

**Capitol City Golf Club Estates Board of Trustees Meeting**  
**July 21, 2022, Zoom**  
**6:00 pm**  
**MINUTES**

**Board Members Present:** Larry Dittloff, Pam Dittloff, Darrol Steiner, Kevin Rae, 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:** Larry asked to add Newman Audit Review to the Treasurer's Report. Darrol motioned to accept the Agenda as amended, Kevin seconded, motion carried.

**Approval of Meeting Minutes for April:** Darrol corrected Raeson to Rae. Randy moved to approve the Minutes as corrected, Darrol seconded, motion carried.

**Treasurer's Report:**

**Randy presented June, 2022 report:**

Following is my analysis of our June 30, 2022 Income Statement:

Income of \$ 3,637 was up \$ 2,804 over budget due to fines and late/legal fees collected. Expenses of \$15,812 was \$5,461 over budgeted amount due to higher web site costs (\$1400), higher Legal and Bad Debt write-offs (+ \$4,500), and utilities (+ \$800) which offset the extra income realized. (We did write off the amount due (\$3300) from Lot #101.

Year-to date Income is up by \$ 23,000 and Expenses (other than extra \$ 50,000 Reserve Contribution) are up about \$ 6,000. YTD Net Operating Income is down by \$31,073 due to the Reserve Contribution. Excluding the Reserve contribution, actual YTD Net Income is about \$ 17,000 through June 30.

Our Accounts Receivable balance declined about \$2,100 from May to \$63,387 total. Forty-four total delinquent accounts are between \$19,692 and \$5.00.

Three largest accounts total just over \$40,510 or 64% of receivables. Four accounts are between \$1,494 and \$6,129 (\$13,464) or 21.2% of total receivables. Of the remaining of receivables, 13 are between \$ 160 and \$850 (8%) , and 13 are less than \$160 each. The top 20 delinquent accounts represent 93% of all our receivables. This is less than 5% of all members, probably the lowest number of delinquent accounts I can remember.

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

**Randy made a motion to accept the Newman Audit Review, Darrol seconded. Motion carried.**

**Committee Reports:**

**a) Architectural Control Committee:** Kevin reported there are a couple of ACC application outstanding. He called one owner regarding a landscaping or adjacent parking. Owner said he would resubmit with more information.

**b) Compliance Committee:** Darrol reported that there a lack of effort showing on lawns. A few landscape issues. Adjacent parking being overgrown with weeds is an issue. Some have been sprayed with weed killer but dead weeds are there and will grow back. Needs to be reasonably free of weeds. Did a survey of back yards abutting the golf course with a few that needed attention. Will do back yard drive arounds monthly.

**c) Roads/Signs:** Kevin reported the Stop Sign at Oakmont issue has been resolved. The City is holding our reserve money until ACI has completed the punch list and finalized the project. Cleaning of mailboxes and signs has not been completed. Speed bumps on West Sarazen are working. It doesn't look like the Speed Limit Monitors will be needed. Storm Drain Inspection Phase 1 will be completed next week. Larry received requests for 2 new speed bumps, one on Congressional and one on Cotton.

Larry reported on Armour Drive vs. Armour Street. He said he had finally received a message from Martin Hoppe, Transportation Manager for City of Lacey, who stated that Armour was originally Street when Capitol City was platted in early 1962. However, the street became Drive sometime after that and was officially re-platted as Drive in 1997. The section of Armour at Congressional remained Street. Larry said that as a result, we will need to change three Armour Street signs to Armour Drive.

**d) PSE Lights:** On schedule to be installed sometime this summer.

**Old Business:**

**a) Lacey Road Updates:** Substantial completion end of July.

**b) Storm Drain Inspection PH1:** Kevin will complete inspection on Phase 1 next week.

**c) Mixer:** Set for August 10, 5:00 pm to 7:00 pm. Same format as last year. Pam and Larry will meet with Francisco this week. There will be door prizes, music, Vendor tables. It was suggested that VIS have ACC and Compliance forms. Board requested to be there by 4:00 to set up.

**f). Award of Excellence:** Discussed "Lawns of the Quarter" to be featured in the Newsletter with approval of the homeowner. The criteria has been set by the committee. Randy made a motion to award a \$50 gift certificate for the Lawn of the Quarter Program, Barry seconded. Motion carried.

**New Business:**

**a) Budget Preparation:** Please email Scott with anything you want added that is not in the normal budget such as Speed Bumps, Bulletin Board, Lawn of the Quarter. Forecasting 9.1% inflation.

**b) Color Palate:** Kevin will present at the next in person meeting. Scott will email palate. Need a Policy after Board decision.

**Next Meeting: The meeting will be August 18, 2022, 6:00 pm. at VIS.**

**Executive Session: Randy moved to go into Executive Session at 6:44 p.m., Kevin seconded. Motion carried. Recording turned off.**

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

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

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

**Randy moved to accept all decisions discussed in Executive Session, and Kevin seconded. Motion carried.**

**Randy moved to adjourn, Darrol seconded. Adjourned at 7:16 pm.**

Submitted By:  
Pam Dittloff, Secretary