Royal Mansion Condominiums

8600 Ridgewood Avenue
Cape Canaveral, FL 32920
Prestige Property Management – 321-501-0654 – prestigeofbrevard@att.net

Board of Directors
Meeting Minutes
held
Monday, February 16, 2026

This meeting was held in the clubhouse located at 8600 Ridgewood Avenue, Cape Canaveral, FL 32920 and by ZOOM Video Conference at the following link:

https://us02web.zoom.us/j/81292351054

This Meeting was called to order at 6:04 p.m.

A quorum was established with 4 of 5 Directors Present. Jeff Denton was in person at the clubhouse. Kevin DeMayo, Robert Monette & RJ Sicre were present via ZOOM.

Notice was posted at least 48 hours in advance of the meeting.

Jeff motioned to waive the reading of the minutes from the previous meeting and approve same. Robert 2nd. All were in favor and the minutes were accepted as submitted.

Reports of Officers, Committees or Agents:
Jeff relayed that the financials were all turned over by HMI except for a few items that Prestige Property Mgt (PPM) was working with them on. Funds have been and will be diversified and placed in FDIC insured accounts earning as much interest as possible. Jeff further explained that they would be using "deferred maintenance line item" on the budget to account for the "surplus" items being paid in 2026 for the pool pack project, the new pool fencing, the repairs to the stairwell railings and the paver deck.
Jeff also reminded everyone that with the recent freeze the county experienced, we will not know the extent of how much damage to the landscaping will be until at least mid to late March when the temperatures have warmed up. Currently, most of the landscaping is brown, except for some palm trees and juniper shrubs.

Old Business:
Pool and Spa Pool Pack Replacement: This project is complete and all items are up and running nicely. We are only waiting for the permit to be finalized. It should be noted that the spa pump did not work when they first installed it; however, it was replaced under warranty this past week.

Paver Project to Pool and Overlook Decking area: Still waiting for engineering to finish the paperwork to submit the permit. PPM following up every other day on this matter.

New Stairwell Railings/Pool Fencing: The fencing around the pool area cannot be installed until the stop work order is lifted. We are still waiting for the delivery time on this project and PPM continues to follow up on this project. The repairs to the stairwell railings are scheduled for February 19, after which they will be professionally painted with a good oil based paint.

Sealcoating/Mill & Pave to Parking Area: The Board requested PPM to please obtain proposals to have the parking area "repaired" then seal-coated and stripped.

New Business:
Hallway Deck Coatings: Lori met with Tech Systems regarding the hallways. She confirmed that they would only be adding a few milage of paint to even out the textured floor to help elevate the dirt ponding in the crevasses. There was consensus that since the cleaning folks have been cleaning the floors, they look much better. There was a request from a few owners to ask the cleaning people not to mix up the doormats. Lori explained that they would not know whose is whose, and that they should be bringing in their mats when they are scheduled to pressure wash, which is the 2nd Wednesday of each month. Lori suggested that folks use permanent marker to put their unit number on the bottom of the mat.

Roofing Bids to Reroof and Maintenance Plans: Tabled

Discussion RE: Amendment to the By-Laws: Lori explained that currently the by-laws stated the Annual Meeting of the Membership is to be March, yet the fiscal year starts January 1. She further explained that if the Annual Meeting could be held in maybe November or early December, the budget adoption meeting could be held at the same time, combining mailouts to save mailing and printing costs. After brief discussion, Jeff motioned to put it to a member vote to amend the by-laws to allow the Board to choose the annual meeting date and time. Robert 2nd. All were in favor and the motion passed. Jeff questioned what percentage was required for the amendment and Lori believes it is a simple majority, but she will double check. (IT SHOULD BE NOTED THAT UPON TRANSCRIBING THESE MINUTES, IT WAS FOUND THAT THIS AMENDMENT WOULD NOT BE REQUIRED AS THE BY-LAWS ACTUALLY STATE THAT "THE ANNUAL MEETING IS TO BE HELD IN MARCH UNLESS AS OTHERWISE DETERMIED BY THE BOARD OF DIRECTORS".)

