

**CAPE CARANCAHUA  
PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 11, 2025  
Minutes**

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

**Approve Minutes** – Ms. Schwebel made a motion to accept the minutes of the November 13, 2025 Board Meeting. Mr. Warren 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**

November Maintenance Report

- Routine maintenance
- Routine mowing
- Routine cleaning/burning of burn pit area
- Routine changing of Construction Gate code
- Replaced camera at Pool 2
- Placed gravel in potholes on road
- Placed asphalt on sides of roads
- Clean dirt away from around culverts
- Changed oil and sharpened blades on mower
- Sprayed for mosquitos
- Repaired camera at Pool 2
- Trimmed trees
- Repaired water leak in women's restroom at Community Center
- Screwed loose boards on piers
- Rewired camera at Pool 2
- Replaced light at cleaning table at Park 1 pier

**Permits & Compliance Report – Paul Warren**

There were three permits reviewed with all approved.

Approved Permits

1. Lots 196, 197 – Adam Haneline – Roof
2. Lots 916, 917, ½ 918 – Lisa Henderson – Storage Building
3. Lots 881, ½ 882 – David Earle – Addition to Home, Driveway, & Septic

Discussed action on 2803 West Bayshore, Lot 65. The house is in need of repair. No solution was reached.

## **Legal Report – Phil Rossi**

Attorney sent out final notice of foreclosure on property owner's two lots. Property owner has until late December to respond. We will ask for the attorney to advise us on properties that are in arrears for a year or more.

## **Old Business**

1. Made changes to the mowing policy starting in 2026.
2. Pool pass was increased from \$100 to \$125 in 2026.
3. The ACC permit policy for extending a permit was increased from \$25 to \$50, storage building from \$50 to \$100 starting in 2026. The New Home Permit fee will also be increased from \$1,000 to \$1,250
4. Changes to the Community Center Rental policy were discussed and will be completed for next year.

## **New Business**

1. Considered amendments to by-laws to make change in "property owners voting"; to allow electronic voting by email and a ballot box to be built by Phred Johner and placed in the office. More changes will be made at a later date.
2. Updated Employees Manual to clarify some information.

## **Property Owners' Comments – Craig Brooks**

At the beginning of the meeting Mr. Brooks shared an update on a proposed EMS station in the vicinity of the Carancahua Fire Station: should be operational by the end of 2026 with two ambulances, operating with a crew 24 hours a day, 7 days a week. Asking the Cape to install a power gate with a keypad at the "fire gate" for easy access into the Cape. The ESD will largely fund the building when it starts. See attachment for possible positioning of the building.

Next Board of Directors Meeting 1:00 p.m. January 8, 2026 at the Community Center.

**Adjourned at 3:00 p.m.**

Respectfully submitted,  
Larry Schroeder

/s/ Robert Johs

Approved

January 8, 2026