

**CAPE CARANCAHUA  
PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS Working MEETING  
December 8, 2022  
Minutes**

President Pam Stewart called the meeting to order at 1:02 p.m. Board members present: Charles Taylor, Paul Warren, and Larry Schroeder. One property owner attended.

Approval of Minutes

Mr. Schroeder made a motion and Mr. Taylor seconded to accept the minutes. Motion carried.

Approval of Financial Reports

No reports.

Approval of Maintenance Reports

No report.

Approval of Permits and Compliance

1. Lot 181, 182 - Richard Gutierrez – concrete slab under house - Approved
2. Lot 1419 – Olga Ordonez – new home – Not approved, need more information
3. 1380, 1381, 1382 – Douglas & Linda Skow -24x40, 960 sq. ft. shop – approved, storage building to be removed
4. 816, 817 – Kelsey Rehg – driveway, storage building – approved; deck – not approved, impeaches on front easement
5. 1106, 1107 – Patti & Michael Schwebel – new home – approved
6. Lot I – General Dollar – approved, drainage go toward Hwy 35, wood fence on 3 sides of property

Approval of Legal Report

Discussed update on property tax suit by Cape's attorney against Jackson County to lower taxes on Cape common areas. No action taken.

A motion was made by Mr. Warren and seconded by Mr. Taylor to attach a letter received by the Cape's attorney from the Cape Water Supply Corporation to the minutes to memorialize the response and position by the Water Supply Corporation. The Cape board disagrees with the Water Supply's responses provided and stand by our prior expressed statement. Motion carried. A copy of the letter was made available to all attending this meeting and to any property owner upon request.

Consider installing baseboards/molding at Community Center.

No action taken.

Consider letter to property owner for contractor driving through ditch & leaving ruts.

A motion was made by Mr. Taylor and seconded by Mr. Warren to send letter to property owner and construction contractor that ditch and street, Stovall Drive, must be repaired at their expense. Motion carried.

Consider moving BOD Meeting from 2<sup>nd</sup> Wednesday night of the month to 3<sup>rd</sup> Wednesday night of the month.

A motion was made by Mr. Schroeder and seconded by Mr. Taylor to move the monthly Board of Directors meeting from the 2<sup>nd</sup> Wednesday night at 6:00 p.m. to the 3<sup>rd</sup> Wednesday night at 6:00 p.m. and leave the Board of Directors Working Meeting on Thursdays at 1:00 p.m. Motion carried.

Consider non-compliance fees to property owner for violation of ACC policy.

Property owner was notified by email Friday, December 2, again Monday, December 5, and by phone Monday, December 5, that he would have the opportunity at this meeting to “discuss and verify the facts so the matter can be resolved” of his non-compliance. The property owner was not in attendance. A motion was made by Ms. Stewart and seconded by Mr. Taylor to charge the property owner a \$250 (two hundred fifty dollar and no cents) non-compliance fee. Motion carried.

Consider pay scale for employees.

A motion was made by Mr. Taylor and seconded by Mr. Warren to accept a 2023 pay scale for office and maintenance personnel.  
Motion carried.

Consider replacing the roof on the office & pool cabanas.

No action was taken.

Consider employees Christmas bonus.

A motion was made by Mr. Taylor and seconded by Ms. Stewart to give all employees a Christmas bonus equal to one week of pay. Motion carried.

Consider adding statement and signature line to New Property Owner Packet, “I will read and adhere to all Cape restrictions, policies, and guidelines”.

A motion was made by Mr. Warren and seconded by Mr. Schroeder to add the information to the New Property Owner Packet. Motion carried.

Consider having Mr. Boone mow one more time this year and have him remove a property owners’ damaged culvert.

Mr. Schroeder will have Mr. Boone mow this month and Mr. Schroeder volunteered to ask the water department to dig out the property owners’ damaged culvert on West Bayshore Drive.

Meeting adjourned at 3:30 p.m.

Respectfully submitted,

Larry Schroeder, Scribe