

CAPE CARANCAHUA PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
December 14, 2016
Minutes

President Craig Brooks called the meeting to order at 6:01 p.m. Board members Craig Brooks, Charles Taylor, Marie Weakley and Dick Wilkinson were present, along with two property owners.

Mr. Taylor moved to accept the minutes from the November 13, 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 November check register.

Maintenance Report – Dick Wilkinson

1. Routine maintenance on equipment.
2. Routine mowing of common grounds (community center, parks 1 & 2, wetlands, pavilion, boat ramp, flag park, and office). Mowed some private lots, open drainage, roadside drainage, culverts and weedeated.
3. Continue help S.E.C. when needed.
4. Continue brush clean-up at burn pit.
5. Jim Ramirez (Chico) placed timer switches at both fish cleaning tables, which included weather-proof covers. Also installed timer switches and weather-proof covers on both green lights.
6. Repaired construction gate (new wheels) and widened the concrete pad for wheels to run on.
7. Oracle Security Solutions removed 3 faulty cameras (will full warranty coverage) to be replaced with new cameras when they come in.
8. Placed road patch (asphalt) in holes on roads and repaired gravel roads with process gravel with process material left over from last repair contract.
9. Maintenance employee Chainey Williams quit on November 11, 2016. Jimmy Heysquierdo was hired on November 14 and he quit on November 28, 2016.

ACC Report – Marie Weakley

Seven permit applications were approved by the Architectural Control Committee in November with \$610 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.

The attorney has been asked to file liens or amended liens on four property owners whose accounts are in arrears.

Correspondence - none

Old Business - none

New Business

1. After discussion, Mr. Taylor moved that the Board adopt the revised schedule of fees that was presented. (Copy attached) Mrs. Weakley seconded the motion, which passes unanimously.
2. After discussion, Mrs. Weakley moved that the Board adopt the revised Transfer Form (copy attached) to add inclusion of the deed and deletion of all gate access devices assigned to the property. Mr. Taylor seconded the motion, which passed unanimously.
3. After discussion and one revision to the draft, Mr. Taylor moved that the Board adopt a new and expanded Employee Manual. (Copy attached) Mr. Wilkinson seconded the motion, which passed unanimously.
4. Mr. Taylor outlined provisions promulgated by the Mowing Bid Committee to solicit bids for 2017-2018 mowing. Bid solicitations with a January 18, 2017, return deadline will be sent to ten+ prospective contractors.
5. Discussion ensued about giving year-end bonuses to CCPOA employees. Mr. Brooks moved to give one week's average pay to each employee. Mrs. Weakley seconded the motion, which passed unanimously.
6. Mr. Brooks, as a matter of information, reported that he had conducted a roof count of houses in the subdivision. At present, the number is 338, making Cape Carancahua the third largest community in Jackson County.
- 7.

Schedule future meetings

Board Meeting – January 11, 2017, at 6:00 p.m. at the Library

The meeting was adjourned at 7:54 p.m.

Respectfully submitted
Judy Hollingsworth, Scribe

/S/ Craig Brooks
Approved
January 11, 2017