



Capitol City Golf Club Estates
Minutes of the Regular Monthly Board Meeting
January 19, 2016 @ Woodland Retirement Center

Board Members Present: Larry Dittloff, President; Darrelyn Nuesca, Vice President; Ed Obie, Secretary; Jayne Bradley, Treasurer (ABSENT) ; Debi Marmion (ABSENT), Trustee; Bob Moore, Trustee; Tom LaVack, Trustee (ABSENT)

Owners Present: John Leo and Maureen Mead

Management Company: Heather Thomas and Mallery Brown, Vantage Community Management

- I. **Call to Order** – President Larry Dittloff called the meeting to order at 6:57 PM.

- II. **Owner Comments** –John Leo brought handed out information to Board of Directors regarding RCW’s for voting rights of the Association. Board of Directors discussed tabling this till the following Board meeting so they can have time to review and respond to John. John reported his neighbor was upset that Vantage Community Management was trying to charge a full year’s worth of assessments even though he moved in July. John was unable to provide the Board of Directors the neighbors name. The Board of Directors suggested if John speak with his neighbor that the neighbor needs to contact Vantage Community Management.

- III. **Approval of Minutes** – The Board reviewed the minutes from the meeting of December 15, 2015. **Darrelyn Nuesca made a motion to approve; Larry Dittloff seconded. Motion Passed Unanimously.**

- IV. **Committee Reports** –
 - a. **Architectural** – Nothing to report.
 - b. **Compliance** –Heather Thomas confirmed to Larry Dittloff that garbage photos were received. Ed Obie confirmed car was still parked on Sarazen Street. The home at Sarazen and Hogan have stopped parking on lawn. That same home started to plant grass. The debris on the front porch still needs to be cleaned. Ed Obie would like to review the CC&R’s for parking violations. The Board would like to look further into common compliance violations pertaining to the CC&R’s. Home business operating in Association and the CC&R’s specify no home business is allowed. Also, there are a noticeable amount of boats and trailers parked in the Association. Ed Obie suggested Board of Directors review the compliance standards. Darrelyn Nuesca would like Board of Directors to look into the tattoo business operating in Association. Ed Obie asked if Sub-Leasing is allowed? What do the CC&R’s and State laws allow? This issue will be discussed at another time. Larry Dittloff asked Heather Thomas what we think about Capital City Golf Course Estates CC&R’s? Heather Thomas responded that they are fairly common and if the Board of Directors would like they can amend them with the assistance of an attorney the vote of the membership. Ed Obie asked what Vantage Community Management would like to see in regards to violations? Darrelyn Nuesca asked if someone sees a violation can someone take a picture and email to Vantage Community Management? Heather Thomas responded yes, and if we receive the picture from another Board of Director then Vantage Community Management will automatically send compliance letters. Ed Obie confirmed that if a homeowner has a cutout on their lawn would they need to submit an ACC? Heather Thomas responded yes, must have the ACC application and approval from the ACC prior to removing any grass. Ed Obie asked Bob Moore if he has any additional help with the ACC Committee. Bob Moore reported he isn’t receiving any additional help from community. Larry Dittloff requested Vantage Community Management needs to provide sufficient notice prior to inspection. Ed Obie suggests the Association should expand the compliance. Darrelyn Nuesca asked what is the expectation

compliance? Larry Dittloff responded that the Board of Directors would like to oversee what Vantage Community Management is submitting and additional photos can be taken and submitted. The Board of Directors roll isn't just to oversight but overall review of reports for the Association. The cutouts need to be improved and maintained throughout the community.

- c. **Roads/Signs** – The signs have been ordered. Stop sign on Ruddell and 66th has been repaired.
- d. **Welcome** – Nothing to report.

