



Capitol City Golf Club Estates Board of Trustees Meeting
August 21, 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
 - i) Pipe repair at Oakmont & Cotton
 - d) Communication Committee
 - e) Welcome Committee
- 7) Unfinished Business**
 - a) Declaration amendment
 - b) 2025 Open House/Mixer
 - c) VIS Webinar 9/22/2025- The Tea on Delinquency
- 8) New Business**
 - a)
- 9) Next Meeting:** September 18, 2025, 6 PM,
- 10) Executive Session**
- 11) Adjourn**

Capitol City Golf Club Estates Board of Trustees Meeting

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

MINUTES

Board members present: Andrea Thomson, Matt Gordon, Larry Dittloff, Peter Sweet, Randy Luke, Nataly Lee

VIS Representatives Present: Scott Roth

Homeowners Present: Tim Hansen 6239 Armour Dr. Noted that the golf course has a lot of lawn debris that fills one of the catch basins near where he lives. Sought clarification on a small RV and being in compliance with bylaws.

Quorum declared by President Dittloff at 5:56 pm

Approval of Agenda: Peter moved to accept to agenda as presented, Matt seconded, motion carried.

Approval of meeting minutes: With some scrib note corrections, Andrea moved to accept minutes, Matt seconded, motion carried.

Treasurer's Report: Prepays are homeowners who pay their assessments in advance of when they are due. Accounts receivable remained about the same as in June. Net income decreased due to higher expenses for maintenance of catch basins from CatchAll. YTD income is still up by over \$10,000. We still have the lowest number of delinquent accounts we have seen for a long time. Two of the highest delinquent accounts have settled. Andrea moved to accept the treasurer's report, Peter seconded, motion carried.

A CDAR is expiring on 8/7/25. Scott recommended the board roll it over to a new CDAR. Andrea moved, Randy seconded, motion carried to accept this roll over.

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

Executive Session

*Randy moved to go out of executive session, Peter seconded, motion carried.

Committee Reports

Architectural Control Committee: The committee received 11 requests a mix of concrete, shed, fencing, shutters, tree removal, painting, all were approved with the exception of one that is still pending that is a tree removal.

Roads and signs: Street striping and adding “slow” signs were completed, VIS submitted the invoice of the work completed to the City of Lacey so they can pay for half per the neighborhood grant. Sub basin failure on Armour loop created a sinkhole that was addressed within 3 days. Old concrete pipes under the roads are starting to deteriorate under the roads and we will continue to address this issue. Received a proposal from Catchall to fix the problem areas with the dry wells and street flooding, though \$167,010 was their estimate. We are seeking other opinions including instead of a full replacement taking a power auger to the one problem well at Oakmont and Cotton. Ongoing review of bulletin boards revealed no inappropriate ads.

Compliance Committee: The community is looking great, very few issues though a few lawns/weeds that have been on watch need to be addressed. We have a few continuous parking issues that we are addressing. Larry is addressing the construction material piles and rough/trees being compliant with the golf course by contacting the gold course manager.

Communications: The board discussed adding an article to suggest homeowners sweep front of their lot, and including an article about the impending change to the governing documents. The board also suggested adding a “save the date” for the November homeowner meeting.

Welcome committee: Thirteen new homeowners this year including 4 for June. Welcome baskets will be distributed to the new owners that have moved in, some of the homes purchased over a month ago show no signs of anyone moved in yet.

Old business:

- a) **City of Lacey neighborhood grant application:** the invoice for the striping and painting has been submitted and the City will cut a check tomorrow.
- b) **Declaration Amendment:** discussed in executive session with Association attorney
- c) **Open House Mixer: November 20th at Jacob Smith House.**

New business:

- a) **Catch Basin work and inspection:** seeking other opinions and doing another inspections on Monday.

Next meeting is August 21st 6pm and Andrea will be running the meeting because President Dittloff will be out of town.

