

**Capitol City Golf Club Estates Board of Trustees Meeting
December 17, 2019 at VIS Group, INC
6:00 pm
MINUTES**

Jason Kashani, Project Engineer, City of Lacey, gave an update on the sewer project. Hoping to Advertise January 9th. Getting an Engineering Cost Estimate for the HOA storm water drainage issues to the Board.

2020 Board Members: Larry Dittloff, Pam Dittloff, John Leo, Randy Luke, Kevin Rae, Darrol Steiner, Peter Sweet.

Quorum declared by Past President Larry Dittloff and the meeting called to order at 6:02 p.m.

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

VIS Representatives Present: Scott Roth.

Homeowners Present: None

Appointment of Officers:

President: Darrol made a motion to appoint Larry Dittloff, Kevin seconded. Larry accepted. Motion passed.

Vice President: Larry made a motion to appoint Darrol Steiner, Kevin seconded. Darrol accepted. Motion passed.

Secretary: Kevin made a motion to appoint Pam. John questioned if this was nepotism, which Larry stated that Pam was elected at the general meeting and eligible to be an officer. Darrol seconded. Pam accepted. Motion passed.

Committees: Larry made the following Chair appointments:

Compliance: Darrol Steiner

ACC: Kevin Rae

Roads and Signs: Kevin Rae

Board approved. Larry will serve on all committees as part of his duties as president, Peter Sweet will serve on the Roads and Signs Committee, Pam Dittloff will serve on the Compliance Committee.

Approval of Agenda: Kevin moved to approve the Agenda, Darrol seconded, motion passed.

Approval of Meeting Minutes: Darrol moved to accept the Minutes as presented, Kevin seconded, motion passed.

Treasurer's Report: Larry presented the report in Randy's absence. CCGCE financial status is good in view of 2019 budget vs actual with net income up by \$24,000 vs budgeted net of \$8,000 through November, 2019. With additional \$17,000 to be added next month, net should be well over \$30,000 after net loss from December taken into consideration. Much of this is due to not doing any street maintenance due to pending City of Lacey Water/Sewer project. Much of this net can be applied to Reserves and/or Drainage Repairs. **Kevin made a motion to accept the Treasurer's Report and was seconded by Darrol. Motion passed.**

Committee Reports:

a) Architectural Control Committee: Kevin reported receiving few applications and an oops (project was done prior to an ACC application being submitted). Policy is being followed. Installing a roof, garage door, three days approval. Kevin explained to Peter past practice and timeframes. Basecamp was explained. Peter's email was wrong, Scott will resend. Darrol questioned fines a fence built without an ACC application which resulted in a \$35.00 fine.

b) Compliance Committee: Darrol reported on the drive around compliance issues are brief. This time of year, lawns are not a worry, a couple still a mess. Litter between houses. Discussion followed regarding some non-compliance. Most noticeable is recycle/trash cans staying in front of garages. Starting to be really visible. We haven't addressed before. Should modify policy to be on side, reasonable. Darrol asked that an article be in the Winter Newsletter about containers being screened from view.

c) Roads/Signs: Kevin explained the City project and the incorporation of our drainage issues. Discussion followed the project scope and plus and minuses if our drainage issues being part of Lacey's bid documents. Approve Bid to reposition the stop sign on Cotton and East Sarazen.

A discussion followed to give Raeson Construction authority for emergency repairs. Larry made a motion to give Raeson Construction authority with approval to make emergency repairs up to \$1,000. Motion passed. Kevin abstained.

d) Ad Hoc CCR & Bylaw Re-write and Enforcement Policy: Basically complete. Need and agreement with the Golf Course which the Attorney is working on. CCR's back in January. Probably will need to go door to door to approve. Need to augment with policy statements. This is a flexible document. Discussed time line to pass. Parking need to be discussed. Highlights were given and the general meeting. Working on agreement with the golf course. The Plat has not changed.

Old Business: Road updates. Peter stated the letters on the asphalt for "Stop" at Cotton and East Sarazen should be white. It was thought the Red might help people stop.

New Business

a) Larry read an email that John had sent regarding his term limit and the need to run for election to the Board. "You just told a Lie, about my (1) year Term as a Trustee. There was no condition as to my Term. I suggest you never try a stunt like this again." John stated he would not apologize. Kevin defined terms as three years, two years, one year which are

determined in December after the new members are elected. Discussion followed. John apologized for his language. Larry accepted, and they will respectfully disagree.

b) VIS is changing from US Bank to Pacific because US Bank does not offer Lock Box. Pacific also works with on-line banking and the new software system. Signatures need, signed.

c) Terms were set:

John Leo-1 Year Term

Peter Sweet-1 Year Term

Pam Dittloff-2 Year Term

Randy Luke-2 Year Term

Board approved terms. Kevin, Larry and Darrol are on the final year of 3 Year Terms and will be up for election next year.

d) Rules and Regulations: Issues include parking seasonal decorations, service vehicles. Please review and get back to Scott or Larry as we will discuss at the January meeting.

Next Meeting: January 16, 2020, 6:00 PM, at VIS Group, INC.

City of Lacey Utility Easement. Kevin made a motion to approve signing the Resolution with the City of Lacey to grant the use of the easement for their water/sewer project. Darrol seconded. Motion passed. Resolution signed. Larry will hand carry to Lacey tomorrow.

VIS will get new member name tags.

Executive Session: Kevin moved to take a 5 minutes break and then go into Executive Session, Darrol seconded. Motion passed.

Darrol moved to vacate Executive Session, Kevin seconded. Motion passed.

Kevin moved to appoint Larry to seek on behalf of the Board and go forth with the manager, attorney, tent and other related issues. Darrol seconded. Motion passed. Pursue the Golf Course as a Board member.

Darrol motioned to accept actions that were discussed in executive session, Kevin seconded. Motion passed.

Kevin moved to adjourn, Darrol seconded. Adjourned at 8:24 p.m.

Submitted By:

Pam Dittloff, Secretary