

Capitol City Golf Club Estates Board of Trustees Meeting

Meeting Information and Summary

January 16, 2026 | VIS Office and Zoom | 6:00 PM

Board Members Present

Larry Dittloff

Andrea Thomson

Randy Luke

Nataly Lee

John Beezley

Matthew Gordon

Board Members Absent

None

Management / Professional Attendees

Scott Roth – VIS Group Inc.

Homeowners Present

Terry Redmond, 5931 E Sarazen St SE – Provided comments related to grandfathering and exceptions.

George Glainyk, 6137 E Sarazen St SE – Attended as an interested homeowner.

David Snider, 6416 Amour Dr – Attended regarding an appeal of fees on an HOA account.

Discussion included clarification of budget variances and confirmation that the \$950 Reserve Study line item for 2026 reflects a lower-cost financial review.

The Treasurer's Report was accepted by a motion from the board.

Committee Reports

Architectural Control Committee

Andrea Thomson reported that the Architectural Control Committee now meets weekly on Fridays at 12:00 PM.

The Committee reviewed a total of six ACC requests, including two incomplete applications and one pending application.

Requests under review included new construction, retaining walls, roofing, and shed projects. No motions were brought forward as part of this report.

Roads and Signs Committee

Larry Dittloff reported that Puget Sound Energy will not trim vegetation obstructing streetlights near Lots 118 and 179. Homeowners will be asked to trim vegetation; otherwise, the Association may address it due to easement considerations.

Groundwater drainage issues near Lots 114 and 180 were discussed, with possible future installation of additional catch basins as a reserve-funded project.

Street sweeping was completed at an approximate cost of \$1,900, with only one sweep conducted this year due to other drainage expenditures.

Parking enforcement concerns were discussed, including overnight street parking by large vehicles and fire department access issues. The Board discussed the need to review and potentially revise parking enforcement rules.

Detailed Meeting Minutes

Call to Order

A quorum was declared by President Larry Dittloff at 5:59 PM, and the meeting was called to order.

Approval of Agenda

John Beezley moved to approve the agenda. Andrea Thomson seconded. Motion carried.

Approval of Prior Meeting Minutes

With minor scribal note corrections, Randy Luke moved to approve the prior meeting minutes. John Beezley seconded. Motion carried.

Treasurer's Report

Randy Luke presented the Treasurer's Report, noting the following:

- December income of -\$3,231 was \$2,940 more than budgeted due to increased fines and fees.
- December expenses of \$12,402 were \$2,241 over budget primarily due to street sweeping and sign maintenance.
- Year-to-date income of \$177,414 was \$33,594 over budget, largely due to increased fines and fees.
- Year-to-date expenses of \$155,391 were corrected to approximately \$23,000 over budget due to maintenance, legal, and utility costs.
- December net income was close to budgeted; year-to-date net income was significantly over budget.
- Accounts receivable totaled \$77,514, an increase of approximately \$3,000 from November.
- There were 23 delinquent accounts, the lowest in several years.

Andrea Thomson moved to direct the Roads and Signs Committee to study parking issues and bring forward recommendations. Nataly Lee seconded. Motion carried.

Compliance Committee

Nataly Lee reported that compliance issues were identified during preliminary review, noting that a full compliance drive had not yet been completed due to an unanticipated scheduling conflict with the Association's management representative.

The committee has begun inventorying potentially grandfathered parking structures, with further confirmation planned.

Communications Committee

Larry Dittloff reported that a draft newsletter has been circulated to the committee for review.

Welcome Committee

Andrea Thomson reported one new homeowner in December. Approximately six to seven welcome packets remain to be distributed, noting that some properties are investment properties.

Old Business

Rental Requirements

The Board discussed reporting requirements related to rental properties and tenants. It was noted that owners are responsible for reporting tenants and that additional enforcement or data collection may not be necessary at this time. The Board agreed to table further action on this topic.

Selection of Committee Chairs

The Board clarified that the responsibility of a committee chair is to organize committee meetings and report to the Board.

