

CONQUISTADOR HOMEOWNERS' ASSOCIATION, INC.
EXECUTIVE COMMITTEE MEETING
Tuesday, April 14, 2026

MEMBERS PRESENT:

Renee Drentkiewicz, President
Bill Cloud, 1st V.P.
Martha Gorton, 2nd V.P.
Joe Endress, Treasurer
Jan Barnes, Secretary

OTHERS:

Bonnie Guenther, Manager
Others in attendance (see attached)

The Executive Committee Meeting 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 Endress to approve the minutes of the Executive Meeting of March 10, 2026. The motion was seconded by Bill Cloud and unanimously approved.

Treasurer's Report: Joe Endress— The report is not available and will be presented next week. In addition, the Executive Committee recommended that in the future, all Treasurer reports will only be presented at the CHA Board meetings. All were in favor of this recommendation.

Manager's Report: Bonnie Guenther—see attached.

* Joe Endress had a question on the homes meters. Bonnie replied that the irrigation and main meters will be done at the same time. Joe reminded us that any homes that want an irrigation meter must pay for it. Bonnie confirmed this and will be sending out notices to all the homes that this will be happening and will include a per meter cost.

Old Business: Clubhouse Events: Renee Drentkiewicz — See attached. Jan Barnes moved to forward this to the CHA Board meeting next week for approval. Joe Endress seconded and was unanimously approved.

New Business:

Zoom: Renee Drentkiewicz—See attached. A brief discussion whether to continue with Zoom for future meetings occurred. Martha Gorton moved to forward this to the CHA Board meeting next week for approval. Joe Endress seconded and was unanimously approved.

Discussion Item: (none)

Comments on agenda items:

- * Kathy and Rob Schappert, (Bldg. 12-203): They shared several reasons to consider keeping zoom available for meetings.
- * Pati Kelvasa, (Bldg. 7-303): Pati asked if the Board could consider keeping zoom during the off-season. She also questioned who was responsible for the upcoming FPL project of removing the old lights and sod. Bonnie responded that it would be CHA's responsibility.
- * Jean McIntyre, (homes): Jean asked if she has an existing irrigation meter does it have to be replaced with a new meter, and Bonnie confirmed that it would need to be replaced as the master association would no longer be manually reading meters. Bonnie also confirmed that FPL is currently doing initial surveys and marking easements. Trench digging will be in the future.
- * Mona Gerard, (homes): Mona suggested that eliminating Zoom is like going back to "old school." She questioned what was "trouble" about Zoom. Bonnie responded: 1) that over the last year, the average percentage of Zoom attendees was 1.95%, 2) as manager, she does not recommend that we record meetings as recording meetings exposes us to potential legal risk, and 3) the state of Florida does not require meetings via Zoom or any electronic platform. Renee said, "It is a lot of trouble for a little bit of people." Mona agreed with Pati that Zoom should continue during the off-season.

Bonnie also suggested that Zoom access should be allowed for the annual and member meetings only. Renee said owners have all week to discuss this with their representatives before next week's meeting.

- * Deborah Pavlic, (Bldg. 11-308): Deborah emphasized that dropping Zoom could minimize the importance of the meetings to the community. She asked, "why" are people not zooming in, is the question.

There being no further business at this time, a motion was made by Joe Endress and seconded by Bill Cloud to adjourn the meeting. The motion was unanimously approved, and the meeting was adjourned at 9:58 am.

Jan Barnes

Renee Drentkiewicz

Jan Barnes

Renee Drentkiewicz

Jan Barnes, Secretary

Renee Drentkiewicz, President

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

Tuesday, April 14, 2026

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: Clubhouse Events – Renee Drentkiewicz

NEW BUSINESS: Zoom – Renee Drentkiewicz

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

POSTED: 4/9/26

Manager's Report

Executive Committee Meeting

April 14, 2026

- The 2025 taxes have been completed for all associations. The compiled financial statements will be sent to Boards.
- The 2024 CHA audit is nearly complete.
- The meters for the CHA common area have been installed. The meters for the condos will be installed in the next couple weeks, followed by the homes meters.
- The bollard lighting project is progressing nicely. I do not have a completion date.
- The west side lighting project began with easement surveys. No digging is being done currently.

CONQUISTADOR HOA CLUBHOUSE LIMITED USE AGREEMENT & WALKTHROUGH CHECKLIST

Event Information

- Date & Day: _____
- Time: _____ to _____ AM / PM
- Room(s) Reserved: _____
- Event Name/Purpose: _____
- Number of Attendees: _____ Residents: _____ Guests: _____

Responsible Party (Host)

- Name: _____
- Lot/Unit #: _____
- Phone: _____
- Email: _____

The above-named resident (“Responsible Party”) assumes full responsibility for the use, condition, security, and compliance associated with the Clubhouse.

Definition of Clubhouse

The Clubhouse includes: Lobby, Ballroom including Kitchen, Clubroom, Clubroom Porch, Fitness Center, and Library.

