

Board of Directors Meeting Minutes Cape Tranquility Homeowners' Association

Meeting Date: November 5, 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 November 5, 2025.

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

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

Absent: Cheryl Darwin, Director

Guests: None

Approval of Minutes: Meeting Minutes for September 25, 2025, Board Meeting were reviewed. A motion was made by Chris and seconded by Paul to approve the minutes. Minutes were approved.

Treasurer's Report: The updated Financial Statement for September and October 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. Since the last meeting, 1 new project was submitted and approved, 1 project is in progress and 1 will be started soon.

HOA Members' Open Forum:

No guests were in attendance.

New Business:

- **No new business was discussed.**

On-Going Business:

- **Vote for TVEC's annual meeting:** Terry cast the HOA's votes, as approved at the last BOD meeting, for the 3 unopposed candidates on the TVEC ballot.
- **Curtsey Dock Replacement:** Paul checked with one of his contacts and found that they are having a tough time getting contractors to come work on their dock. Everyone will see about getting quotes.
- **ACC Candidates Letter:** Chris reviewed the draft of a solicitation notice that he created. A few revisions were discussed and will be made to the draft. Once the letter is approved, it will be emailed out to members on the email list. Mailing via USPS is not required.

- **Fining Policy:** Discussed the latest changes that have been proposed by Don, Chris and Terry. The Board agreed to review the latest draft, once Terry provides it, and either approve or provide feedback by Wednesday, November 12th. Once approved, the policy will be signed and notarized, published on the HOA website and emailed to members. Filing a copy with the County Clerk's office is not required but may be done.
- **By-Laws:** Agreed to resume reviewing and updating the HOA's By-Laws once the fining policy revision is completed. Chris will start working on a draft. Some additional definitions are probably needed to be in line with the TX statutes.

Terry made a motion and Paul seconded that the Board go into Executive Session at 7:11 pm.

Don made a motion and Paul seconded to adjourn the Executive Session and return to the General Session at 7:49 pm.

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

- Issue a fine to a homeowner who did not resolve their violation concerning the exterior maintenance of their property by the deadline.
- Issue a fine to a homeowner who has repeated a motor home parking violation.

The next HOA Board meeting is scheduled for Thursday, December 11, 2025, at 6:30 pm.

A motion was made by Terry and seconded by Chris to adjourn the meeting at 7:52 pm.