

Capitol City Golf Club Estates
Minutes of the Regular Monthly Board Meeting
December 16, 2014
@ 6213 Armour Drive SE, Lacey

Board Members Present: Tom LaVack; Jayne Bradley; Debi Marmion; Bob Moore; Jackie Rudnecki; Joanna Aldridge and Susan Derda were absent.

Management Company: Deborah Haskett, Vantage Community Management

- I. **Call to Order** – President Tom LaVack called the meeting to order at 7:00 PM.
- II. **Additions to the Agenda** – Several Items will be discussed under new business.
- III. **Approval of Minutes** – No September minutes were available.
- IV. **Treasurer's Report** – The financials are in transition, with info being provided to Vantage to complete the books for 2014 and bill owners as of January 2015. The December financials as prepared by Vantage will be reviewed at the January meeting.
- V. **Management Report** – Deborah Haskett of Vantage was introduced and shared the management company's role and responsibilities. Management handles all the accounting: payables, and billing and payment posting; manage delinquencies and collection; manages all the business items, like tax return preparation, budget draft preparation, insurance renewal, for board approval; and attends the board meetings and ensures minute preparation. Other projects are managed as assigned. A report will be provided each month listing the projects Management is working on. Management has been tasked with compliance enforcement and expects to start inspections in February.
- VI. **Old Business** – The board discussed the change in the fiscal year end. This involves changing the year end with the IRS, which can be done by the CPA who prepares the taxes, so that the tax year matches with the Dues Billing cycle. This will make the budgeting and reporting for the association more effective. This process has been started—management will make sure this transition is documented with the IRS. The board also discussed the fact that there was no quorum at the annual meeting or any volunteers for the board. The current board volunteered to serve for another year, but there is a strong desire to improve the overall voting and volunteering. Management will assist with this process at the 2015 annual meeting.
- VII. **New Business:** A project to clean out the storm drain systems was discussed—Bob Moore and Tom LaVack will inspect and report at the January meeting. A newsletter was discussed. Vantage will be sending out a letter to owners, along with a Contact Info Sheet; Tom will prepare a letter or newsletter to go out with the billing statement at the end of December

Next Meeting – The BOD scheduled the next meeting for **Tuesday, January 20 @ Woodlands Retirement @ 7PM.**

Adjournment – Meeting adjourned at **8:25 PM.**

Respectfully submitted,
Deborah Haskett, Vantage Community Management

