

Capitol City Golf Club Estates Board of Trustees Meeting
February 16, 2023, VIS
6:00 pm
MINUTES

Board Members Present: Larry Dittloff, Kevin Rae, Randy Luke, Christina Tremper, and Peter Sweet.

VIS Representatives Present: Scott Roth.

Members Present: Maddie and Kieran McDonald

Quorum declared by President Larry Dittloff.

Open Forum: Maddie inquired about the nonadjacent parking space. Discussion followed. It was suggested that they submit a variance. The Board will take action at that time.

The meeting was called to order at 6:24 p.m.

Approval of Agenda: Randy motioned to accept the Agenda with addition, Kevin seconded, motion carried.

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

Treasurer's Report:

Randy reported his analysis of the year-end January 31, 2023 Income Statement and Balance Sheet: Retained earnings increased by \$144,000 from December final as the 2022 total was added in January, similar to what happened in January, 2022. Total liabilities and Equity also increased by \$32,000 to \$501,319.

Income Statement: Income of \$71,630 was up \$2,533 over budget due to fines and late/legal fees collected. Expenses of \$8,227 was **\$1,299 under** budgeted amount mainly due to the fact that there were no charges for Community and lower Legal fees in spite of the fact that landscaping was over \$1,100 over budget.

Year-to date Income is up by the same \$2,533 as above. **Expenses** likewise are down by \$1,299. YTD Net Operating Income is up by \$3,832 as we are only in the first month of the year. Reserve Net Income of \$1,916 is on budget.

Our Accounts Receivable balance increased by \$10,500 from December mainly due to 46 accounts which had not paid their first half dues by 01-31-2023.

The five largest accounts total just over \$57,319 or 65.3% of receivables. The next 7 accounts are between \$1,490 and \$3,129 (\$16,560) or 18.87% of total receivables. Of the remaining receivables, 47 are for first half dues and 15 are between \$120-885 and 11 are between 15-65. **The top 10 delinquent accounts represent 85.01% of all our receivables.**

Committee Reports:

- a) **Architectural Control Committee:** Currently there are fines and fees for Lot 51, they have constructed a fence without an ACC, sticking with the rules. An ACC for a second carport has been withdrawn. All other ACC submissions have been fulfilled.
- b) **Compliance Committee:** Pam reported the drive around was Tuesday, February 14, Happy Valentine's Day. There was only one lot that had cans out this time. There are still a few parking issues. Spring, we'll be looking more at lawn maintenance and landscaping. It will be helpful to have a better definition from the new Lawn Policy of what is expected for compliance. We will look at yards on the golf course more towards summer.
- c) **Roads/Signs:** No reports of signs being run over. Seems to be less speeders with speed bumps. Need to schedule adding three new speed bumps; one on Sarazen South, one midway on Cotton, and one to be determined on Congressional. Kevin will research a source.
- d) **Ad Hoc Lawn Standard Committee:** The first draft has been completed. Larry has proposed six members to the committee: Peter, Barry, Cheryl Apte, Naomi Obie, and Terry Redman, and himself. Randy motioned that we accept the nominations, Kevin seconded. Motion carried.

Old Business:

- a) **CD Investments:** Scott has completed the investment with Pacific Premier Bank. Discussion followed.
 - a. One CD-\$25,000, 18 weeks, 3.5%
 - b. One CDAR-\$25,000, 26 weeks, 4.25%
 - c. One CDAR-\$25,000, 52 weeks, 4.35 %

New Business:

- **Lacey HOA Meeting, February 28th, 6:30 – 8:00 p.m.**
 - **Code Enforcement** – Lacey's Code Enforcement Officer Kevin Zwink will join us to explain what his role is for the City, how he can assist in your neighborhood, and the process he goes through to enforce city codes.
 - **Lacey Neighborhood Grant Program Overview:** I will provide an overview of the LNGP and share some slight changes to the program this year. Bring your questions and I'll be ready with answers! The grant program applications are open to HOA's and neighborhoods located inside city limits and are currently being accepted through March 31st.
- **Information sent via email on Account Adjustments:** Peter asked about sending complete information on the requests to vote on adjustments. Discussion followed. VIS will include the Account Statements with the requests.

Other Business:

- **Reserve Study Engagement-Bid options for 413 units from Association Reserves:** This is an update from last year. Discussion followed. **Randy made a motion to accept the bid of \$800 to update the Reserve Study, Kevin seconded. Motion carried.**

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

Executive Session: Peter moved to go into Executive Session at 7:07, Randy seconded. Motion carried. Recording turned off.

Randy moved to vacate Executive Session, Kevin seconded at 8:05 p.m. Motion carried. Recording turned on.

Randy motioned to move act upon the 4 Compliance requests discussed in Executive Session, and Christina seconded. Motion carried.

Randy motioned to move act upon the 4 Account Adjustment requests discussed in Executive Session, and Christina seconded. Motion carried.

Kevin moved to adjourn, Peter seconded. Adjourned at 8:15 pm.

Submitted By:
Pam Dittloff, Secretary