

# *Casa Bonita Royale*

Condominium Association  
25901 Hickory Blvd. S.W.  
Bonita Springs, Florida 34134

**APPROVED**

## **MINUTES OF BOARD MEETING**

Date: November 24, 2025

Place: CBR Community Room / Zoom

Time: 9:00 AM

- 1) **Certify a Quorum of Directors:** Board members John Brink, Lee Christoferson, Steve Matousak and Rick Lovett were present. Frank Parrish of Frankly Coastal was also present via Zoom.

John Brink announced that Rick Lovett is stepping down from the Board and Sarah Hildebrand has been appointed as his replacement. John welcomed Sarah to the Board and thanked Rick for his many, many years of service on the Board.

- 2) **Call to Order:** The meeting was called to order by President John Brink at 9:00 am.

- 3) **Treasurer's Report:**

Steve Matousek discussed the proposed operating budget noting that two areas had decreased operating expenses: building and elevators. The decrease was mainly due to a hurricane-free season. Insurance premiums were reduced by contracting with a different carrier.

John noted a portion of the capital call from last year, \$60,000, was set aside to fund the SIRS requirements. However, approximately \$40,000, was used to repair the oil lines of the elevators. This repair was not expected and not budgeted. We are obliged to continue to fund the structural reserves. Additionally, the city of Bonita Springs is now requiring a separate water line for the fire system. A contract has been signed to run a line from the electrical room and across the parking lot to the main water valves. The cost is approximately \$60,000. Even with these additional expenses, we still exceed the SIRS required reserve amounts for next year. Also, there are no projects suggested by SIRS for next year. Therefore, an increase in quarterly assessments will not be required this year.

- 4) **Approval of 2026 Operating Budget**

*A motion was made and seconded to approve the 2026 Operating Budget. The motion passed and the budget was approved.*

- 5) **Committee Reports**

- a) **Building and Grounds:** John noted painting of the building is completed and he hopes everyone is happy with the results. He asked for suggestions/requirements for future building improvements. John reported Steve and Jan Long recently completed a deep-clean on the grills. John thanked them and reminded everyone that the grills must be cleaned after every use. It is up to everyone using the grills to contribute to their maintenance.

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- b) **Housekeeping:** Lee Christoferson stated that the housekeeping staff is doing a good job of keeping the building cleaned. He stated anyone encountering a housekeeping issue should contact Jane Christoferson to report it. Jane will discuss the issue with the housekeeping staff.

## **6) Future Projects**

- a) **Lighting:** Lee noted that building lighting must conform to turtle safety standards. He said Dirk reported that most of the current lighting is obsolete. Dirk provided the name of a lighting company to purchase new fixtures. There are 72 lights that are in need of replacement. Additionally, it is recommended to have 13 in reserve to replace damaged units. Turtle bulbs would also be required. It is hoped that our current bulb inventory would be able to be utilized. Three fixture samples will be purchased to decide the most appropriate. Total costs are in the area of \$7,000.
- b) **Elevator:** Several of the outside elevator doors are rusting. Steve contacted a company that cleans and vinyl wraps the doors at a cost of approximately \$1,000 per door. He is awaiting a formal quote. John also discussed the necessity of protecting the door to the elevator shaft from any future hurricanes. There are several options including an inflatable device. Maintenance of the elevators will likely switch from Oracle back to T-K. Steve noted that Oracle has not been complying with laws that state logs must be kept for both of the elevators doors. Several other contract issues have also not been observed by Oracle.

## **7) Other**

- a) **2026 Annual Meeting:** John Brink announced the 2026 annual board meeting will be held on Monday, February 9, 2026, at 7:00 pm. Prior to the meeting, everyone will receive notice and anyone interested in running for the board will be given the opportunity to submit their names.
- b) **Financial Audit:** John questioned Frank Parrish whether or not CBR is required to complete an audit. Frank stated that laws have been revised regarding when an association requires an audit. The requirement for an audit is related to the amount of the total budget. Since CBR's budget is over \$500,000, an audit is required every other year. Frank will supply John with the name of the audit firm currently used by other condo associations as well as information as to the audit preparations.
- c) **Meeting Recordings:** John asked Frank if CBR is required to record board meetings. Frank answered, yes it is a requirement. If a meeting is presented on Zoom, the recording must be kept for one year. Specifics of recording and storage of the recordings are still being determined.
- d) **Reminders:**
  - i) **Main Water Valve:** John reminded all owners to turn the main water valve off in their units whenever they are gone for more than 24 hours.
  - ii) **Leases:** If leasing your unit, signed leases must be submitted to Frankly Coastal at least 15 days prior to the start of the lease.
  - iii) **Unit Locks:** All unit door locks must be keyed to the master key. Contact a board member or Dirk to verify your lock is in compliance.
  - iv) **Water heaters:** Lee stated owners whose water heaters are due for replacement this year

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and next year will be receiving a notice. Water heaters must be replaced every 10 years. A pan beneath the heater is highly recommended. Dirk has a contact he can recommend, if needed.

- v) **Home Checks:** Lee recommends all owners consider having a home check done at least once a month when the owner is not in residence. Dirk is available, at a charge, to complete bi-monthly inspections. Several residents noted difficulty in contacting Dirk and/or hiring him for projects in their units. John will discuss the issue with Dirk and obtain clarification. Lee has an additional home watch vendor recommendation and will send out an email with his name and contact number. Jan Long mentioned items needing attention used to be entered on a clipboard in the community room. That board has been missing since hurricane Ian.
- vi) **Butterfly Entry System:** John is concerned the system is not being utilized to its fullest regarding creating specific codes for vendors/contractors, etc. Steve has created special codes for the fire department, elevator repairs, etc. For security purposes, owners should be creating temporary codes for each of their renters.
- vii) **Remodeling/repairs:** After hurricane Ian, owners were allowed to complete hurricane related repairs at any time during the year. The board has now decided to return to repairs and remodeling being completed only during the time frame called for in the bylaws. When remodeling information is submitted to the board for approval, owners will be reminded of the approved months and times work may be completed.
- viii) **Summit Broadband:** Steve noted there are less than six months remaining for the installation of the new system to be completed. Owners should contact Summit as soon as possible to set up their appointment time.
- ix) **Missing Items:** John mentioned a small item was taken from the Community Room recently. John reminded all to lock their units, cars, etc., as a precaution.
- x) **Docks:** Contact Lee if you need a vendor for pylon replacements, lift issues, etc.
- xi) **Investments:** Joe Defino stated he has requested investment information and has not received an answer. Frank Parrish will make the data available and set up read-only access for the appropriate individuals. An investment committee will investigate further.
- xii) **Dryer Vents:** It was noted that some dryer vents have been painted shut during the building painting process. Owners are urged to check their unit dryer vents.

**8) Adjournment:** The meeting adjourned at 10:30 am