

**CONQUISTADOR HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING  
Tuesday, March 17, 2026**

**MEMBERS PRESENT:**

Jim Kurtz, Bldg. 1  
Bill Cloud, Bldg. 2  
Marge Drury, Bldg. 3  
Rick Cass, Bldg. 4  
Laura Ronayne, Bldg. 5  
Brenda Hoxie, Bldg. 6  
Patricia Kelvasa, Bldg. 7 (absent)  
Martha Gorton, Bldg. 8  
Vince Stapleton, Bldg. 9  
Jan Barnes, Bldg. 10  
Deborah Pavlic, Bldg. 11  
Cathy Schappert, Bldg. 12  
Joe Endress, Homes 1  
John Calabro, Homes 2  
Suzie Heimburger, Homes 3

**OTHERS:**

Bonnie Guenther, Manager  
Others in attendance - see attached

The Board of Directors' meeting was called to order at 9:30 am after the Pledge of Allegiance. There was a quorum noted, and Bill Cloud asked for a motion to approve the minutes of the Board meeting on February 17, 2026. Joe Endress so moved and John Calabro seconded. The motion was unanimously approved and passed.

**COMMITTEE REPORTS:**

**Architectural Review Committee: Bonnie Guenther – See attached**

**Treasurer's Report: Joe Endress – See attached**

**Manager's Report: Bonnie Guenther – See attached**

**Old Business:**

**Approval of the 01/20/26 Board of Director's' Minutes—Bill Cloud**

Deborah Pavlic reported that she and Rick Cass listened to the Board zoom meeting held 01/20/26. Joe Endress made a motion to amend the 01/20/26 meeting minutes to include, "Checks would be an alternative method of payment for ProPay." The motion was seconded by John Calabro. A roll call vote was taken resulting in thirteen (13) in favor and one (1) abstention

(Joe Endress-homes). The motion to amend the minutes passed. It was also noted for clarification that, the January 20, 2026 Board of Directors meeting, the motion to approve checks as an alternative form of payment failed.

#### **New Business:**

##### **Rules and Regulations Revision—Bonnie Guenther**

Bonnie sent out the document with the changes to all CHA Board members for review and feedback. This includes all changes since March 2022. Marge Drury asked if everyone would be getting a hard copy. Bonnie responded, “No” as all documents are on the website. After a brief discussion, Bonnie said that she would print one copy of the revised Rules and Regulations document for each building and one posted in the Clubhouse for the homes. It was also suggested that anyone can use the printer in the library to download any document from the website. In addition, all residents will receive digital copies of the documents (which are available on the website). Joe Endress made a motion to accept the revisions of the Rules and Regulations Document. Martha Gorton seconded. All approved and motion passed.

##### **Clubhouse Events— Bonnie Guenther (see attached)**

Bonnie reviewed the handout. Suzie Heimburger made a motion to have a month to review the attached and move it forward to next month’s meeting. Rick Cass seconded. It was unanimously approved. A group discussion occurred with several options and suggestions. It was agreed that we will discuss this further next month, allowing more time to review the suggested handout.

#### **Comments on Agenda Items:**

- \* **Mona Gerard, (Homes):** asked how often do the cleaning people come to the Clubhouse. Bonnie replied, everyday; all rooms. Next, when will the Clubhouse pool bathrooms reopen? Bonnie replied later this week. Mona also suggested that for the time being, the Events Committee should use the old Social Committee’s event form. Bonnie thanked her.
  
- \* **Patty Cobb, Unit 11-102:** spoke regarding the Events Committee’s cleanup efforts following the most recent event and agreed that both the pre-event and post event checklists were appropriate. Bonnie stated that improved communication from the Events Committee is needed. Bill Cloud clarified that while Bonnie may send notice of issues to the Events Committee early in the morning, the committee is not expected to be present at the Clubhouse immediately to address those items. Rather, a later time—consistent with the

previous Social Committee practice (approximately 10:00 am)—is considered appropriate for follow-up and discussion of any concerns.

