

Capitol City Golf Club Estates Board of Trustees Meeting
August 18, 2022, VIS
6:00 pm
MINUTES

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

Approval of Meeting Minutes for June: Kevin moved to approve the Minutes as written, Darrol seconded, motion carried.

Treasurer's Report:

Randy presented July, 2022 report:

Following is my analysis of our July 31, 2022 Income Statement:

Income of \$ 70,485 was up **\$ 2,771** over budget due to fines and late/legal fees collected over and above 2nd half dues billed. **Expenses** of \$ 8,779 was **\$ 4,171 UNDER** budgeted amount due to not expensing any Tax/Audit or Utilities in July.

Year-to date **Income** is up by \$ 26,000 and YTD **Expenses** (other than extra \$ 50,000 Reserve Contribution) are **down** about \$ 5,000. YTD Net Operating Income is down by \$ 29,356 due to the Reserve Contribution . Excluding the Reserve contribution, actual YTD Net Income is up about \$ 21,000 through July 31 budget..

Our Accounts Receivable balance **increased** \$ 8,200 from June to **\$ 71,562** total primarily due to 32 accounts that did not get their 2nd half dues paid on time. **The other 39** total delinquent accounts are between \$ 20,762 and \$ 15.00.

The five largest accounts total just over \$ 53,056 or 75.1% of receivables. Four accounts are between \$ 1,045 and \$ 2,924 (\$ 6,748) or 9.6% of total receivables. Excluding the 32 late 2nd half dues, of the remaining receivables, 11 are between \$ 175 and \$ 855 (7%) , and 20 are less than \$155 each. **The top 9 delinquent accounts represent 83.5% of all our receivables.** This is only **2.1%** of all members, probably the lowest number of large delinquent accounts I can remember.

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

Committee Reports:

a) Architectural Control Committee: Kevin reported there is an application for a new house which was rejected because it doesn't meet setbacks. Also, there is no height information. We had to accept a paint color because we don't have a set standard. We will be making a policy on standard colors. Fence and siding repairs are normal maintenance. Met with several applicants and working with them. Approving applications in short order.

b) Compliance Committee: Darrol reported that there is typical landscape issues, dandelions, cut outs and adjacent parking issues. Courtesy letters are a way to open up conversations. Letters could be more specific about issues. We could put in the Newsletter how to remediate. Discussion followed. Randy asked how many Courtesy letters resulted in fines, which is approximately 10 -11 out of 90 letters. The information on the letters is a Statutory requirement.

c) Roads/Signs: Kevin received an email from Jason Kashani, City of Lacey, they should be returning \$32,455.64 from the \$170,000 deposited for drainage issues and speed bumps for Phases 1 and 2 of the Utility project.

d) PSE Lights: Scheduled to be installed sometime this summer.

e) Speed Monitors: It is Kevin's recommendation that we do not buy the monitors. He feels the speed bumps are working.

Old Business:

a) Lacey Road Updates: Done

b) Storm Drain Inspection PH1: Kevin completed the drywell inspection for both Phases but has not put on a map yet. Many are not visible but he was able to find and identify 99%. Will notify property owners when they need to be cleaned out. May increase cost of clean out waste for the drywells that have not been cleaned previously. Replaced the Speed Sign post that had been hit.

c) Lawns of the Quarter: Larry nominated 6210 St. Andrews Street for the award of a \$50 gift certificate and an article for the newsletter. The committee agreed.

d) Mailbox and Sign Cleaning: Steve has begun.

e) Behr Color Palette: Julian from Behr has created a palette sheet. VIS has a 20% discount for Behr paint available to homeowners by using the VIS 800 number. Discussion followed. It was suggested that we create a color palette committee. Larry made a motion to create an Ad Hoc Committee and to appoint Randy, Kevin, Peter and himself to the committee to come back to the Board with a draft policy. Darrol seconded, motion carried.

f) Mixer: Randy reported that the event was good but disappointed in the attendance. In the future we should put out a list of the door prizes. The weather was a factor. Darrol suggested that in January we get with Steve and determine a date. Next year, we should put more posters up, put it in the Newsletter, send reminder notices, and possibly go door to door with flyers.

New Business:

- a) **Grass Trimming around Street Signs:** Many mailboxes and signs need to have grass trimmed to maintain the area. Discussion followed. Scott suggested we hire someone to trim a couple of times a month during the summer. Scott will check on the cost.
- b) **VIS-Customer Service:** VIS has 7 Customer Service Representatives who answer the phones and answer inquiries within 48 hours.
- c) **Armour Signs:** We received an estimate to replace the Armour Street signs. Darrol made a motion to accept the \$416.38 Estimate, Larry seconded. Motion carried.
- d) **Reserve Study:** Scott gave an overview of the study. We are in good shape and will meet our goal with the unused money from the City of Lacey project.

Next Meeting: The meeting will be September 15, 2022, 6:00 pm. at VIS.

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

Kevin moved to vacate Executive Session, Darrol 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.

Kevin moved to accept the five Collection and five Compliance decisions discussed in Executive Session, and Darrol seconded. Motion carried.

Randy moved to adjourn, Darrol seconded. Adjourned at 7:54 pm.

Submitted By:
Pam Dittloff, Secretary