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

Executive session

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

- **Compliance appeal:** Ticket #231860 Randy moved to deny, Matt seconded, motion carried. Ticket #232090 Peter moved to partially approved, Matt seconded, motion carried. #229975 denied, Andrea moved, Matt seconded, motion carried. #225835 suggested to apply for an extension, motion to deny request by Andrea, Randy seconded, motion carried.

Andrea moved to adjourn the meeting, Matt seconded, motion carried.

Submitted by: Nataly Lee, Secretary.

**Capitol City Golf Club EA
Balance Sheet
7/31/2025**

Assets

Operating Funds

100100 - Operating Bank Acct	\$147,316.97
101052 - PPB CDAR 6547 3.6816% Mat 3/26/2026	\$51,170.23

<u>Operating Funds Total</u>	\$198,487.20
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Reserve Funds

101000 - Reserve Bank Acct	\$231,437.20
101057 - PPB CD 1111 18MO 3.92% Mat 01/31/26	\$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>	\$362,598.87
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Accounts Receivable

102000 - Accounts Receivable	\$76,580.04
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<u>Accounts Receivable Total</u>	\$76,580.04
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<i>Assets Total</i>		\$637,666.11
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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	\$1,633.54
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<u>Accounts Payable Total</u>	\$1,633.54
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Association

250100 - Prepaid Income	\$10,188.25
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<u>Association Total</u>	\$10,188.25
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<u>Retained Earnings</u>	\$531,487.82
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<u>Net Income</u>	\$94,866.50
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<i>Liabilities & Equity Total</i>		\$637,666.11
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**Capitol City Golf Club EA
Budget Comparison Report
7/1/2025 - 7/31/2025**

