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**Capitol City Golf Club Estates Board of Trustees Meeting
December 18, 2025 Held at VIS Office
6:00 pm
Meeting Minutes**

1) Open Homeowner Forum:

- a) Board Members Present/Absent: Present: Matt Gordon, John Beezley, Randy Luke, Larry Dittloff, Andrea Thomson Absent: Nataly Lee
- b) Homeowners in Attendance: None

2) Call to Order/Establish Quorum Called to order at 6:00PM

3) Election of Officers and Committees

- a) President – Larry Dittloff -
- b) Vice President – Andrea Thomson
- c) Treasurer – Randy Luke
- d) Secretary - Matt Gordon

Motioned by Larry, seconded by John, all in favor, motion passed.

4) Create the following committees:

- a) ACC Committee
- b) Compliance
- c) Streets and Signs Committee
- d) Welcome Committee
- e) Communication Committee

Moved by Larry and seconded by Andrea – All in favor motion passed

5) Membership of the following committees:

- a) ACC Committee – Larry, Andrea and John
- b) Streets – Larry, Randy and John
- c) Compliance – Larry, Nataly, Matt, and Naomi Obie – John is drive along only
- d) Welcome Committee – Larry, Andrea and Randy, John
- e) Communications – Larry, Matt, Andrea

Moved by Larry and seconded by Andrea, all in favor, motion passed

6) Appointing the Committee Chairs:

- a) ACC Committee –
- b) Streets –
- c) Compliance –
- d) Welcome Committee –
- e) Communications –

This will be tabled until the next meeting when Natly is present

- 7) **Approval of Agenda** – Approved by all board members
- 8) **Approval of Meeting Minutes** – Minutes are not ready to be approved, and this will be tabled until the January meeting once the edits have been completed.
- 9) **Treasurer’s Report**
a) **Approval of Report** – Randy reviewed the treasurer’s report.

Assets

Operating Funds

100100 - Operating Bank Acct	\$113,515.55
101052 - PPB CDAR 6547 3.6816% Mat 3/26/2026	<u>\$51,170.23</u>
Operating Funds Total	\$164,685.78

Reserve Funds

101000 - Reserve Bank Acct	\$194,866.49
101057 - PPB CD 1111 18MO 3.9200% Mat 01/31/26	\$27,177.94
101065 - PPB CDAR 3732 3.6816% M 02/05/2026	\$27,765.81
101066 - PPB CDAR 5284 3.68% M 03/26/2026	<u>\$126,755.00</u>
Reserve Funds Total	\$376,565.24

Accounts Receivable

102000 - Accounts Receivable	\$74,279.46
Accounts Receivable Total	\$74,279.46

Assets Total **\$615,530.48**

Liabilities and Equity

Management

249996 - VIS NSF Admin Fees	\$15.00
249997 - VIS SCP Admin Fees	<u>(\$525.00)</u>
Management Total	<u>(\$510.00)</u>

Accounts Payable

250000 - Accounts Payable	<u>\$2,218.44</u>
Accounts Payable Total	\$2,218.44

Association

250100 - Prepaid Income	<u>\$11,695.60</u>
Association Total	\$11,695.60

Retained Earnings \$531,487.82

Net Income \$70,638.62

Liabilities & Equity Total **\$615,530.48**

There was a decrease in operating funds of \$26,000 from the end of September. Accounts receivable increased about \$6,000 from the end of September to \$70,000 to \$4,000. Although the number of delinquent accounts from the end of September went down by 4, we still have a very low percentage of members who are delinquent, and 10 of those are under \$100, so, that's pretty good. The income decreased by \$16,000 from the end of September. We had some drain cleaning that was delayed. So, income was up by \$600 from the budget amount, which means we didn't have a lot of Fines or, or fee collections. Which is a good sign. Expenses were down also from our projected budget. And, actually, we're in pretty good shape compared to the year before, We have 4 or 5 large accounts receivable that account for 70% of our total receivables. All in all, financially, we're in good shape.

Motion to accept the treasurer's report by Andrea, seconded by John, all in favor, motion passed.