The following committee chair appointments were made, with all nominations made by Larry Dittloff:

- Architectural Control Committee: Andrea Thomson (nominated by Larry Dittloff, seconded by John Beezley).
- Compliance Committee: Nataly Lee (nominated by Larry Dittloff, seconded by Andrea Thomson).
- Roads and Signs Committee: Randy Luke (nominated by Larry Dittloff, seconded by John Beezley). Motion carried.
- Communications Committee: Larry Dittloff (self-nominated, seconded by Andrea Thomson). Motion carried.
- Welcome Committee: The Board agreed to operate without a designated chair.

New Business

Newsletter Authority and Governance

The Board discussed clarification of authority and governance related to the Association newsletter.

Board Resolutions and Delegations Register

The Board discussed the need for a formal register to document Board resolutions and any authority or delegations granted by the Board. The Board agreed to begin maintaining this register immediately.

Exceptions and Grandfathering Policy

The Board discussed concerns regarding a lack of clarity and formal policy governing the handling of exceptions and grandfathered conditions within the

community. The Board noted that additional work is needed to address this issue.

City of Lacey Grants

Andrea Thomson introduced this item as an additional agenda item. The Board noted that City of Lacey grant applications could not be submitted this year.

Violation Notices and Photographs

John Beezley introduced this item as an additional agenda item. The Board discussed the inclusion of photographs with violation notices and agreed to move this discussion to Executive Session.

Executive Session

The Board entered Executive Session. Andrea Thomson and Nataly Lee were present.

The following actions were taken:

- Motion to move one collection account into foreclosure was made by Randy Luke and seconded by John Beezley. Motion carried.
- Motion to refer a second collection account to the Association's attorney for collections was made by Nataly Lee and seconded by John Beezley. Motion carried.
- Ticket #241059, compliance appeal regarding parking, was considered. A motion to approve the appeal failed.
- Ticket #255668, request for extension related to paint and siding compliance, was motioned by Nataly Lee and seconded by Matthew Gordon. Motion carried.
- A homeowner appeal regarding account fees was considered. Randy Luke moved to deny the appeal; John Beezley seconded. Motion carried.

Andrea Thomson moved to exit Executive Session. Randy Luke seconded.
Motion carried.

Next Meeting

The next Board meeting is scheduled for February 19, 2026.

Adjournment

Andrea Thomson moved to adjourn the meeting. Nataly Lee seconded.
Motion carried.

Submitted by: Matt Gordon, Secretary



VIS GROUP, INC.

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8617 Martin Way East, Lacey, WA 98516

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Capitol City Golf Club Estates Architectural Committee Meeting January 16, 2026, Held via Zoom at 12:00 pm Meeting Minutes

1) Open Homeowner Forum:

- a) **Board Members Present/Absent:** Present: Lary Dittloff, John Beezley, and Andrea Thomson

2) Call to Order/Establish Quorum Called to order at 12:00 PM

The Architectural Committee weekly meeting began with Andrea, Larry, and John present, discussing requests. They clarified that while homeowners could join, the meeting would focus on reviewing tickets in Basecamp, using ticket numbers instead of homeowner names. Andrea explained they would go through each ticket, describing the item and determining if approval was warranted.

- i) **Ticket 256095 - approved**
- ii) **Ticket 255768 - Denied**
- iii) **Ticket 255166 - Approved**
- iv) **Ticket 257054 - Approved**
- v) **Ticket 257055 - Approved**
- vi) **Ticket 257206 - Approved**
- vii) **Ticket 257043 - More information is needed**
- viii) **Ticket 257188 - Approved**
- ix) **Ticket 257187 - Denied**
- x) **Ticket 257186 - Approved**

Adjourn by Andrea at 12:03 PM



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Capitol City Golf Club Estates Architectural Committee Meeting January 23, 2026, Held via Zoom at noon Meeting Minutes

1) Open Homeowner Forum:

a) **Board Members Present/Absent:** Present: Lary Dittloff, John Beezley, and Andrea Thomson

2) Call to Order/Establish Quorum Called to order at noon.

The Architectural Committee met and there were no requests that had a decision made.

Adjourn by Andrea at 12:50PM