

CONQUISTADOR HOMEOWNER'S ASSOCIATION, INC.

EXECUTIVE COMMITTEE MEETING

Tuesday, September 10, 2024

**MEMBERS PRESENT:**

**Matt Hollister, President**

**Kathleen Murphy, 1<sup>st</sup> V.P.- zoom**

**Martha Gorton, 2<sup>nd</sup> V.P.**

**Joe Endress, Treasurer**

**Renee Drentkiewicz, Secretary**

**OTHERS:**

**Bonnie Guenther, Manager**

**Others in Attendance – See attached**

**Kathleen Murphy, Lauri Maughan, Joe**

**Koloski, Elizabeth Sweeney, Lynne**

**Harris, Patrick Spadoni, Charles**

**Encarnation, Virginia Sheahan, Gail**

**Mitchell, Marge Drury, Ann & Ralph**

**Allbee**

The Executive Committee Meeting with Zoom was called to order at 9:30 am after the Pledge of Allegiance. There was a quorum noted, and a motion was made by Joe to approve the minutes of the Executive Meeting of July 9, 2024. The motion was seconded by Martha and the vote was unanimously approved.

**Treasurer's Report :** Joe Endress – See attached. This report is for June and July. The August report will be available next week at the Board meeting. The July amount in the South State Bank Checking Account is lower due to fixed expenses not deposited yet. Joe mentioned that he has received an email from a resident, requesting that we put the Christmas lighting in the 2025 as a budget item, rather than continuing to get donations from residents. Joe is recommending that we present this to the Board next week as a potential to include in the 2025 CHA Budget. This will be added on the CHA Board agenda.

**Manager's Report:** Bonnie Guenther – See attached. Matt thanked Bonnie and her staff for the effort in organizing a spreadsheet for the CHA maintenance schedule. Martha thanked Bonnie for completing the SIRS inspections in such a timely manner allowing us to be ahead of schedule. Kathleen asked if Bonnie could include a separate page on the CHA website for the Homes, as is being added for each Condominium. Bonnie will have to check if that can also be added.

**Old Business :**

1. **CHA Documents Revision – Bonnie Guenther - See attached.**
2. **Dock Update – Bonnie Guenther – See attached.**
3. **Mansard Rust – Bonnie Guenther – See attached. This is only on the buildings that contracted with Campany.**
4. **Electronic Voting – Bonnie Guenther – See attached.**
5. **Consolidation of Condo Boards – Martha Gorton.** Martha stated that Bonnie has had initial discussions with the attorneys previously and there has always been a crisis because several buildings are unable to find Board members that are willing to participate. Now its even gotten worse due to the new legislation mandates, that has been in effect since July 1, which requires a tremendous amount of work for all Board members. Martha would like to have further discussion to look into the possibility of a single Board for a few, if not all buildings. This process would not change the financial budgets of each building. The Individual buildings would still retain independent control of their own monies. Bonnie mentioned that we need

to discuss this further with the attorney. There are several questions that have been posed to the attorney on this issue and she's waiting for the response back. She mentioned the possibility of consolidation of all buildings altogether or just smaller groups, such as buildings 1-5, 6-10 and 11 & 12 each. If this is going to be considered, we could schedule a meeting with Jane Cornett, the attorney to discuss this issue further also. Matt stated we are trying to be proactive if we have Boards that can't be filled, which has occurred this week. Bonnie explained that if we aren't able to fill a building Board, it is required by law that an ombudsman would sit in that seat as an independent person. They will make decisions for the building and there would be a charge to the building for this person. Joe asked if there are any other communities like ours. Bonnie will ask Jane however we are unique and with the laws that are being enacted, it is making it difficult to abide by all the new laws. Martha would still like this concern to be brought to the Board meeting next week and the Committee agreed. Matt stated that we are in the discovery phase of this issue with many more questions that will need to be discussed.

