

Capitol City Golf Club Estates Board of Trustees Meeting
June 17, 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 6:00 p.m.

Approval of Agenda: Barry motioned to accept the Agenda as presented. Randy seconded, motion carried.

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

Treasurer's Report:

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

	<u>05-31-2021</u>	<u>01-31-2021</u>	<u>12-31-2020</u>
Assets			
Operating Funds	\$ 99,944	\$ 124,947	\$ 164,821
Reserve Funds	135,272	121,582	51,174
Accounts Receivable	<u>49,489</u>	<u>59,520</u>	<u>57,358</u>
Total Assets	\$ 284,705	\$ 306,049	\$ 273,364
Liabilities and Equity			
Accounts Payable	\$ 1,309	\$ 1,964	\$ 3,707
Association Prepaid	4,787	3,894	34,972
Retained Earnings	\$ 234,675	\$ 234,675	\$ 351,427
Net Income	\$ 43,734	\$ 65,516	(\$ 116,753)
Liabilities and Net Income	\$ 284,705	\$ 306,649	\$ 273,354

Following is my analysis of our April 30, 2021 Income Statement: Month of May 2021

Income of \$ 3,845 was up \$ 3,012 over budget due to fines and legal fees collected. Expenses of \$ 7,549 was \$ 11,152 **below budget** expected of \$ 18,701. Year-to date actual is up \$ 11,000 for Income and YTD expenses are up \$ 59,000 due to extra Reserve Transfer of \$ 67,000 in March.. Taking this out, YTD actual Net Income is \$ 20,000 above estimate of \$ 7,338.

Our Accounts Receivable balance of \$ 50,128 is based on 43 accounts vs the 47 we had last month. **Nine** are between \$ 11,714 and \$ 1,324 totaling just over \$ 47,000 which represents **90.7%** of all receivables. **Nine** are between \$ 120 and \$ 404 totaling \$ 3,844 representing **7.7%** of the receivable total. (7 are for first half dues) The remaining 16 accounts are between \$ 15 and \$ 90, representing about **1.6%** of receivables.

Significant Deviations for May, 2021: Legal Fees up by \$ 1,000; No charge for Drain Cleaning made as budgeted. (\$8,000 still needed this year to water/sewer project?)

Summary for Receivables: Receivables dollar total is down \$ 10,000 from the start of the year and number of delinquent accounts are down by 46 compared to the first of the year much in part to Annual assessments outstanding.

Discussion followed. Larry complimented Randy on doing a good job on the report.

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

Committee Reports: Kevin has not arrived so will deviate reports.

b) Compliance Committee: Darrol reported the drive around was Tuesday. Observed a few garbage cans, driveways needing repair, weed control and lawns. People are being disrupted by the construction.

d) Ad Hoc CCR & Bylaw Re-write and Enforcement Policy: We have 104 Yes votes, need 208 to pass. Discussed extending deadline for six months. Proposed sending a new mailer with a self-addressed envelope to those who haven't submitted their ballot. Talking with members, they have forgotten or lost the ballot. Discussion followed. We will have a table and ballots at the Open House.

a) Architectural Control Committee: There is an issue to discuss in Executive Session regarding the color of trim and variance request. Turn around in 2-3 days.

c) Roads/Signs: The Utility Project is under construction. Kevin said they had construction blocking 58th and Yelm Highway. Please remember to be patient and drive slowly. $\frac{3}{4}$ of drivers are stopping at the new signs, golfers are not.

Old Business:

a) City of Lacey Updates: West Sarazen to be completed by the end of August.

b) Bulletin Board: Received a proposal from St. Claire Contracting Services of \$3,981.67. Original specs call for Cedar Shingles which would add \$300.00 to the estimate. Discussion followed. Kevin stated this is a reasonable bid for our current economy. This would be completed by the end of August. Randy made a motion to accept the proposal, Peter seconded. Motion carried.

c) Dog Waste Station: Larry will contact the City when the bulletin board is completed.

d) Mixer Update: Randy, Pam, and Larry will meet with Francesco regarding the food on June 25th at 10:00 a.m. There will be booths and door prizes.

e) Storm Drain Inspection PH1. Kevin will do this as we need to confirm the work that was done for the Association when the project is completed.

Larry asked about the newsletters and how they are folded. VIS folds and stuffs the envelopes so it was decided to change the format to expand the information.

Larry talked with the City of Lacey and the annexation to the city council will be July 1, not June 17th.

New Business: None.

Next Meeting: July 15th, 2021, 6:00 PM.

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

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

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

Larry moved to adjourn, Kevin seconded. Adjourned at 7:15 p.m.

Submitted By:

Pam Dittloff, Secretary