

**CAPE CARANCAHUA  
PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 19, 2023  
Minutes**

President Pam Stewart called the meeting to order at 6:02 p.m. Board members Robert Johs, Paul Warren, and Charles Taylor were present. There were no property owners in attendance.

**Approve Minutes** - Mr. Johs moved to accept the minutes of the June 21, 2023; Board Meeting as written. Mr. Warren seconded the motion, and the motion passed unanimously.

**Financial Report – Charles Taylor**

Mr. Taylor asked for questions about the Capital Summary, Profit & Loss Comparison, Profit & Loss Budget Performance, Petty Cash Report, and May Check Register. There was discussion and clarification by Mr. Taylor on several line items in the reports.

**Permits and Compliance Report – Paul Warren**

There were eight permits issued during June. There were several properties discussed that were in violation of Cape policies. Those property owners will be contacted to remedy violations.

**Maintenance Report for June 2023 – Robert Johs**

1. Performed routine maintenance to all equipment.
2. Performed routine mowing of all common grounds, property owner lots, & sides of roads as needed.
3. Routine cleaning of Brush Pit.
4. Weed eat ditches
5. Placed asphalt on sides of roads.
6. Trimmed trees.
7. Sprayed herbicide on sides of roads, culverts, and street signs.
8. Patched holes in roads.
9. Repaired ladder at Pool 2.
10. Weed eat culverts, guard rails and street signs.
11. Cleaned and changed air filters at Office and Community Center.
12. Repaired shower at Pool 2.

An update was given on recent incidents at the front gate and damages. The responsible parties have been billed for the damages and the gate has been repaired. There is a new part-time employee and Fe is back on a part-time basis.

No questions were asked about the report.

**Legal Report – Robert Johs**

Mr. Johs reported that the attorney is writing policy in response to changes made by the 2023 Texas Legislative Session. G&W Engineering is working on updating our Cape map using the original mylar copy.

**Old Business**

Updating the Employees Manual was tabled until a future date. It was suggested that the Employees Manual and the Emergency Procedures be updated every 2 years.

**New Business**

**Property Owners Registered to Speak**

There were no property owners registered to speak.

**Schedule future meetings**

The next regular Board of Directors Meeting will be August 16, 2023, at 6:00 p.m. in the Community Center. The Quarterly Property Owners' Meeting will be August 13, 2023.

The meeting was adjourned at 6:34 p.m.

Respectfully submitted,

Bettie Sanders

Scribe

/s/ Pam Stewart

Approved

8/16/23

Date