

Cape Royale Property Owners Association, Inc.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CAPE ROYALE PROPERTY OWNERS ASSOCIATION, INC. HELD JUNE 22, 2011, AT 2:00 P.M. IN THE CAPE ROYALE CLUB ROOM

DIRECTORS PRESENT

Joel McDowell, Vice President
Susan Vaughan, Treasurer
Barbara Moore, Director
Lee Sargent, Parliamentarian
Charles Buck, Director

DIRECTORS ABSENT

Ken Clark, President
Melanie McLendon, Secretary

IN ATTENDANCE

Sandra McQuiggin, Community Manager
Oscar Schneider, Architectural Control Committee
Mary Shay, Civic Committee
Richard Collier, Finance Committee
Linda Walker, Grounds Committee
Lacy Rogers, Gate Committee
2 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 2:05 p.m. The Vice President, Joel McDowell, 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

Joel McDowell welcomed and reminded the guests of the Member Participation Guidelines for the meeting.

PRESIDENT'S REPORT

Joel McDowell expressed appreciation for the recent rainfall and reminded residents of the San Jacinto County burn ban. Mr. McDowell added that fireworks remain prohibited in Cape Royale.

TREASURER'S REPORT

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

Mrs. Vaughan added that certified letters were sent to 20 owners and expect to have Small Claims cases ready to take to Judge Magee.

CONSIDERATION OF MINUTES

A motion was made by Lee Sargent and seconded by Charles Buck to accept the minutes of the May 25, 2011 regular meeting as written. The motion was unanimously approved.

MEMBER PRESENTATIONS

None.

RESIDENT COMMENTS

Lacy Rogers, Gate Committee Chairman, reported that Constable Wyatt would patrol the community from 4PM to 2AM on July 1st, 2nd, and 3rd. Mr. Rogers stated that a fan and additional window tint was needed at the front gate. Mr. Rogers provided the Board with a copy of the County Declaration that was approved in 1993 that set the speed limit on Cape Royale North and South at 30 miles per hour and stated that local law enforcement could enforce the speed limit on these roads.

Tom Bravenec asked what was going on with deed restriction enforcement. Joel McDowell stated that the subject would be reviewed later in the meeting by the On Site Manager.

COMMITTEE REPORTS AND ANNOUNCEMENTS

ACC: A written report was submitted. Oscar Schneider added that the big activity during the month was stewardship. There were three building sites with problems that included un-posted permits, multiple advertising signs, and a working hours violation.

Club: A written report was submitted. Sandra McQuiggin added that a family reunion had been held at the facility and that the owners were very pleased. Greta Hall had joined as a member of the Club Committee.

Communications: No report.

Facilities: A written report was submitted.

Finance: A written report was submitted. Dick Collier thanked the Board members for attending the successful June 8th workshop.

Gate: Report was provided under resident comments.

Grounds: A written report was submitted. Linda Walker added that the memorial markers were ready. Joel McDowell stated that a tree guy had suggested spraying the trees at the Marina as they are very stressed from the drought conditions. Mrs. Walker stated that the pear tree had been trimmed to balance out the weight.

Marina: A written report was submitted.

Parks & Recreation: A written report was submitted.

Pool: Barbara Moore reported that all pool attendants had been hired and that a number of family memberships had been sold. The owners that rented the Club for the family reunion had donated a tent cover for use at the pool. Linda Walker suggested that she be informed of Club rentals to ensure that the timers for the irrigation system could be adjusted to accommodate use of the facility.

Roads: No report.

Trailer Storage: A written report was submitted. Joel McDowell added that the expansion work had begun, hauling in 3 loads of crushed concrete, after receipt of ACC approval. A location had been determined to possibly add 10 more spaces later in the year.

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 more violation letters were sent out and suggested that Mr. Bravenec email his concerns of violations in King's Point so that she can compare with the list of open issues. Upon completion of the Trailer Storage expansion, Mrs. McQuiggin would call the owners with trailer parking violations to offer them a space in the area. After discussion, it was decided that the Board would review the file of an owner with an unfinished driveway and an owner with a questionable fence.

