

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

**HELD MARCH 9, 2017**

**CALL TO ORDER:**

Director Latenser called the meeting to order at 5:34pm.

**ROLL CALL:**

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

Directors absent: Yianni Verrios

Also present: Demetri Romas and Tyler Silva 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.

**OPEN FORUM:** The following topics were presented to the Board for review and/or discussion:

- Member Larry Wong requested that the pool hours on weekends begin earlier than 8am, maybe 6:30am or 7:00am. No action taken.
- Member Pat Payne asked if the HOA is monitoring the landscape maintenance along Anatolia Drive that is maintained by the park district. Director Osborn asked if the "staff" has any role in overseeing the maintenance. Management explained that the area in question is not part of the HOA's jurisdiction. Director Doan volunteered to call the Park District regarding this issue and will provide the contact information to management for future reference.

**APPROVAL OF MINUTES:** *On a motion by Director Osborn, seconded by Director Claycomb, the minutes of the Regular Board of Directors Meeting held on January 12, 2017 were approved unanimously.*

**BOD APPOINTMENT(S):** Director Latenser reported that Director Verrios has resigned from his position on the Board of Directors. Since Director Verrios was appointed by the Class C membership, the Class C Member has the right to appoint a replacement for the position or the remaining board members can vote to fill the vacancy, per the Class C member's option. Declarant indicated that it is willing to vacate the position and allow the Board to nominate and fill the position.

**On a motion by Director Latenser, seconded by Director Osborn, the Board was asked to vote on approving Mr. Kokou Agbassekou to fill the vacant Board of Directors position for the balance of the term which is to 2019. The motion passed unanimously.**

The Board asked management to post the current vacancy that has come up in District C and ask for interested parties to volunteer. The deadline for submitting a statement of interest was set for April 27, 2017 and all statements to be provided to management.

**CLUB REPORTS & PROPOSALS:** Management reported on the Clubhouse use and activities. A copy of the January/February 2017 Report was provided to the Board. A summary of the completed projects was provided. A summary of the events that took place, including the Polar Bear Plunge on January 7<sup>th</sup> and Wine Tasting on February 25<sup>th</sup>, was provided. Upcoming events include an Easter Celebration on April 9<sup>th</sup> from 10am to noon.

Proposals were provided for the window blind replacement in the Salon for review. Discussion took place on the possible need to replace additional blinds in the Clubhouse. Ms. Silva asked if the Salon portion of the work be addressed at this time to get them installed before the summer rental season begins.

**Director Osborn made a motion to accept the proposal from Marling's Window Treatment for the faux wood blinds in the amount of \$2,233.00. The motion was seconded by Director Latenser and was unanimously approved.**

A proposal from Procida Landscape to replenish bark throughout the Villas was presented. Management called other vendors and obtained quotes over the phone.

**Director Latenser made a motion to accept the proposal from Procida Landscape to replenish some of the bark in the villas for an amount of \$2,700.00. The motion was seconded by Director Claycomb and was unanimously approved.**

Management will notify the owners and tenants at the Villas of the schedule for when the bark replenishment will take place. Management will try to provide notification 1-2 weeks prior to the actual work being done.

**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. It is anticipated that the ACC will be providing reports at future BOD meetings. Director Doan asked for volunteers to join the ACC and assist in reviewing the applications.

Management provided the Inspection Committee's recommendations on actions to be taken based on the hearing that took place on February 23<sup>rd</sup>. **Director Latenser made a motion to accept the Inspection Committee's recommendations as presented. The motion was seconded by Director Osborn and was unanimously approved.**

#### **FINANCIAL REPORT:**

**A) Income Statement/Budget Comparison Report:** The Board of Directors discussed and reviewed the December 31, 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 December 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 3<sup>rd</sup> party collection agency were paid off in full and two of the accounts are in a payment plan. Mr. Romas reported that there are 14 accounts on payment plans to bring accounts current. A report was also provided on the current 90+ day delinquencies (56), and collections (40).

**D) Authorization to Lien/Write-Off/Pursue Small Claims Court:**

**AUTHORIZATION TO LIEN:** *On a motion by Director Osborn, seconded by Director Claycomb, the Board was asked to authorize management to lien the property of the 2 accounts provided on the report dated 3/9/2017. 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 provide redline copies to the Board to review and finalize 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.

**TIME AND PLACE OF NEXT MEETING:** The next meeting will be an Executive Session to be held on April 13, 2017 at 5:30pm. The next Regular Board Meeting will be held May 11, 2017 at 5:30pm.

**ADJOURNMENT:** There being no further item of business to discuss during the general meeting, the Board then adjourned at 7:00pm on a motion from Director Latenser, seconded by Director Agbassekou and unanimously approved.