

Capitol City Golf Club Estates Homeowners Association

DRAFT Minutes of 2017 Annual Meeting

November 16, 2017

Jacob Smith House

Board Members: Larry Dittloff, President; Darrelyn Nuesca, Vice President; Ed Obie, Secretary; Lisa Greely, Trustee; Christina Tremper, Trustee; Jayne Bradley, Trustee, Randy Luke, Treasurer; Tom LaVack, Trustee (ABSENT)

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

Call to Order: President, Larry Dittloff called the meeting to order at 6:31PM and explained his role as President. Then introduced the current Board Members; Darrelyn Nuesca, Ed Obie, Lisa Greely, Christina Tremper, Jayne Bradley, Randy Luke and Tom LaVack. Larry Dittloff then explained Vantage Community Managements role with the Association.

Quorum: A quorum of the members was verified by the sign-in sheet.

President's Address: Larry Dittloff explained the year in review that they are working within the parameters with the RCW's and State Laws.

Street light conversion: Puget Sound Energy converted all the street lights to LED lights. This is saving the Association \$250 a month.

Street signs: The entire Association will have matching signage. Just waiting on the brackets to mount and then they will be ready to install.

Catch Basin: This project should have been completed but the Management Company is having a difficult time tracking down a contractor. Hopefully this project will be complete in the next couple of months.

Golf Course: The golf course has promised to no longer use the streets in the HOA. They also have agreed to clean out two (2) possibly three (3) catch basins from the golf course sand running into the HOA's storm drainage.

Speed Bumps: They have been painted.

Speed Humps: The Board of Trustees has looked into installing speed humps in hopes it will reduce the speeding throughout the neighborhood. However, these are expensive so this is on hold for the time being.

Communes: The Board of Trustees has stopped three (3) group homes within the neighborhood.

Homicide House: This has been cleaned up and is very nice looking now.

Unsupervised Adolescent's: Have been taken care of and no longer are an issue.

Graffiti: A gang tagged some mailboxes within the Association and was cleaned up within 24 hours.

May Storm: Cleaned up within a few days.

Sherriff Agreement: The State Law authorizes Patrols within Homeowners Associations. The Board of Trustees has signed an agreement for them to start patrolling the Association for speeders and other activity.

Garage Sale: This will take place in June 2018 along with the Indian Summer Annual Sale. The turnout for the 2017 sale was low so would like to partner up with Indian Summer for a more successful turnout.

ACC's: The ACC Committee will turn around the ACC in three (3) days and the Committee has also simplified the form.

Compliance Committee: Ed Obie rides along with Vantage Community Management to work with consistency. It has been noted from members within the community that the neighborhood is looking really nice.

About 20% of members have received compliance notices. If you receive a notice please respond to the letter.

Welcome Committee: Doug Colby will be the committee chair. He is a retired teacher and will be assisting with the welcome packets for owners.

Neighborhood Watch: Mrs. Robinson is heading up this committee.

Street Sweeping: The Board of Trustees would like to complete this task twice (2) a year. This year the street sweeper arrived an hour before the microburst storm. They wouldn't reschedule or offer reduced costs to come back and sweep again. After they came due to the storm it appeared the street were never swept.

Abandoned Houses: There are currently two (2) abandoned houses and the Board would like those homes cleaned up. However, it is considered trespass if the Board hires a landscape crew to clean up the yard.

Rentals: About 21% of rentals are in the neighborhood. Seems to be capped and they are not increasing.

Lacey Annexation: The Board of Trustees see both positive and negative with this.

Reserve Fund: Currently has \$143,100. The RCW requires by law to complete the study. The Association is currently underfunded by _____. Board of Trustees may have excess funds to add to this account every year.

Policies/CC&R: These need to be readily available and added to the website.

Larry Dittloff provided his contact numbers to all the members if they ever needed to contact him for whatever reason.

CC&R/Bylaw Revision: Currently working with an attorney to rewrite some of these rules to be more reflective. Lisa Greely, JoAnne Redmond, Darrelyn Nuesca and Larry Dittloff all part of the AD HOC Committee. Once the Board of Trustees receives input from the attorney they will hold a special meeting so everyone can be a part in the revision.