- \* **Deborah Pavlic, Unit 11-308:** Deborah commented that as we will be discussing this at next month's meeting, she suggested that "extensive damage or normal wear and tear" be clarified. Martha Gorton responded that much of this is common sense with walk-throughs prior and after an event. John Calabro suggested that there be a walk-through before and after the next event, as it is before the next CHA meeting.
- \* **Diane Encarnation, Unit 5-204:** addressed the items outlined in the proposed Clubhouse Use Application as discussed by the Events Committee. A copy of her response will be attached to the minutes. Bill Cloud suggested meeting with Bonnie to develop a reasonable and workable approach. Diane also noted that planning for next year's events is scheduled for Thursday at 9:30. Bonnie stated that an agenda will be distributed to all residents.
- \* **Julie Fall, (Homes):** stated that she agreed with the discussion regarding the checklist and emphasized that she does not want the Events Committee to be billed for any damages. Bonnie confirmed that no billing has been issued in the past and noted that any concerns will be addressed during the walkthrough process. Request for the committee to have keys was denied. Keys are available through the office as needed. Joe Endress stated that the distribution of keys is the responsibility of management, not the Board.

With no further business at this time, a motion was made by Bill Cloud and seconded by Joe Endress to adjourn the meeting. The motion was unanimously approved and the meeting was adjourned at 10:42 am.

*Jan Barnes*

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Jan Barnes, Secretary

*Bill Cloud*

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Bill Cloud, 1st Vice-President



**CONQUISTADOR HOMEOWNERS' ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
Tuesday, March 17, 2026  
9:30 A.M.  
AGENDA**

**PLEDGE OF ALLEGIANCE  
CALL TO ORDER  
ROLL CALL  
APPROVAL OF PREVIOUS MINUTES**

**COMMITTEE REPORTS  
TREASURER'S REPORT  
MANAGER'S REPORT**

**OLD BUSINESS: None**

**NEW BUSINESS: Rules & Regulations Revision – Bonnie Guenther  
Clubhouse Events**

**Discussion Item:  
Comments on agenda items:**

**POSTED: 3/13/26**

## **BOD 3/17/26**

### **Architectural Review Applications**

1. Burton 3140 SE Gran Via Way; All exterior paint - All; Recommended for approval by the Architectural Review Committee (ARC) on 1/26/26 and approved by the Board of Directors (BOD) on 2/20/26
2. Sliman 1848 SE Coronado Lane; House paint; Recommended for approval by the Architectural Review Committee (ARC) on 2/19/26 and approved by the Board of Directors (BOD) on 2/20/26
3. Spera 1818 SE Coronado Lane; House paint; Recommended for approval by the Architectural Review Committee (ARC) and approved by the Board of Directors (BOD) on 2/23/26
4. Bldg 4; Light fixtures; Recommended for approval by the Architectural Review Committee (ARC) and approved by the Board of Directors (BOD) on 2/24/26
5. Williams 1808 SE Coronado Lane; Roof; Recommended for approval by the Architectural Review Committee (ARC) on 3/2/26 and approved by the Board of Directors (BOD) on 3/3/26
6. 3-201 Drury; AC Replacement; All required insurance documentation submitted 3/11/26

**CONQUISTADOR HOMEOWNERS' ASSOCIATION**  
**TREASURER'S REPORT**  
**February 2026**

**FINANCIAL ANALYSIS:**

**General Common Area-North Wall Irrigation/Irrigation Water:** We had a combined overage of \$1,835.99 due to the ongoing drought. To save some of the landscaping and grass, we rain this section of the irrigation system more than the normal schedule.

**General Common Areas-Other Expenses:** Repairs were needed to the Clubhouse fire alarm/smoke detectors. This amounted to \$928.64.

**Clubhouse-Pool Supply & Expenses:** The Clubhouse pool pump motor was replaced at a cost of \$2,357. Additionally in this category we hired Arlington Electric, Inc to solve the power issue with FPL for the pump room electricity.

**Clubhouse-Other Expense:** We had several small expenses including a runner for the ballroom carpet, a new printer stand and file rack, expenses for the new Events bar and purchase of two ice coolers, and finally a new rack was purchased for the Fitness Room. These expenses amounted to a total of \$1,930.73.

All in all the expenses for February were in line with the Annual Budget. However, due to the FPL project and the meter project not yet started, the net profit for the year continues to grow. This, however, will fall into line when these two projects are underway.

