**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: August 20, 2025**

**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 August 20, 2025.

**Meeting called to order at 6:30 pm by Don.**

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

**Guests:**

**Approval of Minutes:** Meeting Minutes for July 30, 2025 Board Meeting was 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 July 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. Terry noted that all property owners have now paid their annual dues.

**Architectural Control Committee (ACC) Report:** The ACC list was reviewed. 2 new projects were approved, 1 project is in progress, 2 were completed and 1 is on hold.

**HOA Members’ Open Forum:**

No guests were in attendance.

**New Business:**

* None.

**On-Going Business:**

* **Discuss investigating floating dock pricing** for possible replacement of the curtesy dock. Terry checked with Pond Kings and provided them with pictures of the existing dock and lake level history. They are working up a quote and proposal for a floating dock. Paul suggested that an updated quote for a wood replacement should be obtained. No other options have been investigated so far.
* **Officer’s Certificate:** Terry sent the updated certificate to Vera Bank. Vera Bank asked and all 3 officers of the Board have signed updated documents related to the HOA’s bank accounts.
* **Form 802:** The Secretary of State’s office returned the processed form. The next required filing of the form is in 4 years.
* **By-Laws:** Revisions were postponed until the next meeting.
* **Fining Policy:** Discussed the changes that have been proposed by Don, Chris and Terry. Will keep reviewing and submitting changes to further reflect the HOA’s CC&Rs.

**Don made a motion and Paul seconded that the Board go into Executive Session at 7:18 pm.**

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

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

* Try and find one or more people to add to the Architectural Control Committee.
* Issue violation letters to 2 homeowners concerning the exterior maintenance of their property.
* Issue a fine to a homeowner for a motor home parking violation, if it is not moved to a proper location by the August 31, 2025 deadline noted in their violation letter.

The next HOA Board meeting is scheduled for Thursday, September 25, 2025, at 6:30 pm.

A motion was made by Cheryl and seconded by Paul to adjourn the meeting at 7:54 pm.