

Capitol City Golf Club Estates Board of Trustees Meeting
January 20, 2022, ZOOM
6:00 pm
MINUTES

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

VIS Representatives Present: Scott Roth.

Members: 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: Randy motioned to accept the Agenda, Kevin seconded, motion carried.

Approval of Meeting Minutes for December: Kevin moved to approve the Minutes as corrected, Peter seconded, motion carried.

Treasurer's Report:

Randy presented the following analysis of our December 2021 Income Statement:

Income of \$3,745 was up \$2,911 over budget due to fines and legal fees collected. Expenses of \$12,400 was \$1,698 over budgeted amount because even though most expenses were as expected, the cost of repairing mailboxes (\$3141) increased repairs and maintenance by over \$ 2,000.

Year-to date actual income is up \$ 31,218 and YTD expenses are up \$ 56,742 due to extra Reserve Transfer of \$ 67,000 in March.. Taking this out, YTD actual expenses were down \$ 11,000. YTD Net Income shows a loss of \$ 25,523 again due to the Reserve transfer. Real Net Income is more like \$ 45,000 when you add Income Increase of \$31,000 and lower expenses by \$11,000 YTD.

Our Accounts Receivable balance increased to \$66,058 this month (+ \$ 3,500) and 55 accounts owed money. Eight accounts are between \$1,334 and \$15,155 totaling \$62,000 or 93% of all receivables. Seven have liens filed and two are on payment plans. Of the remaining of receivables, 12 are between \$105 and \$ 785 totaling \$3,425 or 5% of receivables and 11 are less than \$100.

As mentioned by Larry Dittloff in a December email, of the \$170,000 sent to the City of Lacey from our Reserve Account at the beginning of the new Sewer/Water Project, \$100,000 had been used for CCGCE related improvements (catch basins, etc.) Larry has inquired as to how much of the remaining \$ 70,000 will be needed for our share of costs for phase 2.

Larry asked if an Audit had been completed. We have paid for it but haven't seen it. Scott will check.

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

Committee Reports:

a) Architectural Control Committee: Kevin reported there have been several applications for carports to painting and fencing. There is a disagreement of the color that was presented on an application for paint. Description of paint color was different than the color that was painted. Rejected a metal detached car cover. Most are approved and timely.

b) Compliance Committee: Darrol reported there is nothing major going on, mostly parking and garbage cans. Things are good with construction. A question was raised regarding how long do issues stay on the watch list which is usually one year.

c) Roads/Signs: Kevin gave an update on the City of Lacey project. They have completed installation on Hogan and Oakmont and working on Cotton. Preparing to pave E. Sarazen. Raeson Construction has been straightening signs and replaced the column and post on 66th and Sarazen which was hit during the snow. Waiting for the Street Signs to complete. Relocated Street sign on 63rd and Hogan to proper location. Left existing concrete base and put in new post. We have an estimate from Signarama that seems high. Kevin will check with City of Lacey to find out where they get their signs.

Old Business:

a) Road Updates: Kevin looked into Speed Limit System, it was \$12,506.61 for two systems. Tabled until Speed Bumps are put in.

b) Storm Drain Inspection PH1: Will be done when there is decent weather. Kevin will do it on a weekend, will take 6-7 hours.

c) 360 Concrete Design: Anthony Cereghino gave a presentation of the company and the work they have done. He is an owner-operator and does Residential and Artistic Design. You can see their project at their website: www.360concretedesign.com.

d) Enforcement Policy update: Peter expressed that there are typos and the fonts are different throughout the document. The document was sent to the Board in November for review. Discussion followed. **Kevin moved to accept the Policy with corrections and additions as needed, Darrol seconded. Motion carried.**

e) Speed Bumps: Larry contacted the City of Lacey regarding the cost to add two speed bumps in Phase 2 of the Utility project. We are moving one from the middle of the city water lot to the North and adding one to the South on W. Sarazen. We will add one off the South end of Cotton.

New Business:

a) New Street Lights: After a review of the Street lights for safety issues, it was determined that we needed one on 63rd and one at the end of East end of 58th. We received a bid from PSE of \$502.44 for installation and \$179.36 per year for added electrical consumption which is within the budget. PSE is also submitting a new and updated Agreement that will take

the place of the one we signed in 2017 for the LED lighting retrofit and a Lighting Agreement with an Addendum adding the two lights. **Randy moved to accept the Bid to install the lights and allow Larry to sign the agreement, Darrol seconded. Motion carried.**

Next Meeting: The meeting will be February 17, 2022, 6:00 pm at the Zoom.

Executive Session: Randy moved to go into Executive Session at 6:40 p.m., Kevin seconded. Motion carried. Recording turned off.

Kevin moved to vacate Executive Session at 7:12 p.m., and Darrol seconded. Motion carried. Recording turned on.

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

Kevin moved to adjourn, Darrol seconded. Adjourned at 8:29 pm.

Submitted By:
Pam Dittloff, Secretary