**CHECKING/RESERVE ACCOUNTS:**

(BANK STATEMENT AS OF MARCH 1, 2026)

\$345,845.99	SouthState Bank Operating Account
\$608,396.77	SouthState MMKT Account
<u>\$284,185.01</u>	Synovus Business CD
\$1,238,427.77	Total Checking/Reserve Accounts

Due to the complete inaccuracy of the meter readings against the city of Stuart, we will no longer include the meter readings in the Treasurer's Report

Manager's Report  
Board of Directors Meeting  
March 17, 2026

- An aluminum utility gate was installed on the north side of the Clubhouse in front of the bocce ball court.
- The Clubhouse Bathhouse is under repair and will reopen this week.
- FPL is scheduled to begin on the east side bollard project this week.
- Our new maintenance technician's name is Shelove Celunice. He is a husband and father of two, and he comes with prior condo association maintenance experience. Please welcome him when you see him.

### **CLUBHOUSE EVENT STANDARDS**

We have had many fantastic events at the clubhouse this year, with even more to come. Hosting frequent events can be a wonderful way to bring people together and make full use of the clubhouse. Unfortunately, excessive use can gradually lead to wear and tear on the facility. High traffic, frequent furniture movement, food and beverage service and repeated setup and breakdown can accelerate damage to floors, walls, fixtures and equipment. To keep the clubhouse in great condition, it's important to follow usage guidelines and ensure proper cleanup after each gathering. Below are standards that might be set for those sponsoring any events going forward.

- 1. The Events Committee and/or the persons or buildings sponsoring an event at the Clubhouse will do a walk-through of the areas being used prior to the event with the Manager.**
- 2. Those same parties responsible for sponsoring the event will also do a walk-through of the areas being used after the event with the Manager.**
- 3. All excessive cleaning needed should be reported to the office.**
- 4. All repairs that are needed should be reported to the office.**
- 5. If #3 and/or #4 are required, then the responsible parties should supply a plan of action to the office. For example, the carpet cleaners were contacted, the date and time that additional people will do any additional cleaning needed and the name, date & time scheduled for the person hired to fix any excessive damage.**
- 6. Include cleaning costs into the budget of the function.**

If the Executive Committee agrees, these standards can be recommended to the Conquistador Homeowners Board of Directors.

# Current Agreement

## AGREEMENT FOR THE LIMITED USE OF THE CONQUISTADOR CLUBHOUSE

(Clubhouse defined as Ballroom and kitchen, Clubroom, porch, fitness center and library.)

Date & Day: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_ AM or PM.

Room being reserved: \_\_\_\_\_

### IN ORDER TO DEFRAY THE COST FOR USE OF THE CLUBHOUSE FACILITIES:

A \$100 non-refundable fee will be collected when reserving the facilities if 80% or more of the attendees are residents of Conquistador.

A \$250 non-refundable fee will be collected when reserving the facilities if 79% or fewer of the attendees are residents of Conquistador.

**NO CHARGE FOR MEMORIAL SERVICES FOR FORMER RESIDENTS.**

Cash: \_\_\_\_\_ Check #: \_\_\_\_\_.

Number of attendees: \_\_\_\_\_ Conquistador Residents: \_\_\_\_\_ Day Guests: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

The **CHA RULES & REGULATIONS** for the use of the Clubhouse facilities must be observed and no action will be permitted that may create a nuisance either within Conquistador or the surrounding neighborhood.

**NO ANIMALS** of any type are allowed in the Clubhouse except for legal service animals as defined under Florida statutes.

The **LIMITED** use of the Clubhouse shall be confined to the room or rooms, covered by this agreement. The use of the Clubhouse swimming pool and sauna is not permitted.

All residents of Conquistador and their guests shall have access to all unreserved facilities.

Parking on the street fronting the Clubhouse will be permitted on the east side only. **NO PARKING ALLOWED ON THE WEST (HOMES) SIDE OF THE STREET.**

The facilities are to be used at no risk to Conquistador, and if a caterer is engaged, prior to approval of this agreement, the caterer must have acceptable Liability Insurance and Worker's Comp Ins. And their certificate of insurance must be supplied and on file at the manager's office.

NAME OF CATERER: \_\_\_\_\_

All facilities, equipment and appliances, which are used, shall be cleaned before 10:00am the following day. In the event that they are not cleaned properly, cost of cleaning shall be borne by the applicant noted in this agreement. No TV, stereo, sound systems, pool table, ping pong table or piano shall be moved from their present location. Additionally, all other supplies located in locked closet or pantry storage areas are not to be used.

The cost of repairing any damage(s) shall be borne by the agreement applicant and must be paid within 30 days from the presentation of claims.

The CHA Management will review all requests for the limited use of the Clubhouse and its decision shall be final, unless there is a difference in the interpretation of the RULES & REGULATIONS between CHA Management and the resident making the request, in which case, the matter shall be referred to the CHA Executive Committee for resolution.

