

**Capitol City Golf Club Estates Board of Trustees Meeting
December 21, 2023, VIS and Zoom
6:00 pm
MINUTES**

Board Members Present: Larry Dittloff, Pam Dittloff, Randy Luke, and Kevin Rae.
Barry Upton, Zoom.

VIS Representatives Present: Scott Roth.

Members: Present: Andrea Thomson and Natalie Coleman, both interested in being Board members.

Quorum declared by Treasurer Randy Luke.

Randy called the meeting to order at 5:59 p.m.

Board Appointments: There are currently three positions to be filled. Larry and Kevin gave a brief background of the experience on the Board. Pam made a motion to appoint Kevin to the Board, Barry seconded. Motion carried. Randy made a motion to appoint Larry to the Board, Barry seconded. Motion carried. Larry made a motion to table the appointment to the third position until January, Barry seconded. Motion carried. Six positions are filled, one open.

Election of Officers for 2024: Randy moved to nominate Larry as President, Kevin seconded. Motion carried. Randy moved to nominate Kevin as Vice President, Pam seconded. Motion carried. Randy motioned to nominate Pam to Secretary, Kevin seconded. Motion carried. Larry motioned to nominate Randy as Treasurer, Kevin seconded. Motion carried.

Committee and Board Assignments:

Compliance: Larry nominated Barry as chair, he declined.

ACC: Larry nominated Kevin as chair, he accepted.

Roads and Signs: Larry nominated Kevin chair, he accepted.

Larry moved that Variance Requests to the Architectural Committee be approved by Kevin and the committee, Randy seconded. Motion Carried.

Randy moved to accept the ACC and Roads and signs Chairs, Barry seconded. Motion carried. Larry will talk with Barry. Each chair will recruit committee members.

Approval of Agenda: Kevin motioned to accept the Agenda as corrected Randy seconded, motion carried.

Approval of Meeting Minutes for October: Kevin moved to approve the Minutes as corrected, Randy seconded, motion carried.

Treasurer's Report: Randy Luke presented the November 2023 Income Statement and Balance Sheet:

Balance Sheet:

There were No significant changes in Assets or Liabilities form September's Balance Sheet Report

Income Statement

Income of \$ 3,270 was up \$ 2,353 over budget due to fines and late/legal fees collected. Expenses of \$ 6499 was \$ 4,227 UNDER budgeted amount due to less expenses for, Legal/Collections, no charges for either Maintenance or Utilities..

Year-to date Income of \$ 179,835 is up \$33,202 due to fees and fines collected. YTD Expenses are UP by \$ 26,275 from budget estimate due to unexpected drain cleaning costs approved in September. YTD Net Operating Income is actually UP by \$ 6,927 vs budget due to increase in YTD Revenue and receipt of several large collection accounts received.

Our Accounts Receivable balance of \$ 50,207 was down from October balance of \$ 52,905 Delinquent accounts total 42 accounts (still near all time low!). The Three largest accounts total \$30,175 or 59.3%; the next 6 are between \$1367 and 3,794 total \$ 11,874 or 23%; The next 16 are between \$ 105 and \$ 885.The bottom 19 are between \$ 15 and \$ 90.

Kevin moved to approve the Treasurer's Report as presented, Barry seconded, motion carried.

Committee Reports:

- a) **Architectural Control Committee:** Kevin reported that there have been several requests that have been approved, one for a Solar panels installation. A fence was installed without an ACC. Slow time for requests.
- b) **Compliance:** The drive around was on Tuesday the 12th. Lawns are pretty dormant at this time. A couple of trash cans being let out. There are a lot of Holiday Displays and we will be picking a Lawn of the Quarter with the best display.
- c) **Roads/Signs:** Kevin said that after the heaviest weather, he drove the four areas with significant ponding. After four to five hours the ponding had decreased. Larry that some of the ponding was due to leaves obstructing catch basins. The dry wells are working. The design was approved in the original plat. New developments would require infiltration ponds. Replaced a Stop sign that had graffiti. Had a sign in reserve and replaced it at a cost of \$143. Discussion followed on drainage. St. cleaning missed 58th. City got a late start on Congressional.

Old Business:

- a) **VIS Contract:** Renews automatically. There are slight changes that are within stated contract.

New Business:

- a) **Change in Attorney Firm**-Marlyn Hawkins has branched out for Community Law Group. Barker Martin wanted to change. Per the Service Agreement, Collections remain with Barker Martin.
- b) **Courtesy Letter Discussion**-Members are not pleased with our letter. We developed a proposed letter. Scott said it is missing two pieces, the quote and that part of the obligation. Discussion followed. Will work with VIS on a modified version.

Next Meeting: The meeting will be January 18, 2024, 6:00 pm.

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

Kevin moved to suspend Executive Session, Randy seconded. Motion carried.

Natalie Coleman addressed the Board with her concerns regarding her neighbor who plays the drums at all times causing her distress. The police have been called with no resolve. It was suggested that she contact the Lacey Chief of Police. Will stay in contact with Natalie.

Cameron French, 6347 W. Sarazen, asked to address the Board via Zoom. He is asking to remove all fees and fines. He painted his house without an ACC, submitted an ACC stating he would paint the house gray. It is painted blue. He is willing to compromise.

Kevin moved to return to Executive Session, Randy seconded. Motion carried.

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

Kevin moved to act upon three Fine Appeals, Pam seconded. Motion carried.

Kevin moved to accept one extension, Pam seconded. Motion carried.

Kevin moved to accept five compliance appeals and updates, Pam seconded. Motion carried.

Kevin moved to accept late fee appeal, Pam seconded. Motion carried.

Kevin moved to accept two fine appeal, Pam seconded. Motion carried. One approved/one denied.

Kevin moved to accept two variance request, Pam seconded. Motion carried.

Kevin moved to deny compliance appeal, Pam seconded. Motion carried.

Kevin moved to waive fine for one item, Pam seconded. Motion carried.

Kevin moved to adjourn, Pam seconded. Adjourned 9:08 p.m.

Submitted By:

Pam Dittloff, Secretary