**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: July 17, 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 July 17, 2024.

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

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

 Director; Donald Harville, Director; Terry West, Director/Acting Secretary/Treasurer

**Approval of Minutes:** Meeting Minutes and Executive Minutes of the June 10, 2024, regular Board Meeting were provided to the Board by Terry. A motion was made by Paul and seconded by Cheryl to approve both sets of meeting minutes.

**Treasurer’s Report:** The updated Financial Statement for the month of June 2024, was provided to the Board by Terry. Terry noted that 5 property owners have still not paid their 2024 assessments, 2 have not yet paid their fines and one has not paid their attorney fees. A motion was made by Paul and seconded by Chris to approve the report.

Terry reported that Vera Bank needs us to note any adjustments to who has signature authority and access to both of our bank accounts in our meeting minutes. Per our rules, only the current President, Vice President and Secretary/Treasurer are to have such access and signature authority. So, this authority and access needs to be added to both bank accounts for Paul Hoffey, Cheryl Darwin and Terry West, if they don’t already have it. Anyone else who has access, such as past Secretary/Treasurers (Jamie Kienow, Suzy Taylor and Karl Hyzer), need to have their access and authorization removed from both accounts. If it hasn’t been removed.

**Architectural Control Committee (ACC) Report:** The ACC list was reviewed. No new ACC requests were received this month.

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

**New Business:**

**Purchase of Quicken:** Terry requested that Quicken software be purchased and placed on the HOA’s laptop and used for the HOA’s accounting. The QuickBooks software that the HOA had used several years ago is out of date and is not user friendly. The accounting since then has been done on paper. Quicken will simplify the work and reconcile with data from the bank and generate reports. Reducing the possibility of human error. After Paul’s motion and Cheryl’s second, the board approved purchasing the software which will be an IT Expense of around $70/year.

**On-Going Business:**

**Renewal of Commercial (Liability) Insurance:** The Board has received quotes from State Farm as well as Cincinnati Indemnity via Bosworth and Associates. The board approved renewing the insurance with State Farm for $1516/year. However, Chris volunteered to see if he can get any additional quotes, review all the quotes and see if we can make any improvements to our current coverage and rate.

**Undine Water System Status:** Paul reported that he has been and will continue contacting Undine and trying to get the status of their system and what the results were of the recent work that they did on the eastern well.

**Dock Repairs:** Terry completed additional work on both docks after the lake level dropped back down.

**Allen Park Gate Keys:** The HOA currently only has 11 extra keys to the Allen Park gate. Terry checked with Locksmith Services of Tyler, 903-595-1109, and found out from Erin that it will cost $6.50/key to get more keys made for the current, high security American Lock that is on the park gate. Additionally, the HOA can get the current lock rekeyed for $15 + $37.50 for cleaning/servicing the lock, if we bring it in. They will come out and perform the same service on site for a $75 fee + $44 for mileage + $75/hour for labor which includes driving time. In either case a new set of keys will have to be purchased costing $6.50/key. Finally, Locksmith Services will only take orders for the existing high security lock from the people who are listed on their authorization card for this specific lock. This authorization can only be changed by someone who is currently on the card such as Brad Walker. The board decided not to make any changes to the current lock and keys at this time.

**Secretary/Treasurer Candidates:** No new candidates have come forward at this time.

**Review/Rewrite HOA Policies:** The board decided to not proceed with any review and revision of policies at this time since the barking dog situation seems to have been resolved by the dog owners.

**Paul made a motion and Chris seconded that the Board go into Executive Session at 7:44 pm.**

**Paul made a motion and Donald seconded to adjourn the Executive Session and return to General Session at 8:26 pm.**

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

* Follow up on a violation that a homeowner has reported they are working on.
* Re-invoice a homeowner who has not paid their fines.
* Continue the invoicing and legal process for any homeowners who have not paid their dues by the end of the month.

The next HOA Board meeting is scheduled for Friday, August 16, 2024, at 6:30 pm.

A motion was made by Chris and seconded by Paul to adjourn at 8:30 pm.