



Royal Terrace Townhomes Homeowners Association, Inc.
487 18th St
Vero Beach, FL 32960
rtthoa@yahoo.com
Craig Schlitt, President 772-538-4638

Annual Meeting Minutes

February 25, 2026

The meeting was called to order by Craig Schlitt at 3:03P.M. Attendees were Craig Schlitt, Mike Lewis, Paul and Tina Carone, David DaCosta and, by phone, Carroll McClain.

3 board members, 1 proxy and 2 voting members met the quorum requirement.

David DaCosta provided Proof of Notice of Meeting was emailed February 10, 2026, in accordance with all ten Owner Information Forms.

Craig Schlitt moved that we dispense with reading the 2025 Annual Meeting minutes, David DaCosta seconded, unanimous vote. It was pointed out that the minutes were posted on the website since March of 2025.

David DaCosta presented Projects Since Last Annual Meeting list (attached).

Under old business, Paul Carone asked whether any progress had been made looking into a generator for the lift station. David DaCosta replied that no progress had been made. Subsequent discussion stressed the need in the event of an extended power outage.

Under new business, Carroll McClaine suggested that David DaCosta get paid for keeping track of the HOA's accounting books. All present except David DaCosta agreed. David DaCosta said he would think about it.

David DaCosta presented completed Notices of Intent for Craig Schlitt, Michael Lewis and David DaCosta. Motion by David DaCosta that we elect all three to the board, seconded by Paul Carone, unanimous vote.

David DaCosta moved to adjourn meeting at 3:23 P.M., Mike Lewis seconded, unanimous vote.

Organizational Meeting Minutes

February 25, 2026

The meeting was called to order at 3:24 P.M. by Craig Schlitt.

Craig Schlitt, Mike Lewis and David DaCosta were present establishing a quorum.

Motion to accept new officers as follows: Craig Schlitt, President, Michael Lewis, Vice President, David DaCosta, Secretary-Treasurer, made by David DaCosta, 2nd by Mike Lewis, unanimous vote.

Craig Schlitt made a motion for adjournment at 3:26 P.M., 2nd by David DaCosta, unanimous vote.

Respectfully submitted, David DaCosta

Projects since the last Annual Meeting

Standard Things:

- FPL electricity and light pole rental
- Water
- Usset Landscaping
- Pool Service – Pool Masters sold to Aqua Seal in the Fall and we switched to Pinch-a-Penny in February 2026.
- Tree Trimming - major
- Insurance – increased and we stopped amortizing it.
- Pest Control and Fertilizer (every other month by Savings Pest Control)
- Started irrigation inspections quarterly (Limitless Irrigation)

Damaged and Broken Things:

- Replaced, pressure washed and painted fence on Northwest corner of property.
- John Polhemus pressure washed and painted east pergola.

Upkeep:

- After tree trimming, sodded on east side of pool. Also added sod next to 465 and behind 479 and 481.
- Started painting doors light blue.
- Installed new shutters on villas; arranging to have shutters on townhomes painted.

Coming Up:

- Repair, pressure wash and paint west pergola
- Continuing fence repair
- Bark mulch
- Pressure wash fire breaks on buildings.
- New lights and transformer for pool.