

CAPITOL CITY GOLF CLUB ESTATES

Board of Trustees Meeting

February 15, 2018 at VIS Group, Inc.

Board Members:	Larry Dittloff, President; Darrelyn Nuesca, Vice President; Randy Luke, Treasurer; Christina Tremper, Secretary
Management Company:	Sahara Burson/VIS Group, Inc.
Open Owner Forum:	No Homeowners Present

Call to Order: President, Larry Dittloff called the meeting to order at 6:10pm after a quorum was established.

Approval of January 18, 2018 Meeting Minutes: Darrelyn Nuesca made a motion to approve the January meeting minutes. Randy Luke seconded. **Motion Passed**

Committee Reports-

- a) **Architectural Committee**-Darrelyn Nuesca reported on the ACC Report. Lot 116 for the replacement of a shed roof is okay to accept. Darrelyn drove by to make sure it was a normal roof color. Darrelyn also brought up that maybe we should give VIS Group the power to make decisions on our behalf. She also commented that ACC approval timelines are not quite within 24-48 hours. A discussion followed and it was agreed that it was not a problem to take longer to approve the ACC forms, with the goal in mind to be 24-48 hours when possible. Sahara Burson of VIS Group stated they would always try to do their best to meet the 24-48 hour timeline. The comment was made to enact an immediate \$100 fine to those that don't turn in an ACC form prior to beginning any work. Darrelyn Nuesca stated this was not a good idea because homeowners would be super angry. Our goal is compliance. Larry Dittloff stated that we would need to re-address a prior approval dated January 2017 where we agreed to charging the \$100 fine. Discussion followed. Topic to be re-addressed.
- b) **Compliance Committee**-Larry Dittloff drove around throughout our community with Christine Saylor and Sahara Burson of VIS Group, with the focus being on parking, lawn and yard maintenance. Lot 95 is an ongoing issue regarding their cut-out area, which was done prior to ACC form approval. Home was recently for sale and the realtor was telling potential homeowners they could park whatever they want in that cut-out area, which was incorrect. Sahara Burson stated she would send out a notice to the new owners about what they can and cannot do and that their cut-out area is in violation because it is too large. Prior cut-out area was approved, but then the area kept growing with more and more gravel.
- c) **Roads and Signs Committee**-Larry Dittloff reported that Steve Bradley is done installing the signs he had, but there are a few that were missed and still need to be ordered. Storm water basins have been pumped by Flohawks. Some are damaged. Steve McNelly at Capitol City Golf Course agreed to speak to the golf course owners about paying a portion of the repair work expenses due to improper placement of sand. There are 24 storm basins in all and the golf course is a member of our association as well.
- d) **Welcome Committee**-Larry Dittloff met with Doug Colby. There are 15 new homeowner/members to meet up with and this should be done in pairs or as a small group. No one should be meeting with homeowners on their own.

- e) **Ad Hoc CC&R and Bylaw Committee**-Larry Dittloff stated we are waiting on the lawyer to locate documents about the golf course land ownership. CCR/Bylaw documents should be very complete once back from the attorney. Discussion followed about timeline, homeowners meeting, etc.

Treasurer's Report-Randy Luke reported on the financials and said he is still trying to figure out what Vantage was doing. He summarized and went over the last three month's balance sheets. Sahara will be meeting with the accounting manager at VIS Group to make sure everyone is on the same path. Darrelyn Nuesca asked if we would be getting anything else from Vantage. Discussion followed. Sahara Burson stated that we received the bid back from Vandal and are still waiting on Caganaught. Randy stated we have 15 accounts that owe more than \$2500, which is approximately 3% delinquency overall. Discussion followed. Sahara Burson stated they are still trying to put all of the information together with the transition from Vantage to VIS Group. Randy Luke asked if we should have a bad debt policy. Larry Dittloff said he didn't see Base Supply on the budget and asked if miscellaneous expenses were budgeted. Also, there is a \$5000 compliance processing fee, which we need clarification on what that is for. Miscellaneous income in the amount of \$3253.00 should be put back into the reserve account to cover the LED lighting expenses. Sahara Burson said she would bring those items up to the accounting team. Larry Dittloff stated we need more details on the accounting items on reports.

Management Report-Sahara Burson stated that there was an additional \$1800.00 on the Flohawks bill because it took more material to pump than anticipated. Flohawks noticed cracks and damage in some of the basins. A request has been sent to the Flohawks Construction Department for a bid to repair them.

Old Business-Larry Dittloff discussed Lots 164 and 192 and stated we cannot locate any documentation on a variance of any kind on either property. Darrelyn Nuesca stated we should not correspond to both homeowners together. We need to handle them separately on all contact moving forward. Discussion followed that both men came into the homeowner forum together. One may have basis for a variation. Randy Luke made a motion that we table this discussion until Ed Obie is present. Larry Dittloff seconded. **Motion Passed**

New Business-Topic of VIS Group being able to approve or deny ACC requests was discussed. Darrelyn Nuesca stated that Vantage had approval rights within guidelines. Darrelyn made a motion to authorize VIS Group to negotiate agreements up to \$500 and up to 6 months, without Board approval, Randy Luke seconded. Motion amended to a value of \$750 and up to 6 months. Christina Tremper seconded. **Motion Passed**
Sahara Burson asked about late fees. Darrelyn Nuesca said she did not feel comfortable making an agreement without all 7 Board members present. Darrelyn made a motion to allow VIS Group to accept the payment plan on homeowner Debbie Maxin. Christina Tremper seconded. **Motion Passed**

Larry Dittloff stated the next newsletter was almost complete.

Next Board meeting was changed to March 22nd due to schedule conflict.

Darrelyn Nuesca motioned to move into Executive Session at 7:10pm. Randy Luke seconded. **Motion Passed**

(Executive Session Followed)