

**CAPE CARANCAHUA PROPERTY OWNERS' ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**August 7, 2016**  
**Minutes**

President Craig Brooks called the meeting to order at 1:03 p.m. Board members Craig Brooks, Charles Taylor, and Tom Chandler were present, along with several property owners.

Mr. Taylor moved to accept the minutes from the July 13, 2016, Board Meeting as printed. Mr. Chandler 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 June check register.

**Maintenance Report – Dick Wilkinson**

1. Performed routine maintenance on all mowers, tractor, Mule and foggers, replacing filters and oil. Replace blades on shredder.
2. Mowed common grounds (Community Center, Parks 1 and 2, wetlands, pavilion, office, and flag park. Mowed some private lots, open drainage/roadside drainage, culverts, and weed-eated.
3. Place self-leveling rubber in expansion joints at Pool 2.
4. Replaced doors at pump room and both restrooms at Pool 1. Replaced doors on both restrooms at Pool 2. Replaced all hardware and painted all.
5. Drilled holes for stop signs/poles throughout the Cape.
6. Contracted with BG Equipment to place new spikes/hardware at front entrance and exit. Work to begin August 10<sup>th</sup> and 11<sup>th</sup>.
7. D & P Home & Garden (D. Ray Acuna) will begin re-construction on the outfall at the end of Carancahua Boulevard on August 15<sup>th</sup>. After completion of this project, he will begin repairs to the north-side walkway at pier at the boat ramp and re-work the electric and water lines to the fish cleaning table.
8. Sprayed herbicide on the sides of roadways, culverts, and open ditches throughout the Cape.

**ACC Report**

In Mrs. Weakley's absence, Mr. Brooks reported that twelve permit applications, including one new home, were approved by the Architectural Control Committee in June with \$1125 collected in permit fees. He announced that the Architectural Control Committee had asked the Board to approve the appointment of Tom Carter and Myrtle Halling to fill vacancies on the Architectural Control Committee. Mr. Chandler moved that the Board do so and Mr. Taylor seconded the motion, which passed unanimously.

**Compliance Report – Craig Brooks**

Non-compliance fees continue to be assessed to the account of property owners who violate deed restrictions and policies.

## **Legal – Craig Brooks**

The Cape's attorney has approved the format and layout for the ballot vote coming up in October.

**Correspondence** - none

## **Old Business**

1. The Board is exploring the necessity for and wording of a policy to address the issue of derelict vehicles being parked inside the Cape.
2. The accountant plans to have the 2015 audit ready before the November quarterly meeting.
3. AEP contractors are replacing a large number of electric poles throughout the Cape. The work should be completed by the end of the year. AEP has assured the Board that any damage done by work crews will be repaired.

## **New Business**

Mr. Taylor reported that he and Mrs. Weakley met with the Cape's insurance agent, Paul Herrmann, to review the Cape's insurance policies. Several items were added to and some removed from coverage. The Board will conduct an annual review with Mr. Herrmann in future.

A new maintenance employee, Chainey Williams, has been hired to work full time with Donald Beaver and Fe Villarin.

## **Property Owners Registered to Speak**

Property Owner Daniel Dittrich asked the Board to accept less than the full amount owed by the owner of Lot 1414. He would like to purchase the lot. Mr. Brooks said the Board would accept the amount due for mowing and tax but forgive the charges for late fees and interest. Mr. Dittrich offered less than that amount. Mr. Brooks said the Board would consider his offer.

## **Meeting Schedule**

The September Board of Directors meeting will be held at 6:00 p.m., on Wednesday, September 14, 2016, at the Community Center, weather permitting.

The meeting was adjourned at 1:40 p.m.

Respectfully submitted  
Judy Hollingsworth, Scribe

/s/ Craig Brooks  
Approved  
September 14, 2016