

THE CLOISTERS
BOARD OF DIRECTORS MEETING

Proposed minutes of The Cloisters held on Thursday, January 29, 2026

TIME: 6:00 PM

PLACE: The Pool

The meeting was called to order at 6:02 PM on Thursday, January 29, 2026

A quorum of the Board was established. Present were Tim Hendrix, Dan Sullivan and Jackie Spath. Ellyse Vosselmann with Ameri-Tech was present. (Note: Melissa Murillo resigned from the Board for family and work reasons).

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

Introduction of Insurance Agent from Compass Risk Advisors – Chelsea Chapman. The insurance for the Association renews on February 9th. The Association shopped the insurance renewal with 2 agencies – Palm Insurance (current agent) and Compass Risk Advisors. Chelsea introduced herself and gave an overview of her company. They specialize in risk analyses. She was able to enhance our current coverage and reduce the premium 17%. Coverage was added for the fencing around the pool. Crime coverage was increased to \$500k to be in compliance with the statutory requirement for condo associations. The General Liability coverage now includes coverage for pets among other enhancements to our coverage. Last year's premium was \$43,286. The premium this year will be \$35,881.

A motion to approve the minutes for the meeting held on September 16, 2025, was made by Dan Sullivan and 2nd by Jackie Spath. All were in favor. Motion carried. A motion was made to approve the minutes from the Budget and Board Organizational meetings on November 17, 2025, was made by Dan Sullivan and 2nd by Jackie Spath. All were in favor. Motion carried.

President/Manager's Report – it was determined by the Association's attorney that the rental policy amendment did pass, and the Certificate of Amendment was filed on December 30th, 2025. Letters and emails were sent to owners notifying them of the amendment. The issue with the noise and disturbances has been addressed and resolved.

Treasurer's Report - As of today, we have \$98,526.31 in our Operating account. Our revenue was \$39,836.51, and we spent a total of \$28,148.56. That left us with a net profit of \$11,687.95. It was also noted that the change approved by the voters at the Annual meeting in 2024 to switch to pooled reserves has been made. So, in our Pooled reserves, we have a total of \$370,404.99. That includes Deferred Maintenance.

Maintenance Report – John: Pool deck blown daily. Pool and spa chemicals tested daily, and log maintained per requirements of the County. Broken pool fence post replaced. Pool fences pressure washed. Two pool signs replaced per requirement from the inspector. Ureka branches trimmed away from 2 buildings. Removed overgrowth of flora in the AC area on building 10811. Repairs irrigation on an as-needed basis. Landscaped area behind the north pool area to minimize erosion.

Business:

- **Appointment of Additional Board Member – Vincent Brennan:** Motion made by Dan Sullivan, 2nd by Jackie Spath. All were in favor. Motion carried.
- **Approval to of Insurance Renewal** - a motion for Compass Risk Advisors to become our new insurance agent and to approve the renewal package presented for \$35,881.57 was made by Dan Sullivan and 2nd by Jackie Spath. All were in favor. Motion carried.
- **Approval of Transfer of \$56,083.35 Due to Reserves** - a motion was made by Dan Sullivan and 2nd by Jackie Spath. All were in favor. Motion carried. It was noted that this was the 2nd year in a row that the insurance coverage was enhanced and the premium was lowered. A motion was made by Dan Sullivan and 2nd by Jackie Spath to pay the invoice for the insurance from Deferred Maintenance to help with cash flow in the Operating account. All were in favor. Motion carried.
- **Approval of Collection Policy** – a motion was made by Dan Sullivan and 2nd by Jackie Spath. All were in favor. Motion carried.
- **Approval of Pond Contract** – a motion was made by Dan Sullivan and 2nd by Jackie Spath to have the pond cleaned by Pristine Ponds on a quarterly basis for \$275 per quarter. All were in favor. Motion carried.
- **Approval of Contractor to Clean and Repair Gutters** – Proposals were received to clean and repair the gutters including the carports from The Gutterman, City Gutters and All American Gutters. A motion was made by Dan Sullivan and 2nd by Jackie Spath to have The Gutterman clean the gutters for \$4,095 and \$3,775 for repairs to the gutters. All were in favor. Motion carried.
- **Approval of Contractor to Remove Trees** – Proposals were received from Lawns and Palms, El Cheapo Tree Service and Greater Bay Area Tree Service to remove several dead trees. A motion was made by Dan Sullivan and 2nd by Jackie Spath to have Greater Bay Area Tree Service perform the work for \$12,175. All were in favor. Motion carried.
- **Painting – Discussion to Change Color of the Buildings and Awnings:** The Association has received specs to paint the buildings from Sherwin Williams. A budget bid was received from Lowe’s Painting for \$65k at budget time in 2025. The Association currently has reserves in Painting of \$116k. Since there was interest from owners to change the color of the buildings, a Paint Committee will determine the alternate color and a vote of the owners will take place at the next meeting to determine whether to change to color or keep the current color.

The meeting was adjourned at 7:29 PM. Motion was made by Jackie and 2nd by Dan. Motion carried unanimously.

Respectfully submitted,

Tim Hendrix, Secretary