



Committee Report to the Board Policy Committee

Chair: Carl Benner

July 28, 2016

Summary of Ten Appeals Reviewed by the Committee – Second Quarter (April - June), 2016:

- Two approved.
- Five approved w/stipulations.
- Three denied.

Completed:

- Fine Policy updates. Currently with legal for review.
- Traffic Policy.
- Property Rental Policy.
- Home Security Sign revision.

Going Forward:

- Procurement Policy.

Recommendation:

- Approve the Traffic Control Policy as written. See page 2 of this document.
- Approve the Property Rental Policy as written. See page 3 of this document.

Respectfully Submitted,
Carl Benner, Policy Committee Chair



ANTHEM COUNTRY CLUB COMMUNITY ASSOCIATION TRAFFIC CONTROL POLICY

Submitted July 28, 2016

To ensure the safe use of our roads by all vehicles, speed limit signs and stop signs are posted in the Anthem Country Club community and based on professional traffic studies. The ACCCA employs a variety of methods to enforce traffic including, but not limited to, laser monitoring equipment, video and cameras.

Pursuant to the CC&Rs, traffic violations associated with the Owner's address are the responsibility of the Owner(s). The Owner may choose to seek restitution for a traffic violation fine from the tenant or guest. This is not the responsibility of the ACCCA.

The ACCCA will impose fines against Owners in accordance with the [ACCCA Fine Policy and Schedule](#). The ACCCA also will impose fines against registered contractors who participate in the Gate Access Transponder Program in accordance with the [ACCCA Fine Policy and Schedule](#).

APPEAL

Pursuant to the [ACCCA Bylaws Section 3.25](#), Owners have the right to appeal any sanction imposed by the ACCCA. See the Fine Policy and Schedule.

GLOSSARY

Vehicles. Include any and all two and four-wheeled equipment on our roads such as, but not limited to, golf carts, automobiles, recreational vehicles, motorcycles, commercial vehicles, etc.

Excessive Speed. Speeds of 11 mph or more over the posted speed limit are considered excessive.



ANTHEM COUNTRY CLUB COMMUNITY ASSOCIATION PROPERTY RENTAL POLICY

Submitted July 28, 2016

The CC&Rs provide that the leasing of a Lot is not a business or trade and therefore is allowed in the Anthem Country Club community. Leasing is the regular, exclusive occupancy of a Lot by any person other than the Owner, for which the Owner receives any consideration or benefit, including, but not limited to, a fee, service, gratuity or emolument. Lots may be leased only in their entirety. No fraction or portion may be leased. The following apply to all property rental.

- Leases must be for an initial term of a minimum of 30 days, except with the prior written consent of the Board.
- Lots may not be subleased and leases may not be assigned except with the Board's prior written approval.
- A casita on a Lot may be occupied but not independently leased.
- All leases must be in writing. No transient tenants may be accommodated.
- Owners must notify the ACCCA of each lease of a Lot within 10 days of executing the lease, together with the following information.
 - The names of the tenants.
 - The contact information for the adults occupying the property.
 - The time period of the lease including the beginning and ending dates.
 - A description of the tenant's vehicles and license plate numbers.

The ACCCA will impose the penalties in the Fine Policy and Schedule for failure to notify the Board of a lease, or to provide the required information or for violation of the 30-day minimum rental length. (CC&R's Section 3.4 (e) and Use Restrictions, paragraph (c) (iv)).



Committee Report to the Board Communication Committee

Liz Turner, Chair

July 28, 2016

I. Review of Goals of 2016 from Communication Plan

- All ongoing goals of work plan continue without issue.
- Securing new gate signs to replace a-frames. See comments below.
- Information packets for realtors and prospective homeowners took longer than anticipated to solicit realtor and title company feedback. Project complete and will be going to realtors in July vs anticipated April. Copy attached.

II. Ongoing Activities and Projects with Other Groups

1. AG&CC: Continue to assist Club in providing Who Does What for their welcome packets, etc.
2. AG&CC: Continue to meet on communication of stop signs, road maintenance, jingle bell cart parade, etc.
3. ANW: Liz continues relationship with ANW Board to assist in their communication strategies. ACCCA Communication will continue to assist in getting ANW block captains in Club community and share safety tips.

