
Cape Royale Property Owners Association, Inc.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CAPE ROYALE PROPERTY OWNERS ASSOCIATION, INC. HELD SEPTEMBER 28, 2011, AT 2:00 P.M. IN THE CAPE ROYALE CLUB ROOM

DIRECTORS PRESENT

Ken Clark, President
Joel McDowell, Vice President
Melanie McLendon, Secretary
Barbara Moore, Director
Charles Buck, Director

DIRECTORS ABSENT

Susan Vaughan, Treasurer
Lee Sargent, Parliamentarian

IN ATTENDANCE

Sandra McQuiggin, Community Manager
Oscar Schneider, Architectural Control Committee
Mary Shay, Civic Committee
Pat Hill, Communications Committee
Richard Collier, Finance Committee
Linda Walker, Grounds Committee
James Chesser, Marina Committee
Bob Hussmann, Roads Committee
Mary Miller, Civic Association
5 additional property owners
Joni Pursley and Amber Faust 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 2:03 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 noted that the first Neighborhood Watch Kickoff Meeting had been held and went very well. Mr. Clark also noted that the committee requested a representative from the Sheriff's office to be a liaison for the group to local law enforcement. This is being investigated.

Mr. Clark reported that the managing agent has proposed a program called IRIS for emergency notification and more information would follow on the potential implementation within the Association.

Mr. Clark advised those present that a fellow homeowner's mother had been involved in a recent wildfire and had moved into the Association. Mr. Clark also noted that the local Methodist church was accepting donations on her behalf.

TREASURER'S REPORT

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

CONSIDERATION OF MINUTES

A motion was made by Joel McDowell and seconded by Barbara Moore to accept the minutes of the August 24, 2011 regular meeting as written. The motion was unanimously approved.

MEMBER PRESENTATIONS

Mark Hogan, Wolf Creek Air, requested that the Board prepare a preferred vendors list and allow those on the list to have windshield decals on their vehicles for quicker access at the gate when a homeowner is unavailable. The contractor presented his request on behalf of several contractors in the area.

It was noted that this request had been reviewed in the past and denied due to abuse of the privilege. Joel Mc Dowell asked that the Gate Committee review this request and make a recommendation to the Board.

PUBLIC COMMENTS

Pat Hitt, Communications Committee Chair, inquired into the Board's interest in having a Facebook page and offered to update and maintain the page. The Board expressed interest in pursuing this idea.

CLUB/ CIVIC POLICIES

Mary Shay presented a revised policy for Civic and Club Room rental with revised additions highlighted. Joel McDowell asked that the areas included and excluded for rental be more clearly defined, particularly to exclude the exercise room. It was verified that a lifeguard must be present, not simply an attendant per Rules and Regulations page 2. It was noted that all non-property owning renters who serve alcohol will be required to high a certified peace officer present during the event at their own expense. It was noted that further research will be done regarding this issue and whether it should apply to property owners as well. It was noted that both rooms must be rented in order for the pool to be closed early for an event. Ms. Shay also reported that if an event is booked less than two weeks prior to the event date that a cashier's check will be required for all funds. It was noted that additional guest fees for the pool will be reflected as \$5 from all committees in order to maintain consistency. The policy will be submitted for review again next month with discussed changes in place.

Ms. Shaw requested that the Board consider a membership fee for the exercise room and the Board agreed this would not be acceptable.

GATE COMMITTEE CAMERA REQUEST

Melanie McLendon reported that the Gate Committee had decided to install a license plate recognition camera at a cost of \$910.96. Ms. McLendon reported that the committee had \$571 remaining in their budget and requested that the Board okay the funding of the remaining balance from the contingency fund. The Board discussed the usefulness and placement of the camera. A motion was made by Joel McDowell and seconded by Melanie McLendon to approve the additional monies from the contingency fund. The motion was approved unanimously.

LANDSCAPE CONTRACT

After reviewing the proposed 12 month contract from TruGreen presented by Linda Walker, the Board decided that further information was needed to approve a contract in line with the Association's fiscal year. Linda Walker was requested to obtain a 14 month proposal from the current landscaper for the Board's review at the next meeting.

