

Board of Directors Meeting Minutes
Cape Tranquility Homeowners' Association
Meeting Date: December 11, 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 December 11, 2025.

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

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

Absent: None

Guests: None

Approval of Minutes: Meeting Minutes for November 5, 2025, Board Meeting were reviewed. A motion was made by Paul and seconded by Chris to approve the minutes. Minutes were approved.

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

Architectural Control Committee (ACC) Report: The ACC list was reviewed. Since the last meeting, no new projects have been submitted. 3 projects are in progress.

HOA Members' Open Forum:

No guests were in attendance.

New Business:

- **Discussed recent road work that Henderson County has done on CR 4202.** The HOA has no authority to address county issues on the behalf of its members. However, the BOD will see if they can find out any new information about what the county is planning to do about the road. In the meantime, the best course of action is to encourage members to directly contact the office of the Precinct 4 County Commissioner, Mark Richardson, at 903-676-4054, about their concerns.

On-Going Business:

- **Curtesy Dock Replacement:** Terry contacted Greg Ayers, Jr and received a quote of \$,5,500 to tear out and haul off the existing dock and then build a new one that matches the old one in size and design. For an additional \$500, Greg will add a step along the boat ramp side to make it easier to use the dock during times of lower water levels. Paul made a motion to approve using Greg Ayers, Jr to replace the curtesy dock and to add the step on the ramp side. Chris seconded the motion and all board members

approved the project which will be paid for out of the Dock Fund. It is currently estimated that the project will be finished by March. Terry will notify Greg Ayers, Jr. that he has been approved to do the project.

- **ACC Candidates Letter:** Terry sent out the Board approved email with a copy of the application letter/form to all the members who have signed up to receive emails from the HOA. So far, one member has expressed an interest and Terry provided them with a printed copy of the application form. So far, no applications have been received by the board. The board agreed to resend the email to the members after the holidays, if necessary.
- **Fining Policy:** After the Board approved the final version of the new Fining Policy, Terry had his signature on the document notarized and published the new policy on the HOA website and removed the old policy. Then a Board approved email was sent to all the members who signed up to receive emails from the HOA. The Board discussed filing a copy of the new policy with the County Clerk's office. Don made a motion to file the document, Chris seconded and the board approved. Terry will file the document.
- **By-Laws:** Agreed to resume reviewing and updating the HOA's By-Laws. Chris will start working on a draft. Some additional definitions are probably needed to be in line with the TX statutes.

Terry made a motion and Don seconded that the Board go into Executive Session at 6:58 pm.

Don made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 7:32 pm.

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

- Send a response to a member who had a question about the new fining policy.
- Send a violation notice to a homeowner about their barking dogs.
- Issue an additional fine to a homeowner if their motor home parking violation is not resolved by their December 19, 2025 deadline.

The next HOA Board meeting is scheduled for Thursday, January 22, 2025, at 6:30 pm.

A motion was made by Don and seconded by Chris to adjourn the meeting at 7:34 pm.