**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: August 16, 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 August 16, 2024.

**Meeting called to order at 6:32 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 July 17, 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 July 2024, was provided to the Board by Terry. Terry noted that all property owners have now paid their 2024 assessments. 2 property owners have outstanding fines and 1 has not paid their attorney fees. A motion was made by Donald and seconded by Paul to approve the report.

**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:** None

**On-Going Business:**

* **Update on Purchase of Quicken:** Terry reported that the software will soon be purchased now that Vera Bank has updated and limited who has signature authority for checks and who has access to the accounts. The HOA’s login ID and password will be used with Quicken when it is installed.
* **Discuss possible candidates for Secretary/Treasurer:** No new candidates have been identified at this time.

**Paul made a motion and Chris seconded that the Board go into Executive Session at 7:55 pm.**

**Chris made a motion and Donald seconded to adjourn the Executive Session and return to General Session at 7:55 pm.**

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

* Follow up on September 1, 2024 with a homeowner, if they have not resolved their violation by that time. The homeowner has reported they plan to correct the problem by the end of August, 2024.
* Follow up with a homeowner and inform them that they still owe the HOA for attorney’s fees that they incurred.
* Send letters to several property owners who are going too long between mowing and cleaning up their yards and driveways.

The next HOA Board meeting is scheduled for Wednesday, September 25, 2024, at 6:30 pm.

A motion was made by Terry and seconded by Paul to adjourn at 7:58 pm.