10) Committee Reports –

- a) **Architectural Control Committee** – 12 ACC requests for December and 4 ACC requests for November.
- b) **Compliance** – No report – Nataly not present – Larry gave a brief report on the things that are seen during the inspections.
- c) **Roads/Signs** – City stop sign was hit, this sign has been hit about 5 times in the past 10 years. The City replaced it but had it facing the wrong way. That has now been corrected. There have been two complaints about street lights not illuminating correctly due to the trees. This is affecting lots 116 and 179. The board has reached out to PSE and they are investigating if they can get those trees trimmed. Typically, they only trim the trees if power lines are being impacted. The HOA may need to hire a contractor to trim these trees up so the lights can be functional. Both trees are in the easement. The committee has been monitoring groundwater runoff system. Continued issues for lots 114, 92 and 180 all on the west side were addressed by Sustainable Groundworks. The committee is working with the street sweeper to schedule a time for them to come out. The weather has been challenging in getting this done. This may be completed sometime in January. The golf course has received the go ahead for the owner to construct new concrete block restrooms at the convergence of 6 holes and their concession building at the fire pit, near the third tee box. It has been observed and documented that approximately 40% of the use of the existing porta potty is by delivery personnel, USPS workers, contractors, walkers and other non-golfers
- d) **Communication Committee** – no chair has been assigned to this committee. Peter used to do this, but he is no longer on the board. Larry is recommending for the enforcement policy to be reviewed and possibly updated.
- e) **Welcome Committee** – reported by Andrea – There have been 23 new homeowners in 2025. Biggest month was in August.

11) Unfinished Business

- a) **Updated Collection Policy** – the new collection policy aligns with the change in statute and essentially what it does is adds the initial letter that goes to the homeowners and then the rest of the policy is as you currently have it. It also names and has the exact verbiage of the housing letter that goes out in that policy. This is adjusting the current

policy to match the statute coming January 1, 2026. Motion to accept the delinquency and collection policy as presented. Moved by Randy, seconded by John. All in favor, motion passed.

- b) **New ACC Process - 2026** – ACC Committee will have a standing meeting every Friday at noon via zoom. All application will be posted to basecamp, but no voting will take place there. The ticket number will be the reference number when making determinations on these requests

12) New Business

- a) Rental Requirements – there was a discussion about the room mate rentals that are happening in homes throughout the community. Rentals are not considered a business so they are exempt from those statutes.

13) Next Meeting: January 15, 2026, 6 PM

14) Executive Session

Motion to move into executive session by Andrea, seconded by John. All in favor, motion passed.

Motion to move out of executive session by John, seconded by Matt at 8:05PM. All in favor, motion passed.

Motion to refer one account for collections to the attorney and two to small claims by Randy, seconded by John, all in favor, motion passed.

Motion to do a partial waiving of the account adjustment for ticket 244908 by Matt, seconded by Andrea, all in favor, motion passed.

Motion to deny the appeal for ticket 246329 by Matt, seconded by Andrea, all in favor, motion passed.

Motion to deny the account adjustment for ticket 248941 by Matt, seconded by John, all in favor, motion passed.

Motion to approve appeal ticket 250537 by Andrea, seconded by Matt, all in favor, motion passed.

Motion to deny the appeal for ticket 250256 by Matt, seconded by Andrea, all in favor, motion passed.

Motion to deny the appeal for ticket 252506 by Randy, seconded by Andrea, all in favor, motion passed.

Adjourn by Larry at 8:09PM

Streets and Signs Committee Report

December 18, 2025

- **City Stop Sign** at North Sarazen and Yelm Highway hit. City repaired incorrectly but after another call they corrected.
- **Two Street Lights** on East Sarazen near Lots 116 and 179 have their illumination obstructed by trees according to Owner complaints and on-site observations. I have asked PSE to review and trim. Lars Larson, of PSE, said that they will look at the lights but they normally only trim if impacting power lines and not Street Lights. To date we have not heard back from PSE on their findings. HOA may have to hire a contractor like Asplundh to do work if we so choose. Both trees are in the Easement.
- Have been monitoring **groundwater run off system** during atmospheric river events. We have issues near Lots 114, 92, 180 all on the West side of Capitol. All were addressed by our contractor Sustainable Groundworks recently except 80. We may have to provide additional catch basins to further mitigate. By in large the remainder of the catch basins and drywells were working as designed given some time to let rainwater percolate into the soil. Early 1960's design and installation before the additions of many impermeable surfaces like adjacent parking, cut outs and parking lots. We have only \$10,000 in the Operating Budget to address in 2026. We may have to consider using Reserve Funds for any major undertaking.

