

**CAPE CARANCAHUA PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
October 14, 2015**

**Minutes**

President Gonda Moncada called the meeting to order at 6:01 PM. Board members Charles Taylor, Craig Brooks, Marie Weakley, and Joe Wyatt were present along with two property owners.

Mr. Brooks moved to accept the minutes from the September 9, 2015, as printed. Mr. Taylor seconded the motion, which was approved unanimously.

**Financial Report**

Mr. Taylor asked for questions about the Profit & Loss Report, Profit & Loss Budget Performance, Petty Cash Report, and August check register. There were none.

**Maintenance Report – Joe Wyatt**

1. Fixed walkway at boat ramp
2. Ordered 2 pallets (50 sacks) of asphalt repair for potholes
3. Major problems with mowers are being remedied by Duffy's
4. Continued routine mowing of all common areas and private property as needed
5. Steve Green is no longer employed by CCPOA. Ronnie Saldivar and Chris Garcia have been hired to work with Steve Brewer.

**ACC Report – Marie Weakley**

Nineteen permit applications, including one new home, were approved by the ACC in September, with \$1,010.00 collected in permit fees

**Compliance Report – Craig Brooks**

1. Several complaints were received about tall grass and weeds on private property. Work orders Issued to maintenance personnel to remedy the violations;
2. Complaints about multiple on-going violations at three properties under construction were addressed at a face-to-face meeting with the contractor.

**Legal – Gonda Moncada**

1. Research is on-going for properties to be foreclosed by the Cape's attorney.
2. A judicial hearing is scheduled for October 19 to recover some of the funds due CCPOA on property foreclosed by Jackson County several months ago.

**Correspondence** – all correspondence was address in the Compliance Report

**Old Business**

1. Sylva Construction is scheduled to repair and resurface Stovall within the next few weeks; Cape maintenance will re-spray the edges of Stovall to kill weeds and grass.

2. All gravel roads have been scraped, graded, and resurfaced in the Cape. Plans are being put in place to maintain the gravel roads and add surface material at least three times each year, possibly in March, July, and October. Mr. Brooks moved to periodically purchase 500 tons of gravel to prepare for future road work. Mr. Taylor seconded the motion, which passed unanimously.
3. Mr. Brooks described in detail plans for Cape personnel to do a major portion of the repair work necessary on the outflow drainage into the Bay at the end of Carancahua Boulevard.
4. Mr. Brooks moved to approve the purchase of a replacement wall-mounted air conditioner unit from Amason Air for the office at a cost of \$1,400.00. Mr. Wyatt seconded the motion, which passed unanimously.
5. Mr. Brooks moved to approve the purchase of a WinPak program, 4-door access panel and 2-door access panel from Victoria Security Systems for a total of \$8,767.11 installed. Mr. Taylor seconded the motion, which passed unanimously.

### **New Business**

1. After discussion, Mr. Brooks moved to raise the permit fee for a 60-day RV stay from \$10.00 to \$25.00. Mrs. Weakley seconded the motion. Mr. Brooks and Mrs. Weakley voted in favor; Mr. Taylor, Mr. Wyatt, and Mrs. Moncada voted against. The motion failed.
2. Discussion ensued about an offer made by property owners to handle emergency calls after maintenance personnel exit the Cape in the evenings and on weekends. Mr. Wyatt will hold instruction sessions for them and other Board members on gate operations. He will also develop written guidelines for handling various emergency situations that arise.
3. General discussion ensued about the mis-use of gate cards by contractors and non-property owners. The issue will be addressed at a future workshop.

**Property Owners Registered to Speak** - there were no property owners registered to speak.

The meeting was adjourned temporarily at 7:35 p.m. for Executive Session to discuss employee salaries.

The meeting re-convened at 7:40 p.m. Mrs. Weakley announced the Board had approved a salary increase for Jenny Westphall effective October 19, 2015. She also announced she would be distributing employee job descriptions to the Board members for approval.

The November Board of Directors meeting was scheduled for 1:00 p.m. November 8, immediately before the Quarterly Property Owners' Meeting.

The meeting was adjourned 7:42 p.m.

Respectfully submitted  
Judy Hollingsworth, Scribe

/s/ Gonda Moncada  
Approved  
November 8, 2015