

**CAMPUS EAST COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
DECEMBER 7, 2017  
MINUTES OF MEETING**

The meeting was called to order and a quorum was established at 7:01 p.m. Board members present: Jeffrey Coleman, Jeffrey Lawn, Roger Durity, Andy Duncan, and Gladys Sumner. Board members not present: Heidi Vera, Robert Vera, and John Graveno. Also Present: Michelle Jeter, CECA Office Manager; Charles Robey, CECA Inspector

**Homeowners Forum**

936 Monarch Drive: Just Observing

856 Tuition Drive: Just Observing

808 Pencil Box Way: Homeowner would like to speak with the Board during Executive Session.

5576 Campus Drive: Homeowner would like to speak with the Board during Executive Session.

915 Wilcher Way: Homeowner would like to speak with the Board during Executive Session.

5601 State Court: Homeowner would like to speak with the Board during Executive Session.

5544 Campus Drive: Homeowner would like to speak with the Board during Executive Session.

5450 Scholarship Drive: Homeowner would like to speak with the Board during Executive Session.

**Security**

Officer Gooch stated that Campus East has been pretty quiet within the last month. Thankfully, the car larcenies have decreased. He urges for everyone to make sure to always keep windows and doors locked and to not leave anything in their cars such as Christmas presents. If at all possible, to not have the Christmas presents delivered to their doors unless someone is home to retrieve them immediately. This is always a bad time of the year for vehicles to be broken into and packages to be stolen from the porches.

**Neighborhood Watch**

Nothing to report; John was not present.

### **ACC Report**

Nothing to report; Robert was not present.

### **Manager's Report**

Michelle stated as of November 30, 2017, we have received \$195,181.47 in Association Dues; 871 homeowners have paid their dues. The credit card statements, security times, and utilities spreadsheet can be found in the Board Packets. There is currently a large trampoline behind 906 Monarch Drive that is on common area. We have continuously sent the homeowner violations to have it removed but he has not complied. Andy stated that he would take a look at it and see about getting rid of it. A nominating committee would be needed if we receive more than 3 homeowners interested in running for the Board in 2018 but until then, all nominees are reviewed by Michelle. Finally, Gapstone ISG, the insurance adjuster for A Top to Bottom Tree Services, had their investigator come out about 3 weeks ago to take pictures of the crushed pipes. We hope to hear from them soon.

### **Treasurer's Report**

Nothing to report; Robert was not present.

### **Old Business**

Office Addition: Nothing to report on office addition; Jeff C. stated that we will be removing this line item from the Agenda until further notice.

Common Areas: Nothing to Report on Common Areas; Jeff C. stated that we will be removing this line item from the Agenda until further notice.

Tree Services/Main Water Line: Michelle discussed the update in her manager's report.

Rental Resolution: **A motion was made and seconded to withdraw the proposal for the Rental Resolution. All in favor; motion passed unanimously.**

### **New Business**

Amendment change to Section 1 of Article IV: **A motion was made and seconded to discuss in Executive Session. All in favor; motion passed unanimously.**

Election of 2018 Officers: **A motion was made and seconded to discuss in Executive Session. All in favor; motion passed unanimously.**

Nominating Committee: At this time, a nominating committee is not needed.

Landscaping Company: **A motion was made and seconded to discuss in Executive Session. All in favor; motion passed unanimously.**

Office Rehab: **A motion was made and seconded to discuss in Executive Session. All in favor; motion passed unanimously.**

**Board Member Modification: A motion was made and seconded to approve the ACC modification form for Robert Vera, Board Member to replace back door with attached example in white. All in favor; motion passed unanimously.**

**A motion was made and seconded to approve the ACC modification form for Robert Vera, Board Member to replace front door with attached example in white. All in favor; motion passed unanimously.**

**Approve Minutes for October Board Meeting: A motion was made to discuss the October 26<sup>th</sup> Board Meeting Minutes. A motion was made and seconded to approve the minutes from the October Board Meeting. All in favor; motion passed unanimously.**

**Approve Minutes for the ACC Meeting on November 8<sup>th</sup>: A motion was made and seconded to approve the minutes from the ACC Meeting on November 8<sup>th</sup>. All in favor; motion passed unanimously.**

**Homeowners from Executive Session waived their rights to go into Executive Session and wished to conduct their business during the Open Session of the Meeting.**

**A motion was made and seconded to enter into Executive Session at 7:55 pm to discuss 808 Pencil Box Way, 5576 Campus Drive, 915 Wilcher Way, 5601 State Court, 5544 Campus Drive, 5450 Scholarship Drive, 5626 Campus Drive, 5428 Scholarship Drive, 801 Degree Court, 5429 Campus Drive, 846 Tuition Drive, 5551 Old Guard Crescent, 5532 Campus Drive, 5524 Old Guard Crescent, Personnel Issues, Arnhold Marketing Services, Inc., DLM Architects, Amendment Change, Election of Officers, Landscaping Company, and Office Rehab. All in Favor.**

