



**Capitol City Golf Club Estates Board of Trustees Meeting
July 14, 2025 Held at VIS Office
6:00 pm
AGENDA AND DISCUSSION**

- 1) Open Homeowner Forum:**
 - a) Board Members Present/Absent:
 - b) Homeowners in Attendance:
- 2) Call to Order/Establish Quorum**
- 3) Approval of Agenda**
- 4) Approval of Meeting Minutes**
- 5) Treasurer's Report**
 - a) Approval of Report
- 6) Committee Reports**
 - a) Architectural Control Committee
 - b) Compliance
 - c) Roads/Signs
 - d) Communication Committee
 - e) Welcome Committee
- 7) Unfinished Business**
 - a) City of Lacey Grant Program- Invoice Submitted to City
 - b) Declaration amendment
 - c) 2025 Open House/Mixer
- 8) New Business**
 - a) Catch Basin Work & Inspection
- 9) Next Meeting:** August 21, 2025, 6 PM,
- 10) Executive Session**
- 11) Adjourn**

Capitol City Golf Club Estates Board of Trustees Meeting

June 19th, 2025, VIS and Zoom 6:00 pm

MINUTES

Board members present: Andrea Thomson, Matt Gordon, John Beezley, Peter Sweet, Randy Luke, Nataly Lee

Andrea as Vice President is stepping in and running the meeting for Larry in absentia

VIS Representatives Present: Scott Roth

Homeowners Present: None

Quorum declared by Vice President Aandrea Thomson at 6:01 pm

Approval of Agenda: Andrea brought up a discussion of rules of engagement for the meetings to set norms and expectations and make sure we are not talking over one another and civil discourse is followed. This is particularly challenging when trying to track on the minutes and makes recordings and any transcript of meetings unintelligible. The board agreed to make sure everyone's voice is heard and be careful of multiple voices at once. Andrea moved to accept the agenda, Matt seconded, motion carried.

Treasurer's Report: Our operating funds increased by \$6,000 and accounts receivable decreased by \$10,000. YTD net income decreased by \$9,000 and total assets remained much as they were at the end of April at \$596,460. Income was up due to the increased receipts for fines and fees, and expenses were down due to lower maintenance costs incurred. We now have one of the lowest numbers of total delinquent account levels in several years. The discussion of the top five of these accounts will proceed in executive session. John motioned to accept the treasurer's report as presented, Peter seconded, motion carried.

Committee Reports

Architectural Control Committee: The committee received 6 requests including patios, tree removals, exterior painting and deck, with one tree removal pending and the rest approved. A short discussion followed of any time we would deny a tree removal and John reflected that City permitting is usually required for tree removal so we would only deny something that's outside of City Code.

Roads and signs: a sinkhole was reported on Armor drive on a Friday and was fixed by the following Wednesday. Larry has purchased safety cones for community use and is looking into the underlying cause of the issue.

Compliance Committee: We are still trying to get an RV that has been out of compliance for months moved by the homeowner. During the drive around we noted several lawns to put on monitor and will be starting to issue courtesy notices if those remain in a similar state in the July drive around. Overall the community is looking much better than the previous Spring. Larry is working with the Golf Course to address some areas of tree and rough overgrowth into the street.

Communications: none to report: newsletter to go out in July

Welcome committee: 5 new homeowners for May. Matt suggests leaving a door tag and Andrea expressed that they have done that with a piece of paper in the past when new homeowners are not home when the welcome committee visits.

Old business:

- a) **City of Lacey neighborhood grant application:** the grant was awarded and work to add slow and stop lines near stop signs will be carried out on June 27th with communication to go out on June 25th to the community. This will be the same company that helped with the Armor loop sink hole.
- b) **Declaration Amendment:** Scott has submitted the comments to the Attorney, who will be attending next month's meeting. Scott will send out a tentative final amendment next week for board comment and review. Some changes that will take place after WUCIOWA are that meetings have to be open (which they already are for our community) and voting cannot be done electronically.
- c) **Open House Mixer:** Larry, Andrea, and Randy met at the clubhouse to discuss how to integrate our annual mixer with the annual homeowner's meeting at the Jacob Smith house to improve attendance. The board had a discussion of some changes we could make to the annual homeowner's meeting including changing it to a presentation form rather than a spoken narrative, and changing where the board sits at the meeting. We also want to have mic stands for the audience so that we avoid homeowners all getting up at once and talking over each other. Some ideas for the mixer component include raffle prizes in between topics, WUCIOWA trivia, and possible entertainment.

