

CONQUISTADOR HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS' MEETING
Tuesday, April 21, 2026

MEMBERS PRESENT:

Jim Kurtz, Bldg. 1
Bill Cloud, Bldg. 2
Marge Drury, Bldg. 3
Rick Cass, Bldg. 4
Laura Ronayne, Bldg. 5
Renee Drentkiewicz, Bldg. 6
Patricia Kelvasa, Bldg. 7
Martha Gorton, Bldg. 8
Vince Stapleton, Bldg. 9
Jan Barnes, Bldg. 10
Deborah Pavlic, Bldg. 11
Dan DeHaven, Bldg. 12
Joe Endress, Homes 1
John Calabro, Homes 2
Suzie Heimburger, Homes 3

OTHERS:

Bonnie Guenther, Manager
Others in attendance - see attached

President, Renee Drentkiewicz, shared the expectations for CHA meetings. (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 Renee Drentkiewicz asked for a motion to approve the minutes of the Board meeting on March 17, 2026. Joe Endress so moved, and Suzie Heimburger seconded. The motion was unanimously approved.

COMMITTEE REPORTS:

Events Report: Diane Encarnation — See attached

Suzie Heimburger thanked the committee for a wonderful job this past season. Joe Endress made a motion to accept the proposed six (6) events for next year 2026-2027. Jim Kurtz seconded. Motion passed unanimously.

Treasurer's Report: Joe Endress — See attached

Jan Barnes asked if the report reflected the second Blue Stream door fee payment. Bonnie replied that the monies are due May 1, 2026. Suzie Heimburger asked if the installation of the meters had begun. Bonnie replied that common area meters have been installed.

Manager's Report: Bonnie Guenther—See attached

Joe Endress asked about the irrigation meters replacement notifications. Bonnie said that notice will be sent to the homes when the meters are about to be replaced. The irrigation water credit provided by the City of Stuart for properties that had irrigation meters was discussed. Owners who currently do not have irrigation meters will have the option to have one installed after all existing meters are replaced. Owners should make Bonnie aware if they are interested in purchasing an irrigation meter. John Calabro inquired about the cost of each irrigation meter. Bonnie said it was around \$580 for each meter. The cost of the irrigation meters is the responsibility of individual homes and condos.

Old Business: Clubhouse Events - Renee Drentkiewicz

During a discussion about the 'Conquistador HOA Clubhouse Limited Use Agreement & Walkthrough Checklist' form (see attached), the issue of "who is responsible for the event" was raised. Rick Cass made a motion to use Joe Endress's suggestion to use the original 'Agreement for the Limited Use of Conquistador Clubhouse' form (see attached). John Calabro seconded. Motion passed unanimously.

Suzie Heimburger made a motion to change the percentages of attendees for private events. Under "fees" for the \$100 non-refundable, change the attendance from 80% to 65%. For the \$250 non-refundable, change the ratio from 79% to 64%. John Calabro seconded. Motion passed unanimously.

Rick Cass made a motion that we use the new form, 'Conquistador HOA Clubhouse Limited Use Agreement & Walkthrough Checklist' for PRIVATE events only, with the walkthrough checklist to be used on all events. John Calabro seconded. Motion passed.

New Business: Zoom - Renee Drentkiewicz

Renee shared the response from our lawyer about using Zoom for recording meetings for minutes (see attached). The attorney advised that any recordings of meetings be deleted after the meetings. She also advised that the policy of deleting recordings of meetings should be standard policy. Suzie Heimburger stated that we use Zoom as suggested by the lawyer to make sure our minutes are correct. Joe Endress agreed, saying that this gives more transparency to the community. Bonnie suggested that a reasonable Zoom participant percentage be established and that the Zoom participation should be evaluated at a later date to gauge Zoom participation. Suzie Heimburger emphasized the importance of maintaining Zoom access to allow Board members the ability to attend meetings remotely when necessary. John Calabro agreed, noting that while a specific participation percentage is not critical, providing the option remains important even if only a few members utilize it.

Rick Cass commented that maintaining consistent participation percentages can be challenging, particularly during the summer months. Deborah Pavlic expressed agreement with the positions shared by Suzie Heimburger and John Calabro regarding the continued use of Zoom.

Suzie Heimburger made a motion to keep Zoom meetings for all CHA Board meetings so that we can verify accuracy and then delete them. Rick Cass seconded. A roll call vote was taken, and it passed unanimously.

