

Capitol City Golf Club Estates
Minutes of the Regular Monthly Board Meeting
April 20, 2017 @ Woodland Retirement Center

Board Members Present: Larry Dittloff, President; Darrelyn Nuesca, Vice President; Randy Luke, Treasurer; Lisa Greeley, Trustee; Christina Tremper, Trustee; Jayne Bradley, Trustee (ABSENT); Joanna Aldridge, Trustee(ABSENT); Tom LaVack, Trustee (VIA PHONE); Ed Obie, Secretary (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 March 2017 Minutes** – The Board reviewed the meeting minutes from March 16, 2017. **Randy Luke motioned to accept the March 16, 2017 meeting minutes. Lisa Greeley seconded. Motion Passed Unanimously.**
- IV. **Committee Reports** –
 - a) **Architectural** - Darrelyn Nuesca reported on the ACC Report. Lot 110: Heather Thomas emailed the ACC to the Board. Darrelyn Nuesca requested Vantage Community Management to refrain from fining this lot until May Board Meeting. Lot 139: ACC for gravel rejected due to the description/picture not being clear. Darrelyn Nuesca discussed there were some staffing issues at Vantage Community Management and due to this there was a lack of response. The Board of Directors needs a 3 day turn around period for ACC requests. There was an ACC that was held up for 6 weeks. Heather Thomas agreed and understands the Board's direction. Darrelyn Nuesca reported the ACC's are all caught up. The ACC Committee would like to create an email standard. The lot numbers must be in the subject line and confirm the lot number is accurate. If samples are attached please scan the sample or take a picture and attach to the ACC email. An incomplete ACC form is denied due to, no sample attached, description not clear and no start and end dates included. In addition, if there are multiple phases the ACC Committee requires an ACC per item.
 - 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. Excessive moss on roofs have been appearing. Ed Obie reported he has noticed a community wide improvement.
 - c) **Road/Signs** – Larry Dittloff went over the Road/Signs Report. Larry Dittloff stated PSE will begin in late May/early June, the replacement of the street lights to LED. Street sweeping will start on April 25th and April 26th. Flyers will be hand delivered and an email blast has been sent to all owners with valid email addresses on file. 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. Vandalized STOP sign replaced at St. Andrews & Ruddell Rd. YIELD sign ordered for Congressional. Larry

Dittloff will contact golf course regarding the sand pile in the street. The golf course will need to pay to clean the storm drain and portion of the street where sand accumulates. Discussed drain stencil so people won't dump waste down the street drains. Stencil to read, "KEEP IT CLEAN". Speeding an issue and would like to look into Title 46 (RCW Traffic). The Thurston County Sheriff would be able to patrol if the Homeowners Association votes in favor. Larry Dittloff suggested the Board take a gradual approach to the speed humps since they are very expensive.

- V. **Treasurer's Report** – Approval of the March 2017 Financials. Lisa Greely made a motion to accept the March 2017 Financials. Darrelyn Nuesca seconded. Motion Passed Unanimously. Randy Luke reported for the Treasurer's Report. Vantage Community Management numbers are accurate. Accounts receivable seems fairly low. PSE was a larger expense, expenditures are at 33%. Randy Luke asked what should the Reserve Account be at? Larry Dittloff responded that the Reserve Study suggests Capitol City Golf Club Estates Reserve Fund be \$400,000.00. The Association had to increase the assessments to \$220.00 just to bring the operation account where it needs to be. Receivables has 24 lot=\$15,000.00 that are delinquent. A few accounts will need to be written off as the Board of Directors has exhausted all collection options. Randy Luke will work on reconfiguring the accounts receivable report as he believes the report from Vantage Community Management is difficult to read. Supplies seem to be fairly high. Heather Thomas reported this was due to mailings, statements and newsletters being sent to all owners.

- VI. **Management Report – Heather Thomas went over the Management Report;** Rental Agreements; mailed 87 lots (20%) of lots rentals. Vantage Community Management only received 50 rental agreements; Darrelyn Nuesca would like Vantage Community Management to mail the remaining 37 rentals a second notice in May. Attorney; working on the compliance. Larry Dittloff needs to go through the CC&R Amendment, line for line and needs additional volunteers to assist. Lisa Greely, JoAnne Redmond and Darrelyn Nuesca will volunteer. Signs; Steve Bradley picked up STOP sign and replaced on St Andrews. Congressional YEILD sign on order. 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. Darrelyn Nuesca requested Precision Underground to itemize the invoice. Was the \$1,956.00 for all three drains? They need to be more specific on the scope of work involved in the estimate.

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. **Darrelyn motioned to proceed with litigation guarantee. Lisa Greeley seconded. One opposed. Motion Passed.**

- VII. **Old Business** – Yellow Paint-Speedbumps – waiting on weather; Street Sweeping is scheduled for April 25th & 26th. Tom LaVack reported that the County will not allow the Association to increase the size of the drywell.

VIII. **New Business** – Speeding in the neighborhood; Larry Dittloff reported he has researched several different options and believes the Association should look into Title 26 (RCW Traffic). Larry Dittloff likes the idea of a gradual approach with Police Officer present in the neighborhood.

IX. **Executive Session:**

Fine Reversal Requests – Item# 1; Darrelyn Neusca motioned to set up a \$25.00 a month payment plan from May 2017-September 2017, then the Board of Directors will release the remainder on the account due to the hardship. Christina Tremper seconded. **Motion Passed.** Christina Tremper motioned to reject the yard violation request. Darrelyn Neusca seconded. **Motion Passed. Item # 2;** Larry Dittloff motioned to set up a payment plan of \$93.00 from May 2017-December 2017 till account paid off. Darrelyn Neusca seconded. **Motion Passed. Item # 3;** Board requested to table this until the lot is in compliance. **Item #4;** Larry Dittloff motioned to reject fine reversal. Darrelyn Nuesca seconded. **Motion Passed.** Darrelyn Nuesca motioned to move former owner, Winslow’s account to MCA Collections. Larry Dittloff seconded. **Motion Passed.**

Attorney Requests: Item #1-#3: Darrelyn Nuesca motioned to differ all three lots to attorney for additional information and cost. Larry Dittloff seconded. **Motion Passed. Collection Report:** Lot 22: Darrelyn Nuesca motioned to file judgement. Larry Dittloff seconded. **Motion Passed. Lot 343: Attorney filing an f/c, then will serve the owner. Lot 397: Owner rejected 2nd offer from attorney. Attorney waiting to hear back from owner. Lot 292: Attorney received the check from Title.** Lot 95: Darrelyn Nuesca motioned to have owner remove gravel by May 30, 2017. Larry Dittloff seconded. **Motion Passed.** Lot 228: Driveway needs to be replaced. Owner needs to submit an ACC to complete the work. Then the Board of Directors can provide extensions for the owner if needed. Darrelyn Nuesca motioned to submit the delinquent accounts to attorney. Randy Luke seconded. **Motion Passed.**

Next Meeting – Thursday, May 18th, 2017 @ Woodland Retirement Center @ 6:30 PM.

Adjournment – Meeting adjourned @ 8:15 PM.

Respectfully submitted,

Mallery Brown, Vantage Community Management

