

Capitol City Golf Club Estates Board of Trustees Meeting

Meeting Information and Summary

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

Board Members Present

Larry Dittloff
Andrea Thomson
Nataly Lee
John Beezley
Matthew Gordon

Board Members Absent

Randy Luke

Management / Professional Attendees

Scott Roth – VIS Group Inc.

Homeowners Present

Nga Lan, 4815 58th Ave SE – Followed up on a request for a home addition and confirmed submission of an updated plan reflecting a single kitchen. The Board advised that the matter would be discussed during Executive Session.

Detailed Meeting Minutes

Call to Order

A quorum was declared by President Larry Dittloff at 6:05 PM, and the meeting was called to order.

Approval of Agenda

Andrea Thomson moved to approve the agenda with an addition to Executive Session. John Beezley seconded. Motion carried.

Approval of Prior Meeting Minutes

The Board reviewed prior meeting minutes and noted the following:

- Andrea Thomson moved to approve the January 16, 2026 meeting minutes. Nataly Lee seconded. Motion carried.
- Andrea Thomson moved to approve the February 19, 2026 meeting minutes. John Beezley seconded. Motion carried.
- John Beezley moved to approve the Architectural Control Committee meeting minutes. Andrea Thomson seconded. Motion carried.

Treasurer's Report

The Treasurer's Report was presented via email and reviewed by the Board. Key highlights included:

- Total assets of \$665,228 decreased by approximately \$2,841 from January 2026. Since the end of 2023, total assets have increased by approximately \$158,000.
- Monthly income of \$1,556 was generally in line with the budget estimate of \$625.
- Expenses of \$8,611 were approximately \$1,155 under budget, with legal fees contributing \$787 under budget.
- Net income reflected a loss of \$7,055, which was approximately \$2,482 better than budget.
- Year-to-date total of \$50,447 is approximately \$1,364 over the budgeted amount.

- Accounts receivable totaled \$73,040, a decrease of approximately \$5,150 from January.
- There are 31 delinquent accounts, one of the lowest totals in recent years, with six accounts under \$50.
- The three largest delinquent accounts total approximately \$48,000, representing 66% of total delinquencies. The next eight accounts total approximately \$21,000, representing 29% of total delinquencies.

The Board confirmed that financial figures were cross-referenced with CDAR accounts.

Matthew Gordon moved to accept the Treasurer's Report. Nataly Lee seconded. Motion carried.

CDAR Investments

Scott Roth recommended adjustments to CDAR reinvestment strategy, including laddering changes:

- Renewal of CDAR 5284 for a 26-week term within the reserve account.
- Renewal of CDAR 6547 for a 52-week term.

Both accounts are scheduled to mature on March 26.

Andrea Thomson moved to approve the recommended CDAR reinvestment strategy. Matthew Gordon seconded. Motion carried.

Committee Reports

Architectural Control Committee

The Committee reported the following:

- Increased homeowner compliance with submitting ACC requests alongside City approvals for tree removal.

- Weekly ACC meetings continue to operate smoothly, with agendas distributed each Thursday. Meetings are canceled if no requests are received.
- Andrea attends meetings in case homeowners join, though no homeowners have attended to date.
- February activity included five total requests:
 - Driveways: 2 approved, 0 denied
 - Garage doors: 0 approved, 1 denied
 - Tree removal: 2 approved, 2 denied

Roads and Signs Committee

The Committee reported the following:

- Recent heavy rainfall highlighted drainage issues on Cotton, Sarazen, and Hogan. A contractor review is pending, with potential installation of two new catch basins under consideration.
- One homeowner on Hogan reported garage flooding related to sump pump issues and prior catch basin modifications.
- A quote of approximately \$4,000 was received from Puget Sound Energy for tree trimming near streetlights. A second quote is pending.
- A new dog waste station is planned for installation.
- Scheduling is underway for repainting traffic humps and conducting the first community street sweep.
- Ongoing monitoring of traffic speed on Armour Drive continues.
- Repairs to vandalized signage are ongoing, including repeated damage to a no-parking sign on 65th.
- Double-sided no-parking signs will be installed by Raeson Construction on 65th and Congressional to address visibility concerns. Estimated cost is under \$2,000.
- Continued review of potential street parking adjustments on 58th based on homeowner feedback.

