

# Cape Royale Property Owners Association, Inc.

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CAPE ROYALE PROPERTY OWNERS ASSOCIATION, INC. HELD DECEMBER 14, 2011, AT 2:00 P.M. IN THE CAPE ROYALE CLUB ROOM

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## DIRECTORS PRESENT

Ken Clark, President  
Susan Vaughan, Treasurer  
Lee Sargent, Parliamentarian  
Barbara Moore, Director

## DIRECTORS ABSENT

Joel McDowell, Vice President  
Charles Buck, Director  
Melanie McLendon, Secretary

## IN ATTENDANCE

Sandra McQuiggin, Community Manager  
Mary Shay, Club/ Civic Committee  
Dale Toronjo, Facilities Committee  
Richard Collier, Finance Committee  
Linda Walker, Grounds Committee  
James Chesser, Marina Committee  
John Gibbons, Trailer Storage Committee  
Virginia Shackouls, Cape Royale Utility District  
Pat Clark, Civic Association  
Joni Pursley and Amber Faust represented the Managing Agent, Association Management, Inc.  
1 Property Owner

## CALL TO ORDER

Due notice of the meeting having been given and a quorum present, the meeting was called to order at 2:04 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 everyone and reminded the guests of the Member Participation Guidelines for the meeting.

## TREASURER'S REPORT

Month Ending October 31, 2011, and November 30, 2011: A written report was received, reviewed, and accepted with no corrections.

## CONSIDERATION OF MINUTES

A motion was made by Lee Sargent and seconded by Barbara Moore to approve the minutes of the October 26, 2011 regular meeting as written. The motion was unanimously approved.

## **MEMBER PRESENTATIONS**

No member presentations.

## **PUBLIC COMMENTS**

No public comments.

## **MARINA DEBRIS REMOVAL**

In an effort to expedite performance of the obligations of the Association between meetings of the Board of Directors, all of the Board members individually agreed to the following action: marina debris removal at a cost not to exceed \$5,000.00, which action, on a motion duly made, is hereby ratified and approved.

## **MARINA PROCEDURES AND POLICIES 2012**

A motion was made by Barbara Moore and seconded by Lee Sargent to approve the Marina and Boat Launch Usage Policy as amended. The motion was unanimously approved.

## **SECURITAS CONTRACT 2012**

A motion was made by Lee Sargent and seconded by Barbara Moore to approve the 2012 Securitas Contract as presented. The motion was unanimously approved.

## **TRU GREEN LANDSCAPE CONTRACT 2012**

A motion was made by Susan Vaughan and seconded by Barbara Moore to approve the Tru Green landscape contract as presented. The motion was unanimously approved.

## **BUDGET 2012**

A motion was made by Lee Sargent and seconded by Barbara Moore to approve the 2012 Budget as presented. The motion was unanimously approved. Mr. Collier offered thanks to all the Board members who participated in the drafting of the budget and to Sandra McQuiggin for her work on the project.

## **COMMITTEE REPORTS AND ANNOUNCEMENTS**

ACC: A written report was submitted.

Club: A written report was submitted. Mary Shay asked if the Board would approve the donation of carpet for the Club Room from the Civic Association and if they may consider covering the cost of replacing the carpet in the Exercise Room. The Board advised Mrs. Shay that a cost would be needed in order to consider the latter request but that a donation would gladly be accepted. Ms. Shay further noted that the sewer problems had been addressed thanks to Dale Toronjo and requested a status update from Charles Buck, at the next meeting, on the replacement of keys in the clubhouse.

Communications: A written report was submitted.

Deed Restrictions: No report.

Facilities: A written report was submitted.

Finance: No report.

Gate: A written report was submitted. James Chesser asked that names be omitted from reports in the future.

Grounds: A written report was submitted.

Marina: A written report was submitted. James Chesser noted that bids, thus far, for tieback repairs indicate an approximate cost between \$6,000.00 and \$7,000.00. Mr. Chesser also noted that a complaint regarding otters in boats had been forwarded to the Wildlife Committee.

Neighborhood Watch: No report.

Parks & Recreation: Barbara Moore reported that owners are happy with the tennis court renovations.

Pool: No report.

Roads: No report.

Trailer Storage: John Gibbon reviewed the written report submitted.

Wildlife Management: It was reported that corn was out for the future deer census.

## **OTHER REPORTS**

AMI: Management reported that coupons for 2012 assessments had been mailed and that 2012 Trailer Storage statements had been ordered and should be mailed soon. Management also advised the Board that information regarding local contractors for dead tree removal could be included with the Annual Meeting notice.

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

Utility District: Virginia Shackouls asked that, in light of a homeowner's recent infringement on Utility District property during the installation of a radio tower, the ACC consult with the Utility District prior to issuing approvals. The Board advised Mrs. Shackouls that this is already the policy of the ACC and that the instance in question was not sanctioned by the ACC.

Mrs. Shackouls further requested that the POA provide representation at Utility District Board meetings.

Cape Royale Boating Association: No report. Mr. Chesser noted that a request was made to the Marina Committee regarding the placement of display boats by a dealer at the Marina in exchange for sponsorship of a Boating Association event. Mr. Chesser told the Board that he advised the inquiring party that the issue would have to be addressed by the Board.

Civic Association: Pat Clark reported that the pool umbrellas had arrived, Breakfast with Santa Clause would be held December 17<sup>th</sup> at 10:00 am, and an art show would be held January 14th.

**ADDITIONAL BUSINESS**

None.

**ADDITIONAL RESIDENT COMMENTS**

None.

**SCHEDULE NEXT MEETING**

The next Board meeting was scheduled for Wednesday, January 25, 2011, at 2:00 p.m.