	7/1/2025 - 7/31/2025			1/1/2025 - 7/31/2025			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Revenue</u>							
300000 - Regular Assessment	\$68,160.00	\$68,160.00	\$0.00	\$136,320.00	\$136,320.00	\$0.00	\$136,320.00
300200 - Fines and Penalties	\$1,087.50	\$0.00	\$1,087.50	\$3,747.50	\$0.00	\$3,747.50	\$0.00
300300 - Late Fees	\$1,100.00	\$0.00	\$1,100.00	\$14,250.00	\$0.00	\$14,250.00	\$0.00
300400 - Legal Fees (Passed on to Owners)	\$939.50	\$625.00	\$314.50	\$7,596.09	\$4,375.00	\$3,221.09	\$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>	\$71,287.00	\$68,785.00	\$2,502.00	\$163,083.82	\$140,695.00	\$22,388.82	\$143,820.00
Total Income	\$71,287.00	\$68,785.00	\$2,502.00	\$163,083.82	\$140,695.00	\$22,388.82	\$143,820.00
Expense							
<u>Administrative Expenses</u>							
400100 - Base Supply Fee - Excluding Postage	\$386.54	\$386.54	\$0.00	\$2,705.78	\$2,705.78	\$0.00	\$4,638.48
400200 - Postage	\$41.42	\$250.00	\$208.58	\$881.99	\$1,750.00	\$868.01	\$3,000.00
400300 - Mileage Costs	\$7.12	\$12.50	\$5.38	\$57.09	\$87.50	\$30.41	\$150.00
<u>Total Administrative Expenses</u>	\$435.08	\$649.04	\$213.96	\$3,644.86	\$4,543.28	\$898.42	\$7,788.48
<u>Community</u>							
400056 - Community Enrichment	\$0.00	\$416.67	\$416.67	\$100.00	\$2,916.69	\$2,816.69	\$5,000.00
400975 - Website Service	\$0.00	\$250.00	\$250.00	\$1,259.25	\$1,750.00	\$490.75	\$3,000.00
402100 - HOA Meeting Expenses	\$168.00	\$0.00	(\$168.00)	\$242.18	\$0.00	(\$242.18)	\$750.00
<u>Total Community</u>	\$168.00	\$666.67	\$498.67	\$1,601.43	\$4,666.69	\$3,065.26	\$8,750.00
<u>Expense</u>							
400980 - Cable & Internet	\$248.60	\$0.00	(\$248.60)	\$248.60	\$0.00	(\$248.60)	\$0.00
<u>Total Expense</u>	\$248.60	\$0.00	(\$248.60)	\$248.60	\$0.00	(\$248.60)	\$0.00
<u>Insurance</u>							
400700 - Insurance	\$0.00	\$400.75	\$400.75	\$4,251.94	\$2,805.25	(\$1,446.69)	\$4,809.00
<u>Total Insurance</u>	\$0.00	\$400.75	\$400.75	\$4,251.94	\$2,805.25	(\$1,446.69)	\$4,809.00
<u>Landscaping</u>							
401200 - Landscaping (Non-contract)	\$0.00	\$62.50	\$62.50	\$0.00	\$437.50	\$437.50	\$750.00
<u>Total Landscaping</u>	\$0.00	\$62.50	\$62.50	\$0.00	\$437.50	\$437.50	\$750.00
<u>Legal/Collection</u>							
400500 - Legal - General	\$4,787.00	\$333.33	(\$4,453.67)	\$9,705.00	\$2,333.31	(\$7,371.69)	\$4,000.00
400600 - Legal - Collections	\$939.50	\$625.00	(\$314.50)	\$7,596.09	\$4,375.00	(\$3,221.09)	\$7,500.00
401700 - Bad Debt/Write-offs	\$30.00	\$416.67	\$386.67	\$320.00	\$2,916.69	\$2,596.69	\$5,000.00
<u>Total Legal/Collection</u>	\$5,756.50	\$1,375.00	(\$4,381.50)	\$17,621.09	\$9,625.00	(\$7,996.09)	\$16,500.00
<u>Management</u>							
400000 - Association Management Fees	\$2,874.30	\$2,874.31	\$0.01	\$20,120.10	\$20,120.17	\$0.07	\$34,491.67
<u>Total Management</u>	\$2,874.30	\$2,874.31	\$0.01	\$20,120.10	\$20,120.17	\$0.07	\$34,491.67
<u>Repairs/Maintenance</u>							
401000 - Maintenance (Common Areas)	(\$1,480.95)	\$125.00	\$1,605.95	\$140.11	\$875.00	\$734.89	\$1,500.00

