

**Capitol City Golf Club Estates**  
**Board of Trustees Meeting**  
**March 22, 2018 at VIS Group, Inc.**

**Board Members:** Larry Dittloff, President; Darrelyn Nuesca, Vice President; Christina Tremper, Secretary; Jayne Bradley

**Management Company:** Sahara Burson/VIS Group, Inc.

**Open Owner Forum:** President Larry Dittloff began the meeting at 5:55pm and explained the rules of the open owner forum.

**Homeowners in Attendance:** Lots 192, 115 and 307

Lot 192 – Notice about car parked. Also, getting late fees charged on \$25.00 carry over from 2017. Paid assessments for 2018 on 1/2/18. Vantage was supposed to write off late fee and didn't. Dues or assessment is current and late fee should be credited.

Lot 115 – Ongoing delinquency issues due to family issues. A money order was sent to pay dues for 2016. In 2017, received a letter from Vantage regarding delinquencies and \$100.00/per month penalties or late fees. On 4/3/17, he went to Vantage in person to explain circumstances and was told by Vantage that they never received the money order paying the assessment for 2016. Per Vantage on 6/2/17, stated not to pay late charges and that the situation would be resolved. On 1/4/18, \$220.00 was paid for 2018 assessments and then he received a statement showing \$1,300.00 due for late charges and delinquent assessments. Now selling house.

Lot 307 – Received notice about additional cars parked in the driveway. Emailed Vantage to explain that sons are often there when not enrolled in school. Wants an exception for the number of vehicles they have due to adult sons still partially living in the home.

**Call to Order:** President Larry Dittloff called the meeting to order at 6:27pm after a quorum was established.

**Approval of February 15, 2018 Meeting Minutes with revisions:** Darrelyn Nuesca made a motion to approve the February meeting minutes with revisions. Jayne Bradley seconded. **Motion Passed**

**Committee Reports-**

- a) **Architectural Committee**-Darrelyn Nuesca reported on the ACC Report. Working with VIS Group going well. They are super responsive and impressed with Christine Saylor. Turnaround time on ACC forms is fantastic.
- b) **Compliance Committee**-Larry Dittloff reported that he, Christine Saylor and Sahara Burson drove around the community and even though it is wintertime, things looked good overall. Darrelyn Nuesca stated that the compliance committee had yet to follow up on Lot 95. Ed has spoken with the realtor to explain the HOA rules regarding proper usage of cut-out areas. No charges have been levied at this time. Currently, the cut-out area has not been approved and the new homeowner needs to comply. Realtor should have told them the rules or provided proper information. If non-compliance continues, a letter should be sent to correct the issue within 120 days.
- c) **Roads and Signs Committee**-Larry Dittloff reported that VIS Group is ordering additional signage to complete the installation of the new style street signs. Per Jayne Bradley, Steve Bradley needs more brackets to install the additional signs. Jayne will take a picture of the bracket type needed and will send it to VIS Group so the proper ones get ordered. Larry Dittloff stated he could look at the past receipts to locate the appropriate brackets. In addition, Steve Bradley will begin the annual mail box cleaning for the same dollar amount as last year. Darrelyn Nuesca made a motion to pay Steve Bradley the same rate as previously paid to clean the

mailboxes, not to exceed \$1,500.00 dollars, with the work to be completed by June 1, 2018. Christina Tremper seconded. **Motion Passed**

Larry Dittloff stated that we need to find a new street sweeping company for completion in May. Speed bumps will also need to be re-painted again in 2019 and should be added to that year's budget. We are also getting bids for the repair of one catch-basin. In addition, there was a drug raid on the 58<sup>th</sup> Street drug house on Sunday, March 18<sup>th</sup>.

- d) **Welcome Committee**-Larry Dittloff stated that he has not heard from Doug Colby from the Welcome Committee, but will make contact with him to see what the status is on things.
- e) **Ad Hoc CC&R and Bylaw Committee**-Larry Dittloff stated that a future meeting will be held on 4/11/18 at 6:30pm, with many things on the agenda to break apart.