ASH PARK

It was reported that a property owner had made a request to remove dirt from the Ash Park boat ramp for personal use by another homeowner. Barbara Moore voiced support for the idea if it would decrease the work load required in that area. A motion was made by Joel McDowell and seconded by Charles Buck to deny the request on the grounds of liabilities to the Association. The motion was approved unanimously.

A motion was made by Charles Buck and seconded by Joel McDowell to have the boat ramp blocked off. The motion was approved unanimously.

PURCHASE OF SAPLING TREES FROM POA

It was reported that a property owner had requested to purchase some sapling trees located in a reserve from the Association. The Board decided that more information on location and specifics were needed before a decision could be made.

ROAD MAINTENANCE REPAIR

Charles Buck reported that several issues had been noted with road repairs that could pose a liability to the Association and submitted a bid for \$17,400.00 to correct these road issues. A motion was made by Melanie McLendon and seconded by Barbara Moore to accept the contractor's bid. The motion was approved unanimously.

It was noted that Bob Husmann has decided to resign from the Road Committee at the end of the year.

MARINA USE POLICY

A written policy regarding Marina Usage Fees was reviewed. Objections by property owners present regarding the policy's compliance with deed restrictions were noted. A motion was made by Joel McDowell and seconded by Charles Buck to accept the proposed policy. The motion was approved unanimously.

Management reminded the Board that this policy would need to be recorded in the County records.

POOL USE POLICY CHANGES

A revised Pool Use Policy was presented to the Board noting the following changes of interest:

- a. Only full time renters or property owners will be allowed to apply for pool membership.
- b. Changes to the guest list must be approved by the Board.

It was noted that the policy should read that each guest over the 6th one on the approved list would be charged a \$5 fee. A motion was made by Melanie McLendon and seconded by Charles Buck to accept the policy as revised. The motion was approved unanimously.

Management reminded the Board that this policy would need to be recorded in the County records.

OFF STREET PARKING RESOLUTION

The On Site Manager, Sandra McQuiggin, presented a resolution to the Board regarding off street parking and outlined the need for the current policy to be clearly defined in order to enforce it. It was noted that this resolution would grandfather in existing violations as approved by the Board. A motion was made by Charles Buck and seconded by Joel McDowell to accept the resolution. The motion was approved unanimously.

Management reminded the Board that this policy would need to be recorded in the County records.

WORKSHOP FOR LEGISLATION CHANGES

Board members were invited to attend a workshop regarding recent legislation changes.

COMMITTEE REPORTS AND ANNOUNCEMENTS

ACC: A written report was submitted. Oscar Schneider added that there are 26 active projects, 3 new constructions had been approved, and 1 disapproval had been issued. It was also noted that the committee had decided to refer all requests concerning any item touching the water to the TRA to decide if a permit was required or not.

Club: A written report was submitted.

Communications: A written report was submitted.

Deed Restrictions: A written report was submitted by Sandra McQuiggin.

Facilities: A written report was submitted. Barbara Moore thanked Charles Buck for his help getting the tennis courts resurfaced and added that the POA buildings looked great.

Finance: Mr. Collier request that all committees have budget requests turned in by the following Monday.

Gate: It was reported that the gate computers keep getting disconnected from the WiFi router and that quotes to resolve the issue will be obtained.

Grounds: A written report was submitted.

Marina: A written report was submitted. James Chesser also noted that damage has been done to the pier due to drought conditions and repairs should be considered in the budget for the upcoming year. It was also noted that information regarding the boat slip waiting list was needed in order to make a decision on the proposed new boat slip.

Parks & Recreation: Melanie McLendon reported that there were no issues of concern.

Pool: A written report was submitted.

Roads: It was noted more research was needed regarding striping.

Trailer Storage: Joel McDowell reported that the Committee would like to request \$2,000.00 from the contingency fund to expand the area due to a growing waiting list. A motion was made by Melanie McLendon and seconded by Charles Buck to approve the use of \$2,000.00 from the contingency fund for the area's expansion. The motion was approved unanimously.

Wildlife Management: No report.

OTHER REPORTS

AMI: Management reported that a Management contract fee increase of 2.5% instead of 5% was authorized by AMI for the 2012 year.

Community Manager's Report: A written Manager's report was submitted. Sandra McQuiggin added two new bank accounts had been opened and that Board signatures were required.

