

CAPE CARANCAHUA PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
January 11, 2017
Minutes

President Craig Brooks called the meeting to order at 6:19 p.m. Board members Craig Brooks, Tom Chandler, Charles Taylor, Marie Weakley and Dick Wilkinson were present, along with two property owners.

Mrs. Weakley moved to accept the minutes from the December 14, 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 November check register. Mrs. Weakley asked for more information on the charge of \$4881.70 for mileage reimbursement. Mr. Taylor explained that it is less expensive to pay mileage than to use a company vehicle and employee time to pick up supplies. Discussion ensued about consolidating trips for supplies to once a week. All agreed that would be the ideal situation except in emergency situations. Mr. Taylor advised that 2017 budget figures would have to be adjusted to account for the unexpected \$8700 expenditure for a new heating & air conditioning system for the CCPOA office.

Maintenance Report – Dick Wilkinson

1. Routine maintenance on equipment.
2. Routine mowing
3. Place road patch and process gravel
4. Oracle Security installed new cameras
5. Place rod holders on piers
6. Repaired sign at boat ramp damaged by severe south winds
7. Helped S.E.C. with electric pole emplacement when needed
8. VCS worked on front gate to restore transmitter reading capability
9. Replaced hot water heater in library/maintenance shop

ACC Report – Marie Weakley

Five building permit applications, including one new home, were approved by the Architectural Control Committee in December with \$800 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 attorney has file liens or amended liens on four property owners whose accounts are in arrears.

If no remedial action has been taken by the owner of Lot I in the Business Park by the deadline set forth by the Cape attorney, the Board will ask her to proceed with legal action to effect the necessary clean-up.

Correspondence - none

Old Business – none

New Business

1. After discussion, Mr. Taylor moved to approve the 2017 holiday schedule for CCPOA employees. Mrs. Weakley seconded the motion, which passed unanimously. The schedule is as follows;
Monday, January 2 for New Year's Day
Monday, May 29 – Memorial Day
Tuesday, July 4 – Independence Day
Monday, September 4 – Labor Day
Thursday & Friday, November 23 & 24 – Thanksgiving
Monday & Tuesday, December 25 & 26 – Christmas
2. After discussion, Mrs. Weakley moved to ratify the expenditure of up to \$8,700.00 to replace the failed heating and air conditioning system in the CCPOA office. Mr. Chandler seconded the motion, which passed unanimously.
3. Mr. Taylor reported that five bids were sent to prospective contractors to handle the Cape's mowing needs. To day, only two proposals have been received. The deadline for receipt is January 18. After that date, he will prepare a spreadsheet for the Board's use in making a decision.

Schedule future meetings

Pot Luck Dinner – February 11, 2017, at 5:00 p.m.

Board Meeting – February 12, 2017, at 1:00 p.m.

Quarterly Property Owners' Meeting – February 12, 2017 at 2:00 p.m.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted
Judy Hollingsworth, Scribe

/s/ Craig Brooks
Approved
February 12, 2017