Utility District: No report.

Cape Royale Boating Association: No report. Joel McDowell reminded all of the Boat Parade and Barbeque at the Marina on July 2nd.

Civic Association: No report.

ADDITIONAL BUSINESS

Barbara Moore reported that the Cape Area Volunteer Fire Department would be holding a Boater Safety Class on July 11th. Joel McDowell reviewed a letter provided by the CAVFD indicating the new insurance rating for Cape Royale of 6.

ADDITIONAL RESIDENT COMMENTS

Mary Shay reported a successful reunion and the awning/tent donation. Management was asked to send a letter of thanks to the donor.

An owner asked if there would be fireworks on July 4th. The Board responded that the County had prohibited the use of fireworks and that Constable Wyatt would be patrolling the community.

SCHEDULE NEXT MEETING

The next Board meeting was scheduled for Wednesday, July 27, 2011, at 2:00 p.m.

ADJOURNMENT TO EXECUTIVE SESSION

The meeting adjourned at 3:05 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. No additional announcements were made nor business conducted.

ADJOURNMENT

On a motion duly made, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Secretary

Date

APPROVED:

Chairman

Date Community Manager

REPORTS
REPORTS

Community Manager

Report –June 2011

Update of immediate goals for June:

- **Finance budget workshop was very beneficial. Everyone was able to share some revenue generating ideas. The board and finance committee are moving forward on the same page to prepare the committees for building a profitable budget for 2012.**
- **Pool action is in Full swing.! Terrye and I are in close contact on a weekly basis, training the attendants on the paperwork has been a challenge but worth it as long as they learn the responsibility that comes with their job. Terrye has a large team of 11 members to schedule through out the summer so all shifts will be covered.**
- **ACC committee is monitoring current projects. The 7 new home construction projects are very active. Numerous tree permits are issued due to dead trees. The reminder sign posted at the gate entrance re: permits required for all exterior projects has generated more projects. 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.**
- **POA office has monitored and followed up with phone calls, 1st and 2nd letters of reminders regarding boat slip delinquents. Still processing boat slip annual contracts. Trailer storage collections are at 100% for 2011.**
- **Management Certificate, documents including updated CIM were filed with San Jacinto County.**
- **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 July:

- **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.**
- **Deed restriction will be a great focus this month – driving the Cape twice a month and contacting property owners that are not in compliance.**

- **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.**
- **Preparing items for budget meetings to begin in August.**
- **Work with Patsy re: the delinquent small claims to be filed for 2011.**

Submitted by: Sandra McQuiggin

COMMITTEE REPORTS

ACC Report

ACC Meeting Minutes- no ACC meetings were held in June due to the nature of the agendas.

1. Project List / Inspection Findings –twenty seven active projects. Inspection findings include three home construction sites with major CIM infractions.

A new home builder was cautioned about not posting the work permit, working without a port-a-can, failure to properly mark the trees that will be removed, starting work that has not been ACC approved and failure to install an orange boundary fence. Our Community manager has discussed these violations with the superintendent and the ACC chairman has discussed each with the property owner. The CIM requirements were discussed in detail with both at the earlier approval meeting and our red tag procedure will be used on any future violation.

Another new home builder had placed three advertising signs at the site when the CIM limits the number to one. Red tag was not set and after a call from the property manager two signs were removed.

A third home builder who has recently built two homes in the Cape violated the working hours on two occasions and was working as late at 9:00 pm and also had difficulty in marking trees for removal. Our Community manager discussed these incidents with the superintendent and our red tag procedure will be used on any future violation.

Since in the past major projects such as these three have caused the majority of our problems each will be monitored with zero violation tolerance.

2. Approval Request-ten projects were approved out of committee seven” in kind” maintenance projects, a sprinkler system, a wood fence addition that matched an existing fence and a car port matching construction and color of the existing facilities. Oscar Schneider ACC Chairman

Club/Civic Room Report

This month the club was rented by a property owner for a 3 day family reunion. The whole family was impressed and voted to rent again next year. I worked with a couple of people that had already rented the club for future events. The Civic Room was used for its usual meetings and games.