III. Completed Activities and Current Projects

- Prepared by Committee during this quarter:
 - ACCCA News: May edition. Next edition will be October with finance focus.
 - Emails: May (2), June (2), July (2). Categories established for news: Did you know; Get to know; Be in the know.
 - Focus for communications this quarter: RDGs, Apply to Comply, Traffic and GateAccess.net and Who Does What.
 - Get to know. Focus stories on each Board member per month well received. Shift to staff after Board complete and then to Committee chairs.
 - ACCCA page of Council News: May. Apply to Comply focus and RDG things. July. Traffic and Gate focus.
 - Continued proofing of all posted material on website, including all minutes, reports, presentations, policies, etc.
 - Finalized prospective homeowner piece with suggestions made by realtors/title company. Will include Who Does What. Anticipated release in July.
 - Fine Policy edits. Extensive Committee work on editing Fine Policy. Two eight-hour work sessions and an additional 12 hours in edits and final "tweaks." Sent to focus groups three times during process for feedback. Focus Groups assisted in the content and helped keep focus: Fines vs restating policies.
 - Updating Who Does What with Council and AG&CC.
 - Emails for July - December drafted with Holly's approval. Will adjust as needed but this saves time when getting to Council staff.
- Contractor Package. Committee members assigned sections for contractor package to draft such as speed limits, transponder acquisition, where to find RDGs and ACCCA documents, hours allowed to work in gates, etc. Estimate September for review and edits with release in October/November.
- Messages. Adapted communication messages and plans for 2016, as needed.
- Signs. Research into a-frame sign replacement. Wind worthy, better looking. Current signs on last legs and ten years old (if not more). Have two companies working on estimates and drawing. Will not use a-frames for July meeting. Hope to have new signs by October.
- Special Project. July will focus on project to assist staff by organizing all policy notebook contents and establishing a spreadsheet index for ease of use. Estimating 20 hours to complete project.

COMMUNICATION Committee Report – continued

- Website Work:
 - Edited all Committee presentations/reports to Board and Board guidelines.
 - Continue to post and update as needed.
- Realtor package. Finalized and emailed to realtors and title companies. Included piece to prospective homeowners, Who Does What and key things to remember.
- Road Maintenance. Developing communication plan for road maintenance to begin in September. Communications out in August and Sept. as determined based on work.

IV. Website and Email Activity

Category	April 2015	April 2016	Difference	May 2015	May20 16	Difference	June 2015	June 2016	Difference
Total Hits	3190	1660	-1530	2272	2472	+200	1986	1940	-46
About ACCCA	914	6	-908	768	835	+67	734	726	-8
Documents/Forms	484	331	-153	317	371	+54	257	313	+56
Resident Info	384	630	+246	307	422	+115	287	381	+94
Agendas/Minutes	221	123	-98	110	139	+29	95	91	-4
Board/Committee	203	164	-39	138	138	0	121	189	+68
ACCCA News	41	27	-14	25	172	+147	25	39	+14

Email Hits with Links: Continue to get 43-48% hit rate on links to website from emails. This is double national average. 48% hit rate on Year In Review ACCCA News.

V. Planned Activities and Projects

- Continue in 2016:
 - Develop and send emails, as needed.
 - Edit material as needed for Committees. Fine Policy Schedule rewrite in editing this quarter.
 - Monitor and analyze data regarding email and website usage.
 - Develop plan for text messaging for emergency purposes to present to Board January 2017.
 - Continue work to develop fillable forms in PDF and other means.
 - Develop contractor information packets.
 - Develop materials to drive traffic to website and continue links through emails to Resident Information.

V. Recommendation

The Committee recommends Mary Ann Bowen be added as a Communication Committee member.

Respectfully Submitted,
Liz Turner, Chair, Communication Committee

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Committee Report to the Board Finance Committee

Chair: Chuck Bowen

July, 28 2016

I. Recent Activities and Projects:

Since our last report, the Committee has:

- Reviewed the monthly financial statements through June 2016.
- Reviewed ACCCA Operating Account.

Operating Fund: January 1 – June 30, 2016

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Revenue	\$1,126,266	\$1,044,548	\$81,718
<u>Expense</u>	<u>\$1,098,114</u>	<u>\$ 998,855</u>	<u>\$99,259</u>
Surplus	\$ 28,152	\$ 45,693	\$ 17,541 Under budget

Cash Assets @ June 30, 2016: \$516,584

- Reviewed ACCCA Reserve Account funds.

Reserve Fund: January 1 – June 30, 2016

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Contributions	\$433,094	\$337,884	\$ 95,210
<u>Expense</u>	<u>\$125,849</u>	<u>\$ 18,200</u>	<u>\$107,649</u>
Surplus	\$307,245	\$319,684	\$ 12,439 Under budget

Cash Assets @ March 31, 2016: \$ 4,317,707

- Reviewed our Accounts Receivables and discussed action on delinquent accounts.

II. Recommendations:

- None at this time.

Respectfully Submitted,
Chuck Bowen, Chair, ACCCA Finance Committee



Committee Report to the Board Gates, Property and Patrol Committee

Chair: Ted Finnell

July 28, 2016

I. Recent Activities and Projects

- Frank Civil Consulting three-year road maintenance plan presented. Fifteen-year cost estimate due in two weeks from Frank CC. Working with Finance Committee to integrate plan into Reserve Study.
- Noted in report: damage to roads by homeowners' materials.
- Assess storm-water maintenance work and set plan for coming year.
- Maintain traffic safety through ongoing monitoring and patrol work in conjunction with staff and Trident.
- Long Landing Ct. intrusion remediation. Rocks still need to be placed adjacent to driveway on right of cul-de-sac.

