**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: July 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 July 30, 2025.

**Meeting called to order at 6:30 pm by Don.**

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

**Guests:** Ken McKee

**Approval of Minutes:** Meeting Minutes for June 26, 2025 Board Meeting was 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 June 2025 was provided to the Board by Terry. A motion was made by Paul and seconded by Cheryl to approve the report. Report was approved. Terry noted that only 1 property owner has not paid their dues. A second late payment notice will be sent to that owner, if their payment is not received by August 1, 2025. It was also noted that 3 property owners have outstanding fines. One owner is making payments.

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

**HOA Members Open Forum:**

Ken McKee discussed the following 3 items:

1. If a floating dock is installed, the guide pole heights need to account for lake level fluctuations. Otherwise, damage can occur.
2. Concerns over people feeding deer in the neighborhood which encourages not only deer, but also other wild life such as feral hogs, to start coming into the neighborhood and causing property damage.
3. He offered to perform the following on the Allen Park gate for $100: Add Turnbuckles to each side, adjust the turnbuckles to level out the 2 sides of the gate and repaint the gate.

**New Business:**

* **Allen Park gate and lock repairs/replacement**: Brad had the lock repaired and the gate is working OK at this time. Replacement cost of the gate with a new one is still to be determined.
* **Dock repairs:** Paul and Terry inspected the docks. Terry replaced 2 boards on the main dock and 3 boards on the curtesy dock. Also added some deck screws to several loose boards. It was noted that there is at least one rotted post on each dock.
* **Discuss investigating floating dock pricing** for possible replacement of the curtesy dock. Terry volunteered to check with Pond Kings who recently installed a floating dock in Highsaw Bay. Cheryl volunteered to check with Dustin Walker to see what options he can provide. Don volunteered to look for other floating dock providers.
* **Discuss attending our HOA Attorney’s legal workshop**. Attorney will post workshop details on Facebook when he is ready to schedule it. Several board members will try and attend the workshop.

**On-Going Business:**

* **Management Certificate:** Terry filed the updated certificate with the Henderson County Clerk and then put file marked copy in the HOA files.
* **Officer’s Certificate:** Don and Terry signed the updated certificate and Terry will give it to Vera Bank. Don will provide his information to the bank so that he can be set up with signature authority.
* **Form 802:** Terry completed the form and sent it along with a $5 filing fee to Secretary of State’s office. The State has not yet returned the processed form.
* **Liability Insurance:** Terry mailed a $1626.57 check to State Farm to renew the HOA’s liability insurance.
* **By-Laws:** The Board discussed and agreed to draft a couple of revisions (make the signature section match what is on the CC&Rs and add a requirement that Board members must be in good standing with the HOA). Directors will continue reviewing the By-Laws for any additional changes. Other HOAs’ By-Laws will be reviewed for suggestions.
* **Fining Policy:** Discussed the proposed fining schedule and noted that it needs to differentiate between curable and non-curable fines. Also need to detail the late payment fee charges. Board members will check other communities fining policies for possible suggestions.

**Don made a motion and Paul seconded that the Board go into Executive Session at 7:34 pm.**

**Paul made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 8:16 pm.**

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

* Issue a violation letter to a homeowner concerning the exterior maintenance of their property.
* Notify a realtor that a property they have listed for sale has an RV parking violation that has been addressed with the owners and prospective buyers need to know that such parking is not allowed within our HOA.

The next HOA Board meeting is scheduled for Wednesday, August 20, 2025, at 6:30 pm.

A motion was made by Paul and seconded by Terry to adjourn the meeting at 8:17 pm.