**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: September 25, 2024**

**Capetranquilityhoa.com**

The following meeting minutes reflect the discussions and actions taken by the Board of Directors (the “Board”) of Cape Tranquility Homeowners’ Association (the “Association” or “HOA”) at the regular meeting of the Board conducted on September 25, 2024.

**Meeting called to order at 6:30 pm by Paul.**

**Attending:** Paul Hoffey, President; Cheryl Darwin, Vice President; Chris Quillin,

Director (via phone); Donald Harville, Director; Terry West, Director/Acting Secretary/Treasurer

**Approval of Minutes:** Meeting Minutes and Executive Minutes of the August 16, 2024, regular Board Meeting were provided to the Board by Terry. A motion was made by Paul and seconded by Don to approve both sets of meeting minutes. Both were approved.

**Treasurer’s Report:** The updated Financial Statement for the month of August 2024, was provided to the Board by Terry. A motion was made by Paul and seconded by Don to approve the report. Report was approved.

**Architectural Control Committee (ACC) Report:** The ACC list was reviewed. 2 projects are still in progress. No new ACC requests were received this month.

**HOA Members Open Forum:** No guests were in attendance.

**New Business:** None

**On-Going Business:**

* **Purchase of Quicken:** Terry reported that the software was purchased and installed on the HOA’s laptop. Also, a new mouse had to be purchased since the old one quit working. Terry’s Vera Bank access to the HOA accounts had to be used in lieu of an HOA login ID and password per the bank. The HOA’s bank account data was loaded, updated with the bank’s electronic service and then reconciled. A check register report for the month of August 2024 was generated by the new Quicken software and provided to the board members.

**Paul made a motion and Don seconded that the Board go into Executive Session at 6:57 pm.**

**Chris made a motion and Don seconded to adjourn the Executive Session and return to General Session at 7:17 pm.**

**Executive Session:** During the Executive Session, the Board agreed to:

* Waive a fine for a homeowner who had been actively working towards and resolved their violation as quickly as they could get it done.
* Send a follow up letter to a homeowner concerning fees that they still owe to the HOA.

The next HOA Board meeting is scheduled for Wednesday, October 30, 2024, at 6:30 pm.

A motion was made by Paul and seconded by Don to adjourn the meeting at 7:20 pm.