

**Capitol City Golf Club Estates Board of Trustees Meeting**  
**February 17, 2022, ZOOM**  
**6:00 pm**  
**MINUTES**

**Board Members Present:** Larry Dittloff, Pam Dittloff, Darrol Steiner, Randy Luke, 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:** Barry motioned to accept the Agenda, Randy seconded, motion carried.

**Approval of Meeting Minutes for January:** Larry moved to approve the Minutes as corrected, Randy seconded, motion carried.

**Treasurer's Report:**

Randy presented the following analysis of our January 2022 Income Statement:

Income of \$72,486 was up \$4,711 over budget due to fines and legal fees collected. Expenses of \$12,216 was \$1,865 under budgeted amount as Legal collections were up and expenses for Maintenance and Utilities were both down.

Year-to date actual income and expenses are the same as above.

Our Accounts Receivable balance increased to \$81,883 this month as January dues were not received by 01-31-2022 for 63 members accounting for \$10,800 of total receivables. Nine accounts are between \$1,010 and \$17,230 totaling \$68,000 or 74.6% of all receivables. Seven have liens filed and two are on payment plans. Of the remaining of receivables, 15 are between \$110 and \$565 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.

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

### **Committee Reports:**

**a) Architectural Control Committee:** Larry reported that there have not been many applications. There is one on Hogan for concrete that needs more information from the owner.

**b) Compliance Committee:** Larry reported most areas are doing great. Still issues of parking and garbage cans. Discussed adjacent parking spots.

**c) Roads/Signs:** Larry reported that signs are being replaced. We will talk with another Concrete Company regarding driveways. The City stated that ACI has 5 crews working but are still behind. Working on 58<sup>th</sup>.

**Larry moved to accept the bid from Signarama for \$872.94 for street signs, Peter seconded. Motion carried.**

Kevin had gotten a bid for Traffic Speed Monitors. We're looking at a grant from the City of Lacey for \$2,500. The bid was \$12,505.61. Discussion followed. It was suggested that the speed bumps might slow people down. **Larry moved to table the matter until that time, Darrol seconded. Motion carried.**

### **Old Business:**

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

### **New Business:**

**a) 2020 Audit:** Scott reported on the Audit and explained the process. There were no issues found in the Audit.

**b) One-time Reserve contribution of \$50,000:** Current Operating is at \$148,000. The average 2021 monthly expenses were \$11,000. Discussion followed. **Randy moved to move \$50,000 into the Reserve Account, Darrol seconded. Motion carried.**

**Next Meeting: The meeting will be March 17, 2022, 6:00 pm.**

**Executive Session: Darrol moved to go into Executive Session at 6:36 p.m., Peter seconded. Motion carried. Recording turned off.**

**Randy moved to vacate Executive Session at 7:18 p.m., and Peter seconded. Motion carried. Recording turned on.**

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

**Darrol moved to adjourn, Larry seconded. Adjourned at 7:19 pm.**

Submitted By:

Pam Dittloff, Secretary