

**THE CLOISTERS
BOARD OF DIRECTORS MEETING**

Proposed minutes of The Cloisters held on Wednesday, March 25, 2026

TIME: 6:00 PM

PLACE: The Pool

The meeting was called to order at 6:02 PM on Wednesday, March 25, 2026.

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

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

Business:

- **Selection of Paint Company:** The choice was narrowed down to two companies — Specialized Property Services at \$77,000, and American Painting at \$83,000. Each would do one building per week; with 7 buildings, that's 45-60 days. Both companies are willing to send more crew out if the Association wanted to get it done faster. Motion was made by Dan and 2nd by Jackie to award the contract to Specialized Property Services. Motion carried unanimously.
- **Selection of Company to Handle Rodent Boxes:** Lawns & Palms no longer wants to handle the rodent boxes. Tim got quotes from NaturZone for \$244 per quarter and Top Notch at \$425/quarter. The Association is currently paying roughly \$100/month. Motion was made by Dan and 2nd by Jackie to award the contract to NaturZone. Motion carried unanimously.
- **Approval of Amended Rules & Regulations:** Brief discussion took place regarding clutter on landings/entryways and patios. Nothing in the current rules and regulations specifies what is or isn't allowed in these areas. By county and fire marshal code, there must be a 3-foot clearance on landings/entryways — nothing on the steps and windowsills or hung from awnings. The Board discussed adding this policy to the documents to make it enforceable. Everyone will receive emails with the amended rules and regulations. Motion was made by Dan and 2nd by Jackie to adopt the policy and add it to the rules and regulations. Motion carried unanimously.

Other Business:

- Brief discussion took place regarding landscaping matters and the Association's business relationship with Richard from Lawns & Palms. The Board agreed that all are happy with his service. After he speaks with Richard regarding drainage work and other projects, Dan will send a text or email to the Board summarizing their conversation. Dan also volunteered to serve as the lead point of contact on landscaping matters.
- Tim mentioned trees need to be trimmed around the buildings to prepare for painting. He will reach out to Greater Bay Area Trees to handle this.

The meeting was adjourned at 6:30 PM. Motion was made by Dan and 2nd by Vinny. Motion carried unanimously.

Respectfully submitted,

Tim Hendrix, President/Secretary