Management RFP: Board of Trustees has chosen to go out to bid for management companies. They would like projects completed in a timely manner. In addition, would like clear financial statements.

Budget: Larry reported that a balanced budget is the number one priority.

Treasures Address: Randy Luke reported on the financials as the Treasurer. The Homeowners Association isn't in the business for profit. We are a nonprofit organization. The Compliance and delinquencies fees are credited to the Association. The Association can net about \$15,000 for Reserve Account for 2018. Homeowners Association will not raise the assessments for the upcoming year. Attorney fees were significant this year with collections and bylaw reviews. In 2017 the assessments that were collected were \$91,000, Revenue from collection fees were \$32,000, violation fees were \$13,000, late fees were \$11,000, revenue was \$ 166,000 and the utility lights are about \$9,600 annually.

2018 Budget: Randy stated the goal for 2018 is to get more owners to pay assessments. The management fees should stay the same. The Board would like to include two (2) annual street sweeps as opposed to just one. \$15,000 will go to the reserve surplus and there will be no extra assessments.

Review of the Previous Annual Meeting Minutes: 2016 Annual Meeting Minutes that were previously distributed and mailed in the Annual Meeting Notice. A motion was made and seconded to unanimously approve the 2016 Annual Meeting Minutes. **Motion Passed**

Ratification of 2017 Budget: Randy Luke and Larry Dittloff discussed the 2017 Budget. Pam Dittloff motioned to accept the 2017 Budget. Darrel Steiner seconded to approve the 2017 Budget. **Motion Passed**

Election of Board Members: Lisa Greely will not be running again. Larry Dittloff explained to the ownership that the association needs to elect two (8) directors. Each position will serve for two (2) years. Larry Dittloff opened the floor to nominations. Darrel Steiner stood up and explained he would be a good candidate because his past experience as a teacher, principal, superintendent, Lacey Fire District Three Member. He is a problem solver and

good listener and has the best interest for the community. A slate of candidates was presented as: Darrel Steiner, Randy Luke, Jayne Bradley, Christina Tremper, Darrelyn Nuesca, Larry Dittloff, Tom LaVack. John Griffin motioned to accept the slate as presented. Ken Marmion seconded. **Motion Passed.**

New Board members will meet to determine officer positions and meeting schedules on November 21st.

Open Forum:

ACC Process: How long for the turnaround time? The Board works with Vantage so we can get the ACC turn around within 48 hours from Vantage receiving the application. Is it possible to do the ACC electronically? Board would like to go this route but some members don't like electronic forms of paperwork. Therefore, this currently is not an option.

Windstorm: Tree fell in the yard leaving a large root ball in the golf course. What is the relationship with the golf course? Larry responded that the Association has a good relationship with the golf course and want to keep it that way. If there are any concerns or questions Larry would like members to email him directly.

New Color Palette: Board is currently working on a new color palette with Sherwin Williams. Once the Board has selected the palette Sherwin Williams will have Capitol City Golf Club Estates color palette book on hand for members to review/select the appropriate color.

Maintenance Definition in CC&Rs: Where can maintenance definition be located within the CC&Rs? Darrelyn explained the Board is working towards new maintenance description within the CC&Rs.

Is an ACC required for a new roof? Yes, any time you change/modify anything on the exterior of the home an ACC is required.

Vacant Homes: The two vacant/foreclosed homes in the HOA are an eyesore. Can we mow them? Larry explained the Board cannot stop foot on the property as this is considered trespass. According to the CC&Rs the Board can only go onto the lots with rentals...not foreclosures.

Annexation: Larry Dittloff reported the City is looking into hooking up waterlines. Anthony Amon reported that he attended the town hall meetings and the cost is staggering at potentially \$50,000 per owner to hook up to the sewer if and when the individual owners system fails.

Newsletter: Larry Dittloff has been creating the quarterly newsletters and will make sure all contact information is included for Management Company, websites, etc.

Quality Control: Whom is making sure projects, quality and scope of work is completed? Larry reported that this is the Management Company's duty. However, he will be playing more of a role into this task to ensure the projects are completed correctly.

Reserve Study: Where can we locate the Study? Should be available on the Associations website.

Meeting Adjourned at 7:58PM

Respectfully Submitted,

Mallery Brown

Vantage Community Management