

CAPITOL CITY GOLF CLUB ESTATES

BOARD OF TRUSTEES MEETING

APRIL 19, 2018

Board Members: Larry Dittloff, President; Randy Luke, Treasurer; Christina Tremper, Secretary; Ed Obie, Trustee; Darrol Steiner, Trustee

Management Company: Sahara Burson/VIS Group, Inc

Homeowners in Attendance: Lots 192 and 91

Lot 192 – Checking on the status of his request for parking variance

Lot 91 – Presentation from homeowners regarding fence variance on ACC form.

Call to Order: President Larry Dittloff called the meeting to order at 6:17pm after a quorum was established.

Approval of March 22, 2018 Meeting Minutes with revisions: Larry Dittloff made a motion to approve the March meeting minutes with revisions. Darrol Steiner seconded. **Motion Passed**

Committee Reports:

- a) **Architectural Committee** – In Darrelyn Nuesca’s absence, Christina Tremper reported that all ACC forms were either up to date with approvals or awaiting homeowner answers, but nothing major was outstanding or an issue.
- b) **Compliance Committee** – Ed Obie reported about the status on Lot 95, which needs to be brought back into compliance. Letter sent by VIS Group. He also reported about Lot 108 regarding lawn mowers for sale in their front yard. This is not allowed unless it’s a garage sale and this seems to be happening on a constant basis when the weather is nice.
Discussion followed about courtesy letters continuously being sent out to the same offenders for the same issues. Per Sahara Burson, letters could be changed to give homeowners a specific amount of days to remedy the situation and get back into compliance. Wording could be added to make it a courtesy letter. Ed Obie suggested we leave them broad or generalized with options to seek a resolution. If there is a re-occurrence within six (6) months, the board has power to add fines. Larry Dittloff made a motion to change the wording. Darrol Steiner seconded. **Motion Passed**
- c) **Roads and Signs Committee** – Larry Dittloff reported that according to David Lure, a homeowner in our community who is employed by WSDOT, there is a 3” crack forming on Oakmont due to garbage trucks maneuvering around. David offered to walk the different areas to figure out what to patch and re-seal in the Fall and what the costs would be to do so. Signage installation is on hold due to Steve Bradley being on vacation. Per Sahara Burson, there has been some confusion about what bracket sizes are needing to be ordered. She will clarify with Steve once he returns from vacation. Ed Obie commented about realtor signs being on lots, which is allowed. However, some realtors are also using A-frame signs, which are not allowed in our community. Larry Dittloff discussed street sweeping. Sahara Burson will figure out the costs and timing. Regarding the catch basin repairs and the report from Flowhawks, Larry Dittloff reported that he looked at the cover and it seems fine. In addition, we have not had past problems with that catch basin. It was agreed upon that we would hold on any repairs and continue to watch for any issues.
- d) **Welcome Committee** – Larry Dittloff reported that we are not welcoming new owners in person to our community, other than what VIS Group is sending out. Doug Colby has changed his mind about heading up the Welcome Committee.

- e) **Ad Hoc CC&R and Bylaw Committee** – Ed Obie reported that our attorney is writing the new CCR’s and Bylaws in a legal fashion that allows for board discretion. Larry Dittloff reported that the last 2 hour committee meeting only covered the CCR’s. The committee will be getting together in early May to finish up the CCR’s and Bylaws.

Treasurer’s Report – Randy Luke reported that he met with Jacob and Sahara from VIS Group at their office to figure out their accounting system and will continue working on it. Overall, it is going well. Randy Luke suggested we come up with a policy about ongoing delinquencies to figure out why they continue to be delinquent and how we can find a solution to get them current. Another goal is to increase our reserve account. Ed Obie asked about the status on the reserve study, which is required every 3 years and includes things such as roads, lights, etc. Larry Dittloff made a motion to accept the Treasurer’s Report. Ed Obie seconded. **Motion Passed**

Management Report – Per Sahara Burson, VIS Group is still receiving a large amount of Account Adjustment Request forms, which will be discussed during the Executive Session.

Old Business – Larry Dittloff explained the situations on Lots 164 and 192 again.

Lot 192 – Ed Obie made a motion to grant a variance to continue parking as-is with the trailer along the garage with the truck parked in front of the trailer. Randy Luke seconded. **Motion Passed**

Lot 164 – Discussion followed without a clear decision. Ed Obie made a motion to table the discussion or consideration about the variance. Darrol Steiner seconded. **Motion Passed**

Larry Dittloff began the conversation regarding our enforcement policy that was agreed upon for use beginning 1/1/2018, which states failure to submit an ACC application carries a fine of \$200.00. Sahara Burson commented that it’s a good idea to be strict on ACC forms and that a \$200.00 fine has a lot of clout.

New Business – Larry Dittloff reported on the following:

- a) Our community garage sale is scheduled for June 23rd. More information to follow at our next meeting.
- b) The Spring newsletter is in the process of being completed and sent out. This newsletter will focus on yard maintenance expectations and will highlight Jayne Bradley as our board member.
- c) Minimum Balance for Late Fees – A discussion followed about having a set minimum balance that would incur late charges. Sahara Burson recommended that an account with a balance no less than \$50.00 would incur a late fee. Randy Luke made a motion that an owner’s balance of \$50.00 or less does not incur late charges. Darrol Steiner seconded. **Motion Passed**

Randy Luke motioned to move into Executive Session at 7:24pm. Darrol Steiner seconded. **Motion Passed**

(Executive Session Followed)