**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: February 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 February 26, 2025.

**Meeting called to order at 6:32 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 January 29, 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 Chris to approve both revised sets of meeting minutes. Both were approved.

**Treasurer’s Report:** The updated Financial Statement for January 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 and 1 is on hold. 1 new ACC request has been received since the last board meeting and has been approved.

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

**New Business:**

* **Annual Meeting Preparation:** Terry will prepare the usual request letter for nominations for candidates to run for next year’s Board of Directors and Secretary/Treasurer positions. The letter will be provided for Board review and approval before mailing out the letter by April 1st in order to meet the HOA’s rules. Nominations must be received by April 30th so that ballots can be mailed by May 7th. Ballots will be due back to the HOA by the annual meeting which the board agreed will be on Saturday, June 7th this year. Additional preparation items will be discussed at the appropriate times before the next annual meeting.
* **Off-Leash Dogs:** The Board discussed a recent letter from a member complaining about being charged by off-leash dogs that were not being controlled by their owners. The Board agreed to table this topic for now until more specific information becomes available.
* **Renewal of Directors and Officers Insurance:** Terry received a letter from the insurance company, Bosworth and Associates, requesting updated information in order to provide the HOA with several quotes for renewing the insurance which expires on April 22, 2025. Terry will fill out and return the form to Bosworth and Associates.

**On-Going Business:**

* **Income Tax Filing:** Terry received the 1099-INT statement from Vera Bank and took it along with the HOA’s 2024 Income and Expense report to the H&R Block tax office in Coffee City so that they can prepare the HOA’s tax return.
* **Update of HOA Directory:** Terry reported that he has completed the restoration of the HOA directory based on the forms that members have submitted in the past. Terry has nearly completed a form that will be mailed out around April 1st to the homeowners asking them to verify their information and to make any changes that they want.
* **By-Laws Review and Update:** Chris reported that in reviewing the HOA’s governing documents, he found that the Board, as elected representatives for all members, has the authority to update the HOA’s By-Laws, if necessary
* **Fining Policy:** Chris is leading an effort to 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 7:54 pm.**

**Paul made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 8:14 pm.**

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

* Send a letter to a property owner that has several dead trees falling down on their property.
* Send a letter to a homeowner concerning their violations.
* Assess a fine to a homeowner who has not resolved their on-going violation.

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

A motion was made by Paul and seconded by Terry to adjourn the meeting at 8:15 pm.