V. **Treasurer's Report** – Heather reviewed the December 2015 financials. Darrelyn Nuesca asked if a homeowner was in arrears are there any payment options available? Heather Thomas responded yes, we can work out certain payment arrangements only if a homeowner reaches out to Vantage Community Management. Once Vantage Community Management approves a payment arrangement then that homeowner won't continue to receive any additional charges or letters. Ed Obie asked if a homeowner receives four compliance letters what the Associations next step? Heather Thomas responded saying Vantage Community Management would reach out to the Board of Directors to see what they Board of Directors suggests. Possibly have a hearing with that homeowner? Policy needed for four or more compliance letters. **Darrelyn Nuesca made a motion to approve the December 2015 financials; Ed Obie seconded. Motion Passed Unanimously.**

VI. **Management Report** –Heather provided the Action Item Report. Lot 142: payment plan needed for \$60.00 payment in January/March/July. **Darrelyn Nuesca made motion to approve payment arrangement. Ed Obie Seconded. Motion Passed Unanimously.** The signs are on order. Heather received a proposal from Steve Bradley to clean the mailboxes at a rate of \$30/per box. This will be done by hand, no pressure washing. The estimate from Steve Bradley has been approved by Board of Directors. Steve Bradley will write up a Hold Harmless Agreement. Heather Thomas reports that she needs to take pictures of the trees hanging over into resident's lots from Capital City Golf Apartments. The Association received notice from Thurston County regarding storm water basin cleaning. An estimate was received from FloHawks for \$4,970.00 plus tax. After further review it was noted that the original estimate didn't cover all the storm water basins on the map the County mailed. Therefore, the estimate has doubled to include all the storm pond basin cleanouts needed. Darrelyn Nuesca would like to review the report from FloHawks from last year to compare to the new estimate. **Darrelyn Nuesca suggests Board of Directors table this issue till the next meeting.** Heather Thomas reported the following update:
Lot 207: Street sweeper concern with throwing rocks all over. Haven't heard anymore from concerned homeowner. However, maintenance company looking into the issue for resolution. **Ed Obie to look into this situation.**
Lot 344: Owner cut back bushes to not block the sign.
Lot 337: Another compliance letter was mailed regarding trees/branches hanging in line of sight while driving.
Lot 110: Property needs to be cleaned up and still in violation. Heather Thomas is contacting owner via email.
Lot 351: RV and trailer on grass. Larry Dittloff confirmed this issue is still in violation. Pickup truck does work per Bob Moore. Larry Dittloff would like to discuss this issue a little more. He has made a formal request but owner stated can't move trailer/RV off site till March. **Darrelyn Nuesca makes motion to table any additional fines till March 31, 2016. Bob Moore seconded. Motion Passed.**
Lot 95: ACC received January 18, 2016. Ed Obie raised the question how is this going on 18 months. Bob Moore has no recollection of this.
Lot 139: Homeowner requested fines be reversed. **Darrelyn Nuesca made motion to deny fee reversal. Larry Dittloff seconded. Motion Passed Unanimously.**
Heather Thomas presented Board of Directors with Barker Martin collection agreement. **Darrelyn Nuesca made a motion to accept the agreement. Ed Obie seconded. Motion Passed Unanimously.** Darrelyn suggests obtaining 2-3 additional bids for future.

VII. **Old Business** – There wasn't any old business to discuss.

VIII. New Business: Abandoned homes: spoke with Thurston County Sherriff and they can't legally do anything other than make potential squatters leave. Sherriff can't lock the home. Website/Newsletter: Maureen Mead presented to Board of Directors proposal for website. \$150.00 per month to maintain and manage website. Newsletter amount can fluctuate depending on content roughly \$500.00 to publish the community newsletter. **Darrellyn Nuesca made motion to table website and newsletter so they can look at budget where Association can afford this expense. Larry Dittloff requested Maureen provide the Homeowners Association with a formal contract to review.**

Next Meeting –Thursday, February 18, 2016 @ Woodlands Retirement @ 6:30PM.

Adjournment – Larry Dittloff made a motion to adjourn the meeting; Darrellyn seconded. Motion Passed Unanimously. Meeting adjourned at 8:57 PM.

**Respectfully submitted,
Mallery Brown, Vantage Community Management**