

Cape Royale Property Owners Association, Inc.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CAPE ROYALE PROPERTY OWNERS ASSOCIATION, INC. HELD FEBRUARY 23, 2011, AT 2:00 P.M. IN THE CAPE ROYALE CLUB ROOM

DIRECTORS PRESENT

Ken Clark, President
Joel McDowell, Vice President
Susan Vaughan, Treasurer
Barbara Moore, Parliamentarian
Charles Buck, Director

DIRECTORS ABSENT

Melanie McLendon, Secretary
Thomas Newhouse, Director

IN ATTENDANCE

Sandra McQuiggin, Community Manager
Bob Husmann, Roads Committee
Tom Bravenec, Deed Restriction Committee
Oscar Schneider, Architectural Control Committee
Dale Toronjo, Facilities Committee
James Chesser, Marina Committee
Virginia Shackouls, Cape Royale Utility District
Mary Miller, Civic Association
8 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 reminded everyone of the March 16, 2011 meeting in Commissioner's Court regarding the FEMA flood plain map.

TREASURER'S REPORT

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

Mrs. Vaughan reported that delinquent notices had been sent out by AMI. Management added that approximately 550 notices were mailed, comparable to the number of first notices mailed in 2010.

CONSIDERATION OF MINUTES

A motion was made by Susan Vaughan and seconded by Barbara Moore to accept the minutes of the February 2, 2011 regular meeting as written. The motion was unanimously approved.

MEMBER PRESENTATIONS

None.

RESIDENT COMMENTS

Barbara Hopkins complained about the drainage runoff onto her property from a house being built next door to her. Mrs. Hopkins stated that she had reviewed with both Management and the ACC. Oscar Schneider and Sandra McQuiggin responded that the home has the appropriate ACC permit for construction and was being inspected weekly. The owner/builder would be putting in a swale to correct the issue as soon as weather permits, no later than when construction on the home's exterior was complete.

Mary Miller reported that they continue working on the new Cape Royale directory but she was not sure when it would be completed. Mrs. Miller asked that anyone knowing of changes to directory information should inform her as soon as possible. Mrs. Miller asked for input from the Board regarding the printed size of the directory; small spiral or larger notebook. The Board responded favorably to the smaller spiral print. Susan Vaughan suggested getting Section captains to review the information for accuracy and completion and to obtain missing owner information for their section of the community. It was noted that the directory would contain information of owners of all property, not just those that are members of the Civic Association. Charles Buck suggested placing a statement and check box on the ACC application for owners to indicate their consent to have their information published in the Civic Association directory.

Don Freel thanked Cape Royale residents for their help in making the recycling collection site for the Habitat for Humanity a success.

GATE POST ORDER CHANGES

The Board reviewed the proposed changes to the Gate Post Orders as recommended by the Gate Committee. A motion was made by Joel McDowell and seconded by Charles Buck to accept the changes as submitted. The motion was unanimously approved.

MARINA PERSONNEL

James Chesser reported that the Marina Committee recommended approval to hire summer-time (students) to help with double-staffing of the Marina. These staff members would not be used for opening, closing, or cash register operations. After discussion, the Board responded that the plan for double-staffing would be fine as long as the Committee stays within their 2011 Budget. Ken Clark suggested providing a Cape Royale t-shirt to these staff members so that they could be easily identified by customers. Mr. Chesser responded that such t-shirts were in stock at the Marina and he would be happy to do as suggested.

Pat Gandy added that she had found “open/closed” signs at Sam’s Club for \$39 each. Mr. Chesser responded that these signs were not considered a priority as so much of the Committee’s maintenance and repairs monies were cut from the 2011 Budget.

COMMITTEE REPORTS AND ANNOUNCEMENTS

ACC: A written report was submitted. Oscar Schneider added that the revised Construction Information Manual (CIM) was complete, but the Committee would like to continue to review for accuracy for about one month before recording the document as required.

Joni Pursley suggested including the notice informing the property owners of the revised CIM in the Annual Meeting Notice scheduled to be mailed the second week of March. In such notice, owners could be informed of the revised document and notified that it can be found on the Association website, instead of including a copy of the entire CIM with the mail-out. Such notice would save the Association substantial printing and mailing costs while providing the required notice of the change to the owners.

Club: No report.

Communications: No report.

Deed Restrictions: Tom Bravenec reported that a couple of difficult situations had been corrected since the last meeting with a couple remaining unresolved. Mr. Bravenec commented that Sandra McQuiggin was only about one month away from being up to speed on the enforcement process.

Facilities: Dale Toronjo reported that he had provided prices on Club/Civic doors to Charles Buck.

Finance Committee: No report.

Gate: A written report was submitted.

Grounds: A written report was submitted.

Marina: A written report was submitted. James Chesser added that the Committee would like to take out smaller brush and trees along the shore line in the mast-up area and requested approval to do so during the Marina Clean-Up Day on April 30th. The Board responded that this was permissible as the area was located within an unrestricted reserve.

