

**Capitol City Golf Club Estates Board of Trustees Meeting
January 21, 2021, ZOOM
6:00 pm
MINUTES**

Open Forum: Suspended.

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

VIS Representatives Present: Scott Roth.

Member Present: None

Quorum declared by President Larry Dittloff and the meeting called to order at 6:00 p.m.

Approval of Agenda: Darrol motioned to accept the Agenda. With addition of voting on Officers, Committee appointments, and Peter asked to clarify when to respond to emails. Randy seconded, motion carried.

Approval of Meeting Minutes: Peter moved to approve the Minutes, Darrol seconded, motion carried.

Treasurer's Report:

Randy presented the December 31, 2020 Balance Sheet Report and the 2020=2019 Comparison.

	<u>12-31-2020</u>	<u>12-31-2019</u>
Assets		
Operating Funds	\$ 164,821	\$ 178,603
Reserve Funds	51,174	170,187
Accounts Receivable	<u>57,358</u>	<u>4,521</u>
Total Assets	\$ 273,364	\$ 352,211
Liabilities and Equity		
Accounts Payable	\$ 3,707	\$ 2,611
Association Prepaid	34,972	16,335
Retained Earnings	\$ 351,427	\$ 164,013
Net Income	(\$116,752)	\$ 170,191
Liabilities and Net Income	\$ 273,354	\$ 350,359

The following is Randy's analysis of the December, 2020 and YTD Income Statement:

1. Month of December, 2020: Income of \$4,475 was up \$3,784 over the budget. Expenses of \$14,110 was \$3,119 over budget. This was mainly due to increases in Legal/Collections and Postage for mailing of the annual reports and semi-annual dues.
2. For the entire 2020 year: Income for the year was up \$19,000 over budget mainly due to increases in Fines and Penalties as well as Legal Fees collected. Expenses were up over \$20,000 primarily due to increased legal cost related to completing our new CC&R's as well as collections. Increased Reserve Contributions were offset by savings in maintenance items.

Net operating income for the year was still up by \$2,200 vs \$4,000 budgeted.

Our Accounts Receivable balance of \$57,398 is based on 68 accounts. Four are between \$3,700 and \$1,009 and represents 22% of the receivable totals. The remaining 57 accounts between \$25 and \$922 amount to 11% of all receivables.

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

Committee Reports:

a) Architectural Control Committee: Kevin reported that we received 12+ ACC applications for such things as sheds, netting, exterior paint, and solar panels. Meeting with a property owner regarding replacing a fence without an ACC and not at the required set back. Other than that, things are going pretty well so far.

b) Compliance Committee: Darrol reported that the typical issues are driveways getting worse, garbage cans in front of houses, some parking, and one re-roof without an ACC. Need a reminder of the Rules. Kathleen sending letter regarding the ACC for the roof.

c) Roads/Signs: Kevin identified the dry wells and culverts in Phase 2 and sent to the City of Lacey. We can raise the dry wells that are covered with landscaping. One grate is broken and needs to be replaced.

Pam made a motion to add three stop signs at Sarazen, East Sarazen and West Sarazen. Larry seconded. Discussion followed. It was suggested to put up two signs, one on East and One on West like the North End. Kevin abstained from voting. Motion failed. We will study the intersection and talk more about this possibly next month.

d) Ad Hoc CCR & Bylaw Re-write and Enforcement Policy: Plan to take a map and mark who has responded. May need to go Door-to-Door. We put 6 months to return ballots but may need to extend. Sent an email blast and will send another. We have 44 Yes votes, need 210 to pass.

Officers and Committees:

Nominations:

Darrol nominated Larry for President, Peter seconded.

Larry nominated Darrol for Vice President, Kevin seconded.

Kevin nominated Randy for Treasurer, Darrol seconded.

Kevin nominated Pam for Secretary, Randy seconded.

There were no other nominations. Nominations were approved.

Committees:

ACC-Kevin, Chair, member: Larry.

Compliance- Darrol Chair, members: Pam and Larry

Roads and Signs- Kevin Chair, members: Peter, Randy, and Larry.

Kevin motioned to accept committee assignments, Darrol seconded. Motion carried.

Terms: There are three 3 year terms, one 2 year term and one 1 year term.

Larry 3 year, Darrol 2 year, Kevin 3 year, Peter 3 Year. Randy made a motion to accept the terms, Kevin seconded. Motion carried. The one year will be filled with a new Board member. Need to be scouting for someone interested in being on the Board as membership authorized up to seven.

Old Business:

a) City of Lacey Updates: Kevin has been talking with Jason. Final design work for Phase 2 should done end of next week. We to dig into dry wells and may need to raise some. They need to be exposed. One is buried 18", most are 8". The City will be out to Bid in February and start work by April. Phase One has 35% to 40% hooked up. We won't have the amount of our deposit until the project is finalized.

b) Bulletin Board: We have not received any bids at this time, everyone is too busy. Raeson Construction send a bid by the end of next week. Will contact the City or County regarding the dog waste station. The Golf Course wanted to make sure the Board would be monitored. Discussion followed regarding the site.

New Business:

Communication: Peter asked for clarification on when to respond to communications, Suggested the subject line on emails could address what to do. Scott explained how Base Camp has each item separate.

One-time transfer from Operating to Reserve (\$67,000). Discussion followed. **Darrol recommended transferring \$67,00 to the Reserve Account. Motion carried,**

Next Meeting: February 18, 2021, 6:00 PM, ZOOM.

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

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

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

Kevin moved to adjourn, Darrol seconded. Adjourned at 7:39 p.m.

Submitted By:
Pam Dittloff, Secretary