



VIS GROUP, INC.

Professional Community Management

☎ 800-537-9619

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🌐 vismanagement.com

📍 8617 Martin Way East, Lacey, WA 98516

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

**Capitol City Golf Club Estates Board of Trustees Meeting
February 19, 2026 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) Rental Requirements
- 8) New Business**
 - a) Cut out Variance Request
- 9) Next Meeting:** February 19, 2026, 6 PM, -
- 10) Executive Session**
- 11) Adjourn**

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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 Larry 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 Larry at 12:50PM



**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 Larry at 12:30PM



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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 Larry at 12:30PM

**Capitol City Golf Club EA
Balance Sheet
1/31/2026**

Assets

Operating Funds

100100 - Operating Bank Acct	\$156,268.55
101052 - PPB CDAR 6547 3.6816% Mat 3/26/2026	\$51,170.23

<u>Operating Funds Total</u>	\$207,438.78
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Reserve Funds

101000 - Reserve Bank Acct	\$200,733.73
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	\$126,755.00

<u>Reserve Funds Total</u>	\$382,432.48
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Accounts Receivable

102000 - Accounts Receivable	\$78,198.36
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<u>Accounts Receivable Total</u>	\$78,198.36
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<i>Assets Total</i>		\$668,069.62
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Liabilities and Equity

Management

249996 - VIS NSF Admin Fees	\$35.00
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<u>Management Total</u>	\$35.00
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Accounts Payable

250000 - Accounts Payable	\$456.51
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<u>Accounts Payable Total</u>	\$456.51
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Association

250100 - Prepaid Income	\$12,555.00
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<u>Association Total</u>	\$12,555.00
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<u>Retained Earnings</u>	\$594,627.84
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<u>Net Income</u>	\$60,395.27
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<i>Liabilities & Equity Total</i>		\$668,069.62
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**Capitol City Golf Club EA
Budget Comparison Report
1/1/2026 - 1/31/2026**

	1/1/2026 - 1/31/2026			1/1/2026 - 1/31/2026			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Revenue</u>							
300000 - Regular Assessment	\$68,160.00	\$68,160.00	\$0.00	\$68,160.00	\$68,160.00	\$0.00	\$136,320.00
300300 - Late Fees	(\$1,550.00)	\$0.00	(\$1,550.00)	(\$1,550.00)	\$0.00	(\$1,550.00)	\$0.00
300400 - Legal Fees (Passed on to Owners)	\$634.50	\$625.00	\$9.50	\$634.50	\$625.00	\$9.50	\$7,500.00
<u>Total Revenue</u>	\$67,244.50	\$68,785.00	(\$1,540.50)	\$67,244.50	\$68,785.00	(\$1,540.50)	\$143,820.00
Total Income	\$67,244.50	\$68,785.00	(\$1,540.50)	\$67,244.50	\$68,785.00	(\$1,540.50)	\$143,820.00
Expense							
<u>Administrative Expenses</u>							
400100 - Base Supply Fee - Excluding Postage	\$398.14	\$398.14	\$0.00	\$398.14	\$398.14	\$0.00	\$4,777.63
400200 - Postage	\$230.41	\$208.33	(\$22.08)	\$230.41	\$208.33	(\$22.08)	\$2,500.00
400300 - Mileage Costs	\$0.00	\$12.50	\$12.50	\$0.00	\$12.50	\$12.50	\$150.00
<u>Total Administrative Expenses</u>	\$628.55	\$618.97	(\$9.58)	\$628.55	\$618.97	(\$9.58)	\$7,427.63
<u>Community</u>							
400056 - Community Enrichment	\$1,210.95	\$333.33	(\$877.62)	\$1,210.95	\$333.33	(\$877.62)	\$4,000.00
400975 - Website Service	\$500.00	\$250.00	(\$250.00)	\$500.00	\$250.00	(\$250.00)	\$3,000.00
402100 - HOA Meeting Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
<u>Total Community</u>	\$1,710.95	\$583.33	(\$1,127.62)	\$1,710.95	\$583.33	(\$1,127.62)	\$7,500.00
<u>Insurance</u>							
400700 - Insurance	\$0.00	\$400.75	\$400.75	\$0.00	\$400.75	\$400.75	\$4,809.00
<u>Total Insurance</u>	\$0.00	\$400.75	\$400.75	\$0.00	\$400.75	\$400.75	\$4,809.00
<u>Landscaping</u>							
401200 - Landscaping (Non-contract)	\$0.00	\$41.67	\$41.67	\$0.00	\$41.67	\$41.67	\$500.00
<u>Total Landscaping</u>	\$0.00	\$41.67	\$41.67	\$0.00	\$41.67	\$41.67	\$500.00
<u>Legal/Collection</u>							
400500 - Legal - General	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00	\$6,000.00
400600 - Legal - Collections	\$634.50	\$625.00	(\$9.50)	\$634.50	\$625.00	(\$9.50)	\$7,500.00
401700 - Bad Debt/Write-offs	\$0.00	\$291.67	\$291.67	\$0.00	\$291.67	\$291.67	\$3,500.00
<u>Total Legal/Collection</u>	\$634.50	\$1,416.67	\$782.17	\$634.50	\$1,416.67	\$782.17	\$17,000.00
<u>Management</u>							
400000 - Association Management Fees	\$2,960.54	\$2,960.54	\$0.00	\$2,960.54	\$2,960.54	\$0.00	\$35,526.42
<u>Total Management</u>	\$2,960.54	\$2,960.54	\$0.00	\$2,960.54	\$2,960.54	\$0.00	\$35,526.42
<u>Repairs/Maintenance</u>							
401000 - Maintenance (Common Areas)	\$0.00	\$125.00	\$125.00	\$0.00	\$125.00	\$125.00	\$1,500.00
402920 - Maintenance-Speed Bump Maintenance	\$0.00	\$125.00	\$125.00	\$0.00	\$125.00	\$125.00	\$1,500.00
402930 - Maintenance-Mailbox	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
402940 - Maintenance-Street Sweeping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,800.00
402950 - Maintenance-Drain Cleaning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
402960 - Maintenance-Sign Maintenance	\$0.00	\$125.00	\$125.00	\$0.00	\$125.00	\$125.00	\$1,500.00
<u>Total Repairs/Maintenance</u>	\$0.00	\$375.00	\$375.00	\$0.00	\$375.00	\$375.00	\$19,800.00

