

CAPE CARANCAHUA PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
January 10, 2017
Minutes

President Craig Brooks called the meeting to order at 6:01 p.m. Board members Charles Taylor, Marie Weakley, Tom Chandler, and Dick Wilkinson were present.

Mrs. Weakley moved to accept the minutes from the December 13, 2017, Board Meeting as printed. Mr. Chandler seconded the motion, which passed unanimously.

Financial Report

Mr. Taylor asked for questions about the Capital Summary, Profit & Loss Report, Profit & Loss Budget Performance, Petty Cash Report, and December check register.

Maintenance Report – Dick Wilkinson

1. Routine maintenance on equipment
2. Routine mowing of common grounds
3. Pushed brush into burn pit
4. Placed road patch in holes on roads
5. Built new benches for boat ramp piers
6. Started pruning palm trees
7. Found water leak in pump room at Pool 2; CCWSC donated material and labor for repair)
8. Started building benches for Park 1 pier
9. Turned water off at office, shop, park 1, pavilion, boat ramp, burn pit after New Year's Party at the Community Center
10. Soliciting bids from contractors on Park 1 pier repair

ACC Report – Marie Weakley

Eleven building permit applications were approved in December with \$275.00 collected in permit fees. A majority of the permits were issued for roofs and other hurricane damage repairs; no permit fees were charged for those permits.

Compliance Report – Craig Brooks

Non-compliance fees continue to be assessed to the account of property owners who violate deed restrictions and policies. Some of the violations being addressed include houses in need of repair, unkempt properties, and illegal storage of boats and other items. Mr. Brooks also noted that several property owners have corrected violations after notification

Legal – Craig Brooks

The Cape's attorney has begun the process to foreclose on a house and four lots in Section 4. The Cape still holds the lien release on Lot I in the Business Park pending sale of the property. The dirt piles on Lot I and the adjacent property do not constitute a violation of CCPOA deed restrictions since CCPOA cannot specify the type of business allowed.

Old Business

1. King Pool Service has been notified that their pool cleaning services are no longer required. Agreement has been reached with Gardenland Nursery to provide twice-weekly cleaning with other trips as necessary.
2. Office repairs continue slowly. The contractor replacing the baseboards and cabinets has been ill.

New Business

1. Election: Two property owners have filed for Position 3 on the Board of Directors. They are former Board member Myrtle Halling and Daniel Dittrich. Three property owners have filed for Position 5. They are John C. Bell, Justin Guyer, and Larry Schroeder. Each contender will have 5 minutes to speak at the February 11 Quarterly Property Owners' meeting. Ballots will be mailed on February 15. A member of the Ballot Committee will accompany office staff to pick up the mail and record ballot numbers beginning on February 19. Ballots must be received by U. S. Mail by end of business on March 9th. New or revised ballots will be accepted in person at the Annual Meeting on March 11 2018.
2. Mr. Brooks reported that John Bock (Section 1), Carter Alexander (Section 2), Mike Mayes (Section 5), and Pam Stewart (Alternate) have agreed to serve on the Ballot Committee. He plans to contact Bill Dannels (Section 3) and Norma Salinas (Section 4) to complete the committee.
3. After discussion, Mr. Wilkinson agreed that maintenance personnel will repair the fence between Lot 403 and the Wetlands Park in the very near future. Additional fences in need of attention will be replaced with bollards and cable as equipment becomes available. Maintenance personnel will remove the hurricane-damaged fence on the East side as soon as possible.
4. Only one formal bid has been received for repairing the pier at Park 1, although three other contractors have said they will submit bids before the deadline of January 24. The Board will consider all bids before making a decision at the January 25 workshop.
5. Changing the regular monthly Board meeting date was tabled for discussion by Board members after March 11, 2018.
6. Distribution and discussion of the revised Employee Manual will be held after new office and maintenance personnel have been hired. An additional maintenance worker will be sought and hired by February 1, 2018, if possible. One Office Assistant applicant has been interviewed; classified ads are currently running in the Port Lavaca and Palacios newspapers.

Correspondence

There was no correspondence.

Mr. Brooks announced that the next Board of Directors' meeting will be at 1:00 p.m. on Sunday, February 11, 2018, in the Community Center followed by the Quarterly Property Owners' Meeting at 2:00 p.m. There will be a pot luck dinner at the Community Center starting at 5:00 p.m. on Saturday, February 10. Everyone welcome.

The meeting was adjourned at 7:22 p.m.

Respectfully submitted
Judy Hollingsworth, Scribe

/s/ Craig Brooks
Approved
February 11, 2018