**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: June 26, 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 June 26, 2025.

**Meeting called to order at 6:34 pm by Paul.**

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

**Guests:** Gary Dennis, Robert Ballenger

**Approval of Minutes:** Meeting Minutes for April 30, 2025 Board Meeting and June 7 Annual Meeting were reviewed. A motion was made by Chris and seconded by Cheryl to approve the minutes. Minutes were approved.

**Treasurer’s Report:** The updated Financial Statement for May 2025 was provided to the Board by Terry. A motion was made by Paul and seconded by Don to approve the report. Report was approved. Terry noted that all but 6 property owners have paid their dues in full. Late payment notices will be sent to them if their payments are not received by July 1, 2025. It was also noted that 2 property owners still have outstanding fines.

**Architectural Control Committee (ACC) Report:** The ACC list was reviewed. 2 projects have been completed, 1 is in progress and 3 are on hold.

**HOA Members Open Forum:** Robert Ballenger asked if he needed to do anything else to reserve the Pavillion for Ellens Celebration of Life event on Saturday morning. He also asked if the HOA had a PA system that he could borrow for the event. The Board informed him that everything is in order for the Pavilion reservation and that the HOA does not have a PA system. Robert will check with his church to see if they have a PA system.

**New Business:**

* **Review Annual Meeting Election Results:** Terry presented the election results which the following 5 candidates on the ballot for the Board of Directors received the most votes and were elected to the 2025-26 Board of Directors: Cheryl Darwin, Don Harville, Paul Hoffey, Chris Quillin & Terry West.
* **Elect New Officers for the Board of Directors:** After discussion and consideration the following officers were elected: Don Harville, President was nominated by Terry and seconded by Chris; Paul Hoffey, Vice-President was nominated by Paul and seconded by Don; Terry West, Secretary/Treasurer was nominated by Don and seconded by Chris. Terry will start the process of completing and filing 3 documents that are required when new boards are established. The documents are Form 802 that is filed with the state, a Management Certificate that is filed with the county and an Officer’s Certificate that is filed with the HOA’s bank, Vera Bank.
* **Discuss Allen Park Repairs: T**he Allen Park gate lock was taken by Brad Walker into the lock company, who rebuild it. Brad then returned the lock to the park gate. The Board approved reimbursing Brad for the lock repair. The Board has asked Brad for an estimate of what it would cost to build and install a new gate at the park. Paul volunteered to inspect the courtesy dock to see if any repairs are needed. Recent changes in lake level may have weakened or damaged the structure.
* **Discuss Liability Insurance Renewal:** Terry informed the Board that State Farm has provided an invoice to renew the HOA’s liability insurance for $1626.57. Last year’s coverage cost $1516.00. The board approved renewing State Farm’s insurance for another year.

**On-Going Business:**

* **Revision of By-Laws:** The Board postponed this discussion until the next meeting.

**Paul made a motion and Terry seconded that the Board go into Executive Session at 7:33 pm.**

**Paul made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 8:03 pm.**

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

* Double check with the Architectural Control Committee to verify that a homeowner, who recently cut down large trees, did so without obtaining approval. If so, the board agreed to issue a fine to the homeowner.

The next HOA Board meeting is scheduled for Wednesday, July 30, 2025, at 6:30 pm.

A motion was made by Paul and seconded by Terry to adjourn the meeting at 8:07 pm.