**Capitol City Golf Club EA
Budget Comparison Report
7/1/2025 - 7/31/2025**

	7/1/2025 - 7/31/2025			1/1/2025 - 7/31/2025			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
402920 - Maintenance-Speed Bump Maintenance	(\$1,391.66)	\$500.00	\$1,891.66	\$1,391.65	\$1,000.00	(\$391.65)	\$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
402960 - Maintenance-Sign Maintenance	\$0.00	\$166.67	\$166.67	\$164.55	\$1,166.69	\$1,002.14	\$2,000.00
<u>Total Repairs/Maintenance</u>	<u>(\$2,872.61)</u>	<u>\$791.67</u>	<u>\$3,664.28</u>	<u>\$15,098.36</u>	<u>\$13,341.69</u>	<u>(\$1,756.67)</u>	<u>\$17,900.00</u>
<u>Reserve Funds</u>							
401400 - Reserve Contributions	\$2,916.67	\$2,916.67	\$0.00	\$20,416.69	\$20,416.69	\$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>	<u>\$2,916.67</u>	<u>\$2,916.67</u>	<u>\$0.00</u>	<u>\$20,416.69</u>	<u>\$20,416.69</u>	<u>\$0.00</u>	<u>\$35,950.00</u>
<u>Tax and Audit</u>							
400400 - Audit and Tax Return	\$0.00	\$2,800.00	\$2,800.00	\$2,900.00	\$2,800.00	(\$100.00)	\$2,800.00
<u>Total Tax and Audit</u>	<u>\$0.00</u>	<u>\$2,800.00</u>	<u>\$2,800.00</u>	<u>\$2,900.00</u>	<u>\$2,800.00</u>	<u>(\$100.00)</u>	<u>\$2,800.00</u>
<u>Taxes & licenses</u>							
400450 - Taxes	\$0.00	\$0.00	\$0.00	\$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>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,059.42</u>	<u>\$1,020.00</u>	<u>(\$39.42)</u>	<u>\$2,020.00</u>
<u>Utilities</u>							
400920 - Electricity	\$523.02	\$925.00	\$401.98	\$5,575.47	\$6,475.00	\$899.53	\$11,100.00
<u>Total Utilities</u>	<u>\$523.02</u>	<u>\$925.00</u>	<u>\$401.98</u>	<u>\$5,575.47</u>	<u>\$6,475.00</u>	<u>\$899.53</u>	<u>\$11,100.00</u>
Total Expense	\$10,049.56	\$13,461.61	\$3,412.05	\$92,537.96	\$86,251.27	(\$6,286.69)	\$142,859.15
Operating Net Income	\$61,237.44	\$55,323.39	\$5,914.05	\$70,545.86	\$54,443.73	\$16,102.13	\$960.85
Reserve Income							
<u>Reserve and Extraordinary Expenses</u>							
310002 - Reserve Contribution Revenue	\$2,916.67	\$2,333.33	\$583.34	\$20,416.69	\$16,333.31	\$4,083.38	\$28,000.00
310003 - Reserve Interest Income	\$68.12	\$0.00	\$68.12	\$3,903.95	\$0.00	\$3,903.95	\$0.00
<u>Total Reserve and Extraordinary Expenses</u>	<u>\$2,984.79</u>	<u>\$2,333.33</u>	<u>\$651.46</u>	<u>\$24,320.64</u>	<u>\$16,333.31</u>	<u>\$7,987.33</u>	<u>\$28,000.00</u>
Total Reserve Income	\$2,984.79	\$2,333.33	\$651.46	\$24,320.64	\$16,333.31	\$7,987.33	\$28,000.00
Reserve Net Income	\$2,984.79	\$2,333.33	\$651.46	\$24,320.64	\$16,333.31	\$7,987.33	\$28,000.00
Net Income	\$64,222.23	\$57,656.72	\$6,565.51	\$94,866.50	\$70,777.04	\$24,089.46	\$28,960.85

Homeowners Association Community Manager Report

Prepared for: Capitol City Golf Club Estates Board of Directors

Prepared by: Scott Roth/ VIS Group

Date: 8/21/2025

1. Executive Summary

- CC&R Amendment work is ready to send

2. Maintenance & Operations

- **Completed Tasks:**
 - Pipe Repair for Dry vault
- **Ongoing Projects:**
 - Mailbox Cleaning will be scheduled

3. Financial Overview

- Operating Balance: \$198,487
- Reserve Balance: \$362,599
- Delinquencies: # 65 totaling \$76,568
- Collection Activity: Executive Session

4. Community Engagement

- Community events held: Annual Meeting Planning
- Notices/Newsletters sent: Newsletter is being sent

