

CONQUISTADOR HOMEOWNERS' ASSOCIATION, INC.
EXECUTIVE COMMITTEE MEETING
Tuesday, September 9, 2025

MEMBERS PRESENT:

Renee Drentkiewicz, President
Martha Gorton, 1st V.P.
Joe Endress, Treasurer
Jan Barnes, Secretary

OTHERS:

Bonnie Guenther, Manager
Others in attendance: (see attached)

Zoom Attendees:

Gigi Croom
Margaret Dombkoski
Sandra Boriskin
Pati Kelvasa
Patrick Spadoni
Gail Mitchell
Karen Thomas
Anne & Ralph Allbee
Ed Hale
John Leandri
Lynn Harris
Virginia Sheehan
James Kurtz

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 Martha Gorton to approve the minutes of the Executive Committee Meeting of May 13, 2025. The motion was seconded by Joe Endress and was unanimously approved.

Treasurer's Report: Joe Endress— see attached.

Manager's Report: Bonnie Guenther—see attached.

Old Business:

1. Bocce Ball Court: Renee Drentkiewicz reported that the original bid for the bocce court is no longer an option and that there are two other bid options: One for the previously approved clay court and one for a synthetic turf court. Renee explained that she and Bonnie researched pros and cons of both types. Martha Gorton made a motion to move this forward to the next Board of Directors' meeting. It was seconded by Joe Endress and passed unanimously.

New Business:

1. Architectural Review Application: Renee Drentkiewicz shared the new updated application. She explained that in the future the Architectural Review process will be stream-lined on our website. Martha Gorton made a motion to forward this to next week's Board of Directors' meeting. Joe Endress seconded the motion, and it passed unanimously.
2. Meter Replacement: Bonnie Guenther explained why her research supports the needed replacement of the mechanical water meters on property, and she also discussed types of water meters and methods of reading them. She asked for the opportunity to present her findings and the bids for replacement to the BOD. Joe Endress moved

that we present the ultrasonic meter bid to next week's BOD meeting. The motion was seconded by Jan Barnes; The motion passed.

Comments on Agenda items:

- **Jim Kurtz, 1-203:** Jim asked questions concerning the proposed meter replacements and potential savings to the community. Bonnie responded.
- **Luanne Dwyer, 8-108:** Luanne offered to help find new exercise equipment when the time comes. Also, she suggested that we might have a sign-in sheet for the pool table.
- **Ada Scharf, 10-104:** Ada suggested that we consider another bicycle for the fitness room. She also shared a concern she has about the work status of immigrants. Bonnie replied that we are not responsible for the workers that our contracted vendors use.

There being no further business at this time, a motion was made by Martha Gorton and seconded by Joe Endress to adjourn the meeting. The motion was unanimously approved, and the meeting was adjourned at 10:15 am.

Jan Barnes

Jan Barnes, Secretary

Renee Drentkiewicz

Renee Drentkiewicz, President

9/9/25 Executive Committee Meeting Sign In

[illegible]

CONQUISTADOR HOMEOWNERS' ASSOCIATION, INC.
EXECUTIVE COMMITTEE MEETING

Tuesday, September 9, 2025
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:

Bocce Ball Court – Renee Drentkiewicz

New BUSINESS:

Architectural Review Application – Renee Drentkiewicz

Meter Replacements – Bonnie Guenther

Discussion Item:

COMMENTS on agenda items:

POSTED:

ZOOM LINK:

When: Sep 9, 2025 09:30 AM Eastern Time (US and Canada)

Register in advance for this meeting:

https://us06web.zoom.us/meeting/register/6_yoTICITi6U8pzPmV5NRg

After registering, you will receive a confirmation email containing information about joining the meeting.

**CONQUISTADOR HOMEOWNERS' ASSOCIATION
TREASURER'S REPORT
AUGUST 2025**

FINANCIAL ANALYSIS:

August was a quiet month. While we did take on the renovation of the Clubhouse Pool Bathhouse, these expenses came out of our Capital Reserves which were accounted for in our 2025 Plan.

