

**ANATOLIA UNITS 1, 2 & 4 MASTER ASSOCIATION
MINUTES OF THE
REGULAR BOARD OF DIRECTOR'S MEETING**

HELD JANUARY 12, 2017

CALL TO ORDER:

Director Latenser called the meeting to order at 5:30pm.

ROLL CALL:

Directors present: Phil Latenser, Ryan Claycomb, Niki Doan, and Craig Osborn

Directors absent: Yianni Verrios

Also present: Demetri Romas of NCM, Inc., and homeowners as indicated on the sign-in sheet.

It was determined that a quorum was present for the Board of Directors meeting.

PROOF OF NOTICE: An affidavit executed by Mr. Romas attesting to the delivery of the Notice of the Meeting of the Directors and a copy of the Notice was presented for filing in the Associations' Minute Book.

APPROVAL OF MINUTES: *On a motion by Director Osborn, seconded by Director Claycomb, the minutes of the Regular Board of Directors Meeting held on November 29, 2016 were approved unanimously.*

OPEN FORUM: Director Osborn provided a summary of the lifeguard award ceremony that took place at the Clubhouse.

CLUB REPORTS & PROPOSALS: Management reported on the Clubhouse use and activities. A copy of the November/December 2016 Report was provided to the Board. A summary of the completed projects was provided. A report on Breakfast with Santa (2 day event with over 700 participants) took place on December 3rd & 4th was provided. Upcoming events include the Polar Bear Plunge on January 7th and Wine Tasting on February 25th.

Pending projects include replacing the window blinds, light fixtures in gym, clean windows & pressure wash parking lot. Director Osborn requested that any new blinds be properly secured to minimize damage. Due to a power outage/surge, some of the equipment at the Clubhouse was damaged. Proposals were provided for the Board's consideration

Director Latenser made a motion to accept the proposal from 3D Datacom for providing a software update and database conversion in the amount of \$5,982.25. The motion was seconded by Director Claycomb and was unanimously approved.

Director Latenser suggested that management ensure that data back-up occurs automatically.

Director Latenser made a motion to accept the proposal from CSV Systems and Costco for replacing two audio distribution hubs (\$1,550) and TV (\$289.99 + tax). The motion was seconded by Director Osborn and was unanimously approved.

Director Latenser made a motion to accept the proposal from the Pool Doctor for replacing two pool heaters from the reserve account (\$3,885 each). The motion was seconded by Director Osborn and was unanimously approved.

MANAGEMENT REPORT: A monthly summary of the sales that have occurred in Anatolia was provided to the Board. The Architectural Control Committee log was reviewed.

Management provided the Inspection Committee's recommendations on actions to be taken based on the hearings that took place on October 18th and November 22nd. Director Claycomb made a motion to accept the Inspection Committee's recommendations as presented. The motion was seconded by Director Latenser and was unanimously approved.

FINANCIAL REPORT:

- A) **Income Statement/Budget Comparison Report:** The Board of Directors discussed and reviewed the November 30, 2016 Income Statement and Statements of Accounts.
- B) **Cash Distribution Report & Bank Statements:** The Board was provided the cash disbursement report and copies of bank statements for October 2016 and November 2016. Management reviewed the Aged Receivables with the Board.
- C) **Collection Report/Delinquencies Update:** Management reported on the "Top 20 List" of the outstanding accounts receivable. It was noted that two of the accounts with the 3rd party collection agency were paid off in full and two of the accounts are in a payment plan. Mr. Romas reported that there are 17 accounts on payment plans to bring accounts current. A report was also provided on the current 90+ day delinquencies (55), and collections (41).
- D) **Authorization to Lien/Write-Off/Pursue Small Claims Court:**

AUTHORIZATION TO LIEN: On a motion by Director Latenser, seconded by Director Osborn, the Board was asked to authorize management to lien the property of the 5 accounts provided on the report dated 11/30/2016. The motion passed unanimously.

AUTHORIZATION TO WRITE-OFF REQUEST: On a motion by Director Latenser, seconded by Director Claycomb, the Board was asked to authorize management to write-off the outstanding balance on the 1 account submitted on the report dated January 2017. The motion passed unanimously.

- E) **First Citizen's Bank Clubhouse Loan:** Management reported on the current outstanding balance due on the current Clubhouse Note with First Citizen's Bank

OLD BUSINESS:

- A) **Design Review Guidelines:** A discussion took place regarding the ongoing revisions to the DRG including updating the “street tree” plan. Once the street tree map is completed, the ACC will finalize the documents so they can be mailed to the members for the mandatory review period.

NEW BUSINESS: Director Osborn provided a summary of the establishment by the Board of Directors of the original “email group” that was used for owners to communicate with each other. Since that time, “Nextdoor” has become the go-to communication tool so there is no need to maintain the original “email group”.

On a motion by Director Osborn, seconded by Director Latenser, the Board was asked to approve the end of maintaining the “email group”. The motion passed unanimously.

TIME AND PLACE OF NEXT MEETING: The next meeting will be an Executive Session to be held on February 9, 2017 at 5:30pm. The next Regular Board Meeting will be held March 9, 2017 at 5:30pm.

ADJOURNMENT: There being no further item of business to discuss during the general meeting, the Board then adjourned at 6:44pm on a motion from Director Latenser, seconded by Director Doan and unanimously approved.