5. Compliance & Violations

- Total violations July 2025: 11
- Common violations: Yard Maintenance

6. Administrative Notes

- Governing Docs- Rewrite

7. Upcoming Focus Areas

- Budget Season is starting- Any wish list items to consider

**Capitol City Golf Club EA
AR Aging with Status
Period Through: 7/31/2025**

Account	Name	Address	Unit	Total	Current	30	60	90	Status	Alt Status
101104460	Vicki Miller	6231 W SARAZEN ST SE	0029	\$19,451.29	\$50.00	\$750.00	\$174.62	\$18,476.67	At Attorney	Lien, ATTY
101106620	Thomas E. Helms	6205 ARMOUR DR SE	0246	\$15,805.69	\$90.00	\$1,182.31	\$234.62	\$14,298.76	At Attorney	Lien, ATTY
101104520	Cameron French	6347 W SARAZEN ST SE	0035	\$8,689.83	\$100.00	\$430.00	\$290.89	\$7,868.94	At Attorney	Lien, ATTY
*101104231	Jeremy Vault	4811 58TH AVE SE	0006	\$8,374.16		\$390.00		\$7,984.16		Lien
101104651	Young and Yong Kim and Sung and Yoon Ryu	6531 SARAZEN ST SE	0048	\$4,684.16		\$430.00	\$180.00	\$4,074.16	SCP	Lien, SCP
101108221	Haeli and Michael Kaminski	4606 66TH AVE SE	0502	\$3,444.16	\$1,025.00	\$470.00		\$1,949.16	SCP	Lien, SCP
101107552	Jesse W. or Rylee Oxendine	5511 65TH AVE SE	0340	\$2,280.00		\$175.00		\$2,105.00	3rd Notice	Pending Board Decision
101104390	Donny C. Roder II	6029 SARAZEN ST SE	0022	\$1,554.16		\$390.00		\$1,164.16	3rd Notice	Lien, Final Demand
101107781	Kelley M. Oletzke	6230 ARMOUR DR SE	0363	\$1,229.16		\$390.00		\$839.16	3rd Notice	Lien, Final Demand
101106560	Matthew & Gabriel Robinson	6023 ARMOUR DR SE	0240	\$885.00		\$390.00		\$495.00	3rd Notice	
101106691	Yoo & Yoo Inc	6108 ARMOUR DR SE	0253	\$885.00		\$390.00		\$495.00	3rd Notice	
101106120	Bart Ljubich	6100 COTTON DR SE	0196	\$725.00		\$390.00		\$335.00	3rd Notice	
101105120	Brian J. Avery	6212 HOGAN DR SE	0095	\$445.00		\$355.00		\$90.00	3rd Notice	
101107580	Barbara F. Pearson	5523 65TH AVE SE	0343	\$340.00	\$340.00					
101106780	Leonard and Eleanor Soriano	5903 ARMOUR LP SE	0262	\$290.00		\$160.00	\$40.00	\$90.00		Payment Plan
101105111	Shambhu and Manisha Shrestha	6220 HOGAN DR SE	0094	\$250.00		\$250.00			1st Notice	
101105930	Rachel Jensen	6333 COTTON DR SE	0177	\$250.00		\$250.00			1st Notice	Lien, Final Demand
101107740	Caitlin M. Kenney and David Snyder	6416 ARMOUR ST SE	0359	\$230.00	\$35.00	\$160.00		\$35.00		
101105550	Jeff & Jennifer Peterson	6322 E SARAZEN ST SE	0139	\$225.00		\$160.00		\$65.00		Payment Plan
101105400	Colin Hayes and Tashana Klonius	6139 E SARAZEN ST SE	0124	\$215.00	\$35.00	\$180.00				Payment Plan
101108060	Albert & Whitney Weaver	5306 65TH AVE SE	0391	\$200.00		\$200.00			1st Notice	
101107451	CAPITOL INVESTMENT GROUP LLP	5523 64TH CT SE	0330	\$195.00		\$195.00			1st Notice	
101104280	Richard S Haws	5841 W SARAZEN ST SE	0011	\$180.00	\$90.00	\$90.00			1st Notice	
101106041	Richard H. Turner	6216 COTTON DR SE	0188	\$165.00		\$160.00		\$5.00	3rd Notice	
101104211	Hai T. Nguyen	4713 58TH AVE SE	0004	\$160.00		\$160.00			1st Notice	
101104380	Joann Bittner	6017 W SARAZEN ST SE	0021	\$160.00		\$160.00			1st Notice	
101104480	Joel and Tonya Forthman	6249 W SARAZEN ST SE	0031	\$160.00		\$160.00				
101104490	Duane L. Smith	6309 W SARAZEN ST SE	0032	\$160.00		\$160.00			1st Notice	
101104670	Robert & Kathleen Bowen	4810 66TH AVE SE	0050	\$160.00		\$160.00			1st Notice	
101104790	Stanley & Heather Simons	6120 W SARAZEN ST SE	0062	\$160.00		\$160.00			1st Notice	
101105060	Mark Green	6340 HOGAN DR SE	0089	\$160.00		\$160.00			1st Notice	
101105171	Bramu Investments LLC	6036 HOGAN DR SE	0101	\$160.00		\$160.00			1st Notice	
101105381	Dana C. Christenson and Andrea G. Thomson	6123 E SARAZEN ST SE	0122	\$160.00		\$160.00			1st Notice	

