

**Capitol City Golf Club Estates Board of Trustees Meeting**  
**July 18, 2024, VIS and Zoom**  
**6:00 pm**  
**MINUTES**

**Open Homeowner Forum:**

**Board Members Present:** Larry Dittloff, Kevin Rae, Randy Luke, Natalie Coleman, and Andrea Thomson.

**Absent:** Pam Dittloff and Peter Sweet.

**VIS Representatives Present:** Scott Roth.

**Homeowners Present:** Mark Shepard, 4728 66<sup>th</sup> Avenue, asking about the speed bumps proposed on 66<sup>th</sup>. This is a City of Lacey project.

John Miller, 6142 Cotton Drive, Compliance, had an emergency roof repair, replacing “like for like”. Requesting \$40 be waived. Will discuss in Executive Session. “Like for Like” definition on the Agenda.

**Quorum declared by President Larry Dittloff.**

**Larry called the meeting to order.**

**Approval of Agenda: Moved and seconded to accept the Agenda with the addition of Shredding to New Business and Bulletin Board and Toilet to Old Business, motion carried.**

**Approval of Meeting Minutes for June: Andrea moved to approve the Minutes as presented, Natalie seconded, motion carried.**

**Treasurer’s Report:**

Randy presented his analysis of our June 2024 Income Statement and Balance sheet:

**Balance Sheet:**

There were no significant changes to Operating Income, Reserves, or Retained Earnings from those at the beginning of the year.

**Income Statement**

**Income** of \$ 3,817 was up **\$ 3,192** over budget due to fines and late/legal fees collected. Expenses of \$ 6,951 was \$ 5,302 **under** budgeted amount mainly due to lower Community, Legal Fees, Maintenance and Repairs and Utilities expenses than budgeted..

Halfway through our fiscal year, Year-to date **Income was up by \$ 16 500** and YTD Expenses are \$ 21,000 **under** budgeted amount. YTD Net Operating Income was up **by \$ 37,582**.

Our Accounts Receivable balance of **\$ 60,783** was up \$ 3,000 from the end of May. Delinquent accounts total 48. The five largest accounts total \$44,723 or 73.6% of total delinquencies.

Discussion followed. **Kevin motioned to accept the Treasurer's Report as presented and Andrea seconded, motion carried.**

#### **Committee Reports:**

- a) **Architectural Control Committee:** Kevin reported we are dealing with a shed which is on the property line. It was a lean two which was enclosed and attached to a garage without an ACC. It was approved before clarifying it was on the property line and the approval was rescinded. Letter to be sent to owner advising of violation of Declarations and City of Lacey Building Code.

Kevin reported there was an ACC application for Larry Weaver, 6331 E. Sarazen submitted on May 23<sup>rd</sup>. Work is progressing.

- b) **Compliance:** Larry read Pam's report. We had the drive around on Tuesday, July 9<sup>th</sup>. There were a few more landscaping maintenance issues such as weeds in flower bed and lawns. A few cars and a motorhome parking on lawns. Checking on ACC of one house being renovated. A few cans still being left out or put out early. Some trees that are overhanging the roads that need to be trimmed. With the hot weather, many lawns are not as green as usual. Larry reported that we do not know if something is "Like for Like" unless we are notified by the owner and is reviewed on site.

The same house we cleaned up before needs to be done again. Complaints of rats etc . Discussion followed.

- c) **Roads/Signs:** Maureen Meade contacted Kevin that the Stop sign at Cotton and E. Sarazen may need to be replaced. Discussion followed. Larry asked about painting the speed bumps and humps on the West side. Discussion followed.
- d) **Communication Committee:** The Communication Committee is preparing the Summer Newsletter, and it will be ready for distribution next week. The Winner of the Lawn of the Quarter Award was Terry Redmond.
- e) **Welcome Committee:** Randy and Andrea. Almost ready. There are 12 new owners since January. Had coffee sample. Will be ready within a week. Discussion followed on what is included in the baskets.
- f) **Mixer:** Distributed 400 flyers to the Board to be delivered door to door. Thank you Randy for copying the flyers. Pam and Larry will do the East side, Congressional St. Andrew and Ruddle. Kevin, W. Sarazen and 66<sup>th</sup>. Randy 58<sup>th</sup> and Armour. Natalie, Oakmont and Cotton. Andrea, Armour Dr. and Loop, E. Sarazen, Presented a list of give aways, Charlie Saibel will play the piano. Raffles will be in 3 segments, must redeem ticket to get raffle.

#### **Old Business:**

- a) **City of Lacey Lot:** Scott referred this to the Executive Session.

- b) **Bulletin Board:** Commencing on East side late July. Requested draw for materials. Will be placed on 65<sup>th</sup> off of Armour.
- c) **Toilet:** Waiting for City. Golf Course in negotiations for a free sewer hook-up.

**New Business:**

- a) **“Like for Like”:** Need to know in advance so the Committee can go and approve. This can be defined in a policy as the Declarations can only be changed with 67% vote of the membership. Policy can be approved by the Board.
- b) **Catch Basins:** The \$7,755 was over the budgeted amount of \$6,500 because of tonnage. We never know what that will be,
- c) **Mailboxes:** They will be cleaned in September.
- d) **Shredding Day:** Not in the budget for this year.
- e) **VIS Contract:** This is an automatic renewal unless the Board gives a 30 day Notice. Kathleen is moving to Indiana and working remotely.

**Next Meeting: The meeting will be August 15, 2024, 6:00 pm.**

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

**Andrea moved to vacate Executive Session, seconded. Motion carried. Recording turned on.**

The executive session discussed several motions, including adjustment account requests, relief for fines and fees, a payment plan request, a request for an extension of landscaping issues, a fine appeal, an appeal for trash bin fees, and a payment plan request. Randy made a motion for each of the eight issues discussed in the executive session, and Natalie seconded each motion. Motion carried.

**Randy moved to adjourn, Natalie seconded. Adjourned.**

Submitted By:

Pam Dittloff, Secretary