

Capitol City Golf Club Estates Board of Trustees Meeting

Meeting Information and Summary

February 19, 2026 | VIS Office and Zoom | 6:00 PM

Board Members Present

Larry Dittloff

Randy Luke

Nataly Lee

John Beezley

Matthew Gordon

Board Members Absent

Andrea Thomson

Management / Professional Attendees

Scott Roth – VIS Group Inc.

Homeowners Present

Lan Nga, 4815 58th Ave SE – Attended regarding an Architectural Control Committee denial related to a proposed home addition.

Keon Ghorbani – Owner of Evergreen Haven Adult Family Home, 6429 Congressional. Introduced himself and discussed operations and parking considerations.

Detailed Meeting Minutes

Call to Order

A quorum was declared by President Larry Dittloff, and the meeting was called to order.

Approval of Agenda

Nataly Lee moved to approve the agenda as presented by VIS. John Beezley seconded. Motion carried.

Approval of Prior Meeting Minutes

Approval of the prior meeting minutes was deferred until the next meeting due to distribution timing.

Treasurer's Report

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

- Total assets of \$686,069 increased approximately \$24,000 from December 2025. Since the end of 2023, total assets have increased by approximately \$160,000.
- January income of \$67,244 was generally in line with budget, though reported approximately \$1,540 below budget due to late fee refunds.
- January expenses of \$9,741 were approximately \$400 under the budgeted amount with no significant variances reported.
- Net income of \$57,502 was consistent with the January budget and represents the year-to-date total for 2026.
- Accounts receivable totaled \$77,514, an increase of approximately \$700 from December.
- There were 63 delinquent accounts, largely due to 35 owners who had not yet posted first-half dues payments.
- The four largest delinquent accounts totaled approximately \$52,500, representing about 67% of total delinquencies. The next ten accounts totaled approximately \$18,500, representing about 24% of the total. Nine accounts had balances under \$440.

Discussion included the following inquires:

- Randy Luke inquired about line item 300300 (Late Fees), which reflected an approximate \$1,550 variance. Randy noted he would follow up to confirm the cause of the variance.
- Matt Gordon inquired about line items 400056 (Community Enrichment) and 402100 (Website Service). Scott Roth explained that the Community Enrichment variance reflected the Board retreat dinner expense recorded in January and that both items appear elevated for the month because certain annual or periodic expenses are recorded in a single month rather than distributed evenly across the year.

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

Committee Reports

Architectural Control Committee

John Beezley reported that the Architectural Control Committee now meets weekly.

Approximately fifteen applications were reviewed in January, including requests related to fencing, painting, decks, and parking improvements.

Roads and Signs Committee

Larry Dittloff reported that recent work included addressing no-parking violations, repairing damaged signage, inspecting community bulletin boards, and replacing a damaged dog waste station.

Letters were sent to homeowners regarding vegetation obstructing streetlights.

Drainage issues in several areas of the community continue to be evaluated, and a contractor may inspect the area during a future rain event to assess potential improvements.

Traffic conditions on Armour Drive were also discussed, including the possible installation of an additional speed hump. The committee will continue reviewing traffic and parking issues.

Compliance Committee

Nataly Lee reported that compliance drive-through inspections were conducted with several board members.

Issues identified included garbage container placement, parking violations, and trees lacking the required fourteen-foot roadway clearance.

The committee has begun developing an inventory of potentially grandfathered parking structures for future review by the Board.

Communications Committee

Larry Dittloff reported that the community newsletter was distributed by VIS.

The Association website was also updated with minor maintenance changes.

Welcome Committee

Randy Luke reported one new homeowner on Cotton Street.

Several welcome baskets remain to be delivered as occupancy of recently purchased homes is confirmed.

Old Business

Cutout Parking Variance

The Board revisited a previously denied variance request related to a driveway cutout.

After additional review of the property, the Board determined that the parking area could reasonably be interpreted as an adjacent parking space under the Association's parking guidelines.

Randy Luke moved to classify the space as an adjacent parking spot rather than a cutout. Nataly Lee seconded. Motion carried.

New Business

Rental Requirements

Scott Roth reported that the Association will begin requesting copies of leases from certain rental properties where concerns have been raised regarding room-by-room rental arrangements.

The governing documents require that leases apply to the entire home rather than individual rooms. Management will request lease documentation from properties identified through complaints or compliance review.

Executive Session

Nataly Lee moved to enter Executive Session to discuss privileged matters including potential litigation, compliance matters, and owner liability issues. John Beezley seconded. Motion carried.

Randy Luke motioned to leave Executive Session, seconded by John Beezley. Motion carried.

Following Executive Session, the Board returned to open session and the following actions were taken:

- Motion to approve a parking variance for Ticket #259013. Motion carried.
- Motion to authorize the Association's attorney to send an updated demand letter to an account currently in collections. Motion carried.
- Motion to refer an unpaid small claims judgment to the Association's attorney for collection. Motion carried.
- Motion to send demand letters to three additional collection accounts with liens filed and proceed to small claims if no response is received. Motion carried.

Next Meeting

The next Board meeting is scheduled for **March 19, 2026**.

Adjournment

A motion to adjourn the meeting was made by Nataly Lee and seconded by John Beezley. Motion carried.

Submitted by:

Matt Gordon, Secretary



VIS GROUP, INC.

Professional Community Management

800-537-9619

info@vismanagement.com

vismanagement.com

8617 Martin Way East, Lacey, WA 98516

13470 Martin Luther King Jr. Way S, Renton, WA 98178

Capitol City Golf Club Estates Architectural Committee Meeting February 6, 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 12:03 PM

The Architectural Committee weekly meeting began with Andrea, Larry, and John present, discussing the one request. 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 256778 - approved**

Adjourn by Andrea at 12:30PM



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8617 Martin Way East, Lacey, WA 98516

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Capitol City Golf Club Estates Architectural Committee Meeting February 13, 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 discussed one application. Ticket 261133 there was a motion to approve application by John and Larry seconded the motion. All in favor, motion passed.

Adjourn by Andrea at 12:30PM



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🌐 vismanagement.com

📍 8617 Martin Way East, Lacey, WA 98516

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**Capitol City Golf Club Estates Architectural Committee Meeting
February 20, 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 was one request.

Ticket 261133 – has been approved moved by Andrea and seconded by

John. **Adjourn by Andrea at 12:03PM**

Best regards,



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✉ info@vismanagement.com
🌐 vismanagement.com

📍 8617 Martin Way East, Lacey, WA 98516

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**Capitol City Golf Club Estates Architectural Committee Meeting
February 27, 2026, Held via Zoom at noon
Meeting Minutes**

1) Open Homeowner Forum:

a) **Board Members Present/Absent:** Present: Andrea Thomson

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

The Architectural Committee met and there were no requests.

Adjourn by Andrea at 12:10PM

Best regards,