**Capitol City Golf Club EA
AR Aging with Status
Period Through: 7/31/2025**

Account	Name	Address	Unit	Total	Current	30	60	90	Status	Alt Status
101105680	Estate of Charlie Brough c/o Bailey Elliott	6032 E SARAZEN ST SE	0152	\$160.00	\$160.00				1st Notice	
101105700	David Brooks	6008 E SARAZEN ST SE	0154	\$160.00	\$160.00				1st Notice	
101105730	Enrique S. Lopez and Lovellia S. Knight	5930 E SARAZEN ST SE	0157	\$160.00	\$160.00					Payment Plan
101105900	Matthew & Chantell Wagner	6245 COTTON DR SE	0174	\$160.00	\$160.00				1st Notice	
101105971	Austin Pederson and Ashley Effler	6336 COTTON DR SE	0181	\$160.00	\$160.00				1st Notice	
101106131	John R. Erickson and Jessica Della Torre	6050 COTTON DR SE	0197	\$160.00	\$160.00				1st Notice	
101106211	Elizabeth D. and Kenneth C. Smoot	5041 OAKMONT PL SE	0205	\$160.00	\$160.00				1st Notice	
101106260	Shannon Pinkston	5020 OAKMONT PL SE	0210	\$160.00	\$160.00				1st Notice	
101106811	Andre Alexander or Amy Penn	5921 ARMOUR LP SE	0265	\$160.00	\$160.00					1st Notice
101106870	John & Judie Foulkes	6018 ARMOUR LP SE	0271	\$160.00	\$160.00					1st Notice
101106881	Philip Nienaber	6012 ARMOUR LP SE	0272	\$160.00	\$160.00					1st Notice
101106970	Anna Millar	5826 ARMOUR LP SE Unit A & B	0281	\$160.00	\$160.00					1st Notice
101106980	HOPE ISLAND TRADING COMPANY LLC	5822 ARMOUR LP SE	0282	\$160.00	\$160.00					1st Notice
101107231	Ivette and Angel Sanchez	5520 61ST AVE SE	0308	\$160.00	\$160.00					1st Notice
101107381	Cole F. Pascher	6307 RUDELL RD SE	0323	\$160.00	\$160.00					1st Notice
101107500	Kyle C. and Susan Diane Cook	5517 64TH CT SE	0335	\$160.00	\$160.00					1st Notice
101107650	William & Catherine Mortell	5510 66TH AVE SE	0350	\$160.00	\$160.00					1st Notice
101107681	Dennis E. and Brygida A. McDermott	5430 65TH AVE SE	0353	\$160.00	\$160.00					1st Notice
101107870	Diana Louise Evans	6413 CONGRESSIONAL DR SE	0372	\$160.00	\$160.00					1st Notice
101107930	Kevin Mason	5207 65TH AVE SE	0378	\$160.00	\$160.00					1st Notice
101108080	Nancy Greenwood	5218 65TH AVE SE	0393	\$160.00	\$160.00					1st Notice Lien
101108170	Georgia Butterfield	6305 ARMOUR ST SE	0403	\$160.00	\$160.00					1st Notice
101106280	Mark and Rachel Thompson	5010 OAKMONT PL SE	0212	\$156.53				\$156.53		1st Notice
101104970	James C. and Patti Lynn Davis	6127 HOGAN DR SE	0080	\$115.00	\$115.00					1st Notice
101106240	Trenton N. Fluetsch	5032 OAKMONT PL SE	0208	\$65.00	\$65.00					1st Notice
101107220	Lourdes Orfiano	5524 61ST AVE SE	0307	\$48.40	\$40.00	\$8.40				Payment Plan
101105451	Aje Bako	4927 63RD AVE SE	0129	\$40.00	\$40.00					
101105560	Alan and Mary Berbisco	6310 E SARAZEN ST SE	0140	\$40.00		\$40.00				
101105740	Arija Mikelsons	5009 OAKMONT PL SE	0158	\$40.00	\$40.00					
101105960	Janell M. Crumpacker	6340 COTTON DR SE	0180	\$40.00		\$40.00				
101108001	Bret Spath	5313 65TH AVE SE	0385	\$40.00	\$40.00					
101105540	Edward & Mary Madison	6437 E SARAZEN ST SE	0138	\$30.00		\$30.00				
				\$76,567.54	\$1,925.00	\$13,195.71	\$920.13	\$60,526.70		
					12	60	5	18		