New business:

- a) **Street cleaning:** Peter noted trash issues and tree debris so we discussed the summer street sweep again. We had brought this up in the Fall to add a street sweep to capture 2 per year, one after all the leaves have fallen and one in the summer after fireworks. We will readdress this at the next board meeting and try to get on the street sweep schedule for late July or August. A short discussion

followed of how the golf course impacts debris, trash, rocks, and piles of sand and gravel getting into the street. Scott is going to look into some items to follow up with regarding the golf course and email the board.

Next meeting is July 17th at 6pm and the lawyer will be in attendance virtually.

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

Executive session

Matt moved to come out of executive session, Peter seconded, motion carried.

- **Compliance appeal:** ticket #225835 we are tabling the discussion and resolution until the next board meeting where we will seek attorney review.

Andrea moved to adjourn the meeting, John seconded. Motion carried.

Submitted by: Nataly Lee, Secretary.

**Capitol City Golf Club EA
Balance Sheet
6/30/2025**

Assets

Operating Funds

100100 - Operating Bank Acct	\$124,982.93
101052 - PPB CDAR 6547 3.6816% Mat 3/26/2026	\$51,170.23

<u>Operating Funds Total</u>	\$176,153.16
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Reserve Funds

101000 - Reserve Bank Acct	\$228,452.41
101057 - PPB CD 1111 18MO 3.92% Mat 01/30/26	\$27,177.94
101063 - PPB CDAR 3894 3.92% M 08/07/2025	\$27,228.39
101064 - PPB CDAR 2083 3.92228% Mat 09/25/2025	\$76,755.34

<u>Reserve Funds Total</u>	\$359,614.08
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Accounts Receivable

102000 - Accounts Receivable	\$77,148.15
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<u>Accounts Receivable Total</u>	\$77,148.15
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<i>Assets Total</i>		\$612,915.39
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Liabilities and Equity

Management

249996 - VIS NSF Admin Fees	\$15.00
249997 - VIS SCP Admin Fees	(\$525.00)

<u>Management Total</u>	(\$510.00)
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Accounts Payable

250000 - Accounts Payable	\$3,930.20
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<u>Accounts Payable Total</u>	\$3,930.20
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Association

250100 - Prepaid Income	\$47,363.10
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<u>Association Total</u>	\$47,363.10
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<u>Retained Earnings</u>	\$531,487.82
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<u>Net Income</u>	\$30,644.27
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<i>Liabilities & Equity Total</i>		\$612,915.39
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**Capitol City Golf Club EA
Budget Comparison Report
6/1/2025 - 6/30/2025**

