## Minutes Capitol City HOA Board Meeting November 14, 2012

**Present:** Tom LaVack Mike Derda

Bob Moore Jackie Rudnicki

Katie McDaniel Pat Buck

Susan Derda

**Guests:** Ken and Debi Marmion

**Call to Order:** Tom called the meeting to order at 7pm and introduced guests.

## **Committee Reports**

**Minutes:** Katie passed the minutes around for approval. Bob moved that we accept the minutes as written. Jackie seconded. The board voted and it passed.

**Financials:** Jackie passed out the financial reports. Katie moved they be accepted. Tom seconded. Motion passed.

Jackie requested reimbursement for \$26.20 for a stamp and \$78.22 for office supplies. She also requested approval to pay Maureen Mead for her monthly web services. All were approved.

Jackie read a list of liens currently in effect. Mike suggested a reduced amount be paid. The board rejected that suggestion.

Tom wrote a letter to send with the lien notices. Mr. Goode, lot 131 is going into foreclosure so must quickly be given a lien.

Information on small claim court and collections agencies was shared. A decision on which way to go will be made at the December board meeting.

**Architectural:** No activity this month.

Mail boxes – Bob has been working with the post office and insurance company to get damaged neighborhood boxes repaired or replaced (for three weeks). Finally done and he was able to give everyone their new keys. But Bob had a huge problem getting the post office to deliver the mail. It's finally resolved.

He mentioned it might be easier and faster if, in the future, we go ahead and order and pay for the boxes the collect from the insurance company.

Neighborhood Watch – Bob has proposed that we use the neighborhood mail boxes as a center point for each neighborhood. Residents of that particular box would be part of that particular block watch. He showed us a Lacey Police Crime Prevention Handbook and suggested that we have it printed and sent to everyone on our mailing list. The bid he got for the printing was \$600. Postage would be extra. It would go as an insert in the newsletter.

**Enforcement:** No activity this month.

Tom has attempted to talk to the residents in Lot #1 about the limbs that have been reported. So far can't find any one home. He'll keep looking.

Complaints - A "party house" on Ruddell was mentioned. Jackie moved that when submitting a complaint, an address and Lot # are included. Katie 2nded. Motion passed. At any rate, having to do with this particular house, the renters moved so the problem is solved.

Regarding the golf course, there have again complaints about tree limbs down and golfers urinating on fences, trees, bushes, etc. Tome said he would talk to the golf course management.

Nuisance Letters – Ross Comer asked that we call him with any problems. The process was outlined and firmed up. All nuisances will first receive a verbal notice that the problems must be corrected within 14 days. A written notice will go after 14 days giving them 7 days to correct the problem. If it hasn't been corrected by the end of 7 days, the 3<sup>rd</sup> step is for us to take any action necessary to correct the problem. Hiring someone to fix the problem and billing the owner. If the bill isn't paid, it will result in a collection agency, small claims court or lien. Tom will do the verbal contact. Jackie will do the letters. Katie will but a detailed explanation in the newsletter.

**Road and Signs:** Bob gave Mike a list of signs from Bud. Mike further introduced a program called Drop Box for storing on the internet. Jack moved we study the program, Katie 2nded. Passed.

IPad – We are all to watch for a sale on an IPad for mike to use.

Golf Course sign with webpage – Tom moved that Bob research placing a sign on each community mailbox showing our web address. Susan 2nded.

## **Old Business**:

Road Sweeping – Still has not been completed to our satisfaction. Tom will follow through. Susan will address the drain issue with the same company and report at next meeting.

Welcome Committee – Debi Marmion volunteered to head up the Welcome Committee. Jackie moved that we name Deb as a Trustee, the group unanimously agreed.

Deb will write up a job description of the committee and chairperson. Jackie gave Deb the owner and tenant CC&R's to give to new residents.

## **New Business:**

Invoices for next year – Jackie and Susan laid out a schedule for the upcoming dues invoices. They will go out the first week of January and be due on February 1. If not paid by June 1, a lien will be placed on the property (and/or collection, small claims court, etc.) Katie will detail the steps in the upcoming newsletter.

Christmas for Woodlawn – Jackie said she felt we should do something special for the assisted living center since they allow us to hold our meetings there every month, at not charge. Everyone agreed. It was decided that each individual (or his/her spouse) would make a bunch of homemade Christmas cookies/goodies and make a pretty exhibit of it and take it to the center after the December board meeting. Jackie will call and ask when it would be best for them.

Trustee Resignation – Pat Buck submitted her resignation citing lack of time to do the position. All agree they were sorry to see her go but wished her well.

**Adjourn**: The meeting adjourned at 9pm.