

Cape Royale Property Owners Association, Inc.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CAPE ROYALE PROPERTY OWNERS ASSOCIATION, INC. HELD May 25, 2011, AT 2:00 P.M. IN THE CAPE ROYALE CLUB ROOM

DIRECTORS PRESENT

Ken Clark, President
Joel McDowell, Vice President
Susan Vaughan, Treasurer
Lee Sargent, Parliamentarian
Melanie McLendon, Secretary
Charles Buck, Director

DIRECTORS ABSENT

Barbara Moore, Director

IN ATTENDANCE

Sandra McQuiggin, Community Manager
Oscar Schneider, Architectural Control Committee
Mary Shay, Civic Committee
Richard Collier, Finance Committee
Linda Walker, Grounds Committee
Bob Husmann, Roads Committee
Virginia Shackouls, Cape Royale Utility District
5 additional property owners were in attendance
Joni Pursley represented the Managing Agent, Association Management, Inc.

CALL TO ORDER

Due notice of the meeting having been given and a quorum present, the meeting was called to order at 2:00 p.m. The President, Ken Clark, presided and the managing agent assisted in recording the minutes.

A moment of silence was observed followed by the Pledge of Allegiance.

MEMBER PARTICIPATION GUIDELINES

Ken Clark welcomed and reminded the guests of the Member Participation Guidelines for the meeting.

PRESIDENT'S REPORT

Ken Clark reported that the Cape Area Volunteer Fire Department held a very successful boater safety class; the Cape Royale Boating Association held a Marina work day and added 7 picnic tables to the area; and owners should see Linda Walker to get their choice of free kittens.

TREASURER'S REPORT

Month Ending April 30, 2011: A written report was received, reviewed, and accepted with no corrections.

Mrs. Vaughan added that following a meeting with Judge Magee, 18 judgments had been received. It was expected that 20 Small Claims suits would be filed in June.

CONSIDERATION OF MINUTES

A motion was made by Joel McDowell and seconded by Susan Vaughan to accept the minutes of the April 27, 2011 regular meeting as written. The motion was unanimously approved.

MEMBER PRESENTATIONS

None.

RESIDENT COMMENTS

Don Freel expressed concerns with road safety over the Memorial Day weekend and asked if extra patrol would be on duty. Ken Clark responded that Constable Wyatt would be on duty Friday and Saturday evenings.

VAWTER – MARINA SLIP REIMBURSEMENT

Sandra McQuiggin reviewed an owner request for a refund of overpaid Marina slip rental fees. The owner had moved to a new slip following Hurricane Ike and had continued to pay the larger rental fees from April 2009 through March 2011. A motion was made by Joel McDowell and seconded by Melanie McLendon to approve the refund of \$483.96 for overpaid slip rental fees. The motion was unanimously approved.

2010 AUDIT ENGAGEMENT

The Board reviewed the proposal from O'Neal & Holmes, LLP to conduct the Association's 2010 Audit and prepare the 2010 income tax return. A motion was made by Susan Vaughan and seconded by Joel McDowell to approve the proposal. The motion was unanimously approved.

RESERVE F BULKHEAD

Sandra McQuiggin presented 4 proposals to replace the bulkhead at Reserve F. After discussion, it was decided to table the review of the proposals pending additional information from the contractors and Ken Clark's review of the subject with the adjoining property owner. Charles Buck would meet with the contractors to discuss the proposals.

ROYALE GREENS BULKHEAD

Sandra McQuiggin presented 3 proposals to do extensive repairs to the bulkhead at Royale Greens Park. Charles Buck added that Mosley Construction had completed a no cost repair that still needed time to seal itself to prevent further leakage. Mosley Construction had recommended that no other repairs were needed. After discussion, it was decided that the area would continue to be refilled with dirt, allowing the area to seal itself.

TRAILER STORAGE EXPANSION

The Board reviewed the Trailer Storage Committee's request to spend the \$2,000 budgeted amount to expand the storage area. Charles Buck recommended that the Committee submit a

written proposal with a drawing to show the expansion area to the ACC for approval. A motion was made by Susan Vaughan and seconded by Charles Buck to approve the expenditure subject to the Committee's obtaining ACC approval of the project. The motion was unanimously approved.

COMMITTEE REPORTS AND ANNOUNCEMENTS

ACC: A written report was submitted. Oscar Schneider added that there are 33 items on the Project List, the largest ever. There had been 11 items, 3 of which were new homes, on the May 6th ACC Agenda, the largest ever. Mr. Schneider recognized new Committee member, Pam Chandler. Mr. Schneider reported that he had driven the community and found that there were 5 existing dirt driveways.

Club: A written report was submitted. Sandra McQuiggin added that the ice machine was now repaired. Mary Shay recognized new Committee member, Terrye Siegfried.

Communications: A written report was submitted.

Facilities: A written report was submitted. Sandra McQuiggin added that she and Dale Toronjo had toured the community and were working together to get the work order list updated.

Finance: Dick Collier reported that the issues with First Financial had now been worked out. Mr. Collier stated that the Board had approved buying an \$180,000 CD and recommended putting more into local CD's.

