

**CAPE CARANCAHUA PROPERTY OWNERS' ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**June 8 , 2016**  
**Minutes**

President Craig Brooks called the meeting to order at 6:00 p.m. Board members Charles Taylor, Marie Weakley, Tom Chandler, and Dick Wilkinson were present, along with three property owners.

Mr. Chandler moved to accept the minutes from the May 15, 2016, Board Meeting as printed. Mrs. Weakley seconded the motion, which was approved unanimously.

**Financial Report**

Mr. Taylor asked for questions about the Profit & Loss Report, Profit & Loss Budget Performance, Capital Summary, Petty Cash Report, and May check register. There were none. He pointed out that a new savings account for the sale and purchase of major equipment had been established with the transfer of \$12,500 from the checking account.

**Maintenance Report – Dick Wilkinson**

1. Electrician rewired pumps, plugs, and lights in the pump room at Pool 2. Added lights in shop, hallways, and bathroom at maintenance building.
2. Installed PVC bollards in parking lots at both pools
3. Mowed common grounds and some lots as weather permitted
4. Obtained bids for replacing the spikes at the entrance and exit at the front gate
5. Oracle Security installed new cameras at both pools, front entrance and exit, maintenance building, library, and office.
6. Seeking bids to repair drainage outfall into the Bay at Carancahua and Bayshore
7. Seeking bid from G & W Engineering for drainage repair at Grand Canyon and all it entails as well as improving drainage throughout the Cape
8. Mike Maxwell called AEP after he witnessed a leaning power pole snap near the boat ramp. He also called the Public Utility Commission, which, in turn, contacted AEP public relations office Bill Newyear in Victoria. Within 14 days, an AEP subcontractor began examining all electric poles in the Cape. The result is that several poles need to be replaced immediately and many more should be scheduled for replacement in the not-too-distant future. The Cape is grateful to Mr. Maxwell for his concern and perseverance.
9. Both gates were opened manually during a power outage.
10. Repairs were made to the walkways at both fishing piers at the boat ramp; the fish cleaning table was also repaired
11. Pool 2 is being prepared for rubber expansion joint installation
12. A new x-one Hustler zero-turn mower has been purchased to replace the mower purchased in 2002.

**ACC Report – Marie Weakley**

Six permit applications were approved by the Architectural Control Committee in May with \$50 collected in permit fees.

**Compliance Report – Craig Brooks**

1. A legal notice has been sent to a property owner whose renters allow several dogs to run free and harass property owners.
2. A property owner was denied pool access due to violations.

**Legal – Craig Brooks**

1. The Board has asked for a legal opinion about enforcement of posted pool rules.
2. The Board asked the insurance provider for confirmation of insurance coverage for committees; a written opinion seems to indicate that committees are covered by the Directors and Officers policy.

**Correspondence** - none

## **Old Business**

1. After discussion, Mr. Taylor moved to ratify the expenditure of \$9,719.76 for new surveillance cameras, software, and installation. The old cameras were replaced with up-to-date versions with better resolution, light-gathering capacity, and quality.
2. Pool Repairs
  - (a) New doors have been ordered to replace all doors at both pools
  - (b) All fencing has been replaced at both pools
  - (c) Fire gates have been installed at both pools to allow CCVFD emergency access
  - (d) The coping has been painted at both pools
  - (e) Expansion joint replacement is pending ideal weather conditions; the material requires day and night temperatures above 70° and no rain for seven days.
3. The sealed bid sale of Cape lots resulted in the sale of only two adjacent lots, 1113 & 1114. The remaining six lots owned by CCPOA will be offered at the minimum bid price of \$2000.
4. Plans are well in hand for the parade and picnic on July 2 to celebrate Independence Day. Sheriff's Department patrols have been arranged during that weekend.
5. After discussion, Mr. Chandler moved to ratify the expenditure of \$9,201.25 for a Hustler mower.

## **New Business**

1. The Cape's accountant has agreed to complete an audit of the books before the Quarterly Meeting in August.
2. After discussion about the 20+-year-old spikes and gate entry control mechanism, Mr. Chandler moved to take funds from the dedicated gate fund to accept the bid of \$16,015.59 from BP Equipment Company to replace the entire entrance and exit spike strips & teeth, gate arm, barrier operator, and traffic light assembly. Mr. Wilkinson seconded the motion, which passed unanimously.
3. After discussion, Mr. Brooks agreed to draw up a proposed policy to govern junk vehicles in the Cape. He will present the policy at the next board meeting.
4. After a lengthy discussion about the deteriorating condition of the north fishing pier at the boat ramp and overall agreement that the funds should come from the dedicated disaster fund account, Mr. Taylor moved that the Board accept a bid from D & P Home and Garden for up to \$7,000 to repair the structure. Mrs. Weakley seconded the motion, which passed unanimously.
5. Mr. Brooks gave a detailed explanation of the failures and possible remedies for the condition of the outfall drainage into the bay at the end of Carancahua Boulevard. The Board agreed to defer a decision until more bids are received to make the necessary repairs.
6. Mr. Brooks reported that he had met with engineers from G & W Engineering to discuss the proposed survey work that would be needed to determine remedies to drainage problems in the northwest section of the Cape that drains into the Bay at the Grand Canyon. He explained that they determined the survey work would result in an end product that would allow the Cape to obtain bids for specific drainage issues, culvert failures, public & private culvert sizes, establish elevation points, and create a digital map with ground truth street locations. After discussion, Mr. Taylor moved that the Board accept the G & W Engineers bid of up to \$10,000 to perform the surveys. Mr. Chandler seconded the motion, which passed unanimously. Mr. Brooks will draft a letter to G & W outlining the Board's expectations from the work.

## **Property Owners Registered to Speak – none**

**Meeting Schedule** - The next Board meeting was scheduled for 6:00 p.m. July 13 at the Community Center. The meeting was adjourned 7:37 p.m.

Respectfully submitted  
Judy Hollingsworth, Scribe

/s/ Craigs Brooks  
Approved  
July 13, 2016