Under **General Common Areas-Supplies**, we purchased 72 car bumpers at a cost of \$3,671, light bulb replacements at a cost of \$301.88, and batteries for our maintenance carts at a cost of \$1,374.89.

Under **General-Service & Misc.**, we incurred our annual fee for Ring Central at a cost of \$1,463.57.

Under **Payroll Expenses**, We incurred three pay periods which caused our payroll expense to be over plan by \$3,801.90.

Despite these additional expenses we were able to end August with a net income of \$540.28. While we are over our Annual Plan by \$9,751, we are planning on being within our budget by year-end.

CHECKING/RESERVE ACCOUNTS:

(BANK STATEMENT AS OF SEPTEMBER 1, 2025)

\$156,034.70	South State Bank Checking Account
\$580,015.96	South State Bank Money Market Account
<u>\$272,358.74</u>	Synovus Business CD
\$1,008,409.40	Total Checking/Reserve Accounts

WATER BILL/CONSUMPTION SUMMARY:

	CITY OF STUART	CONQUISTADOR	DIF	%
JUL/AUG 2024	1,329,000	1,207,968	121,032	9.1
JUL/AUG 2025	1,294,500	1,285,155	9,345	.7

Manager's Report
Executive Committee Meeting
September 9, 2025

- **FPL Updates:**
Bollard Lighting: The survey for the east side of St Lucie Blvd bollard lighting project has been submitted to FPL.
Community Lighting Project: FPL requested further revisions to the easement sketches that were submitted to them by Karner Surveying. Karner Surveying is working on providing FPL with additional sketches so that the finalized survey can be submitted.
The project is moving forward slowly as FPL is very particular about submissions and very slow in communicating these particularities.
- **Blue Stream Fiber Update:** Blue Stream has been on property doing locates and doing initial construction mapping. They have been very proactive and communicative with us, which is a good sign.
- **Dock Gate Update:** The north side dock gate is finished, and an additional brace was installed on the south side for added support. Please remember to close the gate when entering and leaving the dock, and to not let anyone who is not a resident or guest of a resident onto the dock. You have every right to ask someone if they belong; Furthermore, if you encounter someone that does not belong, you also have the right to call the police as they are trespassing.
- **Clubhouse Bathhouse Renovation Update:** The bathhouse is in the final phases of renovation. A deadline has been agreed upon with the contractor, and I will see that it is kept.
- **Pool Furniture Update:** As the Clubhouse pool furniture is showing signs of its age, I have sent a couple chaise loungers to be re-powder coated. If the result is appealing and cost-efficient, all the others will be done as well.
- **Vinegar in condo unit drain lines:** As condo units share drain lines, when a drain line is not maintained in a building, it affects the other units. The main drain line which connects to all unit drain lines becomes clogged with biofilm which then prevents condensation from traveling down the condensation line which then causes the condensation from a unit to back up into that unit. Usually, the first floor gets the back up into their unit.
To solve this issue, a cup of vinegar should be poured into your drain access point once a month. It should be left for about an hour; Then a cup of hot water should be poured into drain access point. This will clear your portion of the condensate line and will help clean the main condensate line.
Do not use bleach as bleach can be corrosive to joints in the condensate lines.
I am attaching the instructions for this process to the minutes for your review.
- **Pool Table in the Fitness Room:** To add space to the Fitness Room which gets more use than any other room in the Clubhouse, I suggest the pool table be moved into the Cardroom. It can be placed on coasters so that it can be moved when it needs to be used. Furthermore, more fitness equipment can be added to the Fitness Room and the residents would have more space to exercise.
- **Cardroom Room Dividers:** The Cardroom room dividers are very aged and should be replaced so that the cardroom could be divided into two rooms so that two groups could be in the room at

one time. Most groups that use the room are small so that two groups could use the room at the same time.

- **Condo Annual & Budget Meetings:** In an effort to uniformly schedule condo annual meetings, all condo annual meetings have been scheduled for the week of November 17th. I have sent Becker all required information for condo annual meetings and have received all first notice of meeting packages from Becker for all condos buildings. They will be distributed within the next week. **No notices need to be sent by condo Boards.** The notices of annual meeting are included in your Becker retainer fee.

