

Capitol City Golf Club Estates Board of Trustees Meeting

Meeting Information and Summary

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

Board Members Present

Larry Dittloff
Andrea Thomson
Randy Luke
John Beezley
Matthew Gordon

Board Members Absent

Nataly Lee

Management / Professional Attendees

Scott Roth - VIS Group Inc.

Homeowners Present

Kian 6429 Congressional - homeowner has an ACC application to be submitted. John asked about exposed plumbing and inquired when it would be covered. Homeowner was amenable to covering it with something aesthetic. John voiced a safety concern and homeowner was agreeable to addressing it.

Detailed Meeting Minutes

Call to Order

Quorum declared by President Larry Dittloff at 5:58 PM.

Approval of Agenda

Addition of Group Home discussion to agenda under Old Business.

Motion made by Larry Dittloff, seconded by John Beezley. Motion carried.

Motion to approve amended agenda made by Andrea Thomson, seconded by Randy Luke. Motion carried.

Approval of Prior Meeting Minutes

Motion to approve prior Board Meeting minutes made by Randy Luke, seconded by John Beezley. Motion carried.

Approval of ACC Minutes:

- 03/23/2026 - Motion made by Andrea Thomson, seconded by John Beezley. Motion carried.
- 03/27/2026 - Motion made by Andrea Thomson, seconded by John Beezley. Motion carried.
- 04/03/2026 - Motion made by Andrea Thomson, seconded by John Beezley. Motion carried.

Treasurer's Report

- Total Assets at \$663,836 were approximately the same as the prior month.
- VIS moved \$60,000 from the Operating Account to the Reserve Account, which now totals \$445,398.
- Income of \$3,936 was \$3,311 over budget due to fees, penalties, and operating interest earned.
- Expenses of \$19,651 were \$9,487 over budget, primarily due to insurance expenses of \$8,150 and tax-audit expenses of \$3,000.

- Operating net income of -\$15,715 for March was down due to the insurance and tax-audit expenses.
- Net income of \$10,327 after reserve income offset was down \$3,122 from budget.
- Year-to-date net income remained up by \$3,226.
- Year-to-date expenses were up by \$7,513 as explained above.
- Accounts Receivable balance of \$76,457 increased approximately \$3,400 from February.
- There are currently 25 delinquent accounts, 10 of which are under \$40.
- This represents the lowest number of delinquent accounts in five years.
- The four largest delinquent accounts total approximately \$54,000, representing 71% of total delinquencies.
- Seven accounts owe between \$2,245 and \$3,494, totaling approximately \$20,500.

CDAR Discussion

Scott Roth reviewed the recent CDAR maturity and reinvestment activity. Interest earned and additional funds were rolled into a new CDAR at an interest rate of approximately 3.3%.

Scott Roth recommended moving approximately \$75,000 from the Operating Account into a six-month CDAR based on the Association's current operating balance and outlook.

Motion made by Randy Luke to move \$75,000 from the Operating Account into a six-month CDAR, seconded by John Beezley. Motion carried.

Committee Reports

Architectural Control Committee

All applications approved per ACC meeting minutes.

- Driveway: 1

- Fence: 2
- Gazebo: 1
- Misc. Extension: 1
- Retaining Wall: 1
- Roof: 1
- Shed: 1

Grand Total: 8

Roads and Signs

- Dog waste station installed at the Sarazen bulletin board area after prior vandalism.
- Raeson Construction straightened community signs. At this time, all known signs are upright.
- Cap Landscape / Cotton Tree Service trimming work planned along Sarazen. Larry Dittloff will be present during the work to ensure trimming remains within agreed scope and does not damage trees.
- Adjacent property owners were amenable to the planned trimming work.
- Continued monitoring of traffic concerns on Armour Street.
- June street sweeping planned.
- Speed hump painting anticipated during the summer.

Compliance Committee

Melanie, Matt, Larry and Nataly completed the drive-around inspection on 04/07/2026 and noted very few issues.

- One property had a deck demolition underway without an ACC application.
- One property had a tarped roof; however, it was confirmed the owner already had an approved ACC application related to the leak and was awaiting roofing contractor availability.

- Parking conditions on 58th were noted as significantly improved.
- Remaining courtesy notices issued were related to improperly parked vehicles elsewhere in the community and street parking associated with a group home.