**AGREEMENT:** I, a Conquistador resident, applying for the limited use of the Clubhouse, do hereby certify that I will abide by the terms of this agreement:

**SIGNATURE OF HOSTS (ALL HOSTS MUST SIGN)**

\_\_\_\_\_

Approval for CHA Management: \_\_\_\_\_ Date: \_\_\_\_\_

(2 Copies) One copy for CHA Office file. One copy for applicant.

# **APPLICATION FOR USE OF CONQUISTADOR CLUBHOUSE**

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## **1. PURPOSE AND SCOPE**

This agreement governs the limited use of the Conquistador Clubhouse facilities by residents, building sponsors, association committees, and the Events Committee. The resident host or sponsoring party reserving the clubhouse shall be responsible for the conduct of all guests, vendors, and invitees and for compliance with all association rules, governing documents, and applicable laws.

## **2. FACILITIES INCLUDED**

The clubhouse facilities may include:

- Ballroom including kitchen
- Clubroom
- Porch area off Clubroom
- Library
- Fitness center (unless restricted for the event)

Use of the clubhouse swimming pool, sauna, or other unreserved amenities is not included unless specifically authorized by the association.

## **3. RESERVATION FEES**

To defray the costs of operating the clubhouse:

- \$100 non-refundable fee if 80% or more attendees are residents
- \$250 non-refundable fee if fewer than 80% of attendees are residents
- There is NO CHARGE for community-wide events organized by the Association, the Events Committee, or officially sponsored community activities.
- Memorial services for former residents may be exempt from fees at the discretion of the association.

## **4. RESPONSIBILITY OF HOST / SPONSOR**

The resident host or building sponsor signing this agreement assumes full responsibility for the event and agrees to supervise all guests and vendors. The host is responsible for ensuring that all association rules are followed, that the facility is used in a safe manner, and that the clubhouse is returned to proper condition.

## **5. LIABILITY AND HOLD HARMLESS AGREEMENT**

The resident host or sponsoring party agrees to indemnify, defend, and hold harmless Conquistador Homeowners Association, its board of directors, officers, committee members, employees, agents, and management from any and all claims, damages, liabilities, injuries, losses, costs, or expenses (including attorney's fees) arising from or related to the use of the clubhouse facilities by the host, guests, vendors, or invitees.

The association shall not be responsible for personal injury, theft, loss of property, or damages occurring during the event.

## **6. DAMAGE RESPONSIBILITY**

The host is financially responsible for any damage to the clubhouse, equipment, furnishings, fixtures, or common property resulting from the event. The association may assess the host for repair, replacement, or cleaning costs if damage occurs. Payment for damages must be made within thirty (30) days after notice from the association.

## **7. CLEANING REQUIREMENTS**

The clubhouse must be cleaned and returned to its original condition following the event. Cleaning must be completed no later than 10:00 AM the following day. Failure to properly clean the facility may result in cleaning charges billable to the applicant or suspension of clubhouse privileges.

## **8. VENDORS AND CATERERS**

If vendors or caterers are used, the host must ensure the vendor provides proof of general liability insurance and workers compensation insurance when required. The association may require a certificate of insurance naming the association as an additional insured.

## **9. ALCOHOL RESPONSIBILITY**

If alcoholic beverages are served, the host assumes full responsibility for compliance with all applicable laws and for the conduct of guests. Alcohol may not be served to minors and must be consumed responsibly. The association assumes no responsibility for alcohol-related incidents.

**10. PROHIBITED ACTIVITIES**

The following are prohibited:

- Affixing tape, adhesives, nails, or fasteners to walls or fixtures
- Moving association equipment or furniture without authorization
- Creating excessive noise or nuisance
- Bringing animals into the clubhouse except lawful service animals

**11. ASSOCIATION AUTHORITY**

The association or its management reserves the right to deny or revoke clubhouse reservations if the event violates association rules or if the facility is required for association purposes.

