

Board of Directors Meeting Minutes

Cape Tranquility Homeowners' Association

Meeting Date: June 23, 2026

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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 June 23, 2026.

Meeting called to order at 6:36 p.m. by Paul.

Attending: Chris Quillin, President (via phone); Paul Hoffey, Vice President; Cheryl Darwin, Director; Terry West, Temporary Secretary/Treasurer

Absent: None

Guests: Eloise & Joe Gray and their daughter, Ruth Ellen

Approval of Minutes: Meeting minutes for previous Board Meeting held on May 20, 2026 and Annual Meeting on June 6, 2026 were reviewed. A motion was made by Chris and seconded by Cheryl to approve the minutes. Minutes were approved.

Treasurer's Report: The Financial Statement for May and most of June 2026, was provided to the Board by Terry. At this time, 59 property owners have paid their 2026-27 dues and 10 have not. Terry will send the standard late payment notices to any of them that have not paid by the end of the month. A motion was made by Paul and seconded by Cheryl to approve the report. The Treasurer's report was approved.

Architectural Control Committee (ACC) Report: The ACC list was reviewed. Since the last meeting, 3 new applications have been submitted and approved. One was to put up a deer fence around a garden, one was to use a haul off dumpster and portable outhouse during an interior remodel and the third one was to use a haul off dumpster during an interior remodel, to install a new roof with a different color of shingles and to repaint the exterior of the house with a new color.

HOA Members Open Forum: Eloise asked if the Board had heard of any other homeowners seeing a larger increase in their water bills. When Undine installed new water meter they noticed that the Gray's have a larger service line and meter than they were being billed for. Unfortunately, Undine did not discuss this and give the Grays an option to reduce the size. They installed the bigger size meter and started billing at a higher rate for it. When the Gray's contacted Undine about it, Undine said they could come replace the meter with the smaller one for \$1200.

New Business:

Election Results: Terry reviewed the election results in which the 3 candidates on the ballot for the Board of Directors, Chris Quillin, Paul Hoffey & Cheryl Darwin, received the most votes at the Annual meeting and were elected to the 2026-27 Board of Directors. They each received 52

to 53 valid votes. They each received an additional 10 to 11 votes, however, those votes were rejected mainly due to members not being present and not assigning a Proxy to represent them at the meeting. 2 ballots were rejected due to having votes for more than 3 board members. There were a few write-in candidates for both Director and Secretary/Treasurer.

Elect New Officers: After discussion, the Board unanimously elected Chris Quillin to be President and Paul Hoffey to be Vice President for 2026-27. Terry will continue to serve for a month or so as Secretary/Treasurer until he is replaced.

Secretary/Treasurer Vacancy: Ruth Ellen, who lives in Tyler, volunteered to be considered for the role, if an option that the Board is evaluating does not work out. The Board is considering splitting the role into 2 positions and electing 2 HOA members who have served in the role in the past. Chris will follow-up with talking to Karen McKee about being Secretary and with Suzy Taylor about being Treasurer. Doing so may require the purchase and set-up of an additional computer and printer as well as dividing the current paper files. Terry presented a list of the current duties and a proposed split of those duties. The board approved increasing the Secretary/Treasurer pay to \$300 per month starting on July 1, 2026 and splitting it, if the role is split into 2 positions.

Liability Insurance: The HOA's current liability insurance is with State Farm and expires on 8-1-2026. State Farm has sent a renewal notice to renew at \$1625.18 for the next year which is a \$1.39 less than last year's rate of \$1626.57. Terry made a motion to approve the renewal. Paul seconded the motion. The board approved the motion.

Road Repairs: A pothole has formed in the road near the intersection of S Cape Dr and Whisper Ln. Two additional potholes have started forming in the road in front of 5731 N Cape Dr. Terry volunteered to contact Cardinal Paving to see if they will make the repairs and provide bids to do so as well as bids to widen several sections of the road. Paul made a motion to create a Road Committee with Terry on it and for Terry to proceed with talking to Cardinal Paving. Chris seconded the motion and the motion was approved.

Ongoing Business:

Parking Policy: The board discussed the proposed parking policy concerning the HOA's road right-of-ways and decided to add a description of the road right-of-way. Chris made a motion to approve the revised new policy, Paul seconded and the Board approved it. Terry will make the revision and send it to the Board for a final review before Terry email's it to the members and posts it on the HOA website.

Chris made a motion to go into Executive Session and Paul seconded at 7:23 pm.

Paul made a motion and Chris seconded to adjourn Executive Session and return to General Session at 7:57 p.m.

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

- Send a follow-up RV parking violation letter to a member.
- Send out an email concerning the rules and usage of Allen Park.

The next HOA Board meeting is scheduled for Wednesday, July 29, 2026 at 6:30 pm.

A motion was made by Chris and seconded by Paul to adjourn the meeting at 8:02 pm.