

**CAPE CARANCAHUA  
PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 8, 2026 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. Seven property owners signed in on the attendance sheet.

**Approve Minutes** – Mr. Rossi made a motion to accept the minutes of the December 11, 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. Ms. Schwebel shared that the old maintenance truck was sold for \$800, a new-used 2016 truck and mower were purchased for the maintenance department.

**Maintenance Report – Larry Schroeder**

December Maintenance Report

- Routine maintenance
- Routine mowing
- Routine cleaning/burning of burn pit area
- Routine changing of Construction Gate code
- Routine cleaning of Brush Pit
- Secured boards on piers
- Rewired trailer
- Repaired AC on tractor
- Rewired trailer lights on maintenance truck
- Reworked plumbing on pumps at Pool 2
- Repaired valves on pumps at Pool 1
- Trimmed trees
- Cleaned culverts
- Repaired bakes on tractor
- Installed new drive belt on mower
- Repaired steering on tractor
- Replaced camera at Pool 1

There was a discussion about installing an arm on the front gate exit side, maintenance sweeping the front gate once a week with a magnet to pick up any nails and screws, and getting bids for a new fire gate. Mr. Schroeder made a motion to get liability insurance on the 2016 maintenance truck. Ms. Schwebel seconded the motion, which passed unanimously.

**Permits & Compliance Report – Paul Warren**

There were two permits reviewed with all approved.

## Approved Permits

1. Lot 208 – 59 Meadowlark - Karen Sanders – Concrete around mobile home & new skirting
2. Lots 392, 393 – 1440 W. Bayshore – Gary Conaway – Repair bulkhead

We will check on a new home being built on Bayview that may need to extend their permit.

## Legal Report – Phil Rossi

No notice from the attorney on the two lots being foreclosed on.

## Old 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.

## New Business

1. The preparation of roads before road construction crew arrives was discussed.
2. Further changes to By-Law amendments before sending to property owners for vote to approve. No stipulation on the section the voting committee members chosen will need to have property in, will not need a member from each section.
3. Mr. Warren made a motion to ask Phred Jahner build a podium for meetings. Mr. Rossi seconded the motion and passed unanimously.

Next Board of Directors Meeting 1:00 p.m. February 12, 2026 at the Community Center. Also Quarterly Property Owner’s meeting February 8, 2026 at 2:00p.m.

**Adjourned at 2:35 p.m.**

Respectfully submitted,  
Larry Schroeder

/s/ Robert Johs  
Approved

February 12, 2026