

**Capitol City Golf Club Estates Board of Trustees Meeting**  
**January 19, 2023, VIS**  
**6:00 pm**  
**MINUTES**

**Board Members Present:** Larry Dittloff, Kevin Rae, Barry Upton, and Peter Sweet.

**VIS Representatives Present:** Scott Roth.

**Members: Present:** None

**Quorum declared by President Larry Dittloff.**

**Open Forum:** Larry stated there was a quorum of four Board members.

**The meeting was called to order at 5:58 p.m.**

**Approval of Agenda:** Kevin motioned to accept the Agenda with additions, Barry seconded, motion carried.

**Approval of Meeting Minutes for August:** Kevin moved to approve the Minutes as presented, Barry seconded, motion carried.

**Treasurer's Report:**

Month of December, 2022 and YTD 2022

Balance Sheet:

Comparing 2022 vs 2021 year end balance sheets, the significant difference is the Reserve Fund balance of \$ 282,310 in 2022 vs \$ 159,182 at the end of 2021. The reason for this is that we withdrew \$ 170,000 and give it the City of Lacey in 2021 to cover our share of improvements for the Water and Sewer project. We did get \$ 34,000 refunded from this in 2022 as well as deposited another \$ 50,000 from our end of 2021 retained earnings.

Income Statement

Income of \$ 4,475 was up \$ 3,641 over budget due to fines and late/legal fees collected. Expenses of \$ 11,137 was \$ 785 OVER budgeted amount mainly due to

The \$ 2,093 street sweeping cost expensed in December.

Year-to date Income is up by \$ 53,000 due to excess Legal, Fines, and Late Fees collected and YTD Expenses (other than extra \$ 50,000 Reserve Contribution) are up about \$ 12,000. YTD Net Operating Income is down by \$ 9,131 due to the Reserve Contribution. Reserve Net Income is up \$ 82,000 as explained in Balance Sheet analysis.

Our Accounts Receivable balance decreased \$ 6,200 from November to \$ 77,286 total. due to a settlement received.

There are a total of ONLY 36 accounts owing from \$ 15 to \$ 26,795. (Lowest number in 3 years!)

The five largest accounts total just over \$ 59,319 or 76.3% of receivables. The next five accounts are between \$ 1605 and \$ 3,599 (\$ 13,4860) or 17.37% of total receivables. Of the remaining receivables, 12 are between \$ 110-945 and 14 are between 15-65. . The top 10 delinquent accounts represent 93.5% of all our receivables.

#### **Committee Reports:**

**a) Architectural Control Committee:** We have had several applications, one was approved previously which we had missed. Kevin apologized for any inconvenience. There is one outstanding for a roof, they need to resubmit color. Another needed the Homeowners signature.

**b) Compliance Committee:** Pam reported the drive around was Tuesday, January 10th. There seemed to be fewer cans left out this time. Parking issues seem to up a bit. Spring we'll be looking more at lawn maintenance and land scaping. We did some wild areas in front yards and will look at yards on the golf course.

**c) Roads/Signs:** In my research, I have been able to determine that back in April of 2007, construction was completed by AJB Construction Company to install 100' to 150' feet of 10" Storm pipe along Hogan Drive, to alleviate storm water issues. The project was engineered by PE Ernie Krause.

I could not find documentation showing the flow rates, max capacity volumes, infiltration rates, or any other information regarding the Catch Basin in front of 6126 Hogan Dr.

I sourced Thurston County Assessor's office, Auditor's office, Permit Department, Archives. Lacey City Engineers, Archives, Permit offices, previous property owners, Real-estate agents, previous HOA board members, Wife of the engineer (engineer is close to passing away).

None of the entities could give help as to the well and pump located on the property. Raeson Construction LLC knocked out a plugged pipe in the same CB to open the pipe to allow for greater infiltration.

I have spent over 30 hours of personal time to try and identify the installation of all appurtenances, and at the end of my findings, all I could find to verify is that work was commissioned by the HOA (2007) to mitigate problem areas along Hogan Dr.

At this time, my research is complete, and all findings have been reported to the HOA and VIS management.

**d) Ad Hoc Paint Palette Committee:** The document has been reviewed by the attorney and is ready to complete. Peter found a couple of typos. Discussion followed. A couple of changes will be corrected. Peter motioned to accept the policy as corrected, Kevin seconded. Motion carried. Larry and Kevin will sign the final document.

**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.

b) **Grass Trimming around street signs:** Contacted the contractor that cleaned up the two lots on 65<sup>th</sup> and will trim on an as-needed basis. Other areas such as the entry at Sarazen from the South made need some clean up too. We have the budget for that.

**New Business:**

a) **Lawn Policy:** An Ad Hoc Committee needs to be formed to clarify the lawn regulations. Larry read the current policy. We can look at other HOA policy. Barry and Peter will consider being on the committee. Need to be more defined and give a timeline to be corrected.

**Other Business:**

**Newsletter Articles:** Christina is writing an article on the streets and parking. Other articles are the Paint Policy, Lawn of the Quarter. A question was raised by a homeowner about the Speed Limit signs. Discussion followed.

**Credit Card Fee:** The fee is charge by the bank. Discussion followed. Members can pay with Bill Pay, mail a check or drop a check off at VIS and there is no fee.

**Reserve Account:** The reserve account balance is \$280,000 at this time. CD's are getting better interest than the regular account. At this time a 6 month CD has a rate of 3.25 and a 12 month at 4.25. Discussion followed. Peter made a motion to invest CD's as follows" \$25,000 in a 6 months, \$25,000 in a 12 months, \$25,000 for 18 months, for a total of \$75,000 at the current rate. Barry seconded. Motion carried.

**Next Meeting: The meeting will be February 16, 2023, 6:00 pm. at VIS.**

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

**Kevin moved to vacate Executive Session, Peter seconded at 7:52 p.m. Motion carried. Recording turned on.**

**Kevin motioned to move act upon the 5 Compliance and 1 Compliance Extension requests discussed in Executive Session, and Peter seconded. Motion carried.**

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

Submitted By:

Pam Dittloff, Secretary