Similarly, I would like to uniformly schedule the condo budget meetings for the week of October 20th. I have five buildings that have not scheduled that meeting. Please schedule with me so I can place you on the calendar and reserve Clubhouse space if necessary.

- **Insurance:** I have provided our new insurance company, Plastring Insurance with a plethora of information. It has been quite a bit of work gathering everything needed from Sihle Insurance. Leaving Sihle Insurance was a difficult decision, but I hope a revision of our policies will help us to see some savings and provide more protection to all associations.

I will not have any cost estimates until 10-14 before renewal which is October 10th so please be patient. I will let you know when I know. There is no rushing this process.

- **Budgets:** I am still receiving bids from common area vendors, so some portions are on hold until those decisions are made. The CHA reserve study was adjusted to reflect accurate remaining useful life because of replacements on property. Likewise, I am also doing the same adjustments to the condo reserve studies. These adjustments are quite a bit of work.

Doing the budgets is like putting together a puzzle. I work on the individual parts, the CHA budget first, and once all parts are completed, the final product comes together quickly. The insurance is always the final piece so the final condo budgets will not be done until the end of September/early October. This will leave plenty of time to meet with Boards to adjust variables before your budget meetings.

Again, please be patient. My accuracy in budgeting is from careful, time-consuming planning and investigation.

HOW TO CLEAN CONDO UNIT DRAIN LINES WITH VINEGAR & WATER

Recommended Frequency:

Monthly (or more often during heavy usage or in humid climates)

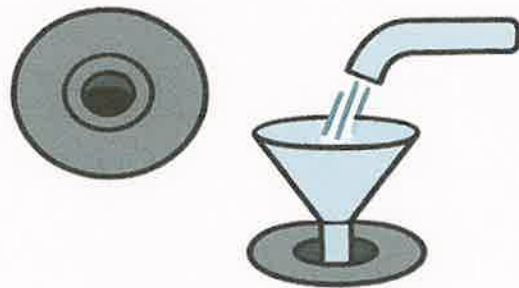
Materials Needed:

- 1 cup white vinegar
- 1 cup hot water
- (optional) ½ cup baking soda



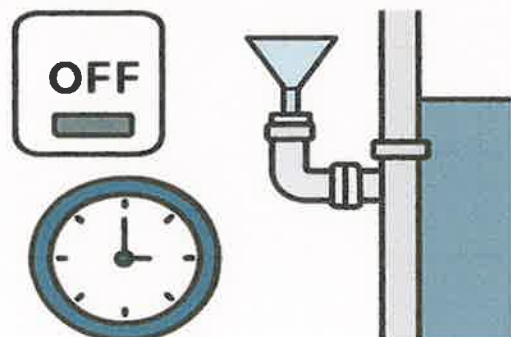
For Kitchen or Bathroom Sink Drains

1. Pour ½ cup of baking soda down the drain (optional)
2. Pour 1 cup of white vinegar down the drain
3. Let sit for 15 minutes
4. Flush with 1 cup of hot water



For Air Conditioner (AC) Condensate Drain Line

1. Turn off the AC system
2. Locate the drain access
3. Pour in 1 cup of white vinegar
4. Let sit for 30 minutes to 1 hour



CONQUISTADOR HOA (CHA) ARCHITECTURAL REVIEW APPLICATION

For Conquistador Homeowners' Association and Condominium Associations I-XII

1. General Information

Homeowner / Applicant Name: _____

Property Address (Address, Lot, Unit #): _____

Phone: _____ Email: _____

Is this a resubmittal? Yes ☐ No ☐

Is this an emergency requiring expedited handling? Yes ☐ No ☐

Project Type (check one):

☐ Addition to Property

☐ Replacement

☐ Repaint Same Color

☐ Other _____

2. Project Scope & Description

Approval is requested for the following modification(s) / alteration(s) / replacement(s).