Communications Committee

Topics planned for upcoming newsletter communications include:

- Dogs on leash
- Lacey water pump station
- Progress on governing document updates
- Lawn of the Quarter
- Advertisement for the golf tournament

Timeline discussed as likely before May 8th.

Welcome Committee

- Seven welcome baskets delivered in March.
- Several homeowners appeared to be home but did not answer the door.
- Eleven welcome baskets remain to be delivered.
- Additional plant pots were purchased.
- Nine coffee packs remain; Randy Luke will order additional supplies.

Discussion followed regarding homeowners receiving fines related to late dues payments allegedly caused by issues accessing mailbox keys in rental situations.

Randy Luke shared that multiple new residents raised questions regarding the Association's fine and fee policies during welcome visits.

John Beezley suggested the possibility of creating a simple FAQ or "Top 5" informational document for new residents to help avoid common violations and misunderstandings.

Old Business

Governing Documents Amendment Updates

Scott Roth provided an update regarding the governing document amendment process.

The City of Lacey plans to conduct a door-to-door effort and may collect signatures directly from homeowners where possible.

Discussion clarified that approval of the updated governing documents requires 60% homeowner approval.

New Business

Group Home / Adult Family Living Homes

Scott Roth reported that the Association continues pursuing compliance documentation from known group homes within the community.

- Some homes have appealed compliance actions.
- Some homes have submitted licenses and were determined to be compliant.
- A small number have not complied and are proceeding through the compliance process.
- Discussion occurred regarding the licensing status of a specific home, which management confirmed had previously submitted the appropriate license documentation.
- Board discussion included ongoing homeowner concerns related primarily to traffic and parking impacts.
- Approximately 12 such homes are believed to currently exist within the community.

Executive Session

Motion to enter Executive Session made by John Beezley, seconded by Randy Luke. Motion carried.

Motion to exit Executive Session made by Andrea Thomson, seconded by Randy Luke. Motion carried.

No decisions were made during Executive Session. Discussion only.

Next Meeting

05/21/2026 at 6:00 PM

Adjournment

Motion to adjourn made by Andrea Thomson, seconded by Matthew Gordon. Motion carried.



VIS GROUP, INC.

Professional Community Management

☎ 800-537-9619
✉ info@vismanagement.com
🌐 vismanagement.com

📍 8617 Martin Way East, Lacey, WA 98516

📍 325 118th Ave SE #204, Bellevue, WA 98005

Capitol City Golf Club Estates Architectural Committee Meeting April 10, 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 269124 – Motion to approve by Larry, seconded by John, all in favor. Motion passed.**

Adjourn by Andrea at 12:05PM



VIS GROUP, INC.

Professional Community Management

☎ 800-537-9619
✉ info@vismanagement.com
🌐 vismanagement.com

📍 8617 Martin Way East, Lacey, WA 98516

📍 325 118th Ave SE #204, Bellevue, WA 98005

Capitol City Golf Club Estates Architectural Committee Meeting April 17, 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
- 2) Call to Order/Establish Quorum Called to order at noon.**
 - a) **No ACCs or homeowners present**

Adjourn by Andrea at 12:05PM



VIS GROUP, INC.

Professional Community Management

☎ 800-537-9619
✉ info@vismanagement.com
🌐 vismanagement.com

📍 8617 Martin Way East, Lacey, WA 98516

📍 325 118th Ave SE #204, Bellevue, WA 98005

Capitol City Golf Club Estates Architectural Committee Meeting April 24, 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 272020– Motion to approve by Larry, seconded by John, all in favor. Motion passed.**

Adjourn by Larry at 12:05PM



VIS GROUP, INC.

Professional Community Management

☎ 800-537-9619
✉ info@vismanagement.com
🌐 vismanagement.com

📍 8617 Martin Way East, Lacey, WA 98516

📍 325 118th Ave SE #204, Bellevue, WA 98005

Capitol City Golf Club Estates Architectural Committee Meeting May 8, 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 273135– Motion to approve by Larry, seconded by Andrea, all in favor. Motion passed.**
 - b) **Ticket 271092– Motion to approve by John, seconded by Larry, all in favor. Motion passed.**
 - c) **Ticket 274590– Motion to deny by Larry, seconded by John, Motion was denied.**
 - d) **Ticket 275293– Motion to approve by John, seconded by Larry, all in favor. Motion passed.**
 - e)

Adjourn by Larry at 12:10PM