

Board of Directors Meeting Minutes

Cape Tranquility Homeowners' Association

Meeting Date: February 25, 2026

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 February 25, 2026.

Meeting called to order at 6:30 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: Brad Walker

Approval of Minutes: Meeting Minutes for January 22, 2026, Board Meeting were reviewed. A motion was made by Paul and seconded by Don to approve the minutes. Minutes were approved.

Treasurer's Report: The updated Financial Statement for January 2026 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, 2 new projects have been submitted, 1 project has been completed, and another is still in progress.

HOA Members' Open Forum:

Brad Walker offered to build a new metal gate for the entrance to Allen Park for \$1000. The condition and age of the current gate was discussed.

New Business:

- **Allen Park Annual Mowing Contract:** Brad Walker has offered to continue taking care of Allen Park for the same rates as last year. Paul made a motion to approve renewing the contract with Brad. Don seconded and the motion was approved.
- **GoDaddy's Annual Website Fees:** Terry paid the \$37.18 annual renewal fee for GoDaddy's Full Domain Protection. In March the annual renewal for GoDaddy's Websites and Marketing service for the HOA's website will be due. They offer several levels of service and Terry will investigate the options to see if a lower/less expensive level of service will meet the HOA's needs.

- **Directors & Officers Insurance Renewal:** Current insurance coverage expires on April 22. Terry will ask Bosworth and State Farm for quotes. The Board will review the quotes at the next Board meeting.
- **Parking on HOA Road Right-Of-Ways:** The Board discussed the possible need to develop an HOA policy concerning parking on the edges of the streets and on the road rights-of-ways. Don volunteered to talk to a homeowner who continually parks on the road right-of-way. The Board agreed that this would be the appropriate course of action at this time, but will revisit the issue, if necessary, in the future.

On-Going Business:

- **Curtesy Dock Replacement:** The dock replacement has been completed. The board agreed to proceed with adding tie off cleats and bumpers to the dock as well as stain the dock with Sherwin Williams Super Deck stain (recommended by the dock builder and others) after the lumber has cured for about 3 months. Cheryl volunteered to get with Brian and determine the best options for tie-off cleats and bumpers to add to the dock.
- **ACC Candidates Letter:** So far, Alex Kienow, Bobby James and Pat Pirtle have submitted applications. Paul made a motion to add all 3 to the committee which currently consists of Kevin Hester and Greg Rieke. Don seconded the motion and the board unanimously approved. Terry will notify them and send out an email to the members.
- **HOA's 2025 Income Tax Return:** Terry reported that he provided everything to the Coffee City H&R Block office and they are working on the HOA's return. Terry will follow-up with H&R Block to make sure that the return is completed and filed.
- **TVEC Street Light Outages:** Terry contacted TVEC again and they came and fixed the remaining 3 street lights that were out. All HOA lights are now working.
- **By-Laws:** The Board reviewed and approved several changes to the By-Laws. Paul made a motion to approve the revised By-Laws. Don seconded the motion and the board unanimously approved. Terry will file the revised By-Laws with the county clerk.

Paul made a motion and Don seconded that the Board go into Executive Session at 7:30 pm.

Don made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 7:50 pm.

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

- Have Brad Walker build a new gate at the entrance to Allen Park.

The next HOA Board meeting is scheduled for Thursday, March 26, 2026, at 6:30 pm.

A motion was made by Terry and seconded by Don to adjourn the meeting at 7:51 pm.