VOTING BY WRITTEN BALLOT

This form identifies the next steps in the amendment process. Community Association Law Group will prepare a "voting packet" to be sent to all Owners, but we need the information requested by this form in order to complete the materials. Please fill out and return this form with the info via email and we will get the voting packet in order!

Event	Response
<p>Board Meeting <i>All documents will have to be approved and a resolution (that we prepare) signed at a Board meeting prior to sending the voting packets. Please note date and time of this board meeting or print "none" and we will prepare a version of the resolution for all board members to sign.</i></p>	
<p>Estimated Mailing Date <i>When you would like the voting packet to be mailed to Owners.</i></p>	
<p>Proposed Voting Deadline <i>We recommend at least 90 days from the date of mailing for communities of 10 or more units, but the period can be shorter if you believe the votes will be returned in time. If the percentage vote required is high and there are many Owners, deadlines can be six, nine, or even 12 months from the date of mailing. Please propose a date for the deadline in the column to the right.</i></p>	
<p>Informational Owner Meeting <i>If you want to hold an informational meeting for Owners, we recommend scheduling it near the middle of the voting period. Please indicate the date and time of the proposed meeting or note "no meeting" in the column to the right.</i></p>	
<p>Counsel to Attend Owner Meeting? <i>Please indicate whether you want counsel to attend the informational owner meeting to answer questions. This is recommended, but there are other methods such as written cover letters, FAQ lists, etc.</i></p>	
<p>Distribution <i>Most governing documents require mailing of the voting packet to each Owner. Please indicate whether you or your management will be doing the mailing or whether you want Barker Martin to provide this service. Doing the mailing yourselves is generally less expensive.</i></p>	
<p>Return of Ballots (Written Consent Forms) <i>Please indicate how you want Owners to return their voting forms in the next few rows – you can choose any or all of them, but we strongly recommend mailing and scanning/emailing as two of the options.</i></p>	
<p>1. To a ballot box on community property (please provide a description of the location)</p>	
<p>2. To the concierge or other on-site staff (please provide any detailed description)</p>	
<p>3. Emailed (please provide email address)</p>	
<p>4. Mailed to a specific person or address. This is usually the manager if the community is professionally managed, an on-site office, or the President. Please provide a name and address.</p>	
<p>5. SASE? Do you want to provide a self-addressed, stamped envelope for ballots? (This is not required, but can be helpful to ensure a better response. Please indicate "yes" or "no" in the column to the right.)</p>	
<p>6. Other (please specify)</p>	