Gate: A written report was submitted. Melanie McLendon added that a Constable would be on duty for the Memorial Day holiday weekend. Don Freel commented that he was bothered that there would be no patrol on the Sunday night of the holiday weekend.

Grounds: A written report was submitted. Linda Walker added that the expenditures should calm down now as the spring work had been completed. Mrs. Walker requested donations for a memorial tree for Bruce McDole.

Marina: A written report was submitted.

Parks & Recreation: No report.

Pool: A written report was submitted. Melanie McLendon added that Committee chair, Terrye Siegfried was doing a great job; the pool was fully staffed; teen nights would continue; and that family passes were available for \$30.

Roads: Bob Husmann reported that the spring work had been completed and that the dry weather was damaging the edges of the roads.

Trailer Storage: A written report was submitted.

Wildlife Management: Charles Buck reported that Lynn Watkins was still working to find a new trapping company.

OTHER REPORTS

AMI: A written report was submitted. Joni Pursley added that the Amended Management Certificate had been received yesterday; was signed and notarized; and that Sandra McQuiggin would be taking to the County Clerk for recording this week.

Community Manager's Report: A written Manager's report was submitted.

Utility District: Virginia Shackouls reported that a roll-off dumpster would be placed at the dump site for the holiday weekend.

Cape Royale Boating Association: No report.

Civic Association: Linda Walker reported that the flags would be put out on Friday for the holiday weekend.

ADDITIONAL BUSINESS

None.

ADDITIONAL RESIDENT COMMENTS

None.

SCHEDULE NEXT MEETING

The next Board meeting was scheduled for Wednesday, June 22, 2011, at 2:00 p.m.

ADJOURNMENT TO EXECUTIVE SESSION

The meeting adjourned at 3:10 p.m. to executive session.

RECONVENE REGULAR MEETING

Following the Executive Session, the regular meeting of the Board of Directors reconvened. No property owners were present for the meeting.

Ken Clark reported that Lee Sargent and Barbara Moore would work with Sandra McQuiggin on deed restriction enforcement.

ADJOURNMENT

On a motion duly made, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Secretary

Date

APPROVED:

Community Manager Report –May 2011

Update of immediate goals for May:

- **ACC committee is busier than ever and is moving in a great direction for Cape Royale. This committee is organized, professional and building relationships with property owners, contractors and builders. We now have 7 new home construction sites approved and in process along with 27 maintenance projects active to date. I am able to quickly assist property owners to achieve immediate minor repairs and maintenance to their homes by using Form No.7 and issuing permits immediately. The reminder sign posted at the gate entrance re: permits required for all exterior projects has generated more projects.**
- **POA office has monitored and followed up with phone calls, 1st and 2nd letters of reminders regarding boat slip delinquents. Receiving and processing boat slip annual contracts and annual payments. Trailer storage has 1 pending delinquents for 2011.**
- **Joni mailed governing documents and instructions for amending the Management Certificate for recording to Travis Kitchens which included the approved updated CIM.**
- **Met with several bulkhead contractors to give scope of 1 bulkhead repair and 1 replacement. Collected 3 proposals to date.**
- **Met with Dale Toronjo to visit all Cape facilities in order to create a working project spreadsheet of items in need of repair. Most of the projects are low budget and can be completed in-house by Wayne.**
- **Continue to meet with Tru- Green foreman weekly upon arrival to the Cape communicate area manager and Linda Walker via email regarding our needs. I see an improvement of work since building upon this relationship.**

Goals for June:

- **Facilities / Maintenance-** coordinate with Dale and Wayne regarding project list to gather supplies cost, completion timing and budget for 2012. Work with Wayne regarding regular weekly/ monthly check list maintenance items to maintain Cape common areas.
- **ACC committee** –continue to focus on helping property owners and assisting them with their application process. Continue building relationships with all contractors and represent our POA in a professional manner.
- **Continue to monitor Tru Green Landscape schedule and evaluate the weekly visits to assure our contract is being implemented as written.**
- **Assist finance with budget workshop.**
- **Marina slip rentals new contracts deadline is May 31 therefore many are waiting to last minute. June may involve aggressive collections with letters and phone calls. 50 contracts / delinquents outstanding to date.**

Submitted by: Sandra McQuiggin

Committee Reports

ACC Report for POA Board Meeting May 25, 2011

ACC Meeting May 6, 2011

1. Project List / Inspection Findings –twenty seven active projects, largest list in years! No red tags and a few minor incidents of nposted permit or proper trash trailer..
2. Approval Request-thirteen projects were submitted and all were approved. Three new houses, a car port, a green house, outside electrical junction box, three new bulkheads, two new decks, a new roof and a culvert with a driveway.

Two of the new homes are located in Royal Green and the other is in Imperial Estates. All three contractors have worked in the Cape before but ACC required that the contractor and property owners present the project application so that all three parties, the contractor, property owner and ACC, could meet and discuss procedures and hopefully be on “the same page”..

A meeting with one contractor and the ACC chairman to resolve several issues and assure that the property owner would be present at the ACC meeting appears to be successful, time will tell!

