

CAPE CARANCAHUA PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
November 13, 2016
Minutes

President Craig Brooks called the meeting to order at 1:00 p.m. Board members Craig Brooks, Tom Chandler, Charles Taylor, Marie Weakley and Dick Wilkinson were present, along with four property owners.

Mrs. Weakley moved to accept the minutes from the October 12, 2016, Board Meeting 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, Capital Summary, Petty Cash Report, and October check register. There were none.

Mr. Taylor moved that the Board adopt the 2017 budget as discussed at a recent workshop. Mr. Brooks seconded the motion, which passed unanimously.

Maintenance Report – Dick Wilkinson

1. Routine checking all equipment before use.
2. Routine mowing all common grounds, road sides, ditches, and prepaid lots.
3. Continued fixing holes in roads with road patch (asphalt)
4. B-P Equipment Company replaced spikes at entrance gate due to spikes not being sufficient
5. Victoria Security System worked on Pool 1 and Pool 2 entrance and exit panels due to not reading cards
6. Continue to help SEC (electric pole replacement crew) when needed.
7. Routine cleaning of burn pit

ACC Report – Marie Weakley

Ten permit applications were approved by the Architectural Control Committee in October with \$300 collected in permit fees.

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 deadline to file for positions 1, 2, and 4 on the Board of Directors is 5:00 p.m., December 29, 2016. Ballots will be mailed between January 15 and March 1, 2017. Property owners can vote by US Mail or in person at the Annual Meeting on March 12, 2017.

Correspondence

1. Property owner complimented BOD and Maintenance on the new lights at the fishing piers.
2. Property owner complained about abandoned boats left on vacant lots for extended period.

Old Business

1. The front gate software problems have been resolved and VCS will waive some charges
2. Mr. Brooks reminded everyone that the construction gate is for vehicles that weigh over 10,000 pounds
3. Mr. Brooks reminded everyone that front gate entrance for guests and deliveries is the responsibility of the property owner

New Business

1. After a brief discussion, Mrs. Weakley moved to adopt a Purchasing Procedure for the Board of Directors. Mr. Taylor seconded the motion. The motion passed by a vote of four to one with Mr. Wilkinson casting the dissenting vote. A copy of the Procedure is attached.
2. The new State-mandated drains have been installed in both pools. The pools will remain closed until next Spring. They both need to be re-plastered, but there is no money available for this project.

The one property owners registered to speak was not present.

Schedule future meetings

Board Meeting – December 14, 2016, at 6::00 p.m. at the Community Center or Library depending on the weather.

The meeting was adjourned at 1:46 p.m.

Respectfully submitted
Judy Hollingsworth, Scribe

/s/ Craig Brooks
Approved
December 14, 2016