

**Capitol City Golf Club Estates Board of Trustees Meeting**  
**May 25, 2023, VIS**  
**6:00 pm**  
**MINUTES**

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

**VIS Representatives Present:** Kathleen Noffsinger/Scott Roth.

**Members: Present:**

- Matt G. addressed the Board regarding the Lawn Policy. He stated that “Neat and Attractive” is ambiguous and that there needs to be clarification of landscaping as trees and weeds are under that umbrella. You could have a tree that needs to be pruned and within a year may be weeds and you would receive a fine under the schedule, even though they are different. Peter agreed that “Neat and Attractive” is a judgement call. The Board will look into more descriptive landscaping definition.
- Aji B. Discussed parking issues at his house.

**Quorum declared by President Larry Dittloff.**

**The meeting was called to order at 6:18 p.m.**

**Approval of Agenda:** Larry asked to add Zoom Meeting Option under New Business, B. **Kevin motioned to accept the Agenda as amended, Peter seconded, motion carried.** Randy asked to add Open House under New Business, C. **Kevin motioned to accept the Agenda as amended, Peter seconded, motion carried.**

**Approval of Meeting Minutes for April:** Larry made a friendly amendment to the minutes. **Kevin moved to approve the Minutes as amended Christina seconded, motion carried.**

**Treasurer’s Report: Randy Luke presented the April 2023 Income Statement and Balance**

Balance Sheet:

Reserve Funds increased by \$ 70,000 due to purchase of two \$ 25,000 interest bearing notes and a set aside for one more \$ 25,000 note. Total Assets and Retained also increased by \$107,000 for the same reason.

Income Statement:

Income of \$ 3,402 was up \$ 2,465 over budget due to fines and late/legal fees collected. Expenses of \$ 6,799 was \$ 4,627 under budgeted amount due to lower expenses for Legal/Collection and Taxes/Utilities.

Year-to date Income of \$ 82,379 is up \$10,469 due to fees and fines collected. YTD Expenses are

down by \$ 2,407 from budget estimate. YTD Net Operating Income is up by \$12,876 vs budget due to increase in YTD Revenue.

Our Accounts Receivable balance of \$ 78,397 increased from the March balance of \$68,000 mainly due to larger delinquent balances even though we had four less accounts (48 total). A total of 48 accounts were delinquent in April 2023. Now the three largest accounts total just over \$54,080 or 69.5% of receivables. The next 7 accounts are between \$ 1355 and \$ 3,539. (\$16,750) or 21% of total receivables. All of the 7 largest account receivables are at the attorney or are liened.

The next 18 accounts are between \$100 -830.The last 20 receivable accounts are between \$ 15 and \$ 100.

### **Committee Reports:**

- a) Architectural Control Committee:** In the months of April-May we have had 9 requests + 3 waiting for approval.

They include applications for new gutters, fences, siding replacements, landscaping changes. Exterior painting inside and outside of our color pallet, additional Solar panel installation and window replacements.

Those awaiting approval include tree removals a new flag pole.

We had one HO application that will need to be reapplied for due to scheduling conflicts for landscaping.

- b) Compliance:** Spring is here and so is lawn maintenance. After the rainy season and now warmer than usual weather, the weeds are thriving. The drive around was Tuesday, May 9th. There were several compliance letters sent out and since I have seen a lot of members working on their lawns. Only a couple of cans were not in their proper spots.

- c) Roads/Signs:** Kevin reported Larry discovered that the City of Lacey failed to reinstall (1) speed bump in the completion of their work. I will contact the city engineer Jason, to see if we can have them install (1) in a new location when the street grading rework is to be completed at or about Lot 387.

We had Everson Asphalt add (4) new Speed bumps located on W Sarazen St SE, Sarazen St SE on the south end by the 3-way stop, one on Cotton Drive and the last on Congressional Way. We were able to have an extra speed bump installed for the price of (3) and the invoice came in under a competitor's bid. Painting of the (4) new speedbumps is scheduled for 5/30/2023.

Larry and I met with a representative from Flo Hawks to drive the HOA to locate and identify marked and unmarked catch basins and drywell lids for annual street maintenance. The estimate came in at \$22,567.84. (This includes the tax)

A further board discussion will have to be had to determine whether it will be signed in whole or in part.

- d) Ad Hoc Lawn Standard Committee:** The policy is back from the Attorney. We have a couple of changes. **Randy made a motion to accept the Lawn Policy with the changes, Barry seconded. Motion carried.**

**Old Business:** Speed bumps are in and will be painted May 30, 2023.

**New Business:**

- a) Catch Basin Clean Out:** Received bids for pumping out catch basins and dry wells. Previously, we have done this every other year. Also, we have not done dry wells. Discussion followed. There are budget constraints. Need to decide if doing one side this year and one next year. Kevin proposed we table this until we gets another bid.
- b) Zoom Meeting:** Larry received a request that we Zoom meetings. Discussion followed. **Randy made a motion that we Zoom the meetings, Keven seconded. Motion carried.**
- c) Open House:** Randy suggested we have different entertainment. Continue with give aways and have vendors. Budget is \$2,500. The tent is free.

**Next Meeting:** The meeting will be April 20, 2023, 6:00 pm. at VIS.

**Executive Session:** Kevin moved to go into Executive Session at 6:50, Peter seconded. Motion carried. Recording turned off.

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

Kevin moved to act upon the one collection, one extension, two denials, and two approvals discussed in Executive Session, Randy seconded. Motion carried.

Christina moved to adjourn, Randu seconded. Adjourned at 7:55pm.

Submitted By:

Pam Dittloff, Secretary