Being sensitive to road damage was discussed with each applicant and focused on “taking any and all steps” to avoid damage and if damage occurs to immediately terminate work and notify

our Community Manager. In addition photographs of the road in front of each site were taken and placed in the project files for future reference.

3. Follow up/ New Topics

- CIM – revised version reviewed with the POA board and recommendations incorporated. Version 26 is being distributed to new applicants and placed on the web site.
- Outside Maintenance Permit – our Community Manager placed a notice at the gate to stress that any outside work requires a permit. Property owners are becoming aware of the permit requirement and additional publicity is planned. Permit is not required on reoccurring maintenance such as lawn trimming.
- Project Final Inspection - the committee members have been slow to responded to the Community Manager’s request for a final inspection of a project so that the property owner can receive his deposit refund. Bob Husmann will now handle all such request from the Community Manager for all areas.
- Boat House Placement – many years ago a boat house was placed so that it is partly on the neighbor’s property. A member asked if a deck expansion of the boat house would be approved by ACC – No if it is on his neighbor’s property and probably would not be approved by TRA.
- Large Landscaping – what is large landscaping was discussed with” a lot of spirit”. No decision - subject will be discussed later if someone develop a detailed description of what constitutes a large landscaping job. Current definition is if the job contains a structure it is major landscaping – a vague definition.

Oscar Schneider ACC Chairman

Club Civic Room Report

5/25/11

This month we used the pool area for the annul Cinco De Mayo party, the club was rented by COISD for a drill team brunch, it was reserved “in case of rain” which of course did not happen. I am returning their deposit. It is rented tomorrow for a SISD Honors luncheon. The Civic Room was used for its usual meetings and games.

We are having a problem with the ice machine tripping off, we have a call in to Wolf Creek to check it.

Wayne built me a new rod for additional tablecloths in the ice machine room.

I have a new member on the Club Committee, Terri Sigfried has offered her help.

Submitted by

Mary Shay, Club Committee Chair

COMMUNICATIONS COMMITTEE REPORT

BOARD MEETING DATE: __5/25/2011

Website has been somewhat updated with some new pictures. We have added 3 new owners to our e-mail distribution list.

I will be away until mid-June so no updates til I get back.

Chairperson: Pat Hitt

FINANCIAL REPORT

	4/30/2011				Year to Date through 4/30/2011				2011 ANNUAL BUDGET	Monthly V
	ACTUAL	BUDGET	\$ % VARIANCE							
INCOME	61,963\$	43,370\$	18,593\$	43%	508,664\$	471,356\$	37,308\$	8%	935,525\$	<i>Over Budget</i> Year Asses by \$2,642; Merchandise \$658. Under Trailer Stor Transfer Fe
EXPENSES										
Administrative	17,945\$	17,202\$	(743)\$	-4%	74,115\$	69,531\$	(4,584)\$	-7%	239,635\$	<i>Over Budget</i> \$875 - cert \$2,004 - 3 p
ACC	-\$	8\$	8\$	0%	-\$	32\$	32\$	100%	100\$	
Club/Civic Center	335\$	375\$	40\$	11%	1,003\$	1,700\$	697\$	41%	7,150\$	<i>No significant</i>
Contingency	-\$	-\$	-\$	0%	-\$	-\$	-\$	0%	10,000\$	
Deed Restrictions	\$ -	\$ 83	83\$	0%	\$ -	\$ 332	332\$	100%	\$ 1,000	
Facilities	763\$	1,500\$	737\$	49%	2,230\$	6,000\$	3,770\$	63%	19,500\$	<i>No significant</i>
Gate	9,261\$	10,235\$	974\$	10%	35,492\$	41,650\$	6,158\$	15%	127,988\$	<i>No significant</i>
Grounds	14,272\$	7,710\$	(6,562)\$	-85%	30,458\$	31,590\$	1,132\$	4%	102,600\$	<i>Over Budget</i> March & A \$1,353 - tre \$1,300
Maintenance Fee Collections	-\$	-\$	-\$	0%	-\$	625\$	625\$	100%	2,500\$	
Marina	13,507\$	16,097\$	2,590\$	16%	24,344\$	38,933\$	14,589\$	37%	209,400\$	<i>Over Budget</i> backflow d
Newsletter	-\$	-\$	-\$	0%	334\$	524\$	190\$	36%	524\$	
Parks & Recreation	40\$	66\$	26\$	0%	80\$	1,132\$	1,052\$	93%	4,400\$	<i>No significant</i>
Pool	-\$	-\$	-\$	0%	39\$	-\$	(39)\$	#DIV/0!	8,200\$	
Roads	9\$	250\$	241\$	96%	671\$	46,250\$	45,579\$	99%	182,500\$	<i>No significant</i>
Trailer Storage	300\$	791\$	491\$	0%	1,219\$	1,730\$	511\$	30%	4,600\$	<i>No significant</i>
Wildlife Management	\$ -	\$ 15,000	15,000\$	0%	\$ -	\$ 15,100	15,100\$	100%	\$ 15,400	
TOTAL EXPENSES	56,431\$	69,317\$	12,886\$	19%	169,984\$	255,129\$	85,145\$	33%	935,497\$	