**808 Pencil Box Way: A motion was made and seconded to waive the violation dated 09/22/2017 except for the \$6.56 Certified Letter Fee. All in favor; motion passed unanimously.**

**5576 Campus Drive: A motion was made and seconded to deny homeowner's request for an extension and to continue with the legal process for the 2017 Inspection. All in favor; motion passed unanimously.**

**915 Wilcher Way: A motion was made and seconded to approve a last and final extension for 915 Wilcher Way. If all items are not completed by January 7, 2018, the homeowner will be referred to the attorney. All in favor; motion passed unanimously.**

**5601 State Court: A motion was made and seconded to add 5601 State Court to the executive session agenda for the January Board Meeting. All in favor; motion passed unanimously.**

**5544 Campus Drive: A motion was made and seconded to not waive any of the violations for the account 5544 Campus Drive. All in favor; motion passed unanimously.**

**5450 Scholarship Drive: A motion was made and seconded to waive the violation dated 10/20/2017 except for the \$6.56 certified letter fee. All in favor; motion passed**

**unanimously.**

**5626 Campus Drive: A motion was made and seconded to have Michelle come up with a number that would cost to have somebody unlock and lock the playground every Saturday & Sunday. All in favor; motion passed unanimously.**

**5428 Scholarship Drive: A motion was made and seconded to waive the violation dated 09/22/2017 except for the \$6.56 certified letter fee. All in favor; motion passed unanimously.**

**801 Degree Court: A motion was made and seconded to waive the trash can violation dated 09/22/2017 except for the \$6.56 certified letter fee; car cover violation dated 10/04/2017 will be assessed. All in favor; motion passed unanimously.**

**5429 Campus Drive: A motion was made and seconded to not waive the late fee for 5429 Campus Drive. All in favor; motion passed unanimously.**

**846 Tuition Drive: A motion was made and seconded to deny the homeowner's settlement offer; per the resolution dated 27-Jan-05, "The Board of Directors will not review, nor authorize removal of collection costs, fees, penalties and attorney's fees once a judgment has been obtained against a delinquent Owner. All judgments will be collected as imposed by the collections process." All in favor; motion passed unanimously.**

**5551 Old Guard Crescent: Homeowner submitted a modification for the correct color roof; Charles will have to take a look at the windows to see if that has been corrected. Will table until January Board Meeting.**

**5532 Campus Drive: A motion was made and seconded to waive the violation dated 10/04/2017 except for the \$6.56 certified letter fee. All in favor; motion passed unanimously.**

**5524 Old Guard Crescent: A motion was made and seconded to waive one of the two vehicle violations. Violation dated 10/06/2017 is waived except for the \$6.56 certified letter fee; violation dated 10/20/2017 will be assessed. All in favor; motion passed unanimously.**

**Arnhold Marketing Services, Inc.: A motion was made and seconded to remove the \$150.00 per account for the resale packet. All in favor; motion passed unanimously.**

**DLM Architects: A motion was made and seconded to pay the remaining \$2,800.00. All in favor; motion passed unanimously.**

**Amendment change to Section 1 of Article IV: A motion was made but not carried; therefore Amendment change to Section 1 of Article IV will remain as is.**

**Election of 2018 Officers: A motion was made and seconded to table Election of 2018 Officers until the January Board Meeting to allow for other Board Members to run if interested. All in favor; motion passed unanimously.**

**Landscaping Company: A motion was made and seconded to landscaping contract proposal from Balboa Landscaping for 3 years in the amount of \$24,896.00 per year. All in favor; motion passed unanimously.**

**Office Rehab: A motion was made and seconded to table office rehab until January to allow for Michelle to come up with numbers and ideas on what will be done. All in favor; motion passed unanimously.**

**Personnel Issues: A motion was made and seconded to authorize a Christmas Bonus of \$2,500.00 each for Michelle and Charles to be paid immediately. All in favor; motion passed unanimously.**

**A motion was made and seconded to re-review the 2018 Budget to discuss the salaries of Handyman/Inspector and Office Employee(s) during the January Board Meeting. All in favor; motion passed unanimously.**

**Approve Assessments for the ACC Meeting on November 8<sup>th</sup>: A motion was made and seconded to approve the assessments from the ACC Meeting on November 8<sup>th</sup> with the exception of the ones noted earlier in the Board Meeting. All in favor; motion passed unanimously.**

**A motion was made and seconded to adjourn the December Board Meeting at 8:52 pm. All in favor; motion passed unanimously.**

**The December 7, 2017 Board Minutes has been approved by the Board of Directors:**

\_\_\_\_\_  
Jeffrey Coleman Signature

01/25/2018  
Date

\_\_\_\_\_  
Gladys Sumner Signature

01/25/2018  
Date