	6/1/2025 - 6/30/2025			1/1/2025 - 6/30/2025			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Revenue</u>							
300000 - Regular Assessment	\$0.00	\$0.00	\$0.00	\$68,160.00	\$68,160.00	\$0.00	\$136,320.00
300200 - Fines and Penalties	(\$15.00)	\$0.00	(\$15.00)	\$2,660.00	\$0.00	\$2,660.00	\$0.00
300300 - Late Fees	\$1,750.00	\$0.00	\$1,750.00	\$13,150.00	\$0.00	\$13,150.00	\$0.00
300400 - Legal Fees (Passed on to Owners)	\$1,194.09	\$625.00	\$569.09	\$6,656.59	\$3,750.00	\$2,906.59	\$7,500.00
300500 - Operating Interest Earned	\$0.00	\$0.00	\$0.00	\$1,170.23	\$0.00	\$1,170.23	\$0.00
<u>Total Revenue</u>	\$2,929.09	\$625.00	\$2,304.09	\$91,796.82	\$71,910.00	\$19,886.82	\$143,820.00
Total Income	\$2,929.09	\$625.00	\$2,304.09	\$91,796.82	\$71,910.00	\$19,886.82	\$143,820.00
Expense							
<u>Administrative Expenses</u>							
400100 - Base Supply Fee - Excluding Postage	\$386.54	\$386.54	\$0.00	\$2,319.24	\$2,319.24	\$0.00	\$4,638.48
400200 - Postage	\$301.89	\$250.00	(\$51.89)	\$840.57	\$1,500.00	\$659.43	\$3,000.00
400300 - Mileage Costs	\$0.00	\$12.50	\$12.50	\$49.97	\$75.00	\$25.03	\$150.00
<u>Total Administrative Expenses</u>	\$688.43	\$649.04	(\$39.39)	\$3,209.78	\$3,894.24	\$684.46	\$7,788.48
<u>Community</u>							
400056 - Community Enrichment	\$0.00	\$416.67	\$416.67	\$100.00	\$2,500.02	\$2,400.02	\$5,000.00
400975 - Website Service	\$200.00	\$250.00	\$50.00	\$1,259.25	\$1,500.00	\$240.75	\$3,000.00
402100 - HOA Meeting Expenses	\$74.18	\$0.00	(\$74.18)	\$74.18	\$0.00	(\$74.18)	\$750.00
<u>Total Community</u>	\$274.18	\$666.67	\$392.49	\$1,433.43	\$4,000.02	\$2,566.59	\$8,750.00
<u>Insurance</u>							
400700 - Insurance	\$0.00	\$400.75	\$400.75	\$4,251.94	\$2,404.50	(\$1,847.44)	\$4,809.00
<u>Total Insurance</u>	\$0.00	\$400.75	\$400.75	\$4,251.94	\$2,404.50	(\$1,847.44)	\$4,809.00
<u>Landscaping</u>							
401200 - Landscaping (Non-contract)	\$0.00	\$62.50	\$62.50	\$0.00	\$375.00	\$375.00	\$750.00
<u>Total Landscaping</u>	\$0.00	\$62.50	\$62.50	\$0.00	\$375.00	\$375.00	\$750.00
<u>Legal/Collection</u>							
400500 - Legal - General	\$15.00	\$333.33	\$318.33	\$4,918.00	\$1,999.98	(\$2,918.02)	\$4,000.00
400600 - Legal - Collections	\$1,194.09	\$625.00	(\$569.09)	\$6,656.59	\$3,750.00	(\$2,906.59)	\$7,500.00
401700 - Bad Debt/Write-offs	\$15.00	\$416.67	\$401.67	\$290.00	\$2,500.02	\$2,210.02	\$5,000.00
<u>Total Legal/Collection</u>	\$1,224.09	\$1,375.00	\$150.91	\$11,864.59	\$8,250.00	(\$3,614.59)	\$16,500.00
<u>Management</u>							
400000 - Association Management Fees	\$2,874.30	\$2,874.31	\$0.01	\$17,245.80	\$17,245.86	\$0.06	\$34,491.67
<u>Total Management</u>	\$2,874.30	\$2,874.31	\$0.01	\$17,245.80	\$17,245.86	\$0.06	\$34,491.67
<u>Repairs/Maintenance</u>							
401000 - Maintenance (Common Areas)	\$1,621.06	\$125.00	(\$1,496.06)	\$1,621.06	\$750.00	(\$871.06)	\$1,500.00
402920 - Maintenance-Speed Bump Maintenance	\$2,783.31	\$500.00	(\$2,283.31)	\$2,783.31	\$500.00	(\$2,283.31)	\$1,000.00
402930 - Maintenance-Mailbox	\$0.00	\$0.00	\$0.00	\$713.05	\$500.00	(\$213.05)	\$1,800.00
402940 - Maintenance-Street Sweeping	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00	\$3,600.00
402950 - Maintenance-Drain Cleaning	\$0.00	\$0.00	\$0.00	\$12,689.00	\$8,000.00	(\$4,689.00)	\$8,000.00