**Capitol City Golf Club EA
Budget Comparison Report
1/1/2026 - 1/31/2026**

	1/1/2026 - 1/31/2026			1/1/2026 - 1/31/2026			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Funds							
401400 - Reserve Contributions	\$2,833.33	\$2,833.33	\$0.00	\$2,833.33	\$2,833.33	\$0.00	\$34,000.00
401500 - Reserve Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$950.00
Total Reserve Funds	\$2,833.33	\$2,833.33	\$0.00	\$2,833.33	\$2,833.33	\$0.00	\$34,950.00
Tax and Audit							
400400 - Audit and Tax Return	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Total Tax and Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Taxes & licenses							
400450 - Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
400800 - Licenses and Permits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00
Total Taxes & licenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,021.00
Utilities							
400920 - Electricity	\$973.67	\$933.33	(\$40.34)	\$973.67	\$933.33	(\$40.34)	\$11,200.00
Total Utilities	\$973.67	\$933.33	(\$40.34)	\$973.67	\$933.33	(\$40.34)	\$11,200.00
Total Expense	\$9,741.54	\$10,163.59	\$422.05	\$9,741.54	\$10,163.59	\$422.05	\$143,734.05
Operating Net Income	\$57,502.96	\$58,621.41	(\$1,118.45)	\$57,502.96	\$58,621.41	(\$1,118.45)	\$85.95
Reserve Income							
Reserve and Extraordinary Expenses							
310002 - Reserve Contribution Revenue	\$2,833.33	\$2,333.33	\$500.00	\$2,833.33	\$2,333.33	\$500.00	\$28,000.00
310003 - Reserve Interest Income	\$58.98	\$0.00	\$58.98	\$58.98	\$0.00	\$58.98	\$0.00
Total Reserve and Extraordinary Expenses	\$2,892.31	\$2,333.33	\$558.98	\$2,892.31	\$2,333.33	\$558.98	\$28,000.00
Total Reserve Income	\$2,892.31	\$2,333.33	\$558.98	\$2,892.31	\$2,333.33	\$558.98	\$28,000.00
Reserve Net Income	\$2,892.31	\$2,333.33	\$558.98	\$2,892.31	\$2,333.33	\$558.98	\$28,000.00
Net Income	\$60,395.27	\$60,954.74	(\$559.47)	\$60,395.27	\$60,954.74	(\$559.47)	\$28,085.95