Utility District: No report.

Cape Royale Boating Association: No report.

Civic Association: Mary Miller reported that the pool umbrellas need to be replaced and requested that the Board okay single color umbrellas. The Board agreed so long as the chosen color was not white. It was further noted that Oktoberfest reservations were due next week and the cost was \$20 per person.

ADDITIONAL BUSINESS

None.

ADDITIONAL RESIDENT COMMENTS

None.

SCHEDULE NEXT MEETING

The next Board meeting was scheduled for Wednesday, October 26, 2011, at 2:00 p.m.

ADJOURNMENT

On a motion duly made, the meeting was adjourned at 4:44 p.m.

Respectfully submitted,

Melanie McLendon

Secretary

10 / 26 / 11
Date

APPROVED:

Karl Clark

Chairman

Date

REPORTS

Community Manager Report --September 2011

Update of immediate goals for September:

- Approved projects that are complete include POA office leveling, the Civic/ Club buildings exterior paint and the POA office building replacement of rotten wood which included extra labor that involved having to remove every large pane window being replaced mainly around the window sills. The sprinkler system was relocated by Grounds committee and Wayne to prevent water from spraying on new wood of POA building. Tennis court repairs are complete and look awesome. Marina boat ramp pier complete and very nice.
- Facilities Committee had great meeting this month with Dale Toronjo, Wayne Gladden, myself and Charles Buck. This committee will be meeting on the 1st Thursday of the Month at 3pm in POA office.
- Met with Dick with Finance committee to organize budget season data and send out to all committees. Met with several contractors to gather bids regarding proposed work to be done in 2012.
- Met with several Landscape companies with regards to getting 3 competitive bids for 2012 contract.
- Deed restrictions were updated on 9/22 which included driving the Cape and mailing letters out to the property owners. A detail report is included for Deed Restrictions.
- Working on POA Annual working calendar, keeping commitments scheduled.
- Completed 2 new bank accounts per POA board approval.
- Worked with Board and committees regarding some policy changes with pool procedures.

Goals for October:

- Deed restriction - driving the Cape twice a month and contacting property owners that are not in compliance. Working to improve the reporting process for deed restrictions in a consistent manner.
- 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.
- Approved project- Reserve F bulkhead to be completed.
- Organize workshop for 2011 Legislature POA law changes.
- Complete disaster preparation and planning updates.
- Preparing election committee for POA Board 2012 elections.

ACC REPORT FOR THE SEPTEMBER BOARD MEETING

ACC Meeting Minutes September 2, 2011

1. Project List / Inspection Findings – twenty eight active projects including ten new homes.

- Two project issues. A new home project that appeared to be planning to diverting water to the street was resolved after discussing the contractor's intent and the agreement with our utility district. The second issue involved encroachment of the utility easement at a new home construction site which was resolved with an agreement between our utility district and the contractor/home owner.

- The new bulkhead project which was stopped last year by the Corp of Engineers is now progressing satisfactory. At ACC request, TRA has inspected the site three times in the last several weeks. The home owner who is out of the country has been kept informed by e-mails from ACC which including photographs.

- Driveway in King's Point that was approved in 2003 was completed.

2. Approval Request - No projects were submitted for review.

3. Follow up/ New Topic

- Project Durations – some contractors have requested a six month permit for a project that can be completed in one month because the project start time has to be scheduled along with other projects activities of that contractor. These amounts to a six month gate pass for the contractor. In the future projects of this nature will be approved per current procedures but the permit with a reasonable construction time will not be issued by our Community manager until the contractor is ready to start.

- Tree Removal & Tagging – current procedure requires marking the footprints of the proposed buildings and tagging all trees within the footprint as well as any near the footprint that should be considered for removal. This procedure requires a lot of effort to mark the trees within the footprint and “guess” which close proximity trees need to be removed. The committee approved a procedure that allows any tree in the footprint to be removed as well as any within ten feet of the outer perimeter of the footprint with no review by ACC. ACC can inspect during the job to assure this policy is being followed. Trees outside the ten foot area will need to be tagged and approved by ACC.

After review of the dead tree and permitting policy, the committee will adhere to the deed restriction policy that no permit is needed for removal of dead trees.