II. Recommendations

- Adopt three-year road maintenance plan as presented by Frank Civil Consulting.
- Approve 2016 road maintenance not to exceed recommended amount. See attached pages 2 -4 for listing of streets scheduled for 2016 road work.

Respectfully Submitted,
Ted Finnell, Chair, Gates, Property and Patrol Committee

Road Maintenance 2016 - DRAFT/SUBJECT TO CHANGE

ALL streets listed below, **except** those in Pasatiempo Neighborhood, will be cleaned,
have cracks filled and seal coating applied.

Pasatiempo Neighborhood streets will be replaced 100 percent (taken out and new material laid).

Neighborhood	Street Name	Date	Address Information	Notes
Gate 3	Anthem Hills Drive			
Gate 4	Anthem Ridge Drive			
Community 1				
Wingate Range	W. Summit Walk Ct.			
	W. Feather Sound Ct.			
Cypress Point	N. Anthem Springs Rd.			
	N. Stonemark Dr.			
	W. Ravina Ln.			
	N. Moss Springs Rd.			
	N. Moss Springs Ct.			
	N. Oakland Ct.			
	N. Golf Crest Rd.			
Augusta	N. Golf Crest West			
	N. Emerald Lake Dr.			
	W. Hazelhurst Ln.			
Community 2				
Pleasant Valley	N. Cedar Chase Rd.			
	W. Plum Hollow Dr.			
	N. Prosperity Way			
	Clear Crossing Rd.			
	Clear Crossing Ct.			
	N. Fairgreen Way			
Community 3				
Crooked Stick	N. Crooked Stick Rd.			
	N. Fairgreen Ct.			
Shinnecock Hills	N. Cross Timbers Ct.			
	W. Princeville Ct.			
Community 4				
Bel Air	N. Bay Hill Way			
	N. Plum Hollow Ct.			
	W. Plum Hollow Dr.			
	Panther Creek Tr.			
	W. Reedy Creek Dr.			
Community Five				
Club Vista	N. Cross Timbers Trail			
	N. Iron Horse Way			
	N. Iron Horse Ct.			
	W. Hazelhurst Dr.			
	N. Bridlewood Way (South of Anthem Club Drive)			

Community Six				
Cog Hill	N. Bridlewood Way (North of Anthem Club Drive)			
	W. Ravina Dr.			
	N. Anthem Heights Dr.			
Community 7				
Haig Point	N. Anthem Creek			
	W. Shinnecock Ct.			
	W. Shinnecock Way			
	W. Pumpkin Ridge Dr.			
	W. Princeville Dr.			
Community 8				
Olympic	N. Mill Creek Way			
	W. Myopia Ct.			
	W. Myopia Dr.			
	Shadow Glen Ct.			
Community 9				
Pasatiempo (All new streets)	W. Muirfield Dr.			
	N. Tangle Ridge Ct.			
	W. Mill Creek Way			
	W. Turtle Hill Dr.			
	N. Chase Oaks Way			
Community 10				
Eagle Chase	W. Muirfield Dr.			
	N. Maidstone Ct.			
	N. Belfair Way			
	W. Firethorn Way			
	W. Turtle Hill Ct.			
	N. Shadow Creek Ct.			
	W. Valhalla Ct.			
	N. Rolling Green Way			
	N. Laurel Valley Court			
Laurel Valley	N. Laurel Valley Way			
Community 11				
Rolling Green	N. Belfair Way			
	W. Hazelhurst Ct./Dr.			
	Southbridge Way			
Community 12				
Rolling Green	N. Rolling GreenWay			
	N. Stonewall Ct			
	W. Stonewall Dr.			
	Shadow Glen Ct.			
	N. Maidstone Ct.			
	N. Shadow Creek Way			



Committee Report to the Board Lifestyle Enhancement Committee

Chair: Holly Matson

July 28, 2016

Notices

Top violations in the second quarter of 2016:

- Landscaping Debris/Trim Plants.
- Overnight Parking.
- Paint House.
- Began Project Without Approval.

Notices given in the second quarter of 2016:

- Courtesy Notice: 274
- 2nd Notice: 62
- 3rd Notice: 16

Updates

- Lifestyle Enhancement Committee conducted a paint training in May. Representatives from Sherwin Williams and Dunn Edwards and two paint contractors were in attendance.
- Residents are happy with the changes to the RDGs and Paint Guidelines.

Recommendation

The LEC recommends the cedar stain option be removed from the return gate color selections.

Respectfully Submitted,
Holly Matson, Chair LEC