**Treasurer's Report**-Larry Dittloff reported on the Treasurer's report in Randy Luke's absence. Randy and Larry met with Jacob, the VIS Group Accounting Manager. Reports from VIS Group are a work in process. Larry explained the balance sheet and financials for Vantage's year end. (See attached copy)

For 2018 assessments, 1/3 of all lots have not yet paid as of today's date, which represents a loss of approximately \$11,000.00 dollars. YTD expenses are \$33,957.00, which is approximately \$8,000.00 over budget. In addition, homeowner (Schwartz) was told a dollar amount that was owed on their property, which was less than what they owed. The house then sold and the homeowner paid the lesser amount. Lots 178 and 179 want their address changed to their Alaska address.

Additionally, Sahara Burson of VIS Group asked the attorney for all liens and information pertaining to delinquent accounts. She will also find out what accounts have payment plans to see which ones are through the attorney and which ones are still with Vantage. If Vantage is still collecting payments on payment plans, we need to find out where those payments are going.

Larry Dittloff asked:

- why James Swortz still owed \$910 after he sold his house..VIS is working on recovering-
- I needed more information than was being supplied as I needed all cash receipts since VIS started with some coming in as early as late 2017, all expense details since the same time (rather than a lump sum), an aging report on all accounts do- I also reported that Randy and I had met with VIS Accountant and Sahara and that the report was still a work in progress

Randy and I agree that VIS uses an accrual form of accounting as mandated by State of Washington Law but that we needed a cash accounting so that we can manage the budget and that the VIS Accountant agreed with that statement and that until we received more information that it was nearly impossible to determine what our actual cash situation was for 2018 Management Report-Sahara Burson reported that we need to repair two drains on Sarazen and is in the process of getting bids from Flohawks. Larry Dittloff stated that he wants a copy of the reports to double check the drains prior to any repair work being done. Darrelyn Nuesca stated that a couple of things were getting lost with Christine Saylor. For example, Lot 224 and their ACC request due to fence height. Christine may be trying to go through the ACC requests too quickly. Darrelyn requested that she tell us if she needs more time. A discussion also followed about owners asking for account adjustments, whether or not they paid their assessments and how to best handle those conversations. Per Sahara, send an email to Christine Saylor and CC Sahara. **Old Business-Lots 164 and 192**

No back-up information regarding variances was located in past meeting minutes. Lot 192 may have a legitimate request, but Lot 164 has a large trailer and multiple cut-out areas. Discussion followed and motion was made by Darrelyn Nuesca to table the discussion until the next meeting when Ed Obie is present. Larry Dittloff seconded.

**Motion Passed**(Note: Per Jayne Bradley-Her vote would be to keep Lot 192 as-is and deny Lot 164.)

Sahara Burson spoke about VIS Group authority to approve/deny homeowner requests. Darrelyn Nuesca stated she was not comfortable allowing VIS Group to make decisions without prior board approval due to past issues

with Vantage. Jayne Bradley stated that we should work longer with VIS Group to get an idea of how well we work together prior to granting that authority. A discussion followed and we decided to re-address this topic at the end of the summer.

Sahara Burson also spoke about half lots and provided information from the attorney. Each half lot is assessed for 1-1/2 assessment. Per the CCR's, lots cannot be subdivided for the purpose of more lots, but can be subdivided to make an adjoining lot bigger.

**New Business**-Sahara Burson stated that Cagianat was chosen as our new auditor for a fee of \$2,600.00 dollars. Darrelyn Nuesca motioned to accept that quote. Larry Dittloff seconded. **Motion Passed**

Sahara Burson spoke about the digitization of records and stated we have four (4) boxes to digitize and shred. Approximate time per box would be 4-10 hours @ \$25.00 per hour. Darrelyn Nuesca motioned to accept as stated. Jayne Bradley seconded. **Motion Passed**

Sahara Burson reported on our Insurance proposals and stated that the current coverage was not enough to adequately insure the Association. Sahara presented two insurance proposals from American Family and CAU. Sahara recommended that we accept American Family Insurance. Darrelyn Nuesca motioned to accept the insurance quote from American Family Insurance. Jayne Bradley seconded. **Motion Passed**

Sahara Burson spoke about enforcement/collection policy concerns, Darrelyn Nuesca motioned to table this discussion until next month. Larry Dittloff seconded. **Motion Passed**

Larry Dittloff motioned to move into Executive Session at 7:40pm. Jayne Bradley seconded. **Motion Passed**

*(Executive Session Followed)*

