

Cape Royale Property Owners Association, Inc.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF CAPE ROYALE PROPERTY OWNERS ASSOCIATION, INC. HELD JANUARY 3, 2012, AT 3:00 P.M. IN THE CAPE ROYALE CLUB ROOM

DIRECTORS PRESENT

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

DIRECTORS ABSENT

Melanie McLendon, Secretary

IN ATTENDANCE

Sandra McQuiggin, Community Manager
Dale Toronjo, Facilities Committee
Richard Collier, Finance Committee
Joni Pursley represented the Managing Agent, Association Management, Inc.
5 Property Owners

CALL TO ORDER

Due notice of the meeting having been given and a quorum present, the meeting was called to order at 3:00 p.m. The President, Ken Clark, presided and the managing agent assisted in recording the minutes.

PUBLIC COMMENTS

Mr. Jack Stevens notified the Board of problems he is having with his neighbor and their refusal to complete bulkhead repairs, causing more damage to his own. Ken Clark responded that he does not think the POA would have any authority in the matter, but the Board would look into it.

OFFICE RENOVATION PROPOSAL

Sandra McQuiggin presented and reviewed three proposals received to renovate the interior of the POA office building. The proposals were from Floor Care & Interior, Eddings Signature Homes, and Briscoe Custom Homes & Remodeling and were for a base price that ranged from \$22,499 to \$26,000. A motion was made by Charles Buck and seconded by Lee Sargent to accept the Floor Care & Interiors proposal contingent upon their references checking out. The motion was approved with four in favor and two abstaining.

A motion was made by Charles Buck and seconded by Barbara Moore to accept Sandra McQuiggin's recommendation of contractor (Floor Care & Interiors) with a \$3,000 contingency and an \$8,000 furniture/lighting/plumbing/appliance allowance for a total not to exceed \$41,218.24. The motion was unanimously approved.

ADJOURNMENT

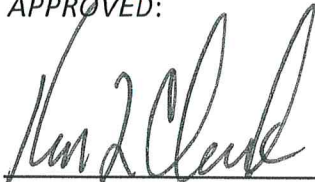
On a motion duly made, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Secretary

Date

APPROVED:



Chairman



Date