

CONQUISTADOR HOMEOWNERS' ASSOCIATION, INC.
ANNUAL MEETING
Friday, December 1, 2023

MEMBERS PRESENT:

Matt Hollister, Bldg. 1
Doug Rose, Bldg. 2 – zoom
Marge Drury, Bldg. 3
Rick Cass, Bldg. 4
Absent – Bldg.5
Renee Drentkiewicz, Bldg. 6
Mike Andrusyszyn, Bldg. 7 – zoom
Martha Gorton, Bldg. 8 – zoom
Donna Sikora, Bldg. 9 – zoom
Jan Barnes, Bldg. 10
Jim LaFrance, Bldg. 11 – zoom
Gary Hoyt, Bldg. 12
Joe Endress, Houses
Absent, Houses
Kathleen Murphy, Houses

OTHERS:

Bonnie Guenther, Manager
Others in Attendance (See attached)
Zoom Participants: David Scharf, Jim LaFrance, Donna Sikora, Patricia Kelvasa, Martha Gorton, Charles Encarnation, Deborah Brosen, Mike Andrusyszyn, Alvin Diott, Brendan Galvin, Gail Honey, Doug Rose, John McKervey, Karen Thomas, Stephen Vecchio, Joanna Walls

The Executive Committee each introduced themselves. The Committee consist of Matt Hollister, President. Kathleen Murphy, 1st Vice President. Martha Gorton, 2nd Vice President. Renee Drentkiewicz, Secretary and Joe Endress, Treasurer.

The meeting was called to order at 10:00 am by President Matt Hollister after the pledge of allegiance. There was a quorum present. There was a motion by Joe Endress and it was seconded by Kathleen Murphy to approve the minutes of the 2022 Annual membership meeting. It was unanimously approved.

MANAGER'S REPORT: Bonnie Guenther – See attached.

TREASURER'S REPORT AND FINANCIAL STATE OF AFFAIRS: Joe Endress- See attached.

COMMITTEE REPORTS: None

PRESIDENT'S REPORT: Matt Hollister – See attached.

COMMENTS FROM THE RESIDENTS:

- Gail Mitchell – Bldg. 1 – Gail thanked the Board and the Residents of Conquistador for the generous contributions to the United Way, White Dove Toys R Us project for Martin County. The box of toys is overflowing in the lobby, and will be emptied today and allow others to continue to contribute for another week. Conquistador has been doing this project for almost 40 years with much success.

NEW BUSINESS: None

ELECT BOARD OF DIRECTORS FOR 2024 – Ron Robinson – Bldg. 4

There was a roll call of the 15 members of the 2024 CHA Board of Directors. The 2024 members are Matt Hollister, Doug Rose, Marge Drury, Rick Cass, Charles Encarnation, Renee Drentkiewicz, Mike Andrusyszyn, Martha Gorton, Donna Sikora, Jan Barnes, Jim LaFrance, Gary Hoyt, Joe Endress, John Calabro and Kathleen Murphy. The nominating committee was not utilized this year because all 5 of the Executive Committee Board members, will be renewing their offices for another year. Matt Hollister – President, Kathleen Murphy – 1st VP, Martha Gorton, 2nd VP, Renee Drentkiewicz – Secretary, Joe Endress – Treasurer. Ron asked the residents present if there were any other nominees for any of the Executive Board positions. As there were no other nominees, Ron accepted the nominees as read and asked the Secretary, Renee Drentkiewicz, to cast one vote for each member of the Committee. Ron asked if all present were in favor of the new Executive Board and they were unanimously approved, with no opposing votes. The election was then concluded and Ron thanked the Executive Committee for taking these positions and wished them a successful 2024.

The tabulations of all proxies received were reviewed. See attached. There was a total of 201 returned. The votes were as follows: 2024 Partial Reserve Funding: 194 Yes, 7 No. There was a majority of proxies and the matter was passed.

There being no further business to conduct, there was a motion by Renee Drentkiewicz and a second by Joe Endress to adjourn with a unanimous vote. The meeting was adjourned at 10:22 am.