Parks & Recreation: No report.

Joel McDowell asked if there had been any progress on the stakes for the Reserve F property. Sandra McQuiggin responded that the surveyor had not yet shown up to complete. Ken Clark suggested placing rock behind the bulkhead to stabilize it instead of replacing the entire bulkhead.

Pool: No report.

Roads: Bob Husmann reported a ‘mud trail’ on South Cape Royale Drive between Wentworth and Twinstone and stated that something needs to be done to catch the vehicle/culprit doing the damage. The use of game cameras was suggested to help in catching the responsible party. Charles Buck volunteered to bring a camera from his property for use in the area as needed.

Trailer Storage: Joel McDowell reported that there are now eight on the waiting list.

Wildlife Management: No report.

OTHER REPORTS

AMI: A written report was submitted.

Community Manager’s Report: A written Manager’s report was submitted. Sandra McQuiggin added that the deadline to submit candidates for the Board election was March 1st and that two candidates had stepped up so far. The Annual Meeting notices were scheduled for mailing on March 9th; Meet the Candidates would be held on March 19th; and the Annual Meeting would be held on April 9th.

Utility District: No report.

Cape Royale Boating Association: A written report was submitted.

Civic Association: A written report was submitted. Mary Miller added that the Fire Department fundraiser would be held on April 16th from 11:00 a.m. to 2:00 p.m.

ADDITIONAL BUSINESS

None.

ADDITIONAL RESIDENT COMMENTS

Oscar Schneider stated that Mrs. Hopkins’ water drainage problem was not a new one and that it appears that her garage was built in a valley. Mr. Schneider added that the owner of the property next door had been asked to complete the swale by mid-March.

SCHEDULE NEXT MEETING

The next Board meeting was scheduled for Wednesday, March 23, 2011, at 2:00 p.m.

ADJOURNMENT TO EXECUTIVE SESSION

The meeting adjourned at 3:20 p.m. to executive session.

RECONVENE REGULAR MEETING

Following the Executive Session, the regular meeting of the Board of Directors reconvened at 4:00 p.m. No property owners were present for the meeting.

A motion was made by Susan Vaughan and seconded by Joel McDowell to rescind authorization to transfer the 2010 Operating Surplus to Reserves. The motion was unanimously approved.

ADJOURNMENT

On a motion duly made, the meeting was adjourned at 4:05 p.m.

Respectfully submitted,

Secretary

Date

Approved:

Chairman

Date

Committee Reports

ACC’s POA Board Meeting Report February 23, 2011

ACC Meeting Minutes for February Meetings

- Project List / Inspection Findings – twenty one active projects. Four projects were closeout.
- Approval Request- six projects were submitted and five were approved. One lack necessary location and height dimension. A requested variance was not granted on one of the approved projects.
- Follow up/ New Topics
 - a. CIM–upgrade has been completed and reviewed by ACC liaison and the board president. This version will be placed on the Cape web site, referenced on the work permit and distributed with new work permits. Plans are to utilize the new version for a few weeks before filing the document at the courthouse.
 - b. Project List – the publication and routing of the project list was changed so that the ACC committee and security gate always have a current copy. When a maintenance or repair projects using Form 7 or a small project is approved out of committee, the Community Manager will update the list and e-mailing the list to

the appropriate personnel. The Community Manager will also indicate on the list which projects need the final inspection will be reviewed at each ACC meeting.

- c. Maintenance Repair Projects - these are no fee projects using Form 7. The committee suggested that a road maintenance fee for large trucks which is consistent with the \$15 truck fee on small projects. A deposit of \$50 would be required on projects requiring large trucks with the fee being deducted from the deposit. The committee will review a proposal at the next meeting.
- d. Construction Permit will be altered to include "I have read the CIM and applicable Deed Restrictions and agree to comply with all listed regulations, policies and penalties". Permit will be signed by the Property Owner and Contractor.
- e. Out Of Committee Approvals-Maintenance Repair Form 7 out of committee approvals will continued to be handled by the ACC chairman. The ACC area contact for each Small project application will be notified by e-mail when the application is received by the Community Manager. The area contact will then review the project and recommend out of committee approval or bring the project to the full committee with a overview and recommendation. The area contact on any major or large project will also be notified when received but will always be review by the full committee with a recommendation from the area contact.

Orange Fence Requirement - the committee agreed to modify the CIM so that a chain length fence could be placed with the required orange fence for strength reasons. Any other type of metal fence support must be approved by ACC

Oscar Schneider ACC Chairman

CIVIC ASSOCIATION

February 2011

We will host "Meet the Candidates" March 19th.
Lynn Watkins will be Moderator

CRCA annual meeting – May 7th.

Three positions on the CRCA board need to be filled.

Both Men and women applicants are needed.

Mary Miller CRCA pres.

