

**CAPE CARANCAHUA
PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
October 9, 2025
Minutes**

President Robert Johs called the meeting to order at 1:00 p.m. Board members present were Patti Schwebel, Larry Schroeder and Phil Rossi. Three property owners signed in on the attendance sheet.

Approve Minutes – Mr. Rossi made a motion to accept the minutes of the September 11, 2025 Board Meeting. Mr. Schroeder seconded the motion, it passed unanimously.

Financial Reports – Patti Schwebel

The Board reviewed the Capital Summary, Profit & Loss Comparison, Profit & Loss Budget Performance, Check Register, and Petty Cash Report.

Maintenance Report – Larry Schroeder

September Maintenance Report

- Routine maintenance
- Routine mowing
- Replace spikes at exit gate
- Repair entrance gate
- Routine cleaning/burning of burn pit area
- Place new culvert at boat ramp
- Place gravel on gravel roads
- Place asphalt in potholes on paved roads
- Cut culvert pipe
- Lay sod/grass on property owner's lot
- Remove dirt from culvert
- Screw loose boards on piers
- Power wash drive
- Repair gate in fence
- Power wash pavilion
- Remove culvert and replace with new on Bayshore

Repaired Bayshore after replacing culvert at large outfall ditch to improve drainage.

Hiring new full-time employee in maintenance.

Will send a property owner a letter to remind them of swimming pool rules of no dogs in the pools. A service dog is allowed in the fencing area, but not in the pool due to "Public Health Regulations".

Permits & Compliance Report – Paul Warren

There were seven permits reviewed with all approved except one.

Approved Permits

1. Lot R – Ethan Rafei – Permit extension for storage units

2. Lots 151 & 152 – John Mitchell – New roof
3. Lots 755-757 – Jack Corbell – Addition to existing storage
4. Lot 863 – Sara Fuentes – Build retaining wall and step repair
5. Lot 459, 460, 502 & 503) – New roof, exterior painting, carport roof, window replacement
6. Lot 955, 956, 957, & 903) – Melissa McAnnally - Concrete driveway and garage

Unapproved Permit

1. Lot 601, 602 – Robert Broxton – New construction – Need plat with dimensions and OSSF permit from county

Legal Report – Phil Rossi

1. Discussed demand letters for delinquent fees. Delinquent accounts are not eligible to vote in elections and will review next month on how to move forward with these accounts.
2. Discussed drainage and the ongoing digging and clean-up of ditches. The attorney will be contacted to determine if replacing culverts is the property owner responsibility when it is obstructing flow.
3. Offer received on Lot 1021. Mr. Schroeder made a motion to approve the offer of \$7,500. Mr Rossi seconded the motion. Mrs. Schwebel abstained. Motion passed.

Old Business

1. Discussed outfall ditches and the work being done on the “Grand Canyon”. There is damaged pipe under the road that will need to be replaced. Prices will be obtained on 36” and 30” diameter pipe at 40’ length.
2. New maintenance employee starting Monday, September 15, 2025.
3. Mr. Warren requested air-ride seats for mowers.
4. Mr. Warran will text emergency phone when weekend gate code is changed.
5. Paper ballots will be done for the maintenance fee increase vote and Board of Directors Election (2 spots).
6. Mrs. Schwebel to research amending the bylaws on elections.
7. Motion to accept Cliff Davis on the ACC. Mr. Rossi made a motion to approve, Mrs. Schwebel seconded motion. Approved.
8. Discussion of bulk head permit fees. Fee should be set at \$500 and property owner could request refund after project is finished which would be determined by a ACC member.
9. Upcoming events will be added to the Community Calendar for October.
 - a. National Night Out at Pavillion on October 7, 2025, 6:00 to 7:30 PM
 - b. Flu Shots at the Fire Station on October 7, 2025, 3:00 to 4:30 PM
 - c. Trunk or Treat at Pavillion on October 25, 2025, 5:00 PM

New Business

1. Ballots mailed 10/9/25 for Annual Membership Fee increase of \$50 per lot each year.
2. Mr. Johs made a motion to purchase a dump trailer. Mr. Rossi seconded the motion, it passed unanimously.
3. Speed bump and kids at play signs to be installed on Stoval near the Archer. residence.

The meeting went to executive session at 2:15 p.m. No conclusion of business was made to add to the meeting at this time.

Property Owners' Comments

No comments

Next Board of Directors Meeting will be at 1:00 p.m. November 13, 2025, at the Community Center.

Adjourned

Respectfully submitted,
Larry Schroeder

/s/ Robert Johs

Approved

November 13, 2025