6. **Lighting Project Approved 11/21/23-** Renee Drentkiewicz. Renee mentioned that last year the FPL lighting proposal was approved by the CHA Board on 11/21/23. There was a lighting display in the clubhouse in January 2024. At the 2/20/24 CHA Board meeting, the Board approved the reinstatement of the AD Hoc lighting Committee to help with the location of the lights to the communities satisfaction. The FPL lighting project was again mentioned at the 4/16/24 CHA meeting also and after that there has been no further discussion in regards to this project. Bonnie is also in the process of formulating budgets for 2025 and she needs to know if this is going to be an expense for next year for all the buildings as well as CHA. The AD Hoc Committee will be meeting this Thursday, with the hope that they will have some information to present to the Board next week. Matt has removed himself from the Lighting Committee at this time, so that the Committee can move forward in their direction and he only hopes that they make progress. Joe clarified again, that this was already approved and budgeted last year on 11/21/23. Kathleen agreed that this issue should be in the forefront and the Ad hoc Committee should continue to move forward. She also stated that it was noted yesterday that there are 13 houses that do NOT have their lamppost lighted at this time. That will definitely cause the areas to be darker. Bonnie and I have both attempted to contact the FPL person for information regarding the changing of the proposal cost, without success.

**New Business:**

1. **HB 1203/ Truck Parking – Bonnie Guenther – See attached.**
2. **Formation of Condo Advocacy Committee – Rick Cass.** Rick was not present, therefore this issue will be tabled at this time.

**Discussion items: None**

**Comments on agenda items:**

- **Patty Kelvasa – Bldg. 7 –** Patty asked Bonnie if the \$2.50 plus postage charge for voters who do not use the electronic voting system is for CHA only, or for the Buildings also. Bonnie stated that anything CHA related is CHA expense and the building would be charged. It is up to the building to decide if they want to charge the resident. Patty also asked if education classes for the Boards could be offered for everyone onsite here making it local, easier to access and

beneficial that we all do it at one time together. Bonnie stated she will inquire with Becker and other companies. Martha also mentioned that the classes would be online also. Bonnie mentioned that in order to get your new Board up to date, the classes should be done after the first of the year. Patty questioned how to get the trucks on the agenda for the Board and Matt explained. Patty also stated that regardless of what each individual Board member's opinion is, we still need to get the opinion of everyone. All residents need to be informed of all information and everyone's voice needs to be heard. Matt mentioned that she could have a truck policy created which she could show people to get them more involved in the issue and Bob Maughan stated that he would be happy to be a part of that.

- Bob Maughan – Bldg. 7 – Bob stated that he has a midsize truck that is smaller than half the SUV's here. He is a realtor and he wanted to ask the procedure on getting the trucks for Conquistador approved. He stated that Bldg. 7 did a straw poll that had 22 of the residents approving the truck. Matt did give Bob some history on the trucks. There were two straw polls and a community vote in the past that did not pass for approval. Matt stated it could be revisited again and that there was no particular reason that trucks were not approved. Bob asked what the next step for him would be and Matt stated that he could ask the Board for a straw poll for trucks again. Bob asked if each building was its own entity and could be more or less restrictive. Bonnie clarified that the buildings can be more restrictive however they can't be less restrictive than CHA. Therefore CHA would have to approve this initially and then each building could vote as they choose. He would like to be part of this process.
- Faye Lizette – Bldg. 1 – Faye asked about the organization of the consolidation of the Boards, if each building would have to have a Board for the budget. Matt stated that it's premature until we hear from our attorney on what makes the most sense for how it should be structured.
- Jan Barnes – Bldg. 10 – Jan had some questions the information that needed completed by Friday, 9/13 for Bonnie. Bonnie will explain more detail after the meeting.
- Debbie Hollister – Bldg. 1 – Holiday lighting Committee. Debbie would like the Board to contact her with any questions on the Holiday lights, however she will be unable to attend the meeting next week.
- Ada Scharf – Bldg. 10 – Ada questioned a need for Straw polls for trucks. Per Matt, the law is for communities only with trucks in place already. There has been success with straw polls but we can have buildings do informal polls also. It was stated that trucks were allowed for HOA's per HB1203. The condominium buildings can be more restrictive if they chose to, because they are independent of the HOA. For examples, smoking and pets.
- Deborah Pavlic – Bldg. 11 – Deborah asked if the condo buildings were considered part of the HOA because it's mandatory that they join CHA. Matt and Bonnie stated that the condo's are under a master HOA and a condo association. The buildings can restrict the parking of trucks however they can't be less restrictive than the HOA.

There being no further business at this time, a motion was made by Joe and seconded by Martha to adjourn the meeting. The motion was unanimously approved, and the meeting was adjourned at 10:23 am.

