

Hi, I am Traci Capps! I live at 13638 Lakewood Drive. Our family absolutely loves LAKE FOREST LIVING! I am running for an one open position on LFE Board. They asked to send in our resume. I have attached mine below. I believe my experience and knowledge would be a great addition for this open position. My husband & I have spent the last 26+ years running our Construction business. In this time, I have spent many years doing everything the board does here. I have established and filed the restrictions for the many Jefferson County Subdivisions we developed and our Twin City Professional Suites Office Complex.

I love organization and accountability. Since living in LFE, I believe the accountability is not quite what it should be for the residents. For example, the board minutes from the January meeting were approved at the February meeting, even though they were never published prior to the February meeting. It made the meeting not go smoothly, because they couldn't vote on certain items/open positions because they were not published. We also supposedly have two sets of restrictions for LFE. A blue set that is legally filed at the Ste. Genevieve Court House. They are original to the subdivision and then we have a green set of restrictions that are a set with updated changes that they make yearly to the restrictions, but that have never been legally updated at the Courthouse to replace the original set. The filed documents are the legal copy, all the changes over the past 50 years would not count in court if someone ever challenged the restrictions. I have filed restrictions, it can be updated and they should not make excuses for not filing them. I also believe project bids should be published for work they are needing to get completed. I believe all common area maintenance should be on a 5 year work schedule. From painting, to filling cracks in the road etc. Everything should be properly maintained, not just left unattended to deteriorate to the point of needing replaced. We tar cracks at our complex every couple years so the asphalt doesn't rot. It is so much cheaper to maintain than to tear out and replace.

Those are just a couple things happening at LFE. There are a lot more things happening daily in our neighborhood. I believe a new set of eyes, ears and ideas would be a valued addition to our board. I would love the opportunity to represent and serve all the family's in our community. To learn a little more about me and my family, please see my resume attached below...

TRACI CAPPS

13638 Lakewood Dr., Ste. Genevieve, MO 63670

Email: tlcconstructioninc@gmail.com Phone #:573.517.1525

EMPLOYMENT

1997 - Present: President/Secretary of TLC Construction, Inc.

CURRENT PROJECT

TLC is currently building a Commercial Building (Dog Kennel/Training Center) in Bloomsdale, MO. This building is a Design-Build Project.

COMPLETED PROJECTS

TLC has built 80+ New Custom Homes.

Developed 4 Subdivisions.

Developed & Constructed Twin City Professional Suites (8 Building Complex containing 40,680 SF across from Mercy Jefferson)

Developed & Constructed 24,000 SF of other Commercial Structures.

30+ Commercial Build Outs that include... Doctor's Offices, Urgent Care, Dental Offices, Surgical Offices, Day Spas, Blood Labs, Salon, Restaurant etc. Our National Clients include Quest Diagnostics, Lab Corps & Charming Shoppes (Fashion Bug)

TLC has installed 80+ New Roofs in Ste. Genevieve in the last 3 Yrs.

JOB DESCRIPTION/DUTIES PERFORMED

Performs administrative & accounting work using Peachtree Software, Microsoft Word & Excel. This includes bidding, invoicing, accounts payable & accounts receivable, tax forms & preparation, prepare & maintain Triple Net Leases for tenants, acquire all permits required for jobs, draw blue prints, maintain invoicing & bill assessments for Twin City Professional Suites Complex, etc. This also includes meeting with clients to write & negotiate contracts.

OTHER ACHIEVEMENTS

Earned a Pink Cadillac in Mary Kay (in the top 1% of the company)

Earned a BMW with Visalus in 6 Days.

Was 1 of the top 2 producers in Jump Natural.

Wife to Jerry for 32 yrs, Mom to 4 Boys & Mimi to 2 Grandsons.