**Capitol City Golf Club EA
AR Aging with Status
Period Through: 1/31/2026**

Account	Name	Address	Unit	Total	Current	30	60	90	Status	Alt Status
101104460	Vicki Miller	6231 W SARAZEN ST SE	0029	\$20,559.82	\$60.00	\$275.00	\$115.00	\$20,109.82	At Attorney	Lien, ATTY
101106620	Thomas E. Helms	6205 ARMOUR DR SE	0246	\$17,805.19	\$544.50	\$455.00	\$295.00	\$16,510.69	At Attorney	Lien, ATTY
101104520	Cameron French	6347 W SARAZEN ST SE	0035	\$9,164.83	\$60.00	\$275.00	\$115.00	\$8,714.83	At Attorney	Lien, ATTY
101108221	Haeli and Michael Kaminski	4606 66TH AVE SE	0502	\$4,844.16	\$10.00	\$365.00	\$205.00	\$4,264.16	SCP	Lien, SCP
101107781	Kelley M. Oletzke	6230 ARMOUR DR SE	0363	\$3,174.16	\$10.00	\$1,475.00	\$115.00	\$1,574.16	SCP	Lien, SCP
101104390	Donny C. Roder II	6029 SARAZEN ST SE	0022	\$2,289.16		\$275.00	\$115.00	\$1,899.16	3rd Notice	Lien, Final Demand
101107552	Jesse W. or Rylee Oxendine	5511 65TH AVE SE	0340	\$2,280.00		\$160.00		\$2,120.00	3rd Notice	Pending Board Decision
101106691	Yoo & Yoo Inc	6108 ARMOUR DR SE	0253	\$2,229.16		\$275.00	\$115.00	\$1,839.16	3rd Notice	Lien, Final Demand
101105120	Brian J. Avery	6212 HOGAN DR SE	0095	\$2,044.16		\$530.00	\$599.16	\$915.00	3rd Notice	Lien, Final Demand
101106560	Matthew & Gabriel Robinson	6023 ARMOUR DR SE	0240	\$2,029.16		\$275.00	\$115.00	\$1,639.16	3rd Notice	Lien, Final Demand
101107580	Barbara F. Pearson	5523 65TH AVE SE	0343	\$1,645.00		\$455.00	\$295.00	\$895.00	3rd Notice	
101106120	* Bart Ljubich	6100 COTTON DR SE	0196	\$1,460.00		\$275.00	\$115.00	\$1,070.00	1st Notice	
101105730	Enrique S. Lopez and Lovellia S. Knight	5930 E SARAZEN ST SE	0157	\$540.00		\$275.00	\$65.00	\$200.00	3rd Notice	Payment Plan
101108080	Nancy Greenwood	5218 65TH AVE SE	0393	\$500.00		\$275.00	\$20.00	\$205.00	3rd Notice	Lien
101105930	Rachel Jensen	6333 COTTON DR SE	0177	\$484.16	\$484.16					
101106881	Philip Nienaber	6012 ARMOUR LP SE	0272	\$350.00		\$215.00	\$15.00	\$120.00	3rd Notice	
101105400	Colin Hayes and Tashana Klonius	6139 E SARAZEN ST SE	0124	\$330.00	\$35.00	\$195.00	\$35.00	\$65.00		Payment Plan
101105130	John McLaughlin	6140 HOGAN DR SE	0097	\$240.00		\$240.00			1st Notice	
101105550	Jeff & Jennifer Peterson	6322 E SARAZEN ST SE	0139	\$235.00		\$160.00		\$75.00		Payment Plan
101104211	Hai T. Nguyen	4713 58TH AVE SE	0004	\$160.00		\$160.00			1st Notice	
101104413	Gregory Bogans	6107 W SARAZEN ST SE	0024	\$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	
101104540	James Murray	6417 W SARAZEN ST SE	0037	\$160.00		\$160.00			1st Notice	
101104831	John Mbugua and Nelly Njau	6016 W SARAZEN ST SE	0066	\$160.00		\$160.00			1st Notice	
101104880	Randall K G Luke	5931 HOGAN DR SE	0071	\$160.00		\$160.00			1st Notice	
101104960	James Elder	6115 HOGAN DR SE	0079	\$160.00		\$160.00				
101105020	Karen Royal c/o Erikca Moore	6239 HOGAN DR SE	0085	\$160.00		\$160.00			1st Notice	
101105031	Timothy J. McGuire	6311 HOGAN DR SE	0086	\$160.00		\$160.00			1st Notice	
101105191	Richard G. and Carol G. McCaslin	6018 HOGAN DR SE	0103	\$160.00		\$160.00			1st Notice	
101105620	Lynn Needham	6150 E SARAZEN ST SE	0146	\$160.00		\$160.00				
101105681	Bramu Investments LLC	6032 E SARAZEN ST SE	0152	\$160.00		\$160.00			1st Notice	