I have another new member to the club committee. Gretta Hall has agreed to be on the committee. I met with Manette Farber, Terri Siegfried and Gretta Hall and went over the rules and regulations, how to show the club and answered all of their questions on showing the club. They suggested and I agreed that we should take turns showing the club and being responsible during an event. I will get a set of keys made up for each of them. Wayne is changing out some of the locks so that we can reduce the number of different keys it takes to run the club. I think we can cut the number from 12 different keys to 6.

The ice machine seems to be working well again. If anyone needs ice over the holidays or for that matter at any time please contact a committee member before you help yourself, there may be an event scheduled that will not permit giving out ice.

Submitted for your information.

Mary Shay, Committee Chair

FINANCE COMMITTEE June, 2011

To POA Board of Directors
From Richard Collier, Finance Committee Chair
June 15. 2011

Please refer to the attached for the most current report on the status of the CPI-U unadjusted for the 12 months ending May 2011. This is the index we use to calculate the increase we will use to invoice property owners each year. May get a little increase this year after the last two years of very little or none.

The Finance Committee held their meeting on June 8th. and invited the POA board members to attend and join us in a discussion of thoughts that will have an effect on the 2012 Budget as well as future years. We had good attendance, active discussion, and many really helpful ideas. Thanks.

Richard Collier, Finance Committee Chair.

CAPE ROYALE POA
Grounds Committee Report
June 15th, 2011

Linda Walker.....Chairman
Melanie McLendon.....Liaison

Information Previously Presented:

The future of our grounds is very critical now with the drought continuing day after day. My committee and others who have volunteered to water have managed to keep our memorial trees alive. I can't thank everyone enough. But I need help as we are spending several hours a day hand watering. If you could adopt a tree to water until we get some rain it would help immensely.

I don't think the crepe myrtles are going to bloom much this year. Also signs the pine beetles are starting. It's all about water!

Darnell Schreiber and I have repaired as many of the sprinklers as we can with parts we have on hand. We need the battery operated timers on 5 zones so they don't have to be turned on by hand. This takes several hours a day. I prefer to water everything at night so it won't interfere with traffic.

My husband is going to the monument company to check on the status of the granite markers. I understand they are almost ready.

Linda Walker
Grounds Committee Chairman

Marina Committee Report June 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
Staffing/Schedule	<ul style="list-style-type: none">• Began 7-day schedule and summer staff on Memorial Day weekend.
Annual Contracts	<ul style="list-style-type: none">• Contracts were sent late and some say they did not receive their packets so are following up. Will see how things settle over the next few weeks.
Delinquent Fees	<ul style="list-style-type: none">• Caught up on a couple of chronic late-pays, but still doing well. (See Annual Contracts)
For consideration per POA and Finance Committee	<ul style="list-style-type: none">• The MC is reviewing potential for adding a pier (G) and charging for non-property-owner use of Marina at the request of the POA and Finance Committee.• Will plan to report back by July.
Restrooms	<ul style="list-style-type: none">• Gladden did some clean-up/paint-up for the Memorial Day weekend.
Store Sales	<ul style="list-style-type: none">• Store/gas sales remain strong.
Slips Rental	<ul style="list-style-type: none">• All but a few covered slips on Pier J are rented. We now have a backlog of potential renters.

Follow-up Needed from POA Board:

- None

PARKS AND RECREATION June, 2011

Cape Royale's recreational areas and parks were in great demand over the Memorial Day weekend.

Our parks and recreational areas have recently been assessed for repairs and improvements. Lights are being replaced at the Basketball Courts. Work orders have been submitted and upgrades are under consideration.

The Facilities Liaison is working with the Parks and Recreation Committee to resolve the problems that have arisen at the Tennis Courts.

Trailer Storage June, 2011

The expansion of the trailer storage area is underway. We should be able to accommodate all presently on the waiting list by the end of this month. Sandra will call the waiting list with space assignments when they are ready.

Thanks to all for your patience!

Jim McLendon