Renee Drentkiewicz
Renee Drentkiewicz, Secretary

M. Hollister
Matt Hollister, President

12/1/23 CHA Annual Meeting Meeting Sign In

Printed name	Signature
Deborah Pavlic	11-308 - Deborah Pavlic
John Grawitt	lot 33 J. Grawitt
Ron Robinson	4-302 R. Robinson
DAVE HOLLOWELL	4-204 D. Hollowell
Delmae Lewis	2-104 Delmae E. Lewis
LYNN TRUDOL	12-107 Lynn Trudol
Mary Duvall	12-305 Mary Duvall
David Duvall	12-305 David Duvall
Shirley Reilly	11-206 Shirley Reilly
Tim Powers	42 Tim Powers
Bob Pavlic	11-308 Bob Pavlic
Cindi Dehl	Cindi Dehl
Spain & Dick	Spain & Dick
Maryl Ford	Maryl Ford
Kathy Morath	Kathy Morath
Wm Barnes	William Barnes
Lori Lewellyn	Lori Lewellyn
Fred Lewellyn	Fred Lewellyn
Jim & Mary Kuntz	James & Mary Kuntz
Lynn Bombs	Lynn Bombs
Team McIntyre	Team McIntyre
John M. McIntyre	John M. McIntyre
Suzie Heimbigner	Suzie Heimbigner
Larry McLennan	Larry McLennan
JACKIE Williams	JACKIE Williams
John Mitchell	John Mitchell
Gail Mitchell	Gail Mitchell
Pat Stenseth	Pat Stenseth
Mary Eileen Snow	Mary Eileen Snow
Ada L. Schaff	Ada L. Schaff
Ed Bremer	Ed Bremer
Rich Stenseth	Rich Stenseth
Richard Gordon Kinney	Richard Gordon Kinney

**NOTICE OF ANNUAL MEETING
OF
CONQUISTADOR HOMEOWNERS ASSOCIATION, INC.**

TO ALL MEMBERS:

On **Friday, December 1, 2023, at 10:00 AM**, in the **Clubhouse Ballroom**, located at **1800 SE St Lucie Blvd, Stuart, FL 34996**, the Annual Meeting of the Association will be held for the purpose of electing Directors, and such other business as may lawfully be conducted. The agenda for the Annual Meeting is:

1. Certifying Quorum - Call to order.
2. Proof of Notice of Meeting.
3. Reading and disposal of unapproved minutes.
4. Reports of Officers.
5. Reports of Committees.
6. Appointment of Inspectors of Elections.
7. Election of Directors.
8. Unfinished Business.
9. New Business - Vote on reducing statutory reserves.
10. Adjournment.

Thirty (30%) percent of the voting interests (a “quorum”) must be present, in person or by proxy, at the meeting, in order for the business to be conducted. It is therefore **VERY IMPORTANT** that you either **attend** or **provide a proxy** in order to conduct business.

VOTING BY PROXY

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about **PROXIES**:

1. A **proxy** is for the purpose of establishing a quorum and appointing **another person** to vote for you in the event you might not be able to attend the meeting. It must be signed by the person authorized to cast the vote for the lot. If you want to vote and do not attend the Annual Meeting, **you must vote by proxy**.
2. The proxy should be submitted to the Association **prior to the scheduled time of the meeting**. It can be sent via hand-delivery to the Management Office, via mail addressed to the Association’s mailing address at: **1800 SE St Lucie Blvd, Attn: Office, Stuart, FL 34996**, via e-mail to: **manager@conquistadorliving.com**, or via facsimile to: **772-283-7785**. It is encouraged that the proxy be submitted as long before the meeting as possible, in order to avoid delay in registration.
3. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may **withdraw** your proxy when you register at the meeting.
4. A proxy may be **revoked** in writing or **superseded** by a later proxy to another person. It can also be **assigned** (substituted) by the person designated on the proxy to a third person, if the person you designate as proxy decides that he or she will be unable to attend the meeting.

5. A **proxy form** is enclosed with this notice for your use, if needed.

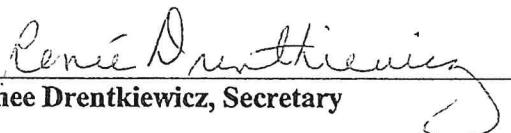
Again, please attend the Annual Meeting or send in your proxy.

Immediately following the Annual Meeting, the organizational meeting of the Board of Directors will be held for the purpose of electing officers of the Association and such other business as may lawfully be conducted. The agenda for the Board Meeting is as follows:

1. Certifying quorum – Call to Order.
2. Proof of Notice of Meeting.
3. New Business - Elect Officers.
4. Adjournment

Dated: 11/14, 2023.

BY ORDER OF THE BOARD OF DIRECTORS



Renee Drentkiewicz, Secretary

LIMITED PROXY

The undersigned, owner(s) of lot No. _____ located at _____
(street address) in **Conquistador Club and Apartments**, appoints (Check One):

____ a) **Renee Drentkiewicz, Secretary** of the Association, on behalf of the Board of Directors, or
____ b) _____ (if you check b, write in the name of your proxy), as my proxyholder*, with full power of substitution, to vote and otherwise act on my behalf and in my stead without limitation at the meeting of the members of **Conquistador Homeowners Association, Inc.** to be held **Friday, December 1, 2023** in the **Clubhouse Ballroom**, located at **1800 SE St Lucie Blvd, Stuart, FL 34996**, and any adjournment/recess thereof.