The applicant shall obtain the necessary building permits from the Martin County Building Department before the commencement of any permittable work. Items requiring building permits can be found at:

<https://www.martin.fl.us/martin-county-services/do-i-need-permit>

Please check all that apply:

☐ Addition/Alteration

☐ Color

☐ Decorative Shutters

☐ Driveway

☐ Exterior Door

☐ Fences

☐ Garage Door

☐ Garage Screen Door

☐ Generator

☐ Hurricane Shutters

☐ Lamp Post/Fixture

☐ Mailbox/Mailbox Post

☐ Paint

☐ Patio/Deck

☐ Pool/Spa Equipment

☐ Propane Tank

☐ Roof

☐ Screen Room/Enclosure

☐ Siding/Stucco

☐ Solar

☐ Walkway

☐ Water Features/Fountain

☐ Window Replacement

☐ Other _____

☐ Air Conditioner (condo only) *

*Architectural Control Board approval not required for condo AC replacement; however, proposal, condo Board approval, and vendor insurance documentation must be submitted along with ARC application before work can commence.

Additional Notes: _____

Paint Specifications (if applicable):

***The CHA Colorbook which includes approved Sherwin Williams colors and CHA approved color palettes is available on the website and in the Clubhouse.**

House Color & Code / Manufacturer: _____

Trim Color & Code / Manufacturer: _____

Garage Door Color & Code / Manufacturer: _____

Front Door Color & Code / Manufacturer: _____

Other / Manufacturer: _____

☐ **Attach: Proposal (Required) & Project Drawings (If applicable)**

3. Insurance & Contractor/Sub-Contractor Requirements (Attach with Application)

***Sub-contractors of contractors are required to provide the same insurance documentation as contractors. It is the responsibility of the applicant to inform their contractor of this requirement.**

- ☐ Current Liability Insurance Certificate (**Must name Conquistador HOA and applicable Condo Association as additionally insured**)
- ☐ Current Workman's Compensation Certificate or Exemption Certificate
- ☐ Contractor's W-9 (condo projects only)

5. Timeline of Project

Anticipated Start Date: _____

Anticipated Completion Date: _____

6. Conditions of Approval

By signing this Application, the applicant acknowledges that approval by the Architectural Control Board is subject to the following:

1. The applicant agrees that no work shall commence prior to receiving written approval by the Architectural Control Board.
2. The applicant shall comply with all provisions of the Conquistador Homeowners' Association and Condominiums I-XII Associations governing documents including but not limited to the Architectural Review Guidelines, Declarations of Covenants and Restrictions, and Rules & Regulations.
3. The activities associated with this application shall not infringe on the property rights of others and shall take place **Monday – Friday 8 AM – 5 PM and Saturday 9AM – 3PM.**
4. Access to the area(s) of construction shall be allowed through the applicants' property. If access to a neighboring property is required, the applicant shall receive written permission from neighboring property owner. The applicant shall be responsible for any damage caused during the project to neighboring properties or common areas.
5. The applicant agrees not to deviate from the intent or substance of the approved Application. Should a deviation occur, the applicant agrees to rectify, at their expense, the deviation upon notification from the Architectural Control Board.
6. Remodeling debris, including, but not limited to cabinets, doors, rugs, appliances, or other large

materials, must be disposed of privately by the owner at his/her expense through a private refuse company or by the contractor performing the work. If a dumpster is required for your project to dispose of debris, it is requested that the dumpster be onsite for no more than 15 days, unless written permission is granted by CHA management.

7. Signatures

Homeowner / Applicant Signature: _____ Date: _____

Condo Board Representative Signature: _____ Date: _____
(Required for condo applications)

For HOA Use Only

Date Received by ARC: _____

ARC Recommendation: ☐ Recommended
 ☐ Recommended w/ Conditions
 ☐ Not Recommended

ARC Reviewer Signature/Date: _____

Date Received by ACB: _____

ACB Decision: ☐ Approved
 ☐ Approved w/ Conditions
 ☐ Disapproved

ACB Reviewer Signature/Date: _____