

Board of Directors Meeting Minutes

Cape Tranquility Homeowners' Association

Meeting Date: September 25, 2025

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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 September 25, 2025.

Meeting called to order at 6:32 pm by Paul.

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

Absent: Donald Harville, President

Guests: None

Approval of Minutes: Meeting Minutes for August 20, 2025, Board Meeting were reviewed. A motion was made by Chris and seconded by Cheryl to approve the minutes. Minutes were approved.

Treasurer's Report: The updated Financial Statement for August 2025 was provided to the Board by Terry. A motion was made by Paul and seconded by Chris to approve the report. Report was approved.

Architectural Control Committee (ACC) Report: The ACC list was reviewed. Since the last meeting, no new projects were submitted, 1 project was approved, 1 project is in progress and 2 were completed.

HOA Members' Open Forum:

No guests were in attendance.

New Business:

- **Texas HOA Legislation:** Discussed process to solicit candidates for the Architectural Control Committee. Must send out a solicitation notice to the members. Chris will send board members a copy of the new TX law. Chris will draft a solicitation notice. The board can approach members about being a nominee after the notice has been sent out.
- **TVEC's annual meeting:** Discussed how to cast the HOA's votes for TVEC's board members. Terry made a motion to cast votes for the 3 unopposed candidates on the TVEC ballot. Paul seconded the motion. The motion passed and Terry will cast the votes for the HOA.

On-Going Business:

- **Courtesy Dock Replacement:** Terry followed up with Pond Kings and their quote for a floating 4' wide by 40' long dock came back at about \$41,000. Paul and Cheryl will check on getting bids from dock builders to replace the existing wood dock.

- **Fining Policy:** Discussed the latest changes that have been proposed by Don, Chris and Terry. Will keep reviewing and submitting changes to further reflect the HOA's CC&Rs.
- **By-Laws:** Chris noted that we need to resume reviewing and updating the HOA's By-Laws. Chris will start working on a draft.

Paul made a motion and Terry seconded that the Board go into Executive Session at 7:50 pm.

Paul made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 7:56 pm.

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

- Issue violation letters to 2 homeowners concerning the exterior maintenance of their property.
- Meet with a homeowner who requested a review of the exterior maintenance work that they have done.

The next HOA Board meeting is scheduled for Thursday, October 23, 2025, at 6:30 pm.

A motion was made by Terry and seconded by Paul to adjourn the meeting at 7:57 pm.