

**Capitol City Golf Club Estates Board of Trustees Meeting**  
**August 19, 2024, VIS and Zoom**  
**6:00 pm**  
**MINUTES**

**Open Homeowner Forum:**

**Board Members Present:** Larry Dittloff, Pam Dittloff, , Randy Luke, Peter Sweet and Andrea Thomson.

**Absent:** Natalie Coleman and Kevin Rae.

**VIS Representatives Present:** Scott Roth.

**Homeowners Present:** Deana Rueda, 5109 58<sup>th</sup> Street, was asking about a variance to park in the non-adjacent driveway to the back of the lot. Parking in a non-adjacent spot is not allowed under the CCR's. Larry suggested that the Rueda's could add a cut-out as an alternative. Need to submit an ACC for a cut-out..

Gina Carlson, 5916 Armour Loop, asking for an Account Adjustment. Explained her situation. This is a rental. Will discuss in Executive Session.

**Quorum declared by President Larry Dittloff.**

**Larry called the meeting to order at 6:20 pm.**

**Approval of Agenda:** Larry asked to add the Reserve Study to New Business. Andrea moved and Peter seconded to accept the Agenda as amended , motion carried.

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

**Treasurer's Report:**

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

**Balance Sheet:**

**No significant changes from August Balance Sheet.**

**Income Statement**

**Income** of \$ 3,495 was \$ 2,870 higher than budget due to fines and fees collected. Expenses of \$ 13,276 were higher by \$ 1,821 due to our Tax Audit and Reserve study expenses charged in August. Consequently, our net income was over by about the same amount for August.

Through the end of August, Year-to date **Income was up by \$ 21,229** and YTD Expenses are \$ 16,035 **under** budgeted amount, mainly due to lower Community and Maintenance expenses charged YTD Net Operating Income was up **by \$ 37,264** due to higher income and lower expenses.

Our Accounts Receivable balance of **\$68,442** was down \$ 3 400 from the end of July. Delinquent accounts total decreased to 54 from July's 73 as more 2<sup>nd</sup> half dues were posted. The four largest accounts total \$ 39,000 or 56.9% of total delinquencies

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

Discussion followed regarding the Operating Account and Reserve. Randy motioned to deposit \$50,000 from the Operating Budget in a CDAR and \$10,000 from Reserve to a 6 month CDAR. Andrea seconded, motion carried.

**Committee Reports: Andrea reported.**

- a) **Architectural Control Committee:** Andrea presented the report and said that there were: 13 Requests, Siding 2, Fence 1, Driveway 1, Roof 2, Painting 4, Wall 1, Tree Removal 1, Ramp 1, 1 is pending more information (wall), 2 rejected House siding and painting.
- b) **Compliance:** We had the Drive Around on the 17<sup>th</sup> with the new Compliance person Melanie. She's very intent on learning the system. I didn't let Larry tell all of his stories. We do need to go back to the second Tuesday of the month so we have time to update the report. Lawns appeared to be getting better, only a few needed reminders. Larry reported that a crew was sent to clean up one lot under Article 7.3.
- c) **Roads/Signs:** Speed humps will be painted on the West side September 20<sup>th</sup>. Bulletin Board is finished and looks good. Have applied for dog poop dispenser from the City of Lacey. Need to cut weeds around signs. Mailboxes were cleaned. There will be an extra charge if signs are posted on the mailboxes. Peter commented about the grass clippings from the mowers as they cross the streets. Larry will contact Steve. We sweep the streets twice a year. Andrea stated that there is not a street sign on 61<sup>st</sup> off of Ruddell.
- d) **Communication Committee:** The CC completed review of the Step 2 Compliance Letter. Peter had some suggestions but the letter is fine.
- e) **Welcome Committee:** Andrea. All welcome baskets have been distributed to new 2024 homeowners with the exception of two lots - 0253 and 0094, homes look empty.

Feedback from homeowners has been welcoming and friendly. Photos of some visits were provided at the board meeting.

**Old Business:**

- a) **City of Lacey Lot:** Scott referred this to the Executive Session.
- b) **Speed Bumps:** West side will be painted 9/20/2024.

**New Business:**

- a) **Reserve Study:** Scott explained the Reserve Study. We're in good shape. This is used as a tool in budgeting. Keep the assessment the same.

**Next Meeting: The meeting will be October 17, 2024, 6:00 pm.**

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

**Randy moved to adjourn Executive Session; Peter seconded. Motion carried. Recording turned on.**

- **Peter motioned to accept the proposed amendment agreement with the City of Lacey, Randy seconded. Motion carried.**
- **Account Collection: Peter moved to proceed to attorney for collection, Randy seconded. Motion carried.**
- **Account adjustment: Peter moved to proceed to Small Claims, Randy seconded. Motion carried.**
- **Account adjustment: Peter moved to proceed to attorney for collection, Randy seconded. Motion carried.**
- **Account adjustment: Randy moved proceed with final demand, lien, Peter seconded. Motion carried.**
- **Account adjustment: Randy moved to proceed to small claims, Peter seconded. Motion carried.**
- **Fine Appeal: Weeds-Randy moved to waive half of \$75.00 fines, admin remains, Peter seconded. Motion carried.**
- **Appeal parking, Randy moved to deny appeal, Peter Seconded. Motion carried.**
- **Account Adjustment: Peter made a motion to waive \$35.00 NSF, Randy seconded. Motion carried.**
- **Accounts on Hold: Peter moved to put two accounts on hold until 10/31/2024, Randy seconded. Motion carried.**
- **Account Adjustment. Peter made a motion to waive \$295 leaving \$1,000, Randy seconded. Motion carried.**
- **Variance request on paint. Randy made a motion to deny, Peter seconded. Motion carried.**
- **Account Adjustment: Randy made a motion to waive late fee, keep admin. Peter seconded. Motion carried.**

**The budget will be presented at the next meeting. Discussion followed on the nomination process.**

**Randy moved to adjourn, Andrea seconded. Adjourned at 8:12 p.m.**

Submitted By:

Pam Dittloff, Secretary