**12. RESERVATION AGREEMENT FORM**

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Room Reserved: \_\_\_\_\_

Responsible Resident / Sponsor: \_\_\_\_\_

Lot/Unit Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Estimated Number of Residents: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Caterer / Vendor: \_\_\_\_\_

Insurance/Hold Harmless On File With Office: YES OR NO

Host Signatures (All hosts must sign):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Association Approval: \_\_\_\_\_

Date: \_\_\_\_\_

### **EVENT CHECKLIST – BEFORE LEAVING EVENT**

- Stove, oven, and all appliances turned off
- Refrigerator doors closed
- Food removed or stored
- Exterior Clubhouse doors closed
- Lights and fans turned off
- Thermostats returned to normal setting of 78 degrees
- Sound system & televisions turned off; Microphones put back in locked Ballroom closet
- Garbage bagged, removed from Clubhouse, and properly disposed of
- Restrooms inspected for excessive debris and any damage

### **CLEAN-UP CHECKLIST – BY 10:00 AM NEXT DAY**

- Tables, counters & appliances wiped clean
- Tables and chairs returned to original layout
- Floors swept and spills cleaned
- Rug stains to be cleaned by event organizer or if excessive, be reported to the office who will schedule cleaning and bill costs to responsible parties
- Trash liners replaced
- Decorations removed
- Association items returned to their original
- Clubhouse left clean and orderly
- Keys returned to office if issued

**FINAL RESPONSIBILITY ACKNOWLEDGMENT**

I acknowledge that I have read and understand this Clubhouse Use Agreement and accept full responsibility for compliance with all rules, for the conduct of guests, and for any damage or cleaning required following the event.

Host Name: \_\_\_\_\_

Lot/Unit Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SAMPLE

We truly understand the need to maintain the cleanliness of the clubhouse but would like to comment on the proposed standards being reviewed by the Board of Directors.

### **PROPOSED CLUBHOUSE EVENT STANDARDS**

We have had many fantastic events at the clubhouse this year, with even more to come. Hosting frequent events can be a wonderful way to bring people together and make full use of the clubhouse. *Unfortunately, excessive use can gradually lead to wear and tear on the facility. High traffic, frequent furniture movement, food and beverage service and repeated setup and breakdown can accelerate damage to floors, walls, fixtures and equipment.* To keep the clubhouse in great condition, it's important to follow usage guidelines and ensure proper cleanup after each gathering.

#### **First Paragraph**

1. Please define excessive use and wear and tear on the Facility (outside of normal use).
2. Why are we not permitted to use multiple rooms for events to support additional attendance for an event?

#### **Proposed Standards**

1. The Events Committee and/or the people or buildings sponsoring an event at the Clubhouse will do a walk-through of the areas being used prior to the event with the Manager.
  - *We agree to a pre-event walk-through that is scheduled within 7 days of the event with the Facility Manager, Event Sponsor Representative and Executive Committee Representative.*
  - *Facility Management is to create a pre-event checklist (that will be reviewed and approved by the Event Committee) to be used for all pre-event walk-throughs. This will include a review of rooms to be used for the event (identify and overlapping event schedules); repairs to be completed prior to the event, condition of equipment & furniture, carpet and availability of CHA-provided supplies.*
2. Those same parties responsible for sponsoring the event will also do a walk-through of the areas being used after the event with the Manager.
  - *We agree to an after-event walk-through that is scheduled with the Facility Manager, Event Sponsor Representative and Executive Committee Representative.*
  - *Facility Management is to create a post-event checklist (that will be reviewed and approved by the Event Committee) to be used for all post-event*

*walkthroughs. A comparison to made with the pre-event checklist and any issues noted.*

3. All excessive cleaning needed should be reported to the office

- *Define excessive cleaning – what constitutes excessive cleaning?*
- *This will be identified during the after event walk through.*

4. All repairs that are needed should be reported to the office.

- *Any repairs from events will be noted during the pre- and after-event walk through.*
- *Repairs identified prior to event start should be completed before the event.*
- *If #3 and/or #4 are required, then the event sponsors responsible and facility management should supply a plan of action to the office and/to the community.*
  - *Facility management and Event Sponsor will collaboratively work on a plan of action. If the parties do not agree, an Executive Committee member will make the final decision.*
- *Include cleaning costs into the budget of the function.*
  - *We question why the cost of cleaning for an event is part of the event budget and not part of our HOA fees.*
  - *What is the schedule of the cleaning staff, their cleaning responsibilities on a daily basis and after an event?*

The new Event Committee has had a lot of fun planning events for the 2025/2026 season. We feel that we have succeeded in providing our community with events that are creative, innovative, fun and enjoyable for the CHA community. We are working toward joining our community together and lessening the separation between home and condo owners. We need to keep the community active and lively. We look forward to continuing our events.