

CAPITOL CITY GOLF CLUB ESTATES

Board of Trustees Meeting

January 18, 2018 at VIS Group, Inc

Board Members: Larry Dittloff, President; Darrelyn Nuesca, Vice President; Randy Luke, Treasurer; Christina Tremper, Secretary; Ed Obie, Trustee; Jayne Bradley, Trustee; Darrol Steiner, Trustee

Management Company: Sahara Burson/VIS Group, Inc

Open Owner Forum:

Homeowners expressing concern of drug house.

Discussion followed with homeowners about available options to take care of the problem. Evidently, the situation has been going on for years and is getting worse to the point where the homeowners are getting worried for their own safety. Larry explained the process of sending letters to the offending homeowner to document the knowledge with the end goal to cease being a drug house or property could go on sheriff's sale with repossession.

Driveway compliance issue at 4709 and 4731 Sarazen Ct SE due to parking truck and trailer on the side of the house, which constitutes as (2) vehicles. Current rule is one vehicle on side or truck in driveway. CCR's are being re-written and will be open to public owner comment to change them. Currently no exceptions, however, homeowner could ask for a variance, but it may not be approved at this point.

Call to Order: President, Larry Dittloff called the meeting to order at 6:15pm after a quorum was established.

Approval of December 21, 2017 Meeting Minutes: Darrelyn Nuesca made a motion to approve the December 2017 meeting minutes, Darrol Steiner seconded. **Motion Passed**

Committee Reports-

- a.) **Architectural Committee**-Darrelyn Nuesca reported on the ACC Report and stated that there has been some confusion with Barbie Frederickson, a homeowner who has been contacting her directly instead of contacting VIS Group. ACC form still needs an end date and color of roofing chosen. Discussion then followed about turnaround goal on ACC forms to be 48-72 hours from original receipt. In addition, all ACC forms need a stated completion date, with all applicable color samples (including white) documented for house paint and roofing. Further explanation from Sahara Burson/VIS Group, Inc. on ACC processes with ACC forms being posted within 48 hours onto Basecamp. Sahara Burson would have a meeting with Christine Saylor regarding our processes.
- b.) **Compliance Committee**-Ed Obie reported on the Compliance Report. Lot 95 may now be a rental. Lot 139 will be given a citation for parking a Kubota tractor in the yard. Lot 92 has a car continuously parked on the street and may be due to needing additional parking due to "Mother's apartment rental" inside the home. Larry stated that a courtesy letter could be sent out asking for additional information. Questions and discussion followed about documentation of rental properties within our community. Sahara stated that they are keeping track of rental

properties and can run reports and send out inquiries to homeowners regarding names of renters, etc.

- c.) **Roads/Signs**-Larry Dittloff reported on the Roads and Signs Report. Larry stated that more drain basins have been found that need to be maintained. Sand is coming from the golf course. The golf course has about 14 drains and does not seem aware of that. Jayne Bradley stated the golf course should share in the maintenance cost on cleaning the drains if the sand is originating from them to begin with. Larry also spoke about the status of the new street signs being put up by Steve Bradley. We are still missing a few, which need to be ordered.
- d.) **Welcome Committee**-Larry Dittloff reported on the Welcome Committee Report. He and Doug Colby recently met and found 14 new homeowners that need to be welcomed into our community. Doug was not able to attend this HOA meeting due to being sick.
- e.) **Ad Hoc CC&R & Bylaw Committee**-Larry Dittloff stated that we are waiting on the attorney to return what was re-written and should have it back by the end of January. Once returned, we will then have public hearings or forums to discuss with the homeowners in our community what was re-written.

Treasurer's Report-Randy Luke reported on the December 2017 financials received from Vantage. Based on Vantage's reports, we wound up even with roughly a \$23,000 profit YTD. Cash account was transferred to VIS Group to set up our checking account. Vantage seems to have taken anywhere from \$165,000 to \$283,000 and has put it somewhere, although he has not found where it went. Discussion followed about ongoing homeowner challenges with collections, violations, late fees, etc. and that \$124,000 is currently outstanding. It was also stated we have 10 or more homeowners in delinquency, which is approximately 10% of our overall ownership. Randy also shared that Vantage does not have clear financials and seems to have arbitrary expenses without explanations, issues with double entries, etc. Moving forward, our financials should be more concise with VIS Group. Sahara stated that once the information is received from Vantage, a decision can be made about what to show. Reports should be clearer and easier to understand. Larry Dittloff stated that we broke even in 2017 and have approximately \$31,735 in collection fees, but also have settlements coming to decrease that expense. VIS Group has internal in-house service vs Vantage continuously using outside attorneys.

Management Report-Sahara Burson reported on behalf of VIS Group on the Management Report. Catch basins are being cleaned – 46 in all. Still trying to get requested financials from Vantage. Waiting on reports and books to analyze and put in VIS Group systems. Compliance letters are being sent out and all photos and comments from the Compliance Committee should be sent to VIS Group via Basecamp.

Old Business-Larry Dittloff discussed Lots 164 and 192 from our last meeting, which belong to Dave Carlson (Lot 164) and Fred Hanson (Lot 192). Both gentlemen stated they were granted a variance to park their trailers on their property at some point during 2009-2010. Information pertaining to those variances has not been found from meeting minutes from the past.

Discussion followed about accepting the proposal from Flohawks. Motion made by Darrelyn Nuesca to accept their proposal. Ed Obie seconded. **Motion Passed**

New Business-Sahara Burson of VIS Group spoke about the upcoming audits for 2017. Still waiting on information from Vantage, which may take a while to receive. Discussion followed about sending out a required engagement letter to J. Vandal and Caganaught. Engagement letter asks them to provide a quote with a cost for performing the audit. Per Sahara, moving forward we may need to add more into our budget to have a more reputable company do our audit. Darrelyn Nuesca stated that we should send letters out to both companies.

Further discussion followed about meetings being scheduled in the future. In addition, Ed Obie asked if compliance letters need prior approval before sending out to homeowners. Sahara Burson stated that photos can be uploaded with notes to Basecamp before sending to homeowners in case there are special circumstances such as illness, lack of employment, etc. prior to sending out. Ed Obie stated they will focus on bigger issues.

Darrellyn Nuesca motioned to move into Executive Session at 7:20pm. Jayne Bradley seconded. **Motion Passed**

(Executive Session Followed)