

THE CLOISTERS

BOARD OF DIRECTORS MEETING

Proposed minutes of The Cloisters held on June 11, 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, Melissa Murrillo, Jim Dees and Tim Hendrix and Ellyse Vosselmann with Ameri-Tech.

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

Minutes: A motion to approve the minutes for the meetings held on May 13, 2025, was made by Dan Sullivan and 2nd by Jims Dees. All were in favor. Motion carried.

Treasurer's Report: Issue with transfer of funds from Leading Edge and Truist Bank to Ameri-Tech. Issue is being resolved and funds will be transferred within 5 business days. As of 05-31-25, there is \$13,700.29 in Operating and \$282,437.63 in Reserves. Those figures will go up after all of the funds are received.

Manager's Report:

- Aging Report – 10 units are delinquent in their HOA fees due to transition to the new management company. Ellyse will follow up with Accounting on any accounts over 30 days and make sure notices have been sent if there are.
- Applications to lease units 23 and 32 were approved.
- Sales and Lease Application form has been updated. Association will begin interviewing new buyers and renters as part of the application process. The purpose of the interview is to go over the Rules & Regulations. Dan and Jackie will handle the interviews.
- Compliance Issues:
 - Unit 32 has a truck with a sign. Owner has been contacted.
 - Unit 36 has a car with an expired tag. Ellyse will follow up the owner.
- Electric grill outside of unit 32. That is okay.
- Credit card will be applied for once the funds are transferred over - \$1000 limit. John to be issued a check for \$500 to be used or Petty Cash.

Business:

- Roof and Chimney Update - replacement of the flashing has been completed on units 6 and 10. The repairs for the chimneys will be completed by the end of next week. Concerns were expressed over the flashing not being replaced at the time the roofs were done. There is a 12-year warranty on the shingles. The warranty does not cover issues with the flashing. The Board to look into having the flashing inspected on all of the roofs.
- Gutters – the gutters have been cleaned on the building's. The gutters on the carports will be cleaned next week.

- Palm Trees – will be trimmed on June 18 & 19. Notice was sent to owners and another notice to be sent to owners later in the week not to park cars under any palm trees on those dates.
- Unit 9 – Sewer backup into unit 9. Disaster Recovery called to mitigate the damage, and the work has been completed. Dunedin Plumbing called to locate and repair the cause of the sewer backup, and the repair has been completed. Total cost of the repairs is \$5,967.00. The invoice was approved for payment. Palm Insurance was put on notice. Drywall needs to be repaired. Motion made by Dan to have Jason Inglis with Florida Realty to replace the drywall damaged by the leak for \$2,700. Motion 2nd by Jackie. All were in favor. Motion carried.
- Unit 1 – drainage issue with water getting under the foundation. Work is in the process of being done.
- Annual Fire Hydrant Inspection – motion made by Dan to approve the proposal from Piper Fire for \$669. 2nd by Jim. All were in favor. Motion carried.

Other Business:

- John Beda is now on the payroll with ATM. His pay was increased to \$14 per hour.

Unit Owner Concerns:

- Discussion on dogs using other areas than the designated area. No dogs are allowed in the pool or pool area per the rules. Dogs are to use the designated dog run area. Letter to be sent by email to the owners reminding them of the designated dog walk area.
- Dan asked the Board to review the Rules & Regulations to be discussed at the next meeting.

The meeting was adjourned at 7:00 PM. Motion was made by Dan and 2nd by Jackie. Motion carried unanimously.

Respectfully submitted,

Tim Hendrix, Secretary