

Board of Directors Meeting Minutes
Cape Tranquility Homeowners' Association
Meeting Date: April 29, 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 April 19, 2026.

Meeting called to order at 6:32 pm by Paul.

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

Absent: Donald Harville, President

Guests: None

Approval of Minutes: Meeting Minutes for March 26, 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 Financial Statement for March and most of April 2026 was provided to the Board by Terry. A motion was made by Chris 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, 2 new projects have been submitted, 1 was approved and an existing project was completed.

HOA Members' Open Forum:

No members were in attendance.

New Business:

- **Ballot for Board Members Candidates:** Terry provided the names of 3 candidates that have been received so far from the letter that was mailed to all members during the first of April. Terry made a motion to approve the placement of all 3 of these candidates on the ballot. Chris seconded the motion. The board will also review any additional candidates, if any come in by the April 30th deadline for nominations. So far no candidates have come forward for the Secretary/Treasurer position. The board discussed several possible options in the event that an acceptable candidate does not come forward by the deadline.
- **May 1st Member Mail:** The board discussed the printing and mailing of invoices for annual dues, ballots for the next Board of Directors and Secretary/Treasurer, the annual meeting agenda and an informational letter about the annual meeting.

- **Annual Meeting Agenda:** The Board discussed, revised and approved the agenda for the annual meeting.
- **Brightspeed fiber optic cable:** The board discussed the work that Brightspeed is doing to install their fiber optic cable in the neighborhood. Terry has contacted Brightspeed about what they are doing and what their plans are. Brightspeed said they will have their project manager call back.

On-Going Business:

- **Directors & Officers Insurance Renewal:** Terry paid the annual premium for Cincinnati Indemnity's insurance.

Paul made a motion and Terry seconded that the Board go into Executive Session at 7:32 pm.

Paul made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 8:06 pm.

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

- Establish a policy for parking on the HOA road right-of-ways.
- Notify a member about an RV parking violation.
- Issue additional fines for ongoing RV parking violations by another member.
- Follow up with the HOA's attorney concerning a response to a member's attorney,

The next HOA Board meeting is scheduled for Friday, May 20, 2026, at 6:30 pm.

A motion was made by Paul and seconded by Terry to adjourn the meeting at 8:09 pm.