**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: October 30, 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 October 30, 2024.

**Meeting called to order at 6:31 pm by Paul.**

**Attending:** Paul Hoffey, President; Chris Quillin, Director (via phone); Donald Harville, Director; Terry West, Director/Acting Secretary/Treasurer

Not Present: Cheryl Darwin, Vice President

**Approval of Minutes:** Meeting Minutes and Executive Minutes of the September 25, 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 September 2024, was provided to the Board by Terry. A motion was made by Don and seconded by Paul to approve the report. Report was approved.

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

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

**New Business:** None

**On-Going Business:**

* **Status of Management Certificate Filing:** Terry reported that the HOA’s Management Certificate had been updated and filed with the Henderson County Clerk’s office.
* **Update of HOA Directory:** Terry reported that the master copy of the HOA Directory had been stored on the old laptop’s OneDrive which unfortunately is no longer supported. So the directory has to be manually recreated. Currently about one third of the directory has been completed. The current plan is to try and complete it by the end of the year.

**Paul made a motion and Terry seconded that the Board go into Executive Session at 6:52 pm.**

**Paul made a motion and Don seconded to adjourn the Executive Session and return to General Session at 7:45 pm.**

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

* Send a violation notice to a home owner concerning unsightly objects and materials in front of their house and mowing their yard.
* Send a violation notice to a home owner concerning a retaining wall that was built without ACC approval and remains unfinished
* Fine a homeowner for cutting down 2 trees without ACC approval.
* Send a violation notice to a homeowner who has their motor home parked nearer to the street than the front of their residence.

The next HOA Board meeting is scheduled for Wednesday, December 11, 2024, at 6:30 pm.

A motion was made by Paul and seconded by Don to adjourn the meeting at 7:47 pm.