Marina Committee Report

February 2011

Members: James Chesser, Pat Clark, John Davis, Norm Matticks, Barbara McDowell, John Ward

POA Liaison: Joel McDowell

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

Activity	Comments/Status
Delinquent Slip Fees (in progress)	<ul style="list-style-type: none">• Still making considerable progress on delinquent slip fees.• Will increase late fees to \$20/month
Contract Update	<ul style="list-style-type: none">• Will modify 2011 contracts to include information required by TPWD for liens.• Contracts will state "new contacts cannot be issued if delinquent fees are owed."
Staffing/schedules	<ul style="list-style-type: none">• Agreed on modified summer staffing schedule with double-staffing on key holidays and July weekends.• Need approval from POA to hire summer-time (students) to help with double-staffing. Will not use for opening, closing, or cash requester.
Slip Fees	<ul style="list-style-type: none">• Decided to revisit possible increase in 2012 vs. 2011.

Follow-up Needed from POA Board:

- Need approval from POA to hire summer-time (students) to help with double-staffing. Will not use for opening, closing, or cash requester.

GATE REPORT - FEB 2011

BOARD MEETING FEB. 23/2011

No Gate Meeting's for December and January.

INCIDENT REPORTS –JAN Total of 14 incidents for Jan.

1 - Fireworks reported

2 – House alarms (Sheriff responded)

1 – Smoke reported – false alarm

1 – Overheated vehicle leaking antifreeze = CRUD notified

1 - Incoherent female – Cape 1st Responders & EMS called

2 – Physical disturbances (1/7 & 1/8) (Sheriff Response) –resident taken to jail next night guests taken to jail. Landlord notified by Gate of disturbance. Action taken by Landlord.

1 – Sheriff called to Harbour Row by resident – reason unknown.

1 – Light reported out at front entrance to Cape.

1 – Sheriff came in looking for a vehicle and driver, unable to find.. Asked Gate to notify Sheriff's Dept. if vehicle came in.

- 2 – Heart Attack occurred – Cape 1st Responders & EMS arrived. Both taken to hospitals. 1 victim did not survive.**
- 1 – Royale Green Park gate reported unlocked.**

<u>SUMMARY REPORT – JAN</u>	<u>DEC</u>	<u>JAN 2011</u>
Guests	1,418	1,331
Service	1,499	954
Visitor	47	75
Turnaround	39	47
Jet Ski	-----	1
Boat	5	1
Total	3,008	2,409

- Several changes have been made to 2011 Post Orders as a result of our Jan. meeting with Securitas and Sandra McQuiggin.
- Changes to Post Orders are on Pg. 5, 15, 17.
- Constable Alvin Wyatt was added in case we have unruly people at the Gate that are getting out of control. If the Sheriff is called and doesn't respond we can call the Constable. I have spoken to him about this and he gave permission to put his name and cell phone number in the procedures. – Pg. 5
- Barbara Moore was added as Gate Liaison.pg. 5
- Potential Non-Property Owner Slip Renter I- Pg 17

Submitted Feb. 21, 2011

Betty Fisher Franek – Gate Chairperson

CAPE ROYALE BOATING ASSOCIATION FEBRUARY 2011

CRBA offered a class on Fundamentals of GPS for Lake Livingston boaters on February 19th in the Civic Room. A group of 10 members took advantage of the very professional presentation offered by airline pilot and CRBA member Bob Trimmer.

Upcoming events include classes on the Fundamentals of Sailing, to be offered again this spring by CRBA Sailors of the Year, Howard Lincoln and Lou Von Woglom. These will be held in the Civic Room on March 5 and 26, and on-the-water experience will be offered both days, weather permitting. Anyone interested in sailing can learn the basics of managing a boat under sail in these two sessions.

Attendance in these courses will also prepare anyone to crew in our low-key races with fellow CRBA members, who are eager to welcome new sailors.

CRBA's first sailing race of 2011 is scheduled for this Saturday, Feb. 26, and will cover approximately 10 miles, with the second race date being March 19th.

Mark calendars for April 30th, when CRBA will hold its annual marina clean-up day, with the Spring Fish Fry that evening.

CRBA plans to purchase and contribute a number of new picnic tables to be placed around the marina.

Thanks,

Paul

Cape Royale POA
Grounds Committee Report
February 18, 2011

Linda Walker ----- Chairman
Barbara Moore ----- Liaison

Requested Board Action:

Information Only and Previously Presented:

After all the cold weather this year a little warm up is welcome!
Soon it will be time to clean up and take inventory of what has been lost this winter.

Our irrigation has some breaks but overall made it quite well. So far Wayne has made repairs.

We've taken out seven dead trees so far. with many more expected when Spring arrives. Also plan to have several tree stumps ground this month.

We have several memorial trees to plant this year. I had a disappointment as the Memorial Markers are not ready and were backordered. They have been promised for March.

Grounds committee ladies have planted Pansies in the barrels at the Sales Office for a little color.

Respectively Submitted,

Linda Walker
Grounds Chairman