

Capitol City Golf Club Estates Board of Trustees Meeting

Meeting Information and Summary

June 18, 2026 | VIS Office and Zoom | 6:00 PM

Board Members Present

Larry Dittloff (remote via Zoom)

Andrea Thomson

Nataly Lee

John Beezley

Matthew Gordon

Board Members Absent

Randy Luke

Management / Professional Attendees

Scott Roth - VIS Group Inc.

Homeowners Present

None (In Person)

George Glainyk (joined via Zoom at approximately 6:19 PM)

Detailed Meeting Minutes

Call to Order

Vice President Andrea Thomson called the meeting to order at 6:00 PM and declared a quorum.

Approval of Agenda

Nataly Lee moved to approve the agenda. John Beezley seconded. Motion carried.

Approval of Prior Meeting Minutes

Matthew Gordon moved to approve the prior Board Meeting minutes. Larry Dittloff seconded. Motion carried.

ACC Meeting Minutes

The Board reviewed the ACC meeting minutes from May 15, May 22, May 29, and June 5, 2026.

John Beezley moved to approve the ACC meeting minutes. Nataly Lee seconded. Motion carried.

Treasurer's Report

Income Statement

- Total income: \$21,169.
- Income exceeded budget by \$1,564, primarily due to fees, penalties, and fines.
- Total expenses: \$6,445.
- Expenses were \$14,139 below budget, primarily due to:
 - Insurance credit of \$4,075.
 - No repair and maintenance expenses incurred during May despite \$10,775 budgeted.
- Operating net income was a loss of \$15,703, improving budget expectations by \$6,176.
- Net income was a loss of \$4,255, outperforming budget by \$15,703 after reserve income offset and down \$3,122 from the budgeted amount.
- Year-to-date net income remained favorable to budget by \$5,538.
- Year-to-date expenses were \$8,863 below budget.

Accounts Receivable

- Accounts receivable balance: \$80,810.
- Balance increased approximately \$2,400 from April.
- Twenty-five delinquent accounts remain, with eight accounts owing less than \$40.
- This continues to represent the lowest number of delinquent accounts in five years.
- The four largest delinquent accounts total approximately \$56,000, representing approximately 71% of all delinquencies.
- Seven accounts owe between \$2,280 and \$3,799, totaling approximately \$22,000.

Board discussion noted that a relatively small number of large delinquent accounts continue to comprise the majority of outstanding receivables.

John Beezley moved to accept the Treasurer's Report. Larry Dittloff seconded. Motion carried.

Committee Reports

Architectural Control Committee

The ACC reviewed fifteen applications during the reporting period.

- Door: 1 approved and 1 denied.
- Fence: 1 incomplete, 1 approved, and 1 approved with conditions.
- General / Miscellaneous: 3 approved and 1 denied.
- Landscaping Change: 1 pending.
- Roof: 2 approved and 1 approved with conditions.
- Shed: 1 approved.
- Walkway: 1 approved with conditions.

Overall, the Committee received 15 applications, resulting in 8 approvals, 3 approvals with conditions, 2 denials, 1 incomplete application, and 1 pending application.

The Committee reported a significant increase in application volume during June, noting that five applications originated from a single property during May.

Roads and Signs

Larry Dittloff reported the following Streets and Signs Committee activities:

- Continued efforts to repair the downed speed limit sign on Armour Drive.
- Obtained bids for repainting all community speed humps on a two-year cycle.
- Inspected community bulletin boards and restocked dog waste bags as needed.
- Coordinated with Groundworks regarding drainage improvements for East Sarazen and Cotton Drive. Annual inspections found many catch basins and drywells to be full or nearly full. Cost estimates for mitigation and potential pumping and repairs are forthcoming.
- Met with Golf Course Manager Steve McNelly regarding installation of no parking/tow-away signs near the 58th Street entrance following recent parking issues that impeded emergency vehicle access. Additional no parking signage along Armour adjacent to golf course property was also discussed. The HOA will prepare a response to a recent homeowner noise complaint. The Golf Course indicated it will attempt to adjust mowing schedules where practical while maintaining daily course operations.
- Street sweeping remains scheduled to occur shortly after the Fourth of July.

Discussion included placement of the remaining "No Fireworks" signs prior to the Fourth of July. Larry Dittloff confirmed two signs remain available and will be installed before the holiday.

Additional discussion clarified the organization and scope of the two speed hump painting proposals presented for Board consideration.

Compliance Committee

The June drive-around inspection was rescheduled to June 22 due to scheduling conflicts.

John Beezley requested that adjacent parking rock areas receive additional attention during future inspections.

The Board also discussed the possibility of conducting a dedicated review of golf course-facing properties, although many issues may continue to be identified through routine incidental observation.

Communications Committee

The committee did not meet during the reporting period.

Planning continues for the Summer Newsletter. Potential topics include recognition of a "Lawn of the Quarter." The committee remains open to additional newsletter suggestions.

