Clear Lake Estates Homeowners' Association

Annual Members' Meeting

January 29, 2026

Annual Meeting Minutes - DRAFT

QUORUM NOT MET

Jeff Chaffee- 2444 Wyndham Bay Pl Called the meeting to order at 7:10 PM

Certification of Quorum: A quorum of 30% of members is required. The Quorum was presented by (4) homeowners present and (3) valid proxies, totaling 7 homeowners.

Proof of Meeting Notice: SWPM CAM confirmed that the meeting notice was posted & mailed to all owners

Determination & Nominations of Candidates: The board welcomed all attendees and outlined the purpose of the meeting. The nomination submissions were reviewed highlighting the date it was received, the eligibility and the total number.

Cast Ballots: There were Nine open positions on the board with Seven intent forms received.

Announce New Board of Directors: With seven homeowners present, quorum was not met. As a result, the current board members will roll over for another term, and the two new candidates will fill two of the four remaining open seats.
Jeff Chaffee, Eliane Kloth, Larry Robinson, Natalia Pacheco, Staci McNealy, Gregory Muzila & Frank Crincoli

Adjournment: 7:10 PM

DRAFT

Clear Lake Estates Homeowners' Association

Annual Members' Meeting

January 29, 2026

Organizational Meeting Minutes

Call to Order: Jeff Chaffee called the meeting to order at 7:17PM

Nomination/ Motion to fill in the 2026 Board of Directors seats:
President: Elaine Kloth made a motion **Jeff Chaffee** to serve as the President of the Board. Larry seconded the motion. Jeff accepted the nomination. Motion carried unanimously
Vice President: Larry Robinson made a motion **Elaine Kloth** to serve as the Vice President of the Board. Jeff seconded the motion. Elaine accepted the nomination. Motion carried unanimously.
Treasurer: Larry Robinson made a motion **Staci McNealy** to serve as the Treasurer. Jeff seconded the motion. Staci accepted the nomination. Motion carried unanimously.
Secretary: Larry Robinson made a motion **Gregory Muzila** to serve as the Secretary. Jeff seconded the motion. Gregory accepted the nomination. Motion carried unanimously.
Director: Jeff Chaffee made a motion with **Larry Robinson** to serve as a director. Elaine seconded the motion. Larry accepted. Motion carried unanimously
Director: Elaine Kloth made a motion **Natalia Pacheco** to serve as a director. Larry seconded the motion. Natalia accepted. Motion carried unanimously
Director: Larry Robinson made a motion Frank Crincoli to serve as a director. Natalia seconded the motion. Frank accepted. Motion carried unanimously

2026 BOD Meeting Schedule: April 28th , July 28th & October 27th at 7:00 PM

Adjournment: With no additional business to discuss, Jeff Chaffee made a motion to adjourn, seconded by Larry Robinson and the meeting was adjourned at 8:15PM

Minutes Prepared by: Silvana Kousiry, LCAM
Southwest Property Management

DRAFT