

Capitol City Golf Club Estates Board of Trustees Meeting
April 15, 2021, ZOOM
6:00 pm
MINUTES

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

VIS Representatives Present: Scott Roth.

Member Present: None

Quorum declared by President Larry Dittloff.

Open Forum: Waived

The meeting was called to order at 5:59 p.m.

Approval of Agenda: Larry motioned to add Mixer Update and Committee appointment to the Agenda. Pam seconded, motion carried.

Approval of Meeting Minutes: Randy moved to approve the Minutes as written, Darrol seconded, motion carried.

Treasurer's Report:

Here is the March, 2021 Balance Sheet Report and Previous 2020 Year End Balance Sheet Comparison from Financials provided by VIS Management:

	<u>03-31-2021</u>	<u>01-31-2021</u>	<u>12-31-2020</u>
Assets			
Operating Funds	\$ 108,701	\$ 124,947	\$ 164,821
Reserve Funds	128,434	121,582	51,174
Accounts Receivable	<u>52,260</u>	<u>59,520</u>	<u>57,358</u>
Total Assets	\$ 289,397	\$ 306,049	\$ 273,364
Liabilities and Equity			
Accounts Payable	\$ 2,433	\$ 1,964	\$ 3,707
Association Prepaid	4,269	3,894	34,972
Retained Earnings	\$ 234,675	\$ 234,675	\$ 351,427
Net Income	\$ 48,020	\$ 65,516	(\$ 116,753)
Liabilities and			
Net Income	\$ 289,397	\$ 306,649	\$ 273,354

Following is my analysis of our March 31, 2021 Income Statement: Month of March, 2021

Income of \$ 3,038 was up \$ 2,200 over budget due to fines and legal fees collected. Expenses of \$ 10,785 was exactly on budget which was projected at \$ 10,701. Year-to date actual is up \$

6,000 for Income and expenses are up \$ 73,000 due to Reserve Transfer mentioned last month. Taking this out, YTD actual Net Income is \$ 6,000 above estimate.

Our Accounts Receivable balance of \$ 52,655 is based on 57 accounts and is down \$ 1,400 from last month.. **Eight** are between \$ 11,866 and \$ 2,029 totaling just over \$ 42,000 which represents **83.5%** of all receivables. Eleven are between \$ 1,324 and \$ 195 totaling \$ 5,000 representing 9.5% of the receivable total. Of the remaining 26 accounts, 14 are for first half dues totaling \$ 2,240 (4.3%) and the remaining 9 accounts are between \$ 15 and \$ 105, representing less than 2% of receivables.

Larry asked about a collection fee of \$90.00. This is for the process to serve for small claims fee.

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

Committee Reports:

a) Architectural Control Committee: Kevin stated there were several applications that were approved. One was denied because of the proximity to the street. Discussed with the owner. Lot 284 has moved his fence and is compliance.

b) Compliance Committee: Darrol reported that Garbage and Recycle containers in the wrong locations has decreased. Need to let members know they are doing a good job. Driveways to be addressed, they need to have a plan in place. No problem with delay with the construction. One key problem is the number of cars parking on the street at night. If you see this, take a picture and let Kathleen know.

c) Roads/Signs: Locates are done for placing the "Stop" signs at East, West Intersection of Sarazen. Need to order "3-way Stop" signs to post with the "Stop" signs. Remove "Yield Signs" and return to the GC.

City of Lacey has awarded the contract for Phase 2 and the contractor is staging the pipes on Golf Course property along Rainier Road. Larry will inspect the mailbox which was hit by the contractor in Phase one to insure it was repaired properly. Kevin will inspect the dry wells and catch basins in Phase 1 for the purpose of answering the County about their condition. Kevin described the details of how he inspects the dry wells.

Intercity Transit replied to Larry's letter. Trying to do a good job in keeping Yelm Bus Stop clean. They will address any issues.

Kevin asked about the reflective tape on the "Stop" sign at Yelm Highway and Sarazen. Larry stated the city did this because it was being hit by drivers coming out of CCGCE.

d) Ad Hoc CCR & Bylaw Re-write and Enforcement Policy: We have 96 Yes votes, need 210 to pass. Larry has talked with the committee members and after concerns of Covid-19 are willing to go Door to Door. Will put an article in the Summer Newsletter and also include an article regarding the Mixer. Larry has met with a number of homeowners at their homes in the process of obtaining their votes.

Old Business:

a) City of Lacey Updates: they are paving Phase 1 and is almost complete and is on schedule for the end of June. Phase 2 has been awarded and they have been staking.

b) Bulletin Board: No update at this time. Raeson Construction is looking at the design to have architectural continuity with the Golf Course Sign.

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

d) Mixer Update: Randy, Pam, and Larry met to discuss details. We agreed that the purpose of having our first open house in quite a while (if ever) was to sponsor an event to allow members to get to know each other and Management of Capitol City Golf Course as well as allow informational opportunities by VIS, the Golf Course, the City of Lacey, and the status of the Water and Sewer Project. Capitol City Golf Course has agreed to the following date: Wednesday evening, August 11, 2021, 5:00-7:30 PM at their Pavilion (tent).

The Golf Course will be “Co-sponsor” of the Open House we have an Event Budget of \$2500 from our Assn to use. In addition, we may be seeking a few private sponsorships for entities desiring an exhibition booth which may be able to increase the budget to \$ 5,000. We have a pianist for entertainment. We will be meeting with the Food and Beverage Manager at the Firecreek. There will be a no-host bar. Randy contacted the City of Lacey but hasn’t heard back. There could be quite a bit of interest for sponsors/exhibitors such as VIS, Cement Contractor and several others. We could have representative from Police and Fire. We should have a short program, introduce the Board. Larry said we could use the pianist’s PA system for the introductions and other statements.

e) Nomination to Committee: Larry nominated Barry Upton to the ACC Committee. Kevin seconded. Motion carried. Barry accepted.

f) Scott inquired “How are we doing?” and “What can we improve?” He would like to do this quarterly. Discussion followed. Darrol complimented Scott on the training. This will be sent out again.

New Business:

a) Storm Drain Inspection PH1. Kevin will do this.

Next Meeting: May 20, 2021, 6:00 PM. Pam will be absent. Asking for volunteer to take minutes.

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

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

Kevin stated he appreciated the Compliance Log, very useful.

Randy moved to adjourn, Peter seconded. Adjourned at 6:56 p.m.

Submitted By:
Pam Dittloff, Secretary