Compliance Committee

The Committee reported the following:

- Minimal standing water observed in the community.
- Two fences were identified as needing repair.
- A small number of parking issues were noted.
- Overall community condition remains strong.
- The Committee plans to shift focus toward landscaping compliance in April.

Additional discussion included:

- Clarification that fence-related notices will begin as courtesy notices, with flexibility for homeowners to coordinate timelines for repairs.
- Observation that landscaping crews have been parking on 58th rather than using designated areas, though no formal issues have been raised.

Communications Committee

No new updates were reported.

Welcome Committee

The Committee reported no new homeowners for February and noted that welcome baskets will be delivered once weather conditions improve.

Old Business

Scott Roth reported that the governing documents amendment process remains ongoing and that reminder communications have been sent.

Discussion included concern that the City mailing did not include a self-addressed return envelope.

The Board discussed adding submission links to the Association website and including them in future newsletters.

The Board also discussed a general letter sent to residents on 58th regarding street parking. Several responses were received, primarily reflecting negative sentiment.

New Business

Insurance Renewal

The Board reviewed the upcoming insurance renewal and discussed the necessity of liability coverage for the Board.

Larry Dittloff moved to authorize Scott Roth to sign and secure the insurance coverage. Matthew Gordon seconded. Motion carried.

Executive Session

Andrea Thomson moved to enter Executive Session. Matthew Gordon seconded. Motion carried.

The following actions were taken during Executive Session:

- A compliance appeal for Ticket #262505 was denied. Nataly Lee moved, John Beezley seconded. Motion carried.
- An account adjustment was approved for Ticket #261750. Matthew Gordon moved, John Beezley seconded. Motion carried.

Andrea Thomson moved to exit Executive Session. Nataly Lee seconded. Motion carried.

Next Meeting

The next Board meeting is scheduled for **April 16, 2026**.

Adjournment

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

Submitted by:

Matt Gordon, Secretary



VIS GROUP, INC.

Professional Community Management

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Capitol City Golf Club Estates Architectural Committee Meeting March , 20, 2026, Held via Zoom at noon Meeting Minutes

- 1) Open Homeowner Forum: Called to order at 12:00 by Andrea.**
 - a) **Board Members Present/Absent: Present:** Andrea Thomson, Larry Dittloff & John Beezley
- 2) Call to Order/Establish Quorum Called to order at noon.**
 - a) **Ticket 265386 – Motion to approve by Larry, seconded by John, motion passed.**
 - b) **Ticket 265703 – Motion to approve by John, seconded by Andrea, motion passed.**

The Architectural Committee met and there were no requests.

Adjourn by Andrea at 12:10PM



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

- 1) Open Homeowner Forum: Called to order at 12:00 by Andrea.**
 - a) **Board Members Present/Absent: Present:** Andrea Thomson, Larry Dittloff & John Beezley
- 2) Call to Order/Establish Quorum Called to order at noon.**
 - a) **Ticket 265764 – Motion to approve by Larry, seconded by John, all in favor. Motion passed.**
 - b) **Ticket 265718 – Motion to approve by Larry, seconded by John, all in favor, Motion passed.**
 - c) **Ticket 266795 – Motion to conditional approval of the tree permit being submitted prior to the project commencing by Larry, seconded by John, all in favor, Motion passed.**

Adjourn by Andrea at 12:10PM



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Capitol City Golf Club Estates Architectural Committee Meeting April 3, 2026, Held via Zoom at noon Meeting Minutes

- 1) Open Homeowner Forum: Called to order at 12:00 by Andrea.**
 - a) **Board Members Present/Absent: Present:** Andrea Thomson, Larry Dittloff & John Beezley
- 2) Call to Order/Establish Quorum Called to order at noon.**
 - a) **Ticket 267155 - Motion to approve by John, seconded by Andrea, all in favor. Motion passed.**

Adjourn by Andrea at 12:05PM