  
Renee Drentkiewicz

Renee Drentkiewicz, Secretary

  
Matt Hollister

Matt Hollister, President

9/10/24 Executive Committee Meeting Sign In

**CONQUISTADOR HOMEOWNERS' ASSOCIATION, INC.**  
**EXECUTIVE COMMITTEE MEETING**

**Tuesday, September 10, 2024**  
**9:30 A.M.**

**AGENDA**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PREVIOUS MINUTES**

**TREASURER'S REPORT**

**MANAGER'S REPORT**

**OLD BUSINESS:**

CHA Documents Revision – Bonnie Guenther  
Dock Update – Bonnie Guenther  
Mansard Rust – Bonnie Guenther  
Electronic Voting – Bonnie Guenther  
Consolidation of Condo Boards – Martha Gorton  
Lighting Project Approved 11/21/23 – Renee Drentkiewicz

**New BUSINESS:**

HB1203/Truck Parking – Bonnie Guenther  
Formation of Condo Advocacy Committee – Rick Cass  
Discussion Item:

**COMMENTS on agenda items:**

**POSTED: 9/5/24**

**CONQUISTADOR HOMEOWNERS' ASSOCIATION**  
**TREASURER'S REPORT**  
**JUNE 2024**

**FINANCIAL ANALYSIS:**

In the area of General Common Areas, expenses for the dock renovation amounted to \$8,896.52. This included rod holders, sealant for the wood planking, and a 50% deposit for the new dock benches which is scheduled to be delivered by mid-August. Additionally, in the Supplies category of General Common Areas, we purchased concrete car bumpers at a cost of \$1,688.85 and painting supplies amounting to \$1,090.24.

All other expenses were within budgeted numbers. The month of June ended with positive variance of \$1,276.34. Through June 2024, we have a positive to budget variance of \$29,844.50.

**CHECKING/RESERVE ACCOUNTS:**

(BANK STATEMENT AS OF JULY 5, 2024)

\$237,454.94	South State Bank Checking Account
\$356,613.48	South State Bank Money Market Account
<u>\$264,684.84</u>	Synovus Business CD
<u>\$858,753.26</u>	Total Checking/Reserve Accounts

**WATER BILL/CONSUMPTION SUMMARY:**

	<b>CITY OF STUART</b>	<b>CONQUISTADOR</b>	<b>DIF</b>	<b>%</b>
<b>MAY/JUN 2023</b>	1,310,500	1,187,870	122,630	9.4
<b>MAY/JUN 2024</b>	1,481,500	1,356,894	124,606	8.4

**CONQUISTADOR HOMEOWNERS' ASSOCIATION**  
**TREASURER'S REPORT**  
**JULY 2024**

**FINANCIAL ANALYSIS:**

In the General Common Area, our quarterly Pro Green expense put this category over plan by \$1,466. This expense evens out through the remainder of the year. In this same category, our annual tree trimming amounted to \$8,350. This is in line with our annual trimming throughout Conquistador.

In the Clubhouse category under Supplies and Repairs, we replaced 9 Clubhouse post lights at a cost of \$1,006, we also needed to repair the subfloor under the Ballroom's dance floor, this cost \$1,800. In the Pool expense category, we spent \$1,347 on repairs to the pool equipment. With those unusual expenses, we ended the month with a negative variance of \$5,051. However, we are still favorable by \$24,794 on a year-to-date basis.

**CHECKING/RESERVE ACCOUNTS:**

(BANK STATEMENT AS OF AUGUST 1, 2024)

\$ 91,214.27	South State Bank Checking Account
\$379,025.17	South State Bank Money Market Account
<u>\$265,747.45</u>	Synovus Business CD
\$735,986.89	Total Checking/Reserve Accounts

**WATER BILL/CONSUMPTION SUMMARY:**

	<b>CITY OF STUART</b>	<b>CONQUISTADOR</b>	<b>DIF</b>	<b>%</b>
<b>MAY/JUN 2023</b>	1,061,500	995,126	66,374	6.3
<b>MAY/JUN 2024</b>	1,258,000	1,123,080	134,920	9.0

