

THE CLOISTERS
BOARD OF DIRECTORS MEETING

Proposed minutes of The Cloisters held on Wednesday, May 27, 2026

TIME: 6:00 PM

PLACE: The Pool

The meeting was called to order at 6:04 PM on Wednesday, May 27, 2026.

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

Meeting notification was verified. Agenda was posted and emailed to owners 48 hours in advance.

Approval of Previous Meeting Minutes – 3/17/26 and 3/25/26. Dan motioned to approve both sets of minutes. Jackie seconded the motion. All were in favor. Motion carried unanimously.

President/Manager's Report: The Rules and Regulations have been updated and were included in the Board meeting packet sent to all owners on Monday, May 25th. Ellyse will postal mail them to all owners. The only changes made were to rule number 10. Only outdoor furniture is allowed on entryways and landings. No flower pots or other items are allowed on steps. They are allowed on entryways and landings. No items may be hung from the awnings. The tile in the spa tub has been repaired. A plug on the spa motor was replaced to resolve the issue with the motor losing prime.

Triangle Pool will be replacing the main drain grate in the pool and the two main drain grates in the spa. Confusion as to when the last time the main drain grates were replaced. Tim will follow up with Triangle Pool and the County to determine when the drains were last replaced.

Treasurer's Report: see attached report.

Maintenance Report: see attached report

Business:

- **Update on Painting of Buildings:** Issue with Specialized Products not following the schedule making it difficult to notify residents. Touch-ups still need to be completed. Final walk-thru will be scheduled once punch list has been completed.
- **Approve American Painting – Carport Tops:** Tops of carports not included in paint specs. Tops need to be painted to help prevent them from rusting through. Three bids received – Specialized Products - \$14,600, Island Painting - \$13,000 and American Painting - \$11,096. Motion to approve American Painting to clean and paint the carport tops for \$11,096 made by Tim, 2nd by Jackie. All in favor. Motion carried unanimously.
- **Approve Greater Bay Area Tree Service to Trim Palms:** Motion to have Greater Bay Area Tree Services to trim the palms for \$7,956 made by Dan, 2nd by Jackie. All in favor. Motion approved unanimously. Price is the same as last year. They will be onsite next Monday and Tuesday to do the work.
- **Approve Repairs to Fascia up to \$2,500:** Areas noted where fascia repairs needed. The work will be done by The Gutterman. Motion made to have repairs done for an amount up to \$2,500 made by Dan and 2nd by Jackie. All were in favor. Motion carried unanimously.
- **Discussion to Replace Pool Furniture:** Pool furniture needs to be replaced. Different options were discussed. Prices will be gathered. Motion to approve up to \$2,500 to replace 16 chairs and 6 loungers made by Dan and 2nd by Jackie. All were in favor. Motion carried unanimously.

Other Business: none

Unit Owner Concerns: Vehicle with a alarm going off in front of unit 34. Tim to speak with owner.

The meeting was adjourned at 7:01 PM. Motion was made by Dan and 2nd by Jackie. All were in favor. Motion carried unanimously.

Respectfully submitted,

Tim Hendrix, President/Secretary

Treasurer's Report

May 27, 2026

We have \$ 72,864.72 in our operating account as of 5/26/26

During ^{May} ~~last month~~ we received \$ 30,179.00 in Revenue and spent a total of \$ 27,590.12 ~~27,179.27~~ including
Our monthly reserve contribution.

Leaving us with a net income of \$ 2,588.88

Usually it is good to report any unusual expense that might have taken you over budget or if there is something you know of coming up that you might need funds saved for.

In our pooled reserve funds, we have a total of \$ 201,121.27. Deferred Maintenance
Total Reserves = \$290,953.00 = \$87,727.27

We presently have \$ 8,892.00 in delinquent maintenance fees and \$ NA in prepaid maintenance fees.

On the special assessment we have a total of \$ NA outstanding that is due to the association.

On delinquent homeowners you might be asked how many units that dollar amount represents, and you can count them on the aging report, so you are prepared. If you have homeowners in collections, you might want to say there are so many units at the attorney. That information along with the last payment received is on the aging report.

If you use this form or one similar, you can turn a copy in to the secretary so that it is in the minutes.

MAINTENANCE LOG

JOB DESCRIPTION

- 1 BLOW POOL DECK DAILY
- 2 TEST POOL AND SPA CHEMISTRY - DAILY LOG
- 3 REPLACED LEAKING IRRIGATION HEAD - FRONT UNIT 29
- 4 REPAIRED LEAKING IRRIGATION PIPE - REAR UNIT 30
- 5 VERIFIED PROPER COMPLETION OF CONTRACTOR BID WORK
 - 1 GUTTER MAN GUTTER CLEANING RETURN TRIP REQUIRED
 - 2 LAWNS & PALMS DRAIN CLEANING RETURN TRIP REQUIRED
 - 3 LAWNS & PALMS BAIT BOX REFILLS RETURN TRIP REQUIRED
- 6 REPLACED A/C FENCE - SIDE UNIT 28
- 7 FLOURA REMOVAL ALONG BUILDING WALLS FOR PAINTERS
- 8 REPLACED FIRE EXT. COVERS - 2 LOCATIONS
- 9 REPLACED ALL VYNAL DOWNSPOUT EXTENSIONS WITH ALLUMINUM SECTIONS
- 10 INSTALLED 4 LEAF DIVERTERS ON EXISTING DOWNSPOUTS
- 11 LANDSCAPE EROSION CONTROL - FRONT UNIT 24
- 12 RESET IRRIGATION CONTROLER FOR WATER RESTRICTION RULES