**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: March 26, 2025**

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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 March 26, 2025.

**Meeting called to order at 6:31 pm by Paul.**

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

Guests: None

**Approval of Minutes:** Meeting Minutes and Executive Minutes of the February 26, 2025, regular Board Meeting were provided to the Board by Terry. After making a few changes to both sets of minutes, a motion was made by Paul and seconded by Don to approve both revised sets of meeting minutes. Both were approved.

**Treasurer’s Report:** The updated Financial Statement for February 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.

**Architectural Control Committee (ACC) Report:** The ACC list was reviewed. 2 projects are in progress, 1 was completed since the last board meeting and 1 is on hold. 1 new ACC request has been received since the last meeting and has been approved.

**HOA Members Open Forum:** No guests were in attendance.

**New Business:**

* **Annual Park Service Contract:** The Board discussed a renewal contract from Brad Walker to extend his service for maintaining Allen Park for another year at the same rates as last year. Terry made a motion to approve the contract, Don seconded the motion and the motion was approved.

**On-Going Business:**

* **Income Tax Return:** Terry received the HOA’s 2024 Income Tax Return from H&R Block and mailed it to the IRS. No taxes were due.
* **Annual Meeting Process:** The Board reviewed and approved mailing the Nominations for HOA Board of Directors for 2025-2026 letter that Terry drafted. Terry will mail them to all HOA members by April 1st.
* **Directors and Officers Insurance:** The Board discussed the proposed D&O insurance renewal offer from Bosworth and Associates. Terry made a motion to approve the 3 year contract with a rate increase of $10/year. Paul seconded the motion and the motion was approved.
* **By-Laws:** The Board discussed the need to review the current By-Laws and agreed to review the copy that Chris provided and will discuss it at the next Board Meeting.
* **Fining Policy:** The Board will review and possibly revise the proposed fining policy that the HOA’s attorney developed based on the TX property statutes. This review will begin after the by-laws review and possible updates are completed.

**Paul made a motion and Terry seconded that the Board go into Executive Session at 7:24 pm.**

**Paul made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 7:40 pm.**

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

* Assess an additional fine to a homeowner, if they have still not resolved their on-going violation by April 1st.

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

A motion was made by Paul and seconded by Don to adjourn the meeting at 7:42 pm.