**Manager's Report**  
**Executive Committee Meeting**  
**September 10, 2024**

- Smithco did the yearly breakdown of both Clubhouse ice machines
- ProGreen did the quarterly herbicide, pesticide, and fertilization treatment of the grounds.
- Summit Fire & Security completed the quarterly fire alarm service.
- Muscle and Wrench completed their quarterly service of the fitness equipment.
- Randy's Holiday Lighting has begun the initial installation of holiday lights. They are beginning early as to avoid the rush of the holiday season. They will not be illuminated for quite some time.
- An informative insurance meeting was held last week. Condo property insurance costs seem to be stabilizing, which is good news. I am waiting for final numbers from our current insurance agency and other figures from another insurance agency.
- The final SIRS and Non-SIRS reserve studies were distributed to all condo Boards who will be responsible to distribute them to all residents within 45 days of the distribution date of 8/26/24. If a resident completed a 'consent to vote electronically' form, it included a consent to receive electronic notices so anyone who consented can receive the studies electronically. The office can provide the Board with a list of residents who have consented.  
\*Note: The consent to vote electronically and the consent to receive notices electronically are part of the same form, and a resident can elect one or the other, neither, or both.
- I developed a comprehensive list and schedule of all maintenance and grounds duties. It was distributed to all Boards.
- The website is being amended to include separate webpages for each condo association. Each page for each condo association will be able to be accessed with a separate password from the CHA website. All condo documents, including agendas, minutes, reserve studies, Milestone Inspections, can be posted on that page. I will be providing more information when the pages are complete.
- I am finalizing bids for the tennis court resurfacing, fence and gate repairs, and installation of a court-side shade structure. I will present my recommended bid at the next Board of Directors meeting.
- Notices of annual meeting with agenda, ballots, and proxies can be completed by Becker as part of your contract. Please provide me with the following information by Friday, 9/13 or sooner:
  - Date, time, and place of annual meeting
  - Whether you will be having an election. Please provide specifics of what seats need to be filled.
  - Any old or new business to be placed on the agenda
  - Whether any votes on amendments to your documents will be part of your annual meeting

### **CHA Document Revision**

I received an initial draft of the CHA document revision from the attorney. I submitted the draft to the CHA Document Revision Committee. I have asked that they review and compile a list of all needed changes, if necessary. Once an initial review is done and the necessary changes are made, it will be submitted to the Board of Directors. My hope is to have all changes completed by the October Board of Directors meeting so that the amended document can go for a membership vote at the annual meeting on 12/6/24.

### **Dock Update**

The dock benches have been installed. Please take advantage of a sunset while enjoying them.

### **Mansard Rust**

Company Roof is still working on the rust repairs and painting. They will be back again today to resume repairs and painting. Sherwin Williams provided color matches for the mansard trim and panels. The new colors which better match the panels and trim will be used to replace what has previously been painted.

### **Electronic Voting**

BeckerBallot, the voting service provider that was contracted to handle our electronic voting no longer provides that service, however, I found a company, Votegrity which will provide the same service at the same cost. Boards: Please encourage residents to utilize the electronic voting system. Votegrity will also handle physical balloting, but there will be a charge of \$2.50 plus postage for each voter who does not use the electronic voting system. This charge will be billed to the condo buildings.

'Consent to vote electronically/receive notices electronically' forms are available in the office and can be sent and received electronically.

### **Truck Parking**

I have had a few questions regarding the existing truck rules which are still being enforced on property and regarding how the new HOA laws regarding trucks affect our existing rules. Immediately after the statutes were enacted, we consulted with the attorney who advised that because our HOA was in existence before HOA law was in existence, we were not required to immediately comply with the new truck laws. However, as recent as December of 2022, amended truck rules went up for membership vote and were voted down.

Normally, as the rules regarding trucks appear not only in the CHA Rules & Regulations, but also in the CHA community documents, a change to the truck rules will require the following:

- Proposed truck rule changes to be drafted by a committee or Board of Directors
- An amendment, ballot, and proxy to be drafted by the attorney
- A majority vote of the CHA Board of Directors to forward the amendment to membership for vote

- As the change would be an amendment to the CHA Declaration of Covenants and Restrictions, an affirmative vote of the majority of membership would be needed to pass the amendment. Most amendments are voted on at the CHA annual meeting on the first Friday of December.
- Once the amendment is adopted, the CHA Board of Directors by majority vote can vote to change the Rules and Regulations to reflect the new truck rules.

However, as we are in the process of CHA document revision, the changes could be incorporated into the revision and be voted on as soon as the CHA annual meeting on 12/6/24. I defer to the Executive Committee and the Board of Directors as to whether they desire to make any changes to the truck rules or if they choose to do another community straw poll.