**Capitol City Golf Club EA
Budget Comparison Report
6/1/2025 - 6/30/2025**

	6/1/2025 - 6/30/2025			1/1/2025 - 6/30/2025			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
402960 - Maintenance-Sign Maintenance	\$164.55	\$166.67	\$2.12	\$164.55	\$1,000.02	\$835.47	\$2,000.00
<u>Total Repairs/Maintenance</u>	\$4,568.92	\$791.67	(\$3,777.25)	\$17,970.97	\$12,550.02	(\$5,420.95)	\$17,900.00
Reserve Funds							
401400 - Reserve Contributions	\$2,916.67	\$2,916.67	\$0.00	\$17,500.02	\$17,500.02	\$0.00	\$35,000.00
401500 - Reserve Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$950.00
<u>Total Reserve Funds</u>	\$2,916.67	\$2,916.67	\$0.00	\$17,500.02	\$17,500.02	\$0.00	\$35,950.00
Tax and Audit							
400400 - Audit and Tax Return	\$2,900.00	\$0.00	(\$2,900.00)	\$2,900.00	\$0.00	(\$2,900.00)	\$2,800.00
<u>Total Tax and Audit</u>	\$2,900.00	\$0.00	(\$2,900.00)	\$2,900.00	\$0.00	(\$2,900.00)	\$2,800.00
Taxes & licenses							
400450 - Taxes	\$500.00	\$0.00	(\$500.00)	\$1,039.07	\$1,000.00	(\$39.07)	\$2,000.00
400800 - Licenses and Permits	\$0.00	\$0.00	\$0.00	\$20.35	\$20.00	(\$0.35)	\$20.00
<u>Total Taxes & licenses</u>	\$500.00	\$0.00	(\$500.00)	\$1,059.42	\$1,020.00	(\$39.42)	\$2,020.00
Utilities							
400920 - Electricity	\$558.30	\$925.00	\$366.70	\$5,052.45	\$5,550.00	\$497.55	\$11,100.00
<u>Total Utilities</u>	\$558.30	\$925.00	\$366.70	\$5,052.45	\$5,550.00	\$497.55	\$11,100.00
Total Expense	\$16,504.89	\$10,661.61	(\$5,843.28)	\$82,488.40	\$72,789.66	(\$9,698.74)	\$142,859.15
Operating Net Income	(\$13,575.80)	(\$10,036.61)	(\$3,539.19)	\$9,308.42	(\$879.66)	\$10,188.08	\$960.85
Reserve Income							
<u>Reserve and Extraordinary Expenses</u>							
310002 - Reserve Contribution Revenue	\$2,916.67	\$2,333.33	\$583.34	\$17,500.02	\$13,999.98	\$3,500.04	\$28,000.00
310003 - Reserve Interest Income	\$65.18	\$0.00	\$65.18	\$3,835.83	\$0.00	\$3,835.83	\$0.00
<u>Total Reserve and Extraordinary Expenses</u>	\$2,981.85	\$2,333.33	\$648.52	\$21,335.85	\$13,999.98	\$7,335.87	\$28,000.00
Total Reserve Income	\$2,981.85	\$2,333.33	\$648.52	\$21,335.85	\$13,999.98	\$7,335.87	\$28,000.00
Reserve Net Income	\$2,981.85	\$2,333.33	\$648.52	\$21,335.85	\$13,999.98	\$7,335.87	\$28,000.00
Net Income	(\$10,593.95)	(\$7,703.28)	(\$2,890.67)	\$30,644.27	\$13,120.32	\$17,523.95	\$28,960.85