Capitol City Golf Club EA
AR Aging with Status
Period Through: 1/31/2026

Account	Name	Address	Unit	Total	Current	30	60	90	Status	Alt Status
101105760	James and Lois Brubaker	5933 COTTON DR SE	0160	\$160.00		\$160.00			1st Notice	
101105882	Suzanne T. Widup	6223 COTTON DR SE	0172	\$160.00		\$160.00				
101105990	James W. Murray	6324 COTTON DR SE	0183	\$160.00		\$160.00			1st Notice	
101106010	Judy C. Moreland	6316 COTTON DR SE	0185	\$160.00		\$160.00				
101106041	Richard H. Turner	6216 COTTON DR SE	0188	\$160.00		\$160.00			1st Notice	
101106291	Natalie Lee	4932 OAKMONT PL SE	0213	\$160.00		\$160.00			1st Notice	
101106421	Alice and Jason Fiman	5039 58TH AVE SE	0226	\$160.00		\$160.00				
101106530	Michael & Kimberly Whitener	5927 ARMOUR DR SE	0237	\$160.00		\$160.00				
101107060	Brian and Janene Bellew	5523 61ST AVE SE	0290	\$160.00		\$160.00			1st Notice	
101107320	Burdette A. Chapel	6211 ST ANDREWS ST SE	0317	\$160.00		\$160.00			1st Notice	
101107431	Asif and Marjorie Beg, Trustee of the MAB Revocable Living Trust	5515 64TH CT SE	0328	\$160.00		\$160.00			1st Notice	
101107480	David & Sun Yo Boyer	5514 64TH WAY SE	0333	\$160.00		\$160.00			1st Notice	
101107540	William and Clara Sandell	5516 65TH AVE SE	0339	\$160.00		\$160.00			1st Notice	
101107660	Karen Royal c/o Erika Moore	5506 66TH AVE SE	0351	\$160.00		\$160.00			1st Notice	
101107761	Eric Schreiber	6406 ARMOUR ST SE	0361	\$160.00		\$160.00				Pending Board Decision
101107830	Denise Witschel	6317 CONGRESSIONAL DR SE	0368	\$160.00		\$160.00				
101107841	Amanda K. and David E. Edwards	6321 CONGRESSIONAL DR SE	0369	\$160.00		\$160.00			1st Notice	
101107891	Jana M. Knudson and Chadwick C. Curl	6421 CONGRESSIONAL DR SE	0374	\$160.00		\$160.00			1st Notice	
101107912	Mansoor and Arshawn Ghorbani	6429 CONGRESSIONAL DR SE	0376	\$160.00		\$160.00			1st Notice	
101108172	6305 HOLDINGS LLC	6305 ARMOUR ST SE	0403	\$160.00		\$160.00			1st Notice	
101108250	David Droll	5211 58TH AVE SE	1002	\$160.00		\$160.00			1st Notice	
101108271	Judy Raff	5215 58TH AVE SE	1004	\$160.00		\$160.00				
101105171	Bramu Investments LLC	6036 HOGAN DR SE	0101	\$100.00		\$100.00			1st Notice	
101105890	Harold D. Walker	6231 COTTON DR SE	0173	\$95.00		\$95.00			1st Notice	
101107220	Lourdes Orfiano	5524 61ST AVE SE	0307	\$74.40		\$74.40				Payment Plan
101105281	Eric Schreiber	5840 W SARAZEN ST SE	0112	\$45.00		\$45.00				Pending Board Decision
101105540	Edward & Mary Madison	6437 E SARAZEN ST SE	0138	\$30.00		\$30.00				
101104730	Sandra or Mark Daniel	6320 W SARAZEN ST SE	0056	\$10.00		\$10.00				
				\$78,158.36	\$1,203.66	\$12,404.40	\$2,334.16	\$62,216.14		
					7	59	15	17		