GENERAL POWERS: By signing this proxy, your proxyholder automatically has general powers to vote on other issues that might come up at the meeting for which a limited proxy is not required. You can choose not to grant such general powers by checking the box below:

I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTER AS INDICATED BELOW:

Should the statutory reserves required by Section 720.303(6)(f), Florida Statutes, be reduced for the 2024 fiscal/calendar year to an amount determined by the Board of Directors, as shown on the supporting materials?

YES

NO]

Dated: _____, 2023.

SIGNATURE(S) OF OWNER(S):

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

*Failure to check either (a) or (b), or, if (b) is checked, failure to write in the name of the proxy, is an appointment of the **Secretary** of the Association as your proxyholder.

THIS PROXY IS REVOCABLE BY THE OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

CONQUISTADOR HOMEOWNERS ASSOCIATION, INC.

ANNUAL MEETING

FRIDAY, DECEMBER 1, 2023

10:00 AM

BALLOT

Should the statutory reserves required by Section 720.303(6)(f), Florida Statutes, be reduced for the 2024 fiscal/calendar year to an amount determined by the Board of Directors, as shown on the supporting materials?

YES

NO]

LOT NO. _____ STREET ADDRESS _____

SIGNATURE OF OWNER(S)

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

**CONQUISTADOR HOMEOWNERS' ASSOCIATION, INC.
ANNUAL MEETING
FRIDAY, DECEMBER 1, 2023, 10 A.M.**

AGENDA

CALL TO ORDER – QUORUM – WELCOME

INTRODUCE EXECUTIVE COMMITTEE

APPROVAL OF MINUTES OF 2022 ANNUAL MEETING – Call for motion, second, & approval

MANAGER'S REPORT – BONNIE GUENTHER

TREASURER'S REPORT & FINANCIAL STATE OF AFFAIRS – JOE ENDRESS

COMMITTEE REPORTS

PRESIDENT'S REPORT – MATT HOLLISTER

COMMENTS FROM THE RESIDENTS

NEW BUSINESS

ELECT BOARD OF DIRECTORS FOR 2024

TEMPORARY ADJOURNMENT:

2024 BOARD OF DIRECTORS will retire to the card room (if desired) for the election of the Executive Committee for 2024; This meeting is open to residents.

Audience will be asked to remain for the announcement of the new officers for 2024.

ADJOURNMENT

Conquistador Homeowners' Association, Inc.

Manager's Report

Annual Meeting, December 1, 2023

- ❖ Our maintenance crew, Dan Waterman and Dale Tallent have been busy all year doing regular maintenance and renovation projects all over property. They are both crucial components of our CHA team. Thanks to both! Also, thanks to Sarah, our bookkeeper for all her hard work.
- ❖ New computers along with fire walls and added security were installed in the Office.
- ❖ All pools were inspected and passed inspections.
- ❖ The elevator fire panels in ten of the buildings were inspected.
- ❖ The Clubhouse pool pump was replaced, and other various repairs were done to pool equipment on all three pools.
- ❖ Repairs were made to the pool decks of both LRA1 & 2. Pool gate closers were installed in LRA1 & 2.
- ❖ Wind mitigation inspections were done on all twelve condos.
- ❖ Electrical inspections were done on all twelve buildings.
- ❖ The audio system in the Ballroom was rewired.
- ❖ Three breaker panels in the Library were replaced. A breaker panel in LRA1 was also replaced.
- ❖ The annual palm tree trimming was completed in July.
- ❖ Smithco did their yearly breakdown of the ice machines.
- ❖ Gold Coast Elevators completed all the elevator inspections.
- ❖ The employee handbook was completely revised. All new employment documents were implemented as well.
- ❖ Walkway pavers were installed between the shuffleboard court, the library patio and the Clubhouse pool deck. The wall to the west of the Clubhouse bathhouse was also refinished.
- ❖ Cameras were installed in the Clubhouse for added security. This was in place of a security system.
- ❖ Check valves were installed on five of the six LRA2 wells.
- ❖ New pool signs were installed on all pool decks.
- ❖ New lighting and ceiling fans were installed in the Fitness Room.
- ❖ As a safety precaution, disconnects were added to all irrigation pumps on property. This included all condominium areas as well.
- ❖ The north side Cardroom AC was replaced, and repairs were done to the south side Cardroom AC and the east side Ballroom AC. Furthermore, two Cardroom AC handlers were replaced.
- ❖ Aquacal serviced multiple heater/chillers at the clubhouse pool, LRA1, and LRA2.
- ❖ Summit Fire inspected the fire suppression system in the ballroom kitchen. They also completed a fire inspection of the clubhouse. In addition, they inspected all trash room sprinklers and extinguishers. Finally, they replaced the fire alarm system in the Clubhouse.
- ❖ The insurance appraisal for 2024 was done. This is available to be viewed on the website.