Lots of overhead lines at this site!!!*

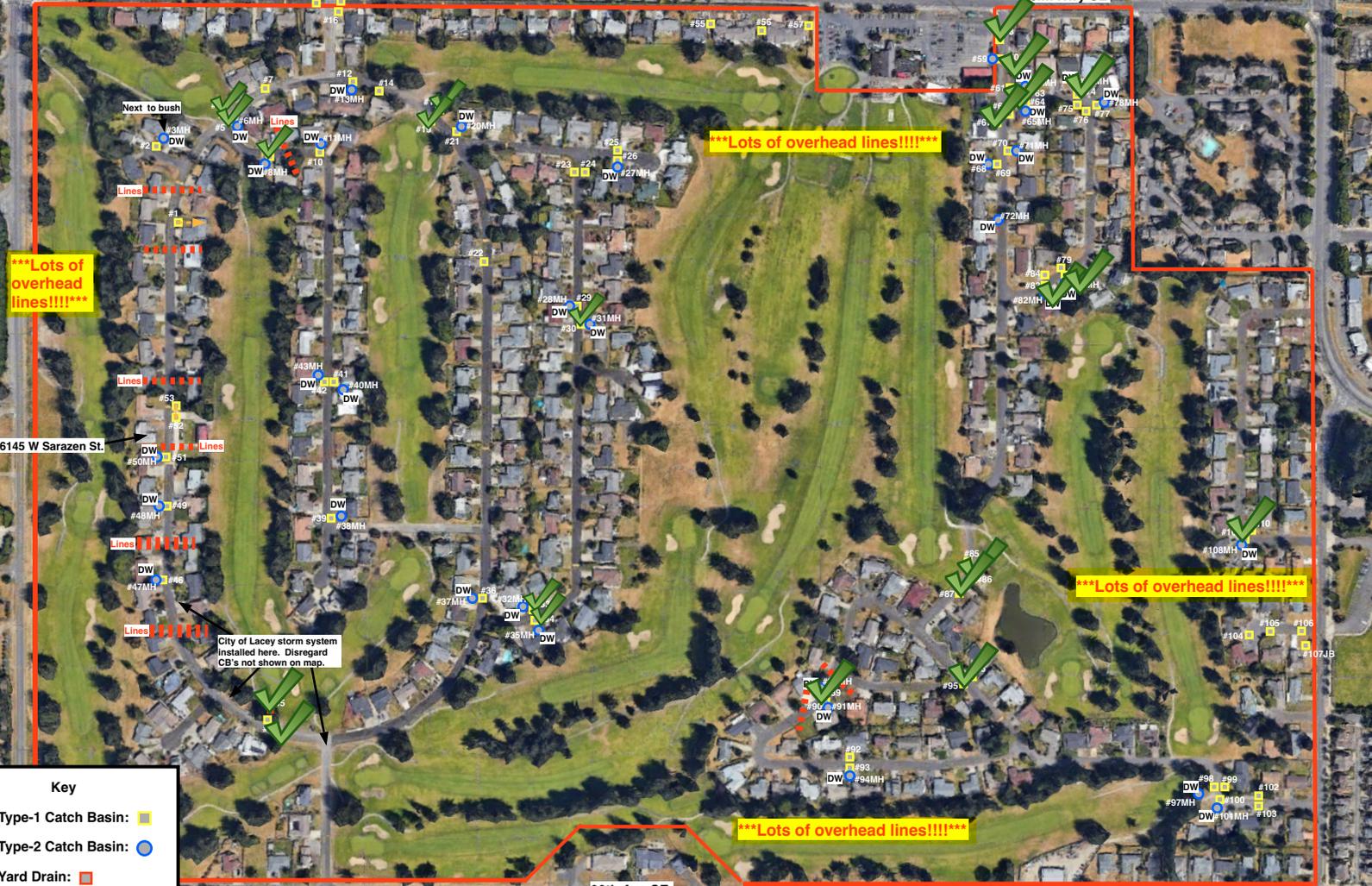
Lots of MH's here are mislabeled "City of Lacey Sewer", the city is planning on switching these out.

