

**Capitol City Golf Club Estates Board of Trustees Meeting  
December 15, 2022, VIS  
6:00 pm  
MINUTES**

**Board Members Present:** Larry Dittloff, Pam Dittloff, Randy Luke, Christina Tremper, Barry Upton, and Peter Sweet. Kevin Rae Excused.

**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 as presented, Christina seconded, motion carried.

**Approval of Meeting Minutes for August:** Peter moved to approve the Minutes as written, Cristina seconded, motion carried.

**Board Positions:**

Randy nominated Larry for President, Christina seconded. Larry accepted.

Randy nominated Kevin for Vice President, Barry seconded. Kevin accepted by Larry.

Pam nominated Randy for Treasurer, Peter seconded. Randy accepted.

Barry nominated Pam for Secretary, Randy seconded. Pam accepted.

Seeing no other nominations, the positions were approved by acclamation.

**Committees:** Randy moved to approve Committee Chairs and members as follows:

**ACC:** Kevin, Chair; Members, Larry and Christina.

**Compliance:** Pam, Chair; Members, Barry and Larry.

**Roads and Signs:** Kevin, Chair, Members, Peter, Randy, and Larry.

**Motion carried.**

**Treasurer's Report:**

**Randy presented Month of November, 2022**

Income of \$10,083 was up \$9,249 over budget due to fines and late/legal fees collected as well as a receipt of \$5,967. Expenses of \$16,846 was \$2,494 OVER budgeted amount mainly due to \$5,967 for landscaping expenses not budgeted even though the Repairs and Maintenance expense were down about \$4,000.

Year-to date Income is up by \$49,196 due to excess Legal, Fines, and Late Fees collected and YTD Expenses (other than extra \$ 50,000 Reserve Contribution) are up about \$11,000. YTD Net Operating Income is down by \$12,000 due to the Reserve

Contribution. With the \$32,000 refund of Reserve funds from the City of Lacey last month from the Water/Sewer project, our YTD Reserve net income is \$70,184.

Our Accounts Receivable balance increased \$4,800 from October to \$83,546 total.

There are a total of 54 accounts owing from \$ 15 to \$ 26,290.

The five largest accounts total just over \$63,361 or 75.5% of receivables. Eight accounts are between \$1,490 and \$3,559 (\$ 15,730) or 18.7% of total receivables. Of the remaining receivables, 15 are between \$ 105-585 and 16 are between 15-90. . The top 13 delinquent accounts represent 94.2% of all our receivables.

#### **Committee Reports:**

**a) Architectural Control Committee:** There were 10 submittals, one for a project without an ACC filed after fine. A couple for roofing projects

**b) Compliance Committee:** Pam reported they had the drive around on Tuesday. Many people are getting into the Holiday Spirit and the lights are very pretty. We will be picking out the Lawn of the Quarter featuring the best display. There were more cans left out but many were yard waste and in the process of being filled or waiting to be picked up.

**c) Roads/Signs:** Lot 98 was flooding during the heavy rain storm. The property has a sump pump that the owner does not want to pay to run. The property is in a low spot, and there is a catch basin with an overflow into a dry well which was closed off. The system was put in in 2008. The Association may have paid for the installation. This was an agreement with the previous owner. Nothing is in writing. This is a homeowner issue

**d) Ad Hoc Paint Palette Committee:** The final version is ready but there needs to be a link to the color palette. It will be added before a final vote at the January Board Meeting. We will implement in March.

#### **Old Business:**

**a) Lawns of the Quarter:** Larry awarded Lowe's \$50 gift certificate to 5526 66<sup>th</sup> Ave SE for the holiday light display. We had a couple of runner ups on East Sarazen.

**b) Grass Trimming around street signs:** Will contact in the Spring the contractor that cleaned up the two lots on 65<sup>th</sup>.

**c) School pick up area update:** Barry didn't see anything blocking when he observed during pick up time. This is moot at this time.

#### **New Business:**

**a) Lawn Policy:** Larry will ask for volunteers for an Ad Hoc Committee to clarify the lawn policy.

**Next Meeting: The meeting will be January 19, 2022, 6:00 pm. at VIS.**

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

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

**Randy motioned to move forward on all decisions discussed in Executive Session, and Darrol seconded. Motion carried.**

**Barry moved to act upon the twelve homeowner (4 extensions, 6 appeals, 1 payment, 1 account) requests that were discussed in Executive Session, and Christina seconded. Motion carried.**

**Christina moved to adjourn, Peter seconded. Adjourned at 7:43 pm.**

Submitted By:  
Pam Dittloff, Secretary