

Capitol City Golf Club Estates Board of Trustees Meeting

April 17th, 2025, VIS and Zoom 6:00 pm

MINUTES

Board Member Present: Larry Dittloff, Peter Sweet, Randy Luke, John Beezley, Nataly Lee (virtually), Matt Gordon, and Andrea Thomson.

VIS Representatives Present: Scott Roth (virtually)

Homeowners' Present: Michelle Mullins

Open forum:

Quorum declared by President Larry Dittloff at 5:59 pm

Approval of agenda: Matt and Natalie added a discussion of policies and clarity surrounding fees and one-time exemptions to new business. Matt moved to accept the agenda amendment, John seconded, motion carried.

Approval of meeting minutes: A change to move the executive session notes to under the correct heading. Barring that change, moved by Andrea to approve minutes as corrected, John seconded, motion carried.

Treasurers report: Total Assets at \$ 602,253 are about the same as last month. Income of \$-3,925 reflects out of the credit from last month for the City of Lacey (\$ 7,500) for the conversion of their property next to the pump house on West Sarazen to reclassify the lot they own. Monthly income due to this was down by \$ 4,550. Expenses of \$ 13,213 were up by \$3,051 over budgeted amount mainly due to legal expenses. Our net income of \$-17,139 for March was down by \$ 7,602 due to the reduction of income and extra-legal expenses. YTD net income was still up by \$ 5,768. YTD Expenses were down by \$ 685. Our Accounts Receivable balance of \$ **88,091** is up by about \$ 1,000 from January. Other than the 20 accounts (\$3,200) that did not pay their first half dues on time, other delinquent accounts now total only 39. The seven largest accounts total \$ 58,749 or 66.7% of total delinquencies. Eight accounts owe less than \$100. Andrea moved to accept the record, Peter seconded, motion carried.

Committee Reports:

Architectural Control Committee:

Exterior Painting (Add paint colors)	1 Pending
Deck	1 Approved
Fence	1 Approved
Landscaping Change	1 Approved
Roof	1 Approved

Compliance: Very few parking and trash can issues. We will start addressing lawns next month.

Roads and signs: \$15,000 dollar estimate from Larry to correct the concrete plugging catch basin on Oakmont and Cotton. Larry corrected several signs that had blown around in the wind.

Communication committee: Bylaws and declaration amendments are coming up and the communication committee will be vital to this effort and improving the clarity of these documents for the community.

Welcome committee: Four new homeowners, two baskets have been delivered, one house hasn't been moved into yet. One homeowner asked about the paperwork and Andrea let them know that for certain items they have to complete an ACC.

Old Business:

- a) **Annual Homeowner mixer:** Larry proposed perhaps we wait since there are budget concerns this year with the unexpected \$15,000 possible cost for the catch basin. Matt proposed maybe the community garage sale because it's inexpensive. We are still circling the ice cream social idea and on summer weekends. Andrea mentioned if you go to ice cream makers, they can give you inexpensive 5-gallon buckets of their ice cream and that might be more affordable. The board will continue to process through ideas and Matt will follow up on the ability to serve prepackaged ice cream without a food permit.
- b) **Declaration amendment:** Some board members have made comments and have questions regarding the declarations that the lawyers prepared to adopt WUCIOA and turning lot 60 into a commercial lot. Policies will never top the CC&Rs. There are discrepancies between these new amendments and our current policies, so the next step is going to be to redefine our policies. Everyone is going to review declarations, and the once complete a final meeting with the attorney will be scheduled. Matt and Andrea inquired as to whether we could make this a shared document.

New business:

- a) **Rental registration:** Per our policies homeowners are required to tell us who is renting their properties, but we have been running into the challenge that they usually do not update the community when tenants change or even when a property initially becomes a rental. We have noticed an increase in "group homes" as of late that makes it harder to track since not all people living in group homes are listed on the lease. Motion to table the rental registration discussion by Matt, seconded by Larry, motion carried.
- b) **Fee forgiveness possible policy development:** A discussion of the benefits of developing a formal policy or leaving the "unwritten" rules that have been followed for the last 10 years followed. If there is a formal policy this doesn't allow for any deviation or wiggle room which some board members feel is worse. As is, the board addressing every single request individually, which can take more time during board meetings but also allows for forgiveness and applying of consistent approaches with room for deviation due to exigent circumstances at the discretion of the board.

Next meeting May 15th 6pm

Andrea moved to go into executive session, John seconded, motion carried.

Executive session

Randy moved to come out of executive session and adjourn, John seconded. Motion Carried.

- **Collection items on judgements issued but not received: Recommend** sending an unresponsive small claims judgement to move to garnishment. Moved by Randy, seconded by John. Motion carried. Recommend sending small claims to the attorney for collections. Motioned by Andrea, seconded by Peter. Motion Carried. Recommend three cases move forward to small claims court. Moved by John, seconded by Randy, motion carried.
- **Account adjustment request:** Partially granted in first case, motioned by Andrea, seconded by John, motion carried. Approved second account adjustment request, moved by Andrea, seconded by Matt, motion carried.

Larry adjourned the meeting at 8:20 pm

Submitted by: Nataly Lee, Secretary