

**Capitol City Golf Club Estates Homeowners Association  
Minutes of May 16, 2019 Board of Trustees Meeting  
VIS Office  
8617 Martin Way East  
Lacey, WA 98516**

**Board Members Present:** Randy Luke, Darrol Steiner, Kevin Rae, David Luhr, Jon Leo  
**VIS Representatives Present:** Sahara Burson

**Board Members Absent:** Larry Dittloff, Ed Obie

**Open Forum:** Vice President Darrol Steiner started the Open Forum at 6:00 pm.

- Nga Lam (Lot #7) wanted to straighten out communication issues regarding her fees. She had made an application for a fee waiver in December. Fees were waived in January. The board decided in February not to continue waiving fees. VIS agreed to waive April and May fees because of lack of notification. She is requesting fees be waived back to September 2018. As of December 31, \$315 in fees had accrued.  
VIS will go over statements with Ms. Lam and bring the information back to the Board for a new decision.
- Lot 290 (Christina) is concerned about parking of trailer on adjacent property to her lot. The trailer is not in working order, and not meant for the front yard. The Board had previously decided at the April Board meeting that Bellew was not in compliance with the parking of the trailer because it was not adjacent to his driveway.

**Call to Order/Establish a Quorum:** John Leo brought up the issue of an official quorum. John said that we were supposed to have 9 board members (according to RCW). Sahara said this is a common problem with many associations, and they usually take the path of doing the best they can. With David Luhr leaving the board there will be 6 members, so others may need to be recruited. With 5 members present, Vice President Darrol Steiner declared a quorum and called the meeting to order at 6:30. He presented a change in the Agenda that Item 5(d) – Ad Hoc CCR & Bylaw Re-write & Enforcement Policy be tabled until next month because of Larry Dittloff's absence. He added an item for discussion regarding the association's No Solicitation policy.

**Approval of Meeting Minutes:** The minutes from the April 18, 2019 Board of Trustees Meeting were approved without dissent.

**Committee Reports:**

**a) Architectural Control Committee**

Kevin reported that there have been several applications over the last month. All were approved, with the exception of one where they are waiting for designation of colors.

**b) Compliance Committee**

- Darrol reported that lot 191 (6130 Cotton) had received a letter from VIS that had some errors. The owner may submit a request for variance in the future.
- Lot 290 had 3 courtesy letters for paint and parking. These will be put on hold until next month.
- In general, Darrol would like to find ways to help homeowners solve their parking problems.

**c) Streets & Signs Committee**

This will be Dave's last meeting, so a new person will need to serve as Secretary beginning next month.

Dave will mark street locations where patches are required using paint (probably white).

The topic of having signs for No Solicitation was discussed. Perhaps this could be included on signs noting the borders of the CCGCE. This would serve the additional purpose of notifying new owners moving in that they live in a neighborhood with an HOA.

**d) Ad Hoc CCR & Bylaw Re-Write**

Tabled until next meeting.

**Treasurer's Report:**

Randy gave the Treasurer's Report. Assets normally draw down as the months go by, and the Reserve Account is slowly building up. We are pretty much on schedule.

There is a street cleaning bid coming up. Sahara reported that last time the price was \$1,500, and it is now \$2,200. Kevin asked that we get a second bid for the street cleaning work.

Darrol moved and Kevin seconded that the Treasurer's Report be approved. The motion passed without dissent.

**Executive Session:**

Randy made a motion to go to Executive Session for the purpose of deciding various action items. Dave seconded the motion and it passed 5-0.

Items below refer to the Action Items document dated 5/16/19:

- Robert Schatz (page 4) has compounding late fees. The Board consensus was that he owes the full amount. A variance for parking is OK.
- Page 7 (lot 107 concerns about lot 108). This situation may be resolved. Board decided to postpone any action at this time.
- Page 13 (parking). This item is completed and closed.
- Page 19 (Lot 216), was assigned to the attorney and settled. VIS had overcharged and that was waived. Board consensus was to reduce from \$440 to \$315.
- Page 21 (Lot 258). Board consensus was to waive transfer fee and refund \$205.
- Page 23 (Lot 276). Had payment plan agreement from small claims court judgement. Sahara will get recommendation from Irina Stupina.
- Page 30 (Bellew). Request for parking trailer was denied

A motion was made by Kevin to come out of Executive Session, which was seconded by Randy and passed 5-0.

A motion was made by Dave to approve the decisions made in Executive Session. John seconded the motion and it passed 5-0.

Randy moved and Dave seconded that the meeting be adjourned. The motion passed 5-0 and the meeting adjourned at 8:15.

The next meeting of the Board will be held Thursday, June 20, 2019 at the VIS office.