**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: April 30, 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 April 30, 2025.

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

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

**Absent:** Donald Harville, Director

**Guests:** None

**Approval of Minutes:** Meeting Minutes for March 26, 2025, regular 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 updated Financial Statement for March 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.

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

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

**New Business:**

* **Water Supply Discussion:** The Board discussed the lack of progress that Undine has made towards improving their water supply. Chris volunteered to see if he can get any guidance from a couple of water rights attorneys on what is the best way for homeowners to address this issue.

**On-Going Business:**

* **Annual Meeting Process:** The Board reviewed and made a few changes to the documents that Terry will send to all Members on or before May 7th.
* **Directors and Officers Insurance:** Terry made the annual D&O insurance payment to Bosworth and Associates.
* **By-Laws:** Terry was able to get the current set of By-Laws into a Word document so that it can be revised. Chris will make a first pass at revisions and then send the document to the other Board Members for review.

**Paul made a motion and Terry seconded that the Board go into Executive Session at 8:13 pm.**

**Paul made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 8:56 pm.**

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

* Assess an additional fine to a homeowner who has still not resolved their on-going

 violation.

* Send courtesy letters to 2 homeowners who are not maintaining their yards,

During the Executive Session, the Nomination Committee agreed to:

* Put all 6 nominations that were received for the 2025-2026 Board of Directors’ positions on the ballot.

The next HOA Board meeting is scheduled for Thursday, June 26, 2025, at 6:30 pm.

A motion was made by Paul and seconded by Cheryl to adjourn the meeting at 9:01 pm.