

**Board of Directors Meeting Minutes**  
**Cape Tranquility Homeowners' Association**  
**Meeting Date: March 26, 2026**

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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 March 26, 2026.

**Meeting called to order at 6:31 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 February 25, 2026, Board Meeting were reviewed. A motion was made by Paul and seconded by Cheryl to approve the minutes. Minutes were approved.

**Treasurer’s Report:** The updated Financial Statement for February 2026 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. Since the last meeting, no new projects have been submitted, 2 projects have been completed, and another is still in progress.

**HOA Members’ Open Forum:**

No members were in attendance.

**New Business:**

- **Board Members Candidate Request Letter:** The board discussed adding a cover letter to the standard annual letter that is sent out. Terry made a motion to add a cover letter which recognizes the ACC committee and it’s new members and asks for other members to also serve the community by running for Director and Secretary positions on the board. Don seconded and the motion was approved. Terry will draft the cover letter for board approval.
  
- **Traffic Issues:** The board discussed complaints about residents and contractors speeding through the neighborhood. Paul made a motion to send an email to the community reminding them to observe the posted speed limits. Don seconded and the motion was approved. Paul will draft the email.

### **On-Going Business:**

- **GoDaddy Annual Website Renewal Fee:** Terry investigated the possibility of reducing the annual website service to a lower cost level but found that such a change would result in GoDaddy advertisements showing up on our website and a reduced size limit which could cause issues. So, the current level of support was renewed for another year.
- **Curtesy Dock Tie-Down Cleats and Bumpers:** Cheryl reported that she and her husband Brian had discussed the cleats with Greg Taylor and Greg installed several cleats and submitted his receipts to the Board for a refund. So far, everyone seems fine with the cleats that have been installed. Don made a motion for no additional cleats or any bumpers to be installed at this time. Paul seconded and the motion was approved.
- **AC Committee:** Terry notified the ACC members that Alex Kienow, Bobby James and Pat Pirtle are now on the committee along with Kevin Hesper and Greg Reike. He also provided them with contact information for each committee member as well as an overview of the ACC Application process. The ACC members will be announced in the cover letter that will be mailed to all members at the end of March.
- **Directors & Officers Insurance Renewal:** Terry checked with Bosworth and found that our current rate has been extended through 4/22/2028. Terry made a motion to approve staying with and paying the annual premium for Cincinnati Indemnity's insurance. Paul seconded and the motion was approved.
- **HOA's 2025 Income Tax Return:** Terry reported that he had received the return from H&R Block, paid them their \$150 fee and mailed the return to the IRS. No tax payment from the HOA is required.
- **By-Laws:** Terry filed the revised By-Laws with the county clerk.
- **Parking on HOA Road Right-Of-Ways:** Don did not talk to the homeowner who continually parks on the road right-of-way. He felt that as long as they don't park on the asphalt, it is OK, even though they are making it difficult for a neighbor to back out of their driveway.

**Don made a motion and Terry seconded that the Board go into Executive Session at 7:09 pm.**

**Don made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 7:24 pm.**

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

- Have the annual meeting on Saturday, June 6, 2026 at 5:00 PM.

The next HOA Board meeting is scheduled for Wednesday, April 29, 2026, at 6:30 pm.

A motion was made by Don and seconded by Paul to adjourn the meeting at 7:35 pm.