Board of Directors Meeting Minutes
Cape Tranquility Homeowners' Association

Meeting Date: July 29, 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 July 29, 2026.

Meeting called to order at 6:32 p.m. by Paul Hoffey. A quorum was present.

Attending: Chris Quillin, President (via phone); Paul Hoffey, Vice President; Cheryl Darwin, Director; Jamie Kienow, Secretary; Suzy Taylor, Treasurer.

Absent: None.

Guests: Brad Walker, Bobby James, Jay Woodson and Sandra Buchanan.

Approval of Minutes: Meeting minutes from the June 23, 2026 Board Meeting were reviewed. Minor corrections were discussed. A motion was made by Paul Hoffey and seconded by Chris Quillin to approve the minutes as amended. Minutes were approved.

Treasurer's Report: Total income was $2,660.00 and total expenses were $3,869.96. Fund balances reported were $37,399.48 in the General Fund, $57,395.77 in the Road Fund, and $6,833.06 in the D&O Fund. One property owner remained outstanding on annual dues. A motion was made by Chris and seconded by Cheryl to approve the Treasurer's Report. The Treasurer's Report was approved.

Architectural Control Committee (ACC) Report: Current ACC applications and ongoing projects were reviewed. Applications and approved projects included fencing, tree removal, remodeling projects, and a storage building request subject to setback requirements.

HOA Members Open Forum: Jay Woodson appeared before the Board to request consideration of a variance from the five-foot setback requirement associated with a proposed storage building. The Board advised that a revised written application, supporting documentation, and a specific variance request would be required before consideration. ACC members and Board representatives agreed to inspect the property and provide recommendations.

Sandra Buchanan expressed concerns regarding the condition and maintenance of a property. The Board advised that the matter would be discussed during the Executive Session.

Brad Walker informed the Board that invasive Chinese Tallow trees were spreading on the Allen Park peninsula and requested approval to remove and treat the stumps. The Board requested additional information and cost estimates before making a decision.

New Business: Discussion was held regarding the transition of Secretary and Treasurer responsibilities from Terry West to Jamie Kienow and Suzy Taylor, including updates to bank account signatories.

The Board also reviewed updates regarding dock repairs, office equipment, reimbursement of HOA-related expenses, and completion of the annual accounting audit.

Ongoing Business: The Board confirmed renewal of the Association liability insurance policy.

Road repair needs, including potholes and a developing sinkhole, were discussed. The Board agreed that written repair proposals and warranty information should be obtained before approving expenditures.

The Board discussed the status of the proposed parking policy and agreed that the most recent draft should be reviewed and recirculated before adoption.

Chris Quillin made a motion and Paul Hoffey seconded to enter Executive Session at 7:57 p.m.

Paul Hoffey made a motion and Chris Quillin seconded to adjourn Executive Session and return to General Session.

Executive Session: During Executive Session, the Board discussed property maintenance, compliance matters, communications with HOA counsel, outstanding dues, and other ongoing enforcement issues. No formal votes were taken during the Executive Session.

Paul Hoffey made a motion and Chris Quillin seconded to adjourn Executive Session and return to General Session

The next HOA Board Meeting is scheduled for Wednesday, August 26, 2026 at 6:30 p.m.

A motion was made and seconded to adjourn the meeting at approximately 8:30 p.m.