Welcome Committee

No new homeowners were identified during May.

The committee continues preparing welcome baskets and is awaiting additional coffee supplies before completing further deliveries.

Old Business

Governing Documents Amendment Update

Scott Roth reported that sixty-two homeowner votes have now been received in support of the proposed amendments.

Management continues coordinating with the City of Lacey regarding a homeowner outreach and marketing strategy. Discussion included possible use of self-addressed stamped mailers and other methods to improve participation.

Larry Dittloff requested an update regarding the City's primary contact. Scott Roth reported that a Zoom meeting with the City is scheduled later in the month.

Enforcement Policy Update

The Board reviewed the final draft of the Enforcement Policy following completion of homeowner review.

A minor revision recommended by a homeowner was incorporated into the document.

Nataly Lee moved to adopt the revised Enforcement Policy. Larry Dittloff seconded. Motion carried.

New Business

Speed Hump Painting

The Board reviewed two proposals for repainting all twenty-seven community speed humps under a two-year maintenance cycle.

Discussion included maintaining a community-wide painting schedule, current market pricing, and the specialized traffic paint required for the project.

Larry Dittloff moved to approve the proposal from ACMoate in the amount of \$6,647.10. Nataly Lee seconded. Motion carried.

Architectural Control Committee Process

Scott Roth presented legal guidance regarding the authority of the Architectural Control Committee.

The Board discussed the attorney's opinion that the ACC serves as an advisory committee to the Board. Under the Association's governing documents, the ACC may review applications and make recommendations, but final authority rests with the Board.

The Board discussed how to preserve timely weekly review of ACC applications while complying with the Association's governing documents and Washington law. Topics included public meeting requirements, scheduling weekly Board meetings with proper notice, handling tied votes, homeowner transparency, and maintaining efficient processing of applications.

The Board discussed several potential approaches for modifying the ACC review process but did not reach a final decision. The matter was tabled to allow management to conduct additional research and provide further recommendations before any procedural changes are considered.

Executive Session

John Beezley moved to enter Executive Session. Nataly Lee seconded. Motion carried.

The following actions were taken during Executive Session:

- The Board approved enforcement action for Parking Ticket #280306. John Beezley moved, Larry Dittloff seconded. Motion carried.
- The Board approved proceeding with a Letter of Demand and Small Claims filing for Account #4390. Nataly Lee moved, John Beezley seconded. Motion carried.
- The Board approved filing a lien for Account #7580. John Beezley moved, Nataly Lee seconded. Motion carried.
- The Board approved filing a lien for Account #6881. Nataly Lee moved, John Beezley seconded. Motion carried.
- The Board approved terminating the payment plan and filing a lien for Account #5730. Nataly Lee moved, John Beezley seconded. Motion carried.

- The Board approved issuing a final demand, filing a lien, and proceeding with collections for Account #7480. Nataly Lee moved, John Beezley seconded. Motion carried.

John Beezley moved to exit Executive Session. Nataly Lee seconded. Motion carried.

Next Meeting

July 16, 2026, at 6:00 PM.

Adjournment

Nataly Lee moved to adjourn the meeting. John Beezley seconded. Motion carried.



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Capitol City Golf Club Estates Architectural Committee Meeting June 19, 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
- 2) **Call to Order/Establish Quorum Called to order at noon.**
 - a) **Ticket 281945** – Waiting for more information on the fence.
 - b) **Ticket 281957** – Work has already been done, Motioned by Larry, seconded by Andrea. This work was done without approval from the ACC. Approved the fine according to the fine schedule due to it being done prior to approval.
 - c) **Ticket 282493** – External Painting – recommendation to approve by Andrea, seconded by John.
 - d) **Ticket 281442** – Trellis – waiting on more information for the trellis and where the property line is located
 - e) **Ticket** AC Removal of unit that sticks out of the side of the house. Stated they have paint to match recommendation of approval by Larry and Andrea.
 - f) **Ticket** Fence installation – requesting more information
 - g) **Ticket 279731** Recommendation for approval by John, Andrea, and Larry
 - h) **Ticket 278003** Stone Walkway Extension – Recommendation for approval by John, Andrea and Larry.

Adjourn by Andrea at 12:18PM



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Capitol City Golf Club Estates Architectural Committee Meeting June 26, 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 Thompson, Larry Dittloff
- 2) Call to Order/Establish Quorum Called to order at noon.**
 - a) **Ticket 279717 – still waiting on site plans**
 - b) **Ticket 281442 – still waiting on more information**
 - c) **Ticket 281945 – fencing – Recommendation for approval by Andrea and Larry**

Adjourn by Andrea at 12:08PM



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Capitol City Golf Club Estates Architectural Committee Meeting July 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
- 2) Call to Order/Establish Quorum Called to order at noon.**
 - a) **No need for a meeting – nothing to be discussed**

Adjourn by Andrea at 12:02PM