Lori then informed the Board that there was also confusing language relating to late fees and interest. Currently the by-laws state the dues are "due" on the 5th of the month but then the declaration states the late fee cannot be levied until the 30th day of the month. Additionally, it lists $50.00 as the late fee but the Florida Statute caps that amount at $25.00. So, to be in line with the FS she suggested amending these sections of the Governing Documents. After discussion, RJ motioned to put it to a member vote to amend the sections above to read "assessments are due on the 1st day of the month and considered late if not received by the 10th" of the month and further that the late fee be $25.00 or 5% of the amount owed, or as amended from time to time by the Florida Statute". Jeff 2nd. All were in favor and the motion passed. This measure also requires only a simply majority vote of the membership.

Discuss possibility of Installing Gate on South portion of the property: Jeff recapped from the previous meeting a request from a unit owner to possibly install a pedestrian gate along the south portion of the property. It was further clarified that the gate should be placed along the south- WEST area of the fence and not necessarily along the "south" portion of the fence. The Board instructed

PPM to obtain a bid to have the gate installed, preferably near light. Lori will mark out a spot and contact East Coast Fence for a bid.

Lori then informed the Board that unit owner Angie Wilkerson took it upon herself to inquire about new pool furniture and/or re-strapping the current chairs and chaises and had forwarded to Lori estimates for new furniture, which was quite expensive and a price to have them re-strapped, which was very affordable. Lori explained that she would send half of the furniture out to be re-strapped then when they were returned, send the remaining ones out. She also would like to add contrasting stripping at the head and feet of the chaise lounges in the royal blue that would coordinate with the awnings around the property. As such, RJ motioned to approve of having the furniture re-strapped. Robert 2nd. All were in favor and the motion passed.

Lori then asked who had the clock hanging from their balcony facing the pool and was told it was a tenant. Lori will purchase a clock to be installed on the clubhouse facing the pool and ask the tenant to remove the clock hanging from the balcony railings. Someone asked how long holiday lights could be hanging as someone had some red lights still up. Lori said she would contact everyone and remind them that holiday lighting should be removed within 3 weeks of the holiday ending. Another member

There was a question from an owner about the north gate to the crossover to the beach not being locked. Lori explained that she obtained a piece for the broken lock under warranty but that did not fix the lock. She is ordering a new one and hopes to have it in soon.

There was a request to purchase a few umbrella bases that could be placed around the pool deck so that guests could bring their own umbrella to the pool. This would help with the problem of folks leaving umbrellas up and leaving without closing them, which has caused damage by high winds. Lori will purchase 4 stands and notice the owners of this temporary fix to provide shade around the pool deck.

There was again the question of whether or not the gazabo would be re-installed and Lori explained that she was trying to get an architect to draw up plans so that bids could be obtained to have the gazabo re-installed. Once all that information was given to the Board, the Board would decide whether they would be putting the matter to the members for a vote or not. Kevin would like the attorney's opinion on this matter. Lori clarified that her using the word "if" related to the fact that should the Board approve the re-installation of the gazabo, no member vote would be required.

Lori reminded everyone that on Tuesday, February 24, work to the fire alarms would be made and that the sounders may be going off and to be prepared for that.

Finally, Cindy MacDonald asked if mailboxes could be installed at the association. Jeff mentioned that this was brought up previously and the Board did not entertain having this done as more than 90% of the units are rentals and not full-time owners' residence. Lori asked Cindy to please forward to her the information she had on the subject, and she would look into it.

Annual Meeting Date: Annual Meeting of the Membership – 3-21-26 – 12:00 p.m. followed by the Organizational Meeting of the Board of Directors

With no further business to come before the Board, Jeff motioned to adjourn the meeting at 7:36 p.m.