COMPLETED

DW = Drywell

Yelm Hwy SE

Yelm Hwy SE



***Lots of overhead lines!!!!**

***Lots of overhead lines!!!!**

***Lots of overhead lines!!!!**

***Lots of overhead lines!!!!**

Key

- Type-1 Catch Basin: ■
- Type-2 Catch Basin: ●
- Yard Drain: ■
- Service Needed: ○

**Capitol City Golf Club EA
AR Aging with Status
Period Through: 6/30/2025**

Account	Name	Address	Unit	Total	Current	30	60	90	Status	Alt Status
101104460	Vicki Miller	6231 W SARAZEN ST SE	0029	\$19,126.29	\$475.00	\$289.62		\$18,361.67	At Lien, Attorney	Lien, ATTY
101106620	Thomas E. Helms	6205 ARMOUR DR SE	0246	\$15,260.69	\$727.31	\$349.62	\$180.00	\$14,003.76	At Lien, Attorney	Lien, ATTY
101107580	Barbara F. Pearson	5523 65TH AVE SE	0343	\$8,914.23	\$316.78	\$115.00	\$1,008.28	\$7,474.17		
101104520	Cameron French	6347 W SARAZEN ST SE	0035	\$8,314.83	\$155.00	\$405.89		\$7,753.94	At Lien, Attorney	Lien, ATTY
101104231	Jeremy Vault	4811 58TH AVE SE	0006	\$8,099.16	\$115.00	\$115.00	\$180.00	\$7,689.16	SCP	Lien, SCP
101104651	Young and Yong Kim and Sung and Yoon Ryu	6531 SARAZEN ST SE	0048	\$4,409.16	\$155.00	\$295.00		\$3,959.16	3rd Notice	Lien, Final Demand
101106800	Nathan McDonald	5913 ARMOUR LP SE	0264	\$4,004.78	\$115.00	\$115.00	\$210.89	\$3,563.89	At Lien, Attorney	Lien, ATTY
101107552	Jesse W. or Rylee Oxendine	5511 65TH AVE SE	0340	\$2,120.00	\$15.00	\$115.00		\$1,990.00	3rd Notice	Pending Board Decision
101108221	Haeli and Michael Kaminski	4606 66TH AVE SE	0502	\$2,064.16	\$115.00	\$115.00	\$484.16	\$1,350.00	3rd Notice	Lien, Final Demand
101104390	Donny C. Roder II	6029 SARAZEN ST SE	0022	\$1,279.16	\$115.00	\$15.00		\$1,149.16	3rd Notice	Lien, Final Demand
101107781	Kelley M. Oletzke	6230 ARMOUR DR SE	0363	\$954.16	\$115.00	\$15.00	\$244.16	\$580.00	3rd Notice	Lien, Final Demand
101106120	Bart Ljubich	6100 COTTON DR SE	0196	\$610.00	\$115.00	\$115.00		\$380.00	3rd Notice	
101106560	Matthew & Gabriel Robinson	6023 ARMOUR DR SE	0240	\$610.00	\$115.00	\$115.00		\$380.00	3rd Notice	
101106691	Yoo & Yoo Inc	6108 ARMOUR DR SE	0253	\$610.00	\$115.00	\$115.00		\$380.00	3rd Notice	
101105120	Brian J. Avery	6212 HOGAN DR SE	0095	\$205.00	\$115.00			\$90.00	3rd Notice	
101106280	Mark and Rachel Thompson	5010 OAKMONT PL SE	0212	\$156.53				\$156.53		Pending Board Decision
101106780	Leonard and Eleanor Soriano	5903 ARMOUR LP SE	0262	\$130.00		\$40.00		\$90.00		Payment Plan
101105550	Jeff & Jennifer Peterson	6322 E SARAZEN ST SE	0139	\$90.00				\$90.00		Payment Plan
101104831	John Mbugua and Nelly Njau	6016 W SARAZEN ST SE	0066	\$40.00				\$40.00		
101105400	Colin Hayes and Tashana Klonius	6139 E SARAZEN ST SE	0124	\$35.00	\$35.00					Payment Plan
101107451	CAPITOL INVESTMENT GROUP LLP	5523 64TH CT SE	0330	\$35.00	\$35.00					
101107740	Caitlin M. Kenney and David Snyder	6416 ARMOUR ST SE	0359	\$35.00				\$35.00		
101106041	Richard H. Turner	6216 COTTON DR SE	0188	\$5.00				\$5.00	2nd Notice	
				\$77,108.15	\$2,949.09	\$2,330.13	\$2,307.49	\$69,521.44		
					17	15	6	21		