Comments on Agenda Items:

- * DeAnne Lewis, Unit 2-104: Shared that she doesn't attend meetings unless it is a big issue but rather joins in with Zoom. Zoom is important to her.
- * David Sherlock, Unit 8-307: Is glad we have zoom. He suggests that the quality needs to improve. He uses it when he is up north.
- * Jean McIntyre, (Homes): Thanks to all who attended today. She suggested that when agendas come out that items indicate if it is up for discussion or a vote. This might help for more participation. Renee responded that anything could come up as a vote.
- * Mona Gerard, (Homes): Questioned about gutter rust. Renee referred her to talk to Bonnie as this was a maintenance issue. She also asked if the handouts for the meetings could be available before the meetings. Bonnie responded, "yes." Finally, she volunteered to help set up the zoom during season.
- * Rick Cass, Unit 4-305: Questioned if there was a problem with the Zoom equipment. Bonnie responded that the Zoom camera has been replaced and the audio and visual are much better.
- * Brenda Hoxie, Unit 6-201: Commented that Bonnie should get extra pay to set up and run Zoom.
- * Cathy Schappert, Unit 12-203: Thanked everyone for their volunteer work. She appreciates having Zoom as it has improved greatly since 2022. She stated the microphones cut out and suggests that people be more aware when speaking and to speak right into the microphones.

* Patti Kelvasa, Unit 7-303: Shared that residents show up when they are “fired” up. She reminded us that the Board is working all year for the community. She encouraged people to get more involved and participate in the Zoom or attend the meetings when available. Deborah Pavlic shared a quick note that people have a venue through their Representative.

With no further business at this time, a motion to adjourn was made by Rick Cass and seconded by Joe Endress. The motion was unanimously approved, and the meeting was adjourned at 10:33 am.

Jan Barnes

Jan Barnes, Secretary

Renee Drentkiewicz

Renee Drentkiewicz, President

CONQUISTADOR HOMEOWNERS' ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

Tuesday, April 21, 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: Clubhouse Events – Renee Drentkiewicz

NEW BUSINESS: Zoom – Renee Drentkiewicz

Discussion Item:

Comments on agenda items:

POSTED: 4/16/26

Good Morning Everyone. I'd like to call this meeting of the Board of Directors to order,

Thank you all for attending.

Before we begin, I want to briefly outline how this meeting will be conducted to ensure it remains orderly, respectful and productive. As President of the Association, I will be chairing today's meeting. All comments will be directed through the chair. We will follow the published agenda, and the Board will take up each item in sequence. Please wait to be recognized, state your name for the record, and keep your remarks concise and relevant. Interruptions, cross-talk and personal comments will not be permitted.

For homeowner input, there will be an opportunity to speak at the designated time. When recognized, please state your name, address and limit your comments so that everyone has a chance to be heard.

Remember, the purpose and goal of this meeting is for the Board to conduct Association business efficiently and professionally.

We appreciate your cooperation. Jan will you please conduct the roll call.

BOD 4/21/26

Architectural Review Applications

1. 1813 SE Granada Lane Erickson; Pergola; Recommended for approval by the Architectural Review Committee (ARC) on 4/13/26 and approved by the Board of Directors (BOD) on 4/14/26

Event Committee Meeting

April 6, 2026

Minutes

Event Committee: Patti Cobb, Diane Encarnation, Julie Fall, Faye Lizotte & Laurie Thor

Attendees: Pat Marquette, Lynn Wells, Karen Milligan, Jan Barnes, Geri Deihl, Joy Hale, Beth Sherlock, Liz Duffy, Adrienne Scudero, Anna Doder, Nancy Flynn, Kathye Smith, Diane Montuoro, Renee Drentkiewicz, Andrea Saddler.

Diane provided a Treasurer's update. Our current account balance is \$8,631.97 as of 3/31/2026. This does not include ticket sales from the End of Season party. Our starting balance in January 2026 was \$11,176.29. For next season, we will strive to maintain an event account balance of \$10,000. We will monitor and if necessary, will identify additional money-raising ideas for events. The Creative Hands Arts & Crafts Show was the biggest money maker for Season \$971.00. The Bake Sale was the largest part of the profitable event - \$489. The CHA BAH brought in \$267. 50/50's brought in \$720.

Faye Lizotte is stepping down from the Event Committee for the 2026-2027 season. Thanks Faye for your contributions and we wish you all the best.

For next season:

1. 50/50's are very successful and should be included in every event.
2. Bake sales - Adrienne offered to coordinate additional bake sales for our next season's events.
3. Tickets
 - Prices – need to be increased to offset costs of events. Minimum ticket prices are \$10/15, no \$5 events.
 - Outside Attendees – tickets will be offered to friends of Conquistador Community after a designated date.
4. Baskets were money makers in the past and will be considered next season to support the Event Committee account.

