

**Capitol City Golf Club Estates Board of Trustees Meeting**  
**October 21, 2021, ZOOM**  
**6:00 pm**  
**MINUTES**

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

**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:** Larry asked to add the Concrete Contractor, Sound System for Annual Meeting, and Status of Lot 8. **Peter motioned to accept the Agenda as amended. Randy seconded, motion carried.**

**Approval of Meeting Minutes for last two meetings: Randy moved to approve the Minutes as corrected, Darrol seconded, motion carried.**

**Treasurer's Report:**

Randy presented the September, 2021 Balance Sheet Report and Previous 2020 Year End Balance Sheet Comparison from Financials provided by VIS Management.

The following is his analysis of our July 31, 2021 Income Statement:

**Month of September, 2021**

Income of \$2,160 was up **\$1,326** over budget due to fines and legal fees collected. Expenses of \$8,372 was \$2,329 under budgeted amount mainly because our legal collections expenses were down by \$1,550 and road maintenance expenses were also down by \$900.

Year-to-date actual **is up \$21,000** for Income and YTD expenses are up \$56,000 due to extra Reserve Transfer of \$67,000 in March.. Taking this out, YTD actual Net Operating Income is almost **\$11,000**. YTD Net Income is up \$32,445 from budget..

Our Accounts Receivable balance remained at \$59,240 this month and 44 accounts owed money. Eight are between \$ 1,844 and \$10,989 totaling \$55,300 or 89% of all receivables. Seven have liens filed and three are on payment plans. Of the remaining receivables, 19 are between \$105 and \$730 totaling \$6,625 or 10% of receivables. Most members have paid their second half dues.

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

### **Committee Reports:**

**a) Architectural Control Committee:** Kevin wrote, we are serving the members well. We are handling all applications in a timely manner. We have had to make contact with a couple of owners to resolve some issues. Larry added that we had an ACC for a cut-out but with the new CCR's passed, it is not needed. We also approved a replacement of a 6 foot fence.

**b) Compliance Committee:** Larry reported that he had a complaint regarding an open fire in a back yard. Larry met with the owner and informed him that the HOA doesn't allow the burning of brush and that there is a permanent Burn Ban in Lacey.

Darrol reported that people are taking care of things, even during construction. Phase one is looking very good. We need to make sure that restricted areas are secure. Need to report people entering these areas. There have been intruders in some of the staging areas. People need to be reminded that courtesy letters are a courtesy. We want compliance not fines. They can always request a variance.

**c) Roads/Signs:** The mailbox on 66<sup>th</sup> was hit again. Kevin repaired immediately. We need to relocate to a better spot. There is a controversy of Armour Street vs. Armour Drive. At some point this was changed from Street to Drive. The new sign says Drive and we will leave it. Sweeping of Phase 1 will be scheduled. It was suggested that we sweep the paved portion of Phase 2. We need to look at our street signs since many have been bent with a need to straiten.

**d) Ad Hoc CCR & Bylaw Re-write and Enforcement Policy:** We received 211 "Yes" votes to pass the CCR's. We need to present a Resolution to the Board for acceptance and then record. Peter asked how many there are which is 217. We will need to send a copy of the recorded Resolution to members.

### **Old Business:**

**a) City of Lacey Updates:** Work is almost complete on the W. Sarazen Side. There is a bit more street swale work that has to be done in front of my lot 27 and lot 28. The crew left it flat in front of the driveways. Flower bed and planter blocking still needs to be put back in place by them also. Kevin said he had 2 missing sprinkler heads that also need replacement. The crews have begun to terminate some of the existing septic tanks on W Sarazen St SE. E Sarazen St SE has begun to have the water and sewer lines installed and the roadway torn up. Larry said the work is at least 1 month behind.

**b) Bulletin Board** St. Claire Contracting Services will install next week.

**c) Dog Waste Station:** This will follow the construction of the Bulletin Board.

**d) Storm Drain Inspection PH1:** Will check with Kevin to see if completed.

**e) Street Sweeping for Ph 1:** Will be done in November after the leaves fall.

**f) Update Lot 8:** There are squatters living in the house. Sent to collection. If now response by end or October, we will move to the next step. Since this is a Military member, we must get an attorney to represent them.

### **New Business:**

- **Golf Course Tent:** They would like to keep the tent up year round. Peter suggested the Golf Course plant trees to screen the tent from the neighbors. Trees have already been

planted. There is a new neighbor in the house that had concerns. **Darrol moved to allow the tent to be up all year, Peter seconded. Motion carried.**

- **Website Update:** It was suggested that we need to update the website and possibly add a link to the Police Report. Maureen has some good ideas. Larry will meet with Maureen.
- **Sound System:** City of Lacey no longer provides a sound system for the upcoming meeting at the Jacob Smith House. Larry will contact Music 6000 and rent one.

Randy reported that the mailman for the last 10 years, Randy Levitson, passed away Labor Day Weekend in a house fire. He was 61 years old.

**Next Meeting: The Membership meeting will be November 18, 2021, 6:00 pm at the Jacob Smith House.**

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

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

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

**Randy moved to adjourn, Peter seconded. Adjourned at 6:44 pm.**

Submitted By:  
Pam Dittloff, Secretary