**Board of Directors Meeting Minutes**

**Cape Tranquility Homeowners' Association**

**Meeting Date: January 29, 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 January 29, 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: Cindy & Dave Meyer, Tricia West

**Approval of Minutes:** Meeting Minutes and Executive Minutes of the December 11, 2024, regular Board Meeting were provided to the Board by Terry. A motion was made by Paul and seconded by Cheryl to approve both sets of meeting minutes. Both were approved.

**Treasurer’s Report:** The updated Financial Statement for December 2024, 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. 3 projects are in progress and 1 is on hold. No new ACC requests have been received since the last board meeting.

**HOA Members Open Forum:** 2 homeowners, Dave & Cindy Meyer stated that they were confused about the December 30, 2024 letter that they received for multiple violations. They addressed the Board and stated their opinions.

**New Business:**

* **Bylaws:** Chris said that he will review the current by-laws and see if they need any updates made. If so, the board has the authority to do so. In the meantime, Terry will look for the Word version of the file marked Bylaws. The board will touch base within 2 weeks for a status check.
* **Form 802 (periodic Report:** Non-Profit Corporation): Terry informed the board that this form must be filed every 4 years with the state. The next filing is due in July. Chris researched the form and found that it is a state requirement, is straight forward to complete and needs to list the addresses of 3 board member. It was decided to list Paul, Cheryl and Terry on the form. Chris will fill out and file the form with the state.
* **Officer’s Certificate:** Terry informed the board that he found an Officer’s Certificate document that is filled out after each annual meeting and submitted to Vera Bank. It is signed by the new president and lists the new President, Vice President and Secretary/Treasurer who are the only ones with signature and access authority to the HOA’s bank accounts. Last year the bank made the appropriate changes based on Board Meeting Minutes. However, this form will work better and should be used in the future.
* **Income Tax Filing:** Terry has created the 2024 calendar year Income and Expense statement to provide to the H&R Block office at Coffee City who does the HOA’s income tax return each year. Once Terry receives the 1099-INT statement from Vera Bank within a few days, he will take it and the Income and Expense report to the tax office so that they can start on the return.

**On-Going Business:**

* **Update of HOA Directory:** Terry reported that he is continuing to work on restoring and updating the directory and is nearly ready to send out information to the homeowners asking then to verify their information and to make any changes that they want.
* **FINCEN Reporting Requirement:** Chris reported that a national injunction has now been implemented and no action needs to be taken by the HOA.
* **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 follow the by-laws review.

**Paul made a motion and Don seconded that the Board go into Executive Session at 8:06 pm.**

**Paul made a motion and Don seconded to adjourn the Executive Session and return to General Session at 8:52 pm.**

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

* Extend the deadline for one homeowner to resolve their violation by the end of February 2024. This homeowner has been actively working on the situation, keeping the board informed, and has encountered weather-related delays.
* Extend the deadline for another homeowner to resolve their multiple violations by the end of February 2024. The owner informed the board that they have someone lined up to do the work.

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

A motion was made by Terry and seconded by Paul to adjourn the meeting at 8:54 pm.