We discussed Events for the upcoming 2026/2027 season. Event Coordinators were assigned and will be responsible for the centralized ticketing process. Community Volunteers will be recruited to assist the coordinators. The Event Committee will sponsor the Holiday Party and are available to assist the Event Coordinators for events.

The following events are tentatively scheduled for the 2026/2027 Season.

2026/2027 Season Events and Tentative Dates

- **11/21/2026 - Holiday Party** - sponsored by Events Committee. Community Lighting dates to be coordinated
- **1/23/2027 - Dinner Theatre (Welcome Back)** - Event Coordinator – Adrienne Scudero – Manhattan Group Theatre – Wedding Theme
- **2/6/2027 – Lip Sync Party** – need to discuss presentation of music, etc.
- **2/27/2027 - Creative Hands – Ars & Crafts** – Event Coordinator – Beth Sherlock
- **3/11-3/13 (TBD) - Monte Carlo -Casino Night** - Event Coordinator - Andrea Saddler. This will replace the Night at the Races Event. The event should be approved – no exchange of \$\$ during the games. Play with fake money and use “winnings” towards raffle items.
- **4/10/2027 – Block Party – End of Season** – Event Coordinator Lynn Wells. Block party with Food trucks. Renee to investigate the potential of liability. Use the street outside the Club House and parking Lot.

Other Events

- Bake Sale – Event Coordinator – Adrienne Scudero
- Sip & Paint - event to be held during the week
- Trivia – may consider another MC for Trivia, later start time similar to Bingo Time
- Bingo – Event Coordinator - Pat Marquette
- Speaker Series
- St. Paddy’s Day – outside venue if a coordinator wants to step up.
- Happy Hours – TBA
- Newcomers Breakfast – haven’t had this event in 3 years. We will look into other options to recognize newcomers.

Bonnie,

I will be listing the 2026/2027 Events with tentative dates, attaching list. Regarding the new use agreement for events, we do not agree with having an individual from Conquistador be the "responsible party" specifically in regard to issues listed under cleaning and damages responsibility.

Our new process, for the pre and post event area inspections, will identify any issues and provide a simple remedy.

It was followed with the last event and appears to have worked just fine.

We believe this topic warrants further discussion and would like to suggest that this item be tabled considering all events are done for the season.

Diane Encarnation

Sent from my iPad



CONQUISTADOR HOMEOWNERS' ASSOCIATION
TREASURER'S REPORT
MARCH 2026

FINANCIAL ANALYSIS:

March, again, was a very good month for financial controls. The Annual Budget reflected those projects beginning by now so we still showing positive variance to the Annual Plan.

In **General Common Areas-Supplies**, we purchased a large quantity of Rust Gone, we also began being invoiced for the meter project, these expenses amounted to \$3,908.42 putting this category over plan.

In **General Common Areas-Landscaping Expenses**, we directed a hard trim on the West Wall at a cost of \$1,000. We also had Florida Irrigation take care of a few items at a cost of \$2,143.80.

In **Clubhouse-Other Expenses**, the final payment of the North Clubhouse utility fence amounted to \$1,456.35. Additionally, we had repairs to the Clubhouse Pool heater/chiller. This amounted to \$3,700.

In **General-Legal Services**, we had several expenses with our Legal firm, Becker & Poliakoff. Their annual retainer for 2026 amounted to \$300. The work on our 2025 changes to our Amendments, and communication to a resident due to violations, and finally the work done on the Blue Stream contract. These expenses amounted to \$1,370.

In **General-Office-Service & Miscellaneous**, we had several smaller invoices for office issues. Additionally, we had an expense of \$1,270 for our contract with Intuit.

All in all, it was a very good month. As I have indicated, the expenses for the larger community-wide projects have begun and invoices will begin to erode the large positive variance we currently have against our Annual Plan.

CHECKING/RESERVE ACCOUNTS:

(BANK STATEMENT AS OF APRIL 2026)

\$354,710.77	SouthState Bank Operating Account
\$640,868.36	SouthState MMKT Account
<u>\$272,358.74</u>	Synovus Business CD
\$1,267,937.87	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
April 21, 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 am meeting with the installation team today.
- The west side lighting project has begun with pole installation. No boring or digging will be done for several weeks.

**CONQUISTADOR HOA CLUBHOUSE
PRIVATE EVENT 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 65% or more of attendees are residents.
- A \$250 non-refundable fee will be charged for events where 64% 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: _____

**COMMUNITY EVENTS 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 65% or more of the attendees are residents of Conquistador.

A \$250 non-refundable fee will be collected when reserving the facilities if 64% 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.

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."