

Capitol City Golf Club Estates Board of Trustees Meeting
March 18, 2021, ZOOM
6:00 pm
MINUTES

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

VIS Representatives Present: Scott Roth.

Member Present: Rebecca Sanderson and Barry Upton

Quorum declared by President Larry Dittloff.

Open Forum:

Rebecca had received a First Compliance Letter and wanted to address the issue. She has submitted an appeal. Stated she had not received the First Courtesy Letter regarding her garbage cans and Christmas tree in the driveway. There were new renters. Discussion followed and will be addressed in Executive Session.

Barry Upton who has stepped up to be on the Board gave a brief introduction. He has been here for 6 years from Mississippi and 3 years in the neighborhood. He has held many positions in the Education System from Teacher, Coach, Principal, and Director of Adult Learning. He also is a “Jack of All trades” and had a small business.

The meeting was called to order at 6:01 p.m.

Approval of Agenda: Larry motioned to add Election of Board member to the Agenda. Peter seconded, motion carried. Kevin motioned to accept the Agenda with the addition, Randy seconded. Motion carried.

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

Treasurer’s Report:

Randy presented the February 28, 2021 Balance Sheet Report and Previous 2020 Year End Balance Sheet Comparison.

| | <u>02-28-2021</u> | <u>01-31-2021</u> | <u>12-31-2020</u> |
|-------------------------------|-------------------|-------------------|-------------------|
| Assets | | | |
| Operating Funds | \$ 18,302 | \$ 124,947 | \$ 164,821 |
| Reserve Funds | 124,999 | 121,582 | 51,174 |
| Accounts Receivable | <u>54,063</u> | <u>59,520</u> | <u>57,358</u> |
| Total Assets | \$ 297,671 | \$306,049 | \$ 273,364 |
| Liabilities and Equity | | | |
| Accounts Payable | \$ 2,672 | \$ 1,964 | \$ 3,707 |
| Association Prepaid | 4,041 | 3,894 | 34,972 |
| Retained Earnings | \$ 234,675 | \$234,675 | \$ 351,427 |

| | | | |
|-----------------------------------|-------------------|-------------------|--------------------|
| Net Income | \$ 55,977 | \$ 65,516 | (\$116,752) |
| Liabilities and Net Income | \$ 297,364 | \$ 306,649 | \$ 273,354 |

The following is Randy’s analysis of the February 2021 Income Statement:

Month of February 2021:

Income of \$2,481 was up \$1,650 over the budget due to fines and legal fees collected. Expenses of \$15,437 was \$4,700 over budget due to posting street maintenance costs.

Because of the transfer of \$74,000 to our Reserve Account as noted in last month’s report, out February 2021 YTD “expenses” are \$70,000 over budget reflecting a loss of \$27,848, but otherwise pretty much in line with anticipated budget. This is reflected in actual “Net Income” including Reserves being \$2,000 over YTD budget estimates.

Our Accounts Receivable balance of \$54,064 is based on 57 accounts. Six are between \$11,711 and \$2,832 totaling \$38,500 which represents 71% of all receivables. Nineteen are between \$1,899 and \$185 totaling \$11,370 representing 21% of the receivable total. Of the remaining 32 accounts, 23 are for first half dues (6.8%) and the remaining 9 accounts are between \$35 and \$148, representing 1% of receivables.

This represents a reduction of 32 delinquent accounts from January and less than 14% of all members.

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

Committee Reports:

a) Architectural Control Committee: Kevin stated there were not many requests. Paint for one house, one approved driveway, and waiting for an application for a door. A parking space may need a variance. Peter asked about an ACC to build a trellis that was approved but because he injured his finger hasn’t completed. Kevin told him to file and extension.

b) Compliance Committee: Darrol reported that Phase One of the utility project makes access to certain areas impossible. Garbage and trash cans biggest issue. The change of placement requirements of the cans was done a year ago. There were fewer last month then the month before. Not into landscaping at this time.

c) Roads/Signs: Locates are done for placing the “Stop” signs at East, West Intersection of Sarazen. Golf course is ok with taking down “Yield” signs and agrees the three-way stop is needed. Signs being made by Sign-O-Rama.

City Lacey has received bids and is taking the apparent low bid for approval to the Council for Phase 2. There is more paving on Phase 1 depending on the weather. They anticipate being complete by June. Lots not participating will have a stub out. Question was raised regarding filling the septic tanks. Some people have expressed concerns with driveway transitions/curbing. Kevin said to forward those concerns to him.

d) Ad Hoc CCR & Bylaw Re-write and Enforcement Policy: We have 94 Yes votes, need 210 to pass. Larry has talked with the committee members and after concerns of Covid-19 are

willing to go Door to Door. Larry forwarded three affirmative Golf Course votes to Scott this month.

Old Business:

a) City of Lacey Updates: Kevin checked the Builders Exchange and there were 6 bidders and the apparent low bidder is Active Construction

b) Bulletin Board: Raeson Construction will have final drawing the end of next week.

c) Dog Waste Station: This will happen when the Bulletin Board is up.

d) Community Litter control: Larry sent a Letter to Intercity Transit regarding the Bus Stop.

e) Community Event Idea: Talked with Steve from the Golf Course and he is interested in the Community Event and partnering using the tent. We need a committee. Randy, Larry and Pam volunteered. We have a small budget. They will secure a date.

A mailbox on Armour was hit during the construction and the bottom plat is bent. Working with the Construction Company and the Post Office to repair or replace.

Annexation ZOOM Meeting: Larry, Pam, Scott, Kevin, Peter, and Darrol attended. Larry gave an overview of the meeting. Should be completed by June 17, 2021. Public Hearing April 1. Zoning will stay the same.

New Business:

a) Election of new BOD member: Seven members were authorized at the last official membership meeting and there is one open seat due to the resignation of John Leo. Larry nominated Barry Upton to the Board, Kevin seconded. The term will be 1 year. Motion carried. Welcome Barry.

Next Meeting: April 15, 2021, 6:00 PM. Hoping to be face to face.

Executive Session: Randy moved to go into Executive Session, Peter seconded. Motion carried. Recording turned off.

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

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

Randy moved to adjourn, Kevin seconded. Adjourned at 7:49 p.m.

Submitted By:

Pam Dittloff, Secretary