

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

Board Members Present: Larry Dittloff, Pam Dittloff, Randy Luke, 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: Darrol 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 June, 2021 Balance Sheet Report and Previous 2020 Year End Balance Sheet Comparison from Financials provided by VIS Management:

	<u>06-30-2021</u>	<u>05-31-2021</u>	<u>01-31-2021</u>	<u>12-31-2020</u>
Assets				
Operating Funds	\$ 128,563	\$ 99,944	\$ 124,947	\$ 164,821
Reserve Funds	138,691	135,272	121,582	51,174
Accounts Receivable	<u>48,701</u>	<u>49,489</u>	<u>59,520</u>	<u>57,358</u>
Total Assets	\$ 315,916	\$ 284,705	\$ 306,049	\$ 273,364
Liabilities and Equity				
Accounts Payable	\$ 1,524	\$ 1,309	\$ 1,964	\$ 3,707
Association Prepaid	39,391	4,787	3,894	34,972
Retained Earnings	\$ 234,674	\$ 234,675	\$ 234,675	\$ 351,427
Net Income	\$ 40,156	\$ 43,734	\$ 65,516	(\$ 116,753)
Liabilities and Equity	\$ 315,956	\$ 284,705	\$ 306,649	\$ 273,354

Following is my analysis of our June 30, 2021 Income Statement:

Month of June, 2021

Income of \$ 4,963 was up \$ 4,130 over budget due to fines and legal fees collected. Expenses of \$ 11,336 was \$ 634 over budget expected. Year-to date actual is up \$ 14,000 for Income and YTD expenses are up \$ 60,000 due to extra Reserve Transfer of \$ 67,000 in March.. Taking this out, YTD actual Net Income is \$ 22,000 above estimate of a loss of \$ 2200 budgeted for the YTD.

Our Accounts Receivable balance of \$ 48,701 is based on 31 accounts vs the 43 we had last month. **Eight** are between \$ 11,564 and \$ 1,324 totaling just over \$ 44,000 which represents **90.0%** of all receivables. **Fifteen** are between \$ 120 and \$ 375 totaling \$ 4,426 representing **9.4%** of the receivable total. (7 are for first half dues) The remaining 7 accounts are between \$ 15 and \$ 90, representing about **.6%** of receivables.

Significant Deviations for May, 2021: Fines and Penalties up over \$ 4,000; Bed Debt Write-offs \$ 2,000 over budget.

Summary for Receivables: Receivables dollar total is down \$ 10,000 from the start of the year and number of delinquent accounts are down by 57 compared to the first of the year. ***THIS IS THE LOWEST NUMBER OF DELINQUENT ACCOUNTS IN OVER 3 YEARS!***

Discussion followed. Miscellaneous expenses up do to the fact we had to pick up administrative expenses during pandemic.

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

Committee Reports:

a) Architectural Control Committee: Kevin excused. A large front deck was constructed without an ACC, letter being sent.

b) Compliance Committee: Darrol reported the drive around will be tomorrow. Lot's of dandelions. Several lots with additional parking to be addressed.

c) Roads/Signs: Discussed sweeping which will be done at a later date. The five speed bumps in Phase 1 have been painted.

d) Ad Hoc CCR & Bylaw Re-write and Enforcement Policy: We have picked up a few more votes. Volunteers to send a new mailer with a self-addressed envelope to those who haven't submitted their ballot. Ed Obie is going door-to-door in his neighborhood. Moving forward, we will have a table and ballots at the Open House, Annual Meeting, and will go door-to-door. Discussed extending deadline for six months. Peter made a motion to extend voting deadline re Amended and Restated CC&RS and Bylaws to December 31, 2021, Darrol seconded. Motion carried.

Old Business:

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

b) **Bulletin Board:** Awarded the contract to St. Claire Contracting Services, Stephen Barkis for \$3,981.67.

c) **Dog Waste Station:** Contacted the City, we may have to install. City will furnish madillions to install at the drains, "NO DUMPING".

d) **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.

e) **Mixer Update:** Randy, Pam, and Larry met with Francesco regarding the food, tent, and set up. Reaching out to Businesses and the city for booths and door prizes. This is co-sponsored with the Golf Course. There is no charge for the use of the tent.

New Business:

- Street Sweeping for Phase 1. Discussion was earlier and it was decided to sweep Phase 1 after the leaves fall.
- Lot 8-Abandoned house with lawn which is a fire hazard. Darrol made a motion to higher a contractor to cut the grass to decrease the fire hazard, Randy seconded. Discussion followed. Randy called for the question. Motion carried.

Next Meeting: August 19, 2021, 6:00 PM. ZOOM

Other Business:

- Darrol made a motion to accept the proposal for the Annual Audit, Peter seconded. Motion carried.
- A Statewide drought emergency has been declared.
- Late fees can be charged after July 25, 2021.

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

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

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

Randy moved to adjourn, Larry seconded. Adjourned at 7:13 p.m.

Submitted By:

Pam Dittloff, Secretary