

**Capitol City Golf Club Estates Board of Trustees Meeting
February 18, 2021, ZOOM
6:00 pm
MINUTES**

Open Forum: Suspended.

Board Members Present: Larry Dittloff, Pam Dittloff, Randy Luke, Kevin Rae, Darrol Steiner, and Peter Sweet.

VIS Representatives Present: Scott Roth.

Member Present: None

Quorum declared by President Larry Dittloff and the meeting called to order at 6:01 p.m.

Approval of Agenda: Larry motioned to accept the Agenda. With addition to New Business, Access to ZOOM recording and Community Event. Darrol seconded, motion carried.

Approval of Meeting Minutes: Darrol moved to approve the Minutes, Peter seconded, motion carried.

Treasurer's Report:

Randy presented the December 31, 2020 Balance Sheet Report and the 2020=2019 Comparison.

	<u>01-31-2021</u>	<u>12-31-2020</u>	<u>12-31-2019</u>
Assets			
Operating Funds	\$ 124,947	\$ 164,821	\$ 178,603
Reserve Funds	121,582	51,174	170,187
Accounts Receivable	<u>59,530</u>	<u>57,358</u>	<u>4,521</u>
Total Assets	\$ 306,049	\$ 273,364	\$ 352,211
Liabilities and Equity			
Accounts Payable	\$ 1,964	\$ 3,707	\$ 2,611
Association Prepaid	3,894	34,972	16,335
Retained Earnings	\$ 234,675	\$ 351,427	\$ 164,013
Net Income	\$ 65,516	(\$116,752)	\$ 170,191
Liabilities and Net Income	\$ 306,649	\$ 273,354	\$ 350,359

Notes: Increase in Reserve Funds due to transfer of \$70,000 from last year and previous years income surpluses.

The following is Randy's analysis of the January 31, 2021 Income Statement:

Month of January, 2021:

Income of \$70,000 was up \$2,200 over the budget due to fines and legal fees collected. Income reflects first half dues billings (\$66,680) which was budgeted. Expenses of \$74,856 was \$64,000 over budget due to Reserve Account transfer. Regular budgeted expenses for January were actually about \$2,000 less as we did not bill any maintenance or utility expenses.

Notes:

1. The \$70,000 Reserve Account transferred did also include previous year's operating income that was not posted or transferred previously.
2. Our Operating Net Income does show (\$61,902 however this is offset by Reserve Net income figure of \$65,516.

Our Accounts Receivable balance of \$59,520 is based on 89 accounts. Three are between \$11,581 and \$6,597 which represents 30.5% of all receivables. Eight are between \$4,049 and \$1,124 and represents 30.0% of the receivable total. Of the remaining 78 accounts, 17 are between \$195 -\$750, and 17 are between \$35 and \$148. The remaining 44 owe \$160 for first half dues.

Discussion followed regarding the Lacey Phase 1 project and the \$170,000. There will be an accounting after the work is completed. Approximately \$108,000 has been used and will hold over remaining for Phase 2 which does not have as many issues.

Kevin made a motion to accept the Treasurer's Report and was seconded by Darrol. Motion carried.

Committee Reports:

a) Architectural Control Committee: Kevin was Late. Approved a number of applications.

b) Compliance Committee: Darrol reported that things have been quiet. Garbage and trash cans left out, biggest issue and a couple of parking issues.

c) Roads/Signs: Talked with Lacey and they expect Phase 1 to be complete by June. Phase 2 is out for Bid. Looking for staging area. Drainage issues are fewer in Phase 2. Adding a couple of catch basins.

d) Ad Hoc CCR & Bylaw Re-write and Enforcement Policy: We have 72 Yes votes, need 210 to pass. There will be an article in the Newsletter.

Plan to take a map and mark who has responded. May need to go Door-to-Door. We put 6 months to return ballots but may need to extend. Sent an email blast and will send another.

Old Business:

a) City of Lacey Updates: Already reported.

b) Bulletin Board: Raeson Construction will send a bid tomorrow. The Golf Course is on board with this.

c) Dog Waste Station: This will happen when the Bulletin Board is up.

d) Intersection of Sarazen and Sarazen East and West near Lot 46: Discussion followed regarding placing three stop signs at the intersection. It was suggested to paint "STOP" on the street as well. Randy made a motion to add three stop signs at Sarazen, East Sarazen and West Sarazen and paint "STOP" on the road as well. Darrol seconded. Kevin abstained from voting. Motion passed. The HOA will purchase the signs.

New Business:

a) Appointment of new BOD member: Peter brought a candidate to the Board. Larry proposed we hold off until next month because we have posted this on the website and in the newsletter.

b) Community Litter control: A member asked about forming a litter control committee. It seems that the biggest problem is at the bus stop. It was suggested that the President write a letter to Intercity Transit regarding the problem and that an article be put in the Newsletter. We will study the problem.

c) Accessing the ZOOM meeting: The ZOOM meetings are saved to the Cloud.

d) Community Event Idea: In the past the HOA has had a dumpster brought in (which created a mess and was expensive), a picnic, and a garage sale. We are limited because of Covid-19 at this time but can think about new ideas. Discussion followed. It was suggested that when we can, maybe the Golf Course would co-sponsor an event in the tent. Larry will have a discussion with Steve.

Good of the Order: Kevin stated that someone again has driven across his lawn. That was also noted in the drive around. Will put in the Newsletter again.

Next Meeting: March 18, 2021, 6:00 PM, ZOOM.

Executive Session: Randy moved to go into Executive Session, Peter seconded. Motion carried. Recording turned off.

Kevin moved to vacate Executive Session, and Darrol seconded. Motion carried. Recording turned on.

Kevin moved to approve actions discussed in Executive Session, and Darrol seconded. Motion carried.

Randy moved to adjourn, Kevin seconded. Adjourned at 7:26 p.m.

Submitted By:
Pam Dittloff, Secretary