- **Street Sweeping** that was to take place on 12/9/25 was cancelled due to weather. Work was rescheduled for 12/22/25 starting at 8:00AM. I will meet the driver with a sweeping plan.
- Golf Course says that it has received the “Go Ahead” from the Owner to construct a new **plumbed concrete block rest room** at the convergence of six holes and their concession building the Fire Pit near the Third Tee Box. It has been observed and documented that approximately 40% of the use of the existing porta potty is by delivery personnel, USPS, Contractors, walkers and other non-Golfers. I will be meeting with the GC Manager in the future about this addition.

December 17, 2025

To: CCGCE Association BOD
Re: December, 2025 Financial Report – Balance Sheet Comparison
Fr: Randy Luke, Treasurer

Here is the December, 2025 Balance Sheet Report and Year End Balances for 2024 and 2023

	<u>11-30-2025</u>	<u>09-30-2025</u>	<u>01-31-2025</u>	<u>12-31-2024</u>	<u>12-31-2023</u>
Assets					
Operating Funds	\$ 113,515	\$ 139,552	\$ 180,749	\$ 160,717	\$ 150,304
Reserve Funds	376,575	370,619	341,257	338,278	305,893
Accounts Receivable	<u>74,279</u>	<u>68,109</u>	<u>95,593</u>	<u>75,550</u>	<u>51,020</u>
Total Assets	\$ 615,530	\$ 629,452	\$ 617,601	\$ 574,545	\$ 507,218
Liabilities and Equity					
Accounts Payable	\$ 2,215	\$ 1,732	\$ 6,182	\$ 4,031	\$ 1,723
Assn Prepaid Income	11,695	\$ 10,333	12,330	38,858	44,587
Retained Earnings	\$ 531,487	\$ 531,487	\$ 530,913	\$ 459,896	\$ 426,891
Net Income	\$ 70,639	\$ 86,444	\$ 68,684	\$ 72,304	\$ 35,158
Liabilities and Equity	\$ 615,530	\$ 629,452	\$ 617,601	\$ 574,545	\$ 507,218



RANDY LUKE, Treasurer



December 18, 2025

To: CCGCE BOD

Re: Balance Sheet and Income Analysis as of November 30, 2025

Fr: Randy Luke, Treasurer

The following is my analysis of our November, 2025 Income Statement and Balance Sheet provided by VIS

Balance Sheet:

Operating Funds decreased by \$ 26,000 from the end of September. Accounts Receivable increased by about \$ 6,000 from end of September to \$ 74,394....there were a total of 28 delinquent accounts compared to 32 at the end of September. YTD Income decreased \$16,000 from the end of September but was still higher than the 2024 total. Total assets was down by \$ 14,000 from the end of September.

Income Statement

Income of \$ 2,859 was up by \$ 615 from budget. Expenses of \$ 16,311 was down from budget amount of \$ 11,336, the result was Net Operating Income (loss) of \$ 13,652. The YTD income of \$ 174,939 was \$ 31,744 over budgeted amount. The YTD expenses \$ 1542,587 was \$ 9,890 over budgeted amount. This resulted in the YTD Net Operating Income of \$ 32,351 being \$ \$ 21,854 for the year.

The accounts receivable balance of \$ 74,394 is down to 28 accounts. The top 4 accounts total about \$ 51,000 or 68.5% of the total. The next 9 accounts between \$ 1,185 and \$ 4,469 total \$ 18,000 or 24.2% of the total.

A large, stylized handwritten signature in blue ink that reads "Randy Luke".

RANDY LUKE, Treasurer