- Project Review Check List – a check list was reviewed and supplement by the committee which will be used when projects are being reviewed to assure that major items are discussed. Will be utilized at the next meeting.

- ACC Notebook – our Community Manager prepared a three ring notebook for each member containing our CIM, a deed restriction summary, project check list, etc. Sections were included for filing each month's ACC minutes and other information.

ACC Meeting Minutes September 16, 2011

1. Project List / Inspection Findings –twenty six active projects including ten new homes. A housekeeping issue was resolved. No red tags were necessary.
2. Approval Request- Four projects submitted a new boathouse/bulkhead, a new bulkhead, a front and back porch renovation and bulkhead steps. Three were approved and the bulkhead project was returned for additional information. The committee needs to do a better job of reviewing our major project applications prior to our meeting, let's discuss methods at our next meeting.
3. Follow up/ New Topics
 - Project Approval Procedure – projects will be approved by an approval motion, second and majority vote of the ACC members. The chairman votes only in case of a tie vote. The intent is to provide a more formal closure to our project review procedure.
 - TRA Permits - the definition from TRA on which projects require a TRA permit has been confusing and changing in the last couple months. Our CIM clearly indicates that the required TRA permit must be included when the property owner submits the project application to ACC. However the permit requirement decision by TRA has not been consistent and sometimes there has been more than one ruling on the same project.

The ACC chairman and our Community Manager will meet with TRA's Richard Gerard on September 20, 2011 to discuss our procedures. ACC chairman will propose that any project that contacts the lake be reviewed by TRA before the application is submitted to ACC. TRA will approve or deny the permit via their current procedures which includes written approval documentation. If the project does not require a TRA permit, TRA will send an e-mail to our Community Manager stating the project can go forward and does not need a TRA permit. This procedure places the TRA permit approval process fully with TRA and the decision is properly documented for TRA and ACC' records.

- Follow-up After the meeting the ACC chairman & Community manager visited two sites to review an above ground sprinkler system (owner will be contacted for additional information) and a bulkhead site however it does not appear to be in violation concerning height or location (TRA will review the site next week).

Oscar Schneider ACC Chairman

CIVIC ASSOCIATION SEPTEMBER 2011

The pool umbrellas need to be replaced. We have searched the internet and haven't found the blue and white ones – only solid colors. Is it okay for the Civic to purchase them and do you have a color preference?

The 9/11 flag display was spectacular! Thanks to all who helped put out all the flags.

We had 80 players in the CRCA Terry Vaughan Classic Golf tournament.
A big "Thank you" to Susan Vaughan, Jay Mincks and all other sponsors.
Also, to our tournament chair Pat Stephenson and her committee.
We hope she'll agree to chair the tournament next year.

Saturday, October 15th – OktoberFest, hosted by the Garlands, Adams and Lutons.
\$20.00 per person. First 150 confirmed reservations by October 5th. Send check to:
CRCA, #1 Sales Dr. Coldspring 77331

Mary Miller
CRCA pres.

COMMUNICATIONS COMMITTEE REPORT

BOARD MEETING DATE: __ September 28, 2011

Chairperson: __ Pat Hitt _____

I have started work on Fall Communicape with target date October 15. Anyone got any good new ideas? Is there any interest among the board for a FaceBook page that could be accessed by property owner and also that may have been moved away.

FACILITIES COMMITTEE SEPTEMBER 2011

- I. **Financials** – Reviewed financials through 7/30/2011.
 - a) Wildlife committee approved to move 10k of their unused budget to building maintenance to cover cost of the exterior of the facility buildings which included the club/civic and POA office.

- II. **Project List 2011 – See attached**
 - a) Added a few items to our working maintenance project list.
 - b) Discussed re-keying of club facilities and writing a policy & protocol re: Keys to facility buildings.

- III. **Work Order Request Spreadsheet – See attached**
 - a) We will continue using this spreadsheet and request that Wayne has all his work documented through the work order process.

- IV. **POA project in process**
 - a) choose deck color
 - b) civic/ club punch walk
 - c) POA signage- pending
 - d) Gunter contingency - approved
 - e) Club entrance doors / iron fence- approved. Cost was in contingency of board approved contract.

