

Capitol City Golf Club Estates
Minutes of the Regular Monthly Board Meeting
March 16, 2017 @ Woodlawn Retirement Center

Board Members Present: Larry Dittloff, President; Darrelyn Nuesca, Vice President; Randy Luke, Treasurer; Lisa Greeley, Trustee; Christina Tremper, Trustee; Jayne Bradley, Trustee; Joanna Aldridge, Trustee; Tom LaVack, Trustee (ABSENT)

Owners Present: No Owners Present

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

- I. **Call to Order** – President Larry Dittloff called the meeting to order at 6:12 PM.
- II. **Owners Comments** – No owners present
- III. Approval of **February 2017 Minutes** – The Board reviewed the meeting minutes from February 16, 2017. **Darrelyn Nuesca motioned to accept the February 16, 2017 meeting minutes. Christina Tremper seconded. Motion Passed Unanimously.**
- IV. **Committee Reports** –
 - a) **Architectural** – Lot 201: Board of Directors approved.
Lot 379: Darrelyn Nuesca reported the fence work is complete and the fence exceeds four feet in height. It was also noted that the fence is closer than 25 feet to the street. It is about 15 feet from the street. The owner also created a 1 ½ car area with gravel. Darrelyn Nuesca reject the ACC and ask owner to explain why he needs the fence to be 6ft high further explanation needed. ACC for the Crushed rock denied.
 - b) **Compliance** –Ed Obie was absent so Larry Dittloff reported on his behalf. Multiple cars parking (i.e.) more than two cars in driveway and one parking in the cutout. Cutouts appear to be used for other than two extra cars. Such as, utility trailers, campers, boats, etc.
 - c) **Road/Signs** – Larry Dittloff went over the Road/Signs Report. Larry Dittloff stated that PSE will be re-lamping all the lights to LED. Street sweeping is within budget and this will start once the weather clears up. Old street signage will be replaced as Larry Dittloff surveyed the street signage and they need to be replaced as they aren't just dirty. They are fading and old. Speed hump idea still on the table, need to obtain a cost estimate and further details.
- V. **Treasurer's Report** – Approval of the February 2017 Financials. Darrelyn Nuesca made a motion to accept the February 2017 Financials. Jayne Bradley seconded. Motion Passed Unanimously. Randy Luke reported he wants to focus on account receivables. Receivable balance lower from January 2017 to February 2017 due to the PSE light project. Larry Dittloff mentioned the money shouldn't be in the operating budget. Randy Luke would like to get the delinquencies and non-compliant owners to a lower percentage. Compliance needs to be in 10-20% category not 50%. The fees are being increased due to needing to attempt to collect the fees with owners in collections or at the Attorney. Larry Dittloff stated the supply fee of \$13,871.00 should not be in the operational fund. This should be coming out of the reserve account. Randy Luke motioned

to move \$13, 871.00 to fund out of the reserve account and put the balance in operations account. Larry Dittloff seconded. **Motion Passed.**

- VI. **Management Report – Heather Thomas went over the Management Report;** Rental Agreements; Letter sent to all rentals within Association. Heather Thomas is working on a binder for all rental agreements. Attorney; working on the compliance. Larry Dittloff wants this approved and sent out to the owners in June/July and available to present at the Annual Meeting in November; Signs; Finalizing signage and need to measure in order for the vendor to create an estimate; Speed Bumps; Waiting on the weather, Hogan is the next street; Trench at Golf Course; Crew at the Golf Course created a trench from their parking lot, so the overflow runs onto Armour. Precision Underground will be on schedule to clean the basin once the weather clears up.

Delinquencies – Inv# 1T; Funds have been received by the attorney; holding until it clears the trust account. Inv# 2L; Heather researched and found out where owner & spouse are employed; the information has been forwarded to attorney. Inv# 3R; Move forward with attorney. Lot Inv# 4P; Attorney request to proceed with litigation guarantee. **Darrellyn motioned to proceed with litigation guarantee. Lisa Greeley seconded. One opposed. Motion Passed.**

- VII. **Old Business –** Attorney provided an updated Enforcement Fine & Fee Schedule Policy - All Board input on policy. Attorney created a Fee Schedule that was presented to the Board of Directors. Lisa Greeley motioned to reduce Violation of CC&R Article II, Section G from \$500.00 to \$300.00. Darrellyn Nuesca seconded. **Motion Passed.** Lisa Greeley motioned to accept the Enforcement Policy with Fine and Fee Schedule. Randy Luke seconded. **Motion Passed.** The process to rewrite the CC&R's & Bylaws; currently underway.

- VIII. **New Business –** Fine Reversal Requests – Inv# 1; **Lisa Greeley motioned not to remove the \$75.00 delinquent fees. Darrellyn Nuesca seconded. 1 opposed, Motion Passed.** Inv# 2; **Darrellyn Nuesca motioned to remove fines. Joanna Aldridge seconded. Motion Passed Unanimously.** Inv# 3; **Randy Luke motioned to remove the fines except the Association costs for the letters. \$30.00 will remain on the account. Darrellyn Nuesca seconded. Motion Passed.** Inv# 4T; **Darrellyn Nuesca motioned to approve the variance. Christina Tremper seconded. Motion Passed.** Begin process of rewriting the CC&R's and Bylaws; Heather Thomas will have to edit some of the items and then send to the Board of Directors via email and approve. Street Sweeping; Heather presented the Board of Directors an estimate from Quality Parking Lot. Darrellyn Nuesca motioned to approve the Quality Parking Lot street sweeping estimate. Jayne Bradley seconded. **Motion Passed. Item # 5;** Darrellyn Nuesca motioned to reduce all the fine and delinquency charges up till July 31, 2016. One \$500.00 charge for delinquent charge will remain on the account. Lisa Greeley seconded. One opposed. **Motion Passed.** Item # 6; Joanne Aldridge motioned to remove the \$32.10 balance from account. Jayne Bradley seconded. **Motion Passed.** Item #7; Darrellyn Nuesca motioned to reduce charges from \$1,469.50 to \$694.50 and provide a payment plan option by December 2017. Lisa Greeley seconded. **Motion Passed.** Item # 8; Darrellyn Nuesca motioned to reduce from \$1,175.00 to \$700.00. Lisa Greeley seconded. **Motion Passed.**

Attorney Requests:

Item #1; Darrelyn Nuesca motioned to file a personal lien. Lisa Greeley seconded. **Motion Passed.**

Item #1; owner just needs to speak with the attorney only. No Board Members are allowed to speak with owner at this time.

Collection Report: Lot 258; 3/9/17 Guild Mortgage is the new owner. Charged off \$3,154.00 from account. Attorney to recommend to proceed former owner.

Lot 292; 3/9/17 holding for check to clear attorney trust account. Will then apply and charge off partial balance.

Lot 334; 3/9/17 owner responded to Board of Directors informing they can't afford to pay \$500.00 a month. Owner said they cut down the fence to 4ft. doesn't appear to be cut down.

Next Meeting – Thursday, April 20th, 2017 @ Woodlawn Retirement Center @ 6:30 PM.

Adjournment – Meeting adjourned @ 8:43 PM.

Respectfully submitted,

Mallery Brown, Vantage Community Management