Clubhouse Use Terms & Restrictions

1. Use is strictly limited to the room(s) reserved under this agreement.
2. Use of the swimming pool and sauna is not permitted.
3. All residents and guests retain access to unreserved areas.
4. No activity shall create a nuisance within Conquistador or surrounding areas.
5. No animals are permitted except legal service animals.
6. No tape, adhesives, nails, staples, or fasteners may be affixed to walls or fixtures.
7. No furniture, equipment, or systems may be moved.
8. Supplies in locked closets/storage areas are not to be used unless previously approved.
9. Parking permitted on east side of Camino Real Ave only; No parking on the west side of Camino Real Ave.

Vendor & Insurance Requirements

- Use of the Clubhouse is at the sole risk of the Responsible Party.
- **All vendors, contractors, or caterers must provide a valid Certificate of Insurance (COI) to the Association office at least forty-eight (48) hours prior to the event.**
- The COI must include:
 - General Liability Insurance
 - Workers’ Compensation Insurance or if cannot be provided, an Exemption Certificate

- Conquistador HOA, Inc. listed as an Additional Insured
- If the above cannot be provided, a hold harmless agreement must be completed and returned to the office 48 hours prior to the event.
- Failure to provide required insurance documentation within the required timeframe will result in denial of vendor access to the property.

Vendor/Caterer Name: _____

Vendor/Caterer Phone Number and/or E mail: _____

Insurance Verification (Office Use)

- Certificate of Insurance Including Liability and Workers Compensation or Hold Harmless Agreement Received: YES NO
- Certificate Names Conquistador HOA as Additionally Insured:
 YES NO
- Date Received: _____
- Verified By: _____

Fees

- A \$100 refundable cleaning deposit is required for all private events.
- A \$100 non-refundable fee will be charged for events where 80% or more of attendees are residents.
- A \$250 non-refundable fee will be charged for events where 79% or fewer of attendees are residents.
- No fee will be charged for Board-approved community-wide events.
- No fee will be charged for memorial services for former residents.

Exclusions

The above fees apply to private events requiring reservation of the Clubhouse. Routine, informal, or recurring social activities organized by residents—such as card games, or similar gatherings—are not considered private events and are not subject to these fees.

Payment Type: Cash: _____ Check #: _____

Walkthrough Requirement

Pre-Event Walkthrough

- Conducted with Management prior to event
- Documents existing condition of reserved areas
- Confirms understanding of responsibilities

Pre-Existing Damage / Condition Log

(To be completed during pre-event walkthrough)

Walkthrough completed with: _____

Post-Event Walkthrough

- Conducted after event or next business day by 12PM
- Compared against pre-event condition log
- Any damages to be reported to management

Failure to complete walkthroughs may result in automatic charges.

Damages noted: _____

Walkthrough completed with: _____

Cleaning & Restoration Requirements

Cleaning & Damage Responsibility

- All facilities must be cleaned by 12:00 PM the following day.
- Failure to clean properly will result in charges billed to the Responsible Party.
- Responsible Party is liable for all damages and must reimburse within 30 days of notice.

Management Authority

- All reservations require Management approval.
- Decisions are final unless escalated to the Executive Committee for rule interpretation.

Enforcement

Failure to comply may result in:

- Cleaning charges

- Damage charges
- Suspension of Clubhouse privileges

Agreement & Acknowledgment

I certify that I am a Conquistador resident and agree to all terms and conditions herein.

Responsible Party Signature(s):

Printed Name: _____

Signature: _____

E mail & Phone Number: _____

Printed Name: _____

Signature: _____

E mail & Phone Number: _____

Management Approval

Approved By: _____

Date: _____

Before Leaving Event (Same Day)

- Appliances turned off (stove, coffee makers, etc.)
- Refrigerator closed
- Food removed or stored
- Lights and fans turned off
- Thermostats reset (78°F)
- Exterior doors secured
- Trash removed to dumpster
- Kitchen cleaned
- Sound system off; microphones returned with batteries removed and stored
- Lobby and restrooms free of debris

Completed by: _____

By Noon the Day Following the Event

- Tables/chairs returned to original positions
- Floors cleaned and spills addressed
- Rugs inspected; stains cleaned or reported
- Trash liners replaced
- Decorations removed
- All items returned to proper locations
- Clubhouse left clean and orderly
- Keys returned to office

Completed by: _____

BOD Mtg Zoom Attendance

Mtg Date	# of Attendees	Percentage of residents
1/20/2026	6	1.75%
12/5/2025	13	3.79%
11/18/2025	4	1.17%
10/7/2025	1	0.29%
9/16/2025	6	1.75%
5/20/2025	9	2.62%
4/15/2025	11	3.21%
3/18/2025	6	1.75%
2/18/2025	6	1.75%
1/21/2025	5	1.46%
Average percentage of attendees		1.95%

Response from Jane Cornett, HOA attorney regarding Zoom requirements:

"No, an HOA is not required to retain any type of recording of a Zoom call. If you did decide to make a recording, voice or video, and then decided to keep it for any reason, that recording is not open to owners to inspect. In an HOA the owner inspection rights are limited to written documents. The only problem with keeping recordings is if you ever ended up in court, in a lawsuit, the opposing party could subpoena those recordings. So, if you record, then I suggest you use the recording to create or confirm any minutes or other notes, and then you delete those recordings. that should be a standard policy."