**EXECUTIVE SESSION**

The Board adjourned to executive session to discuss administrative issues.

**RECONVENE FROM EXECUTIVE SESSION**

Following the Executive Session, the regular meeting of the Board of Trustees reconvened. No property owners were present for the meeting. On a motion duly made, salary increases for 2012 were unanimously approved as presented.

**ADJOURNMENT**

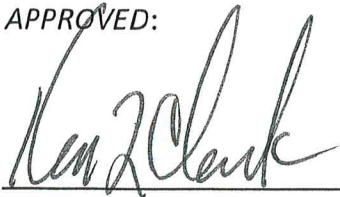
On a motion duly made, the meeting was adjourned at 3:30 p.m.

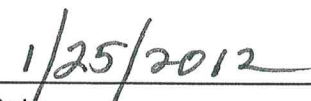
Respectfully submitted,

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

APPROVED:

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Date

## Club Report 12/14/11

The club was not used in November for any function but in December the Civic Association Christmas party was held. One thing we did not need was the grease trap to back up into the kitchen when the caterers were trying to do the dishes during and after the party. Apparently there was a miscommunication and the trap was not cleaned out as I thought that it was. Thankfully Dale Toronjo was at the party and he took over for me. He was able to get a company that he knew of to come out Sunday morning to pump out the grease trap, which we thought would take care of the problem as we had another party in there at noon on Monday. But as it turned out the grease trap had been so blocked up that it had also clogged up the sewer line from the club to the sewer line outside. We were able to get a plumber first thing Monday morning who fixed the sewer lines. I have been assured that we are now in good shape and we will not have this problem again. I hope the caterer will forgive us for this happening to her the second function in a row. The Civic room was used for its usual meetings and games. We have a Civic Association Christmas breakfast this coming Saturday. I spent some time with a bride to be that is renting the club in January for her reception. This is a non-property owner so hopefully everything will go well.

I have been working with Sandra to get an estimate on carpeting for the club and the one exercise room. We put heavy rubber mats in the weight room because the carpeting was getting ripped up from the weights being dropped on them. There is a possibility that the Civic Association will help with the carpeting expense. Assuming that the board will approve of the donation. I will also get an estimate from Bobby Cain.

Submitted by,

Mary Shay, Club Committee Chair COMMUNICATIONS COMMITTEE REPORT

BOARD MEETING DATE: \_\_\_12/14/2011

Chairperson: Pat Hitt

Next Communicape will go out in January. Time to start thinking about stories!!! Facebook page currently has 70 friends.

### **Marina Committee Report November/December 2011**

**Members:** James Chesser, Pat Clark, Lanny Locke, Norm Matticks, Barbara McDowell, John Ward

**POA Liaison:** Joel McDowell

**Meeting Schedule:** Monthly, Second Thursday, 1:00 PM

Activity	Comments/Status
Budget	<ul style="list-style-type: none"><li>2012 Budget was submitted and reviewed. Still below 2010 approved budget in spite of additional maintenance and repair needs</li></ul>
Staffing	<ul style="list-style-type: none"><li>New Marina Attendant is on board.</li></ul>

Committee Membership	<ul style="list-style-type: none"> <li>Lanny Locke replaced John Davis who elected to resign from the Committee due to other commitments.</li> </ul>
Delinquent Fees	<ul style="list-style-type: none"> <li>On track.</li> </ul>
Fuel Pumps	<ul style="list-style-type: none"> <li>Weights and Measures checked pumps and found premium pump off (to the customer's favor). Will take corrective action.</li> </ul>
Bulkhead Anchors	<ul style="list-style-type: none"> <li>Found 58 broken anchors. We plan repair before 2Q 2012.</li> </ul>
Other Marina Repair	<ul style="list-style-type: none"> <li>The low water levels are putting stress on additional piers as the framework bottoms. Corrective action options being considered.</li> <li>LaFour awarded contract to remove debris. Job was delayed, but should now be complete before month-end.</li> </ul>

**Follow-up Needed from POA Board:**

- Nothing specific at this time.

## **REPORT OF THE TRAILER STORAGE COMMITTEE December, 2011**

The members of the committee are Jim McLendon, and John Gibbons. Joel McDowell is the committee's liaison to the Board of Directors. The Committee meets as needed.

There are 8 people on the waiting list for storage spaces at this time.

A-1 Dirt has been contacted to deliver 2 loads of crushed concrete to expand the turnaround area of the recently created spaces (near CRUD office). Also 1 load is being delivered to fill in low spots that are muddy. Cost is \$425 per load.

Mario Martinez will spread the material delivered by A-1 for \$125 per load (\$375 total). Total cost for material and spreading = \$800.

Mario Martinez is clearing brush near space 103 to create 2 additional spaces. Cost is \$175. While he has equipment at the lot, he will also clear additional area for 2012 expansion. Cost for this additional clearing is \$550.

Costs can go to either 2011 or 2012 budget.

**CAPE ROYALE POA**  
**Grounds Committee Report**  
**December 12, 2011**

**Linda Walker.....Chairman**

**Melanie McLendon.....Liaison**

**Information Previously Presented:**

At last we have had enough rain to slow down the drought conditions. We are no means out of the dark yet but at least a little light at the end of the tunnel. And how about all the beautiful fall leaves this year.

We planted poinsettias in the barrels at the sales office, pansy's at the pool and snap dragons at Kings Point. The bluebonnets in the wildflower area a growing nicely.

The Cape is in the process of removing 22 dead trees that are in the parks and greenbelts. We received written bids from 4 companies. The contractor that had the lowest bid was Barica Inc.. In the Spring and for the next two years we'll have to address more trees that will die as a result of the drought.

Linda Walker  
Grounds Chairman