- ❖ A Conquistador master association reserve study was done. This is available to be viewed on the website.
- ❖ Milestone Inspections were done to all twelve condos. They are available for view on the website.
- ❖ The condo reserve studies, both SIRS and TRS studies are ongoing and being negotiated. I expect that I will have them back by the end of January at the latest.
- ❖ By the end of this year, nine of twelve condo roofs will have been replaced.
- ❖ Two golf carts were purchased for maintenance, one new and one used.
- ❖ I completed all thirteen budgets, one CHA and twelve condo budgets. The CHA budget has been approved by the Board of Directors.
- ❖ Numerous insurance inspections were done on property to both CHA common property and to condo common property. These were to retain insurance.
- ❖ The east wall partition replacement is scheduled to start this weekend.
- ❖ The repair to the storm water drain at the front entrance is scheduled to start next week.
- ❖ The dock replacement will begin next month.
- ❖ This coming year my goals are to focus on automation and ease of services to the community.
- ❖ Thank you to the Homes and Condo Boards, the Board of Directors, and the Executive Committee for their support. To all the residents, thank you for your trust and support. Your kind words mean the world to me. It has been a VERY trying couple years for all of us, but as a community, we are “rolling with the punches”. We are better informed and better prepared to handle what lies ahead because of what we have been through. I truly love my job and the residents for whom I work, and I will continue to be your advocate and your supporter. Happy Holidays, and peace and joy to you and your families.

**CONQUISTADOR HOME OWNERS'
ASSOCIATION
ANNUAL MEETING
2023**

2023 has been a very good year financially. I really do not have anything more to report after November's Board meeting. Because of the great work done by Bonnie and her team, we are in a great position going into next year. Our Reserve Funding is on solid ground. And this is the reason for submitting partial funding for next year. Our assets are in great shape and our funding balances are very good.

I want to thank Matt Hollister for all his work on the exterior lighting project with FPL. As you know, this was looked at in the past and had an estimated cost of \$275,000. With the partnership with FPL that Matt has been nurturing, we will have all new exterior lighting for an estimated cost of only \$60,000.

We are looking forward to the dock renovation which will be fully funded from our Reserves.

Other than the dock renovation and the lighting project, 2024 should be a quiet year project-wise.

2023 Annual Meeting – December 1, 2023

President's Report

Over the past year I look back and take great pride as to what has been accomplished for the betterment of the Conquistador Community.

Looking at the major capital improvement projects we have:

- Completed the renovation of the Clubhouse Ballroom.
- Upgraded the Clubhouse Ballroom audio system.
- Replaced the fence partitions on the east wall. (Project funded and soon to be completed.)
- Replaced the dock. (Project funded and soon to be completed.)
- Replaced street lighting. (Project funded and scheduled for completion in 2024.)

From an organizational standpoint we have:

- Continued to implement new front office computer software to improve efficiency.
- Further utilize the new maintenance computer software to improve efficiency.
- Purchased new computers for the front office to improve efficiency.
- Purchased two new maintenance golf carts to improve efficiency.
- Revised the Employee Handbook so it meets all the necessary requirements.
- Created a guideline for the Architectural Review process so it is easier for residents to follow.

Even better than the capital and organizational improvements is the fact that all of this has been accomplished with **no special assessments** at the CHA level ! In fact, this month it will be four years to date that we have not had a special assessment at the CHA level ! There are still a few important capital improvement projects pending and organizational improvements, but none will require special assessment. There's more good news, the 2024 CHA base HOA fee will remain the same as the 2023 CHA base HOA fee !

When you have a moment, please thank our office and maintenance staff, as well as the Executive Committee and CHA Board of Directors. It is through their tireless work that we were able to accomplish so much in such a short period of time.

Moving forward I am happy to remain President of CHA if it is the community's desire. There is still important work to be done at Conquistador, and it would be my privilege to assist the community in achieving what I feel is our one and only goal. Make Conquistador one of the best places to live in Martin County, and even better yet Florida !

**CONQUISTADOR HOMEOWERS' ASSOCIATION
EXECUTIVE COMMITTEE
SLATE OF OFFICERS
2024**

MATTHEW HOLLISTER

PRESIDENT

KATHLEEN MURPHY

1ST VICE PRESIDENT

MARTHA GORTON

2ND VICE PRESIDENT

JOE ENDRESS

TREASURER

RENEE DRENTKIEWICZ

SECRETARY