V. Guard house paint bid

a) This was put on the project list for Wayne to complete during cooler weather.

VI. Interior POA office

a) Getting bids for interior paint, minor remodeling, flooring and furniture for board approval –October board meeting.

VII. Inventory / Equipment Log

- a) Wayne is completing these logs for facilities committee.
- b) Add Approved Vendor List and Warranty List

VIII. Preventative Maintenance- Pending- Dale Toronjo

- a) Have budget proposals for future painting of exterior facilities and black iron fencing.
- b) Have 1 yr written warranty from Gunter for exterior work completed.
- c) Get breakdown form Wolfcreek air for a/c and heating.

IX. Budget 2012

- a) In process- Dale & Sandra
- b) Wayne submitted tool list needs.

GATE COMMITTEE MEETING SEPTEMBER 2011

Lacy Rogers- Committee Chair
Joe Selby
Lee Sargent- Board Liaison
Melanie McLendon- Board Liaison
Mike Morton- Securitas Manager
Betty Carroll- Gate Supervisor
Frank Closs- Computer & Camera Support
Sandra McQuiggin- Community Manager

Private Process Servers

The only way they may enter is if they have a court order signed by a Judge or escorted by an officer. If not then please send to the POA office to speak with management. If on weekend or day that office is not open then they must come back. It is not proper procedure for them to threaten to serve the security guards at the gate.

Computer Issues

Computers work on a wireless connection and have major issues with reception, email is offline more than on line.

Shawn (computer tech) suggest a Directional Antennae to be added for a clearer reception. The cost is \$150.00 and labor is \$85.00 an hour- should be 2 hours of work. In budget- see financials.

Another option is to have a DSL account with Eastex for \$20.00 per month.

Gate Cameras

Proposal to order a software package that reads the license plate clearly. This will be brought to the board at September meeting.

Security Booth Paint

Approved by Facilities for Wayne to paint interior and exterior- waiting for cooler temps.

Club / Civic Party Parking

When party exceeds and guards are checking guest in through the gate, please direct them to park in POA parking lot. Tell them they may be towed if parked on grass or street due to Emergency vehicle passing. **Marina Committee Report September 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	<ul style="list-style-type: none">• Lanny Locke resigned, but agreed to stay on until we can get a replacement. We are currently soliciting candidates.
2012 Budget	<ul style="list-style-type: none">• Budget prepared and submitted.
Delinquent Fees	<ul style="list-style-type: none">• Continue to improve.
Store Sales	<ul style="list-style-type: none">• Store/gas sales remained strong through summer.
Sailboat Pier Lighting	<ul style="list-style-type: none">• Moved sailboat pier lighting to center of bulkhead between Piers H and I.
Ramp Pier Repair	<ul style="list-style-type: none">• LaFour won bid. The POA approved replacing Pier from Replacement Funds. Work should be complete by early October.
Other Marina Repair	<ul style="list-style-type: none">• The low water levels are putting stress on Piers as the framework bottoms.• Ike debris is being discovered as the water level drops. Some debris is blocking access/egress of several slips. Other debris is hung-up on Piers causing additional damage.• This will be a focus for funding/repair when water levels return.
Oversize Boats on Piers	<ul style="list-style-type: none">• We have several people who have rented slips, then installed oversize lifts for boats exceeding limits of piers. We are discussing ideas how to handle. We also have had request(s) for installing piers/mooring boats which exceed size/length limits of slips. We have denied permission to

	prevent compounding an issue we are already trying to mitigate.
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Follow-up Needed from POA Board:

Nothing specific at this time.

Pool Committee Report September 2011

The 2011 season has come to an end. The attendants will be cleaning and storing the pool furniture for the winter months. The committee would like to thank everyone for a Super Season.

TEEN NIGHT WAS ANOTHER SUCCESS!!

Friday, August 5 was the last Teen Night. There were 30 teens enjoying the fun. Everyone is looking forward to Teen Night again next season.

MELANIE MCLENDON - BOARD LIAISON

Terrye Siegfried -Chair

Trailer Storage September, 2011

Report for POA meeting

Trailer lot is still full with a waiting list. Plans are being developed to expand to take care of our immediate and future needs.

Wait list includes 10 Property Owners.

Thanks!

Jim