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

Minutes: Minutes from June 11, 2025, meeting were read at the meeting. A motion to approve the minutes for the meeting was made by Melissa Murrillo and 2nd by Dan Sullivan. All were in favor. Motion carried.

Treasurer's Report: There is a balance of \$43,025.17 in the operating account as of 08/31/25. During the last month we received \$34,405.68 in Revenue and spent a total of \$23,417.82 (\$17,189.08 in operating and \$6,228.74 in reserves). Reserves funds have a total of \$343,166.16. Need to work with Accounting at Ameri-tech to Reserves transferred to Pooled Reserves to as approved by members at last years Annual meeting.

Manager's Report:

- Aging Report – 7 units are delinquent. Six (6) units are delinquent by 90 days. One (1) unit by 30 days. Owners were sent letters. Ellyse to follow up to ensure the correct addresses are on file. Letters are to be sent to the owners and tenant's' addresses. The Board is to be sent a copy of every delinquent letter sent to owners.
- Roof leaks have been repaired at units 10 & 19. Awaiting a report from Fix Roofing. It is important to note that we have 2 separate warranties. The shingles for the roofs have a 12 year warranty from Griffith Roofing. It does not cover flashing. The flashing that has been replaced is warranted by Fix Roofing.
- Credit card process is complete.
- Budget Workshop is scheduled for 10/14/25 at 6:00 PM.
- Budget and Annual Meeting is scheduled for 11/17/25 at 6:00 PM. Sixty (60) day notice has been mailed.
- Maintenance report from John Beda was read by Ellyse. (See attached report).

Business:

- Painting – flashing and touch-ups. Proposal from Lowe's Painting for 45/hour not to exceed 64 hours and \$600 in materials. Total would be \$2880. Motion to approve was

made by Dan, 2nd by Jackie. All were in favor. Motion carried. Roof specs and multiple bids to be sought for painting all of the buildings next spring.

- Units 7 & 37– routing of AC lines: Work at unit 37 has been completed. Temporary repairs have been done at unit 7. The cost for a permanent replacement is being worked on. The work at both units is an owner expense.
- Collections Policy – a policy for delinquent HOA payments was discussed. The policy will be reviewed by the Association’s attorney – Anne Hathorne Legal Services. To be approved at the next meeting.
- Budget workshop – to be held on 10/14/25 at Ameri-Tech at 6:00 PM.
- Budget Approval and Annual Meeting – to be held on 11/17/25 at 6:00 PM.

Other Business:

- Palm Insurance – renewal for \$48,000. Budgeted for \$62,000.

Unit Owner Concerns:

- Issue with making HOA payments early in the portal. Ellyse to look into.
- Sprinkler schedule – John to look at and adjust. Ponding and drainage issue.
- Gate to NW dumpster breaks and hits a car during a hurricane. John to look at.
- Furniture in entrance at unit 32. Ellyse to send a letter.
- Melissa to work on updating FAQ document.

The meeting was adjourned at 7:22 PM. Motion was made by Dan and 2nd by Jackie. Motion carried unanimously.

Respectfully submitted,

Tim Hendrix, Secretary