**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: December 11, 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 December 11, 2024.

**Meeting called to order at 6:33 pm by Paul.**

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

**Approval of Minutes:** Meeting Minutes and Executive Minutes of the October 30, 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. Both were approved.

**Treasurer’s Report:** The updated Financial Statement for the months of October and November 2024, were provided to the Board by Terry. A motion was made by Paul and seconded by Chris to approve the report. Reports were approved.

**Architectural Control Committee (ACC) Report:** The ACC list was reviewed. 3 projects are either in progress or on hold. 2 new ACC request have been received from residents to remove dead or diseased trees.

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

**New Business:**

* **FINCEN Reporting Requirement:** Chris reported that if the HOA has a 501C Non-Profit status, it is exempt from having to file a Beneficial Ownership Information (BOI) report under the Corporate Transparency Act per FINCEN. Chris also reported that a federal judge has filed an injunction saying that this reporting requirement is unconstitutional and the reporting deadline has been temporarily suspended. Terry will look through the HOA files to see if any documents show that the HOA is a 501C Non-Profit corporation.
* **Fining Policy:** Terry presented copies of the current HOA fining policy as well as a proposed new one that was developed by the HOA’s attorney and is in compliance with the TX property code. Chris will lead an effort to review and possible revise the proposed policy and then present it to the board for approval.

**On-Going Business:**

* **Update of HOA Directory:** Terry reported that he is continuing to work on restoring and updating the directory.

**Paul made a motion and Don seconded that the Board go into Executive Session at 7:15 pm.**

**Paul made a motion and Don seconded to adjourn the Executive Session and return to General Session at 7:52 pm.**

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

* Fine 2 homeowners if their violations are not resolved by the end of December 2024.
* Send a violation notice to a homeowner who multiple violations.
* Send a violation notice to a homeowner who has unsightly objects, materials and debris in their yard that may become a health hazard.

The next HOA Board meeting is scheduled for Wednesday, January 29, 2025, at 6:30 pm.

A motion was made by Paul and seconded by Don to adjourn the meeting at 7:55 pm.