

Board of Directors Meeting Minutes
Cape Tranquility Homeowners' Association
Meeting Date: January 22, 2026

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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 January 22, 2026.

Meeting called to order at 6:31 pm by Don.

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

Absent: None

Guests: None

Approval of Minutes: Meeting Minutes for December 11, 2025, Board Meeting were reviewed. A motion was made by Paul and seconded by Chris to approve the minutes. Minutes were approved.

Treasurer's Report: The updated Financial Statement for December 2025 was provided to the Board by Terry. A motion was made by Don and seconded by Paul 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. 2 projects are in progress and 1 was completed.

HOA Members' Open Forum:

No guests were in attendance.

New Business:

- **HOA's 2025 Income Tax Return:** Terry generated the Income and Expense statement for calendar year 2025 that H&R Block needs to do the HOA's tax return. Vera Bank just mailed out the 1099-Int statements for the HOA's bank accounts. Terry will take these statements to the Coffee City H&R Block office to get the HOA's return completed and filed.
- **Microsoft 365 Annual Subscription Renewal:** Terry paid the \$107.99 renewal fee for the software which is used on the HOA's laptop.
- **TVEC Street Light Outages:** Terry contacted TVEC several weeks ago about 5 street lights that were out. So far TVEC has only fixed a couple of them. Terry will call TVEC again about getting the remainder of the lights fixed.

On-Going Business:

- **Courtesy Dock Replacement:** Greg Ayers, Jr is currently working on a dock in Brown's landing and will start on our dock in a few weeks. Terry asked Greg for a 1 week out heads-up so that an email can be sent to the HOA members letting them know that use

of the curtesy dock and boat ramp will probably be limited for a few weeks while the work is being done. Cheryl suggested that bumpers be added along the side of the dock and 6 taller tie-off cleats be installed. Terry will check to see what Greg Ayers is planning to do and what he will charge if we have him add the bumpers and cleats.

- **ACC Candidates Letter:** So far, one member has expressed an interest. However, no candidates have submitted an application. Terry will resend the email to the members.
- **Fining Policy:** Terry filed a copy of the new policy with the County Clerk's office.
- **By-Laws:** Terry will add a paragraph to the By-Laws which will require that members can only serve on the Board or a Committee if they are in good standing with the HOA. Then he will circulate the revised By-Laws for the other Board members to review.

Don made a motion and Paul seconded that the Board go into Executive Session at 6:59 pm.

Don made a motion and Terry seconded to adjourn the Executive Session and return to the General Session at 7:19 pm.

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

- Consult with the HOA's attorney concerning on-going violations and fine payment issues with a homeowner.

The next HOA Board meeting is scheduled for Wednesday, February 25, 2026, at 6:30 pm.

A motion was made by Terry and seconded by Paul to adjourn the meeting at 7:22 pm.