

Capitol City Golf Club Estates Board of Trustees Meeting

Meeting Information and Summary

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

Board Members Present

Larry Dittloff
Andrea Thomson
Randy Luke
Nataly Lee
John Beezley
Matthew Gordon

Board Members Absent

None

Management / Professional Attendees

Scott Roth - VIS Group Inc.

Homeowners Present

Amy Penn, 5921 Armour Loop

- Requested clarification regarding the Association's paint policy and approval of exterior colors.
- Discussed a courtesy notice regarding gravel and weeds affecting her property.
- Inquired about size restrictions for sheds and was advised regarding applicable ACC and City of Lacey requirements.

Jesse & Riley, 5511 65th Ave

- Followed up regarding a prior painting agreement and notices from VIS concerning a potential lien. The Board advised that the matter would be addressed during Executive Session.

Dean & Marina, 6017 W Sarazen (Zoom)

- Followed up regarding a fence application submitted June 3, 2026, including grading information requested during ACC review. The Board confirmed that the application would be considered during the meeting.

Jonathan Cody, 6306 E Sarazen (Zoom)

- Asked whether consent to the governing documents amendment could be provided verbally during the meeting. The Board clarified that the required consent could not be submitted verbally.

Detailed Meeting Minutes

Call to Order

President Larry Dittloff called the meeting to order at 6:00 PM and declared a quorum.

Approval of Agenda

Andrea Thomson moved to approve the agenda. Randy Luke seconded. Motion carried.

Approval of Prior Meeting Minutes

Andrea Thomson moved to approve the prior Board Meeting minutes. John Beezley seconded. Motion carried.

ACC Meeting Minutes

The Board reviewed the ACC meeting minutes from June 19, June 26, and July 3, 2026. John Beezley moved, Randy Luke seconded. Motion carried.

Treasurer's Report

Balance Sheet

- Total assets: \$680,936, an increase of approximately \$28,000.
- Reserve account balance: \$454,316.

Income Statement

- Total income: \$3,291.
- Income exceeded budget by \$2,664, primarily due to fees, penalties, and fines.
- Total expenses: \$11,674.
- Expenses were \$1,511 below budget, primarily due to lower legal and collection fees.
- Operating net income was a loss of \$8,363, compared with a budgeted loss of \$9,538.
- Net income was a loss of \$5,411, \$1,794 below the budgeted amount.
- Year-to-date net income was up \$8,205.
- Year-to-date expenses were \$7,352 below budget.
- Year-to-date net income totaled \$36,767, approximately \$23,250 above budget.

Accounts Receivable

- Accounts receivable balance: \$84,512, an increase of approximately \$4,000 from May.
- Twenty-one delinquent accounts remain, down from twenty-five in May and representing a new record low.
- The four largest delinquent accounts total approximately \$58,500, representing approximately 70% of total delinquencies.
- Eight accounts owe between \$1,060 and \$3,924, totaling approximately \$24,000.
- Nine accounts owe less than \$790, including five accounts owing less than \$60.

Andrea Thomson moved to accept the Treasurer's Report. John Beezley seconded. Motion carried.

Committee Reports

Architectural Control Committee

The ACC received eight applications during the June reporting period:

- Paint: 1.
- Fence: 3.
- General / Miscellaneous: 1.
- Siding / Replacement: 1.
- New Construction: 1.
- Tree Removal: 1.

Roads and Signs

The Committee reported the following activities:

- Developed a form letter responding to homeowner complaints regarding golf course noise. The form letter has been used in response to one complaint.
- Community speed humps were repainted on July 6.
- New no-parking signs are pending installation by Raeson Construction.
- Work continues to obtain a quote for two new drywells.
- Street sweeping is scheduled for July 21. The contractor will be asked to ensure street shoulders and all community streets are properly swept, and homeowners will be notified in advance.
- Community bulletin boards were inspected and dog waste bags replenished as needed.
- "No Fireworks" signs were deployed prior to the Fourth of July.
- Monitoring of speeding vehicles on Armour continues, including consideration of whether an additional speed hump may be warranted.

Compliance Committee

The next community drive-around inspection is scheduled for July 23 due to scheduling conflicts.

Communications Committee

Planning continues for the upcoming newsletter. Potential topics include:

- ACC process updates.
- Lawn of the Quarter.
- Speed hump striping and street sweeping.
- Call for Board members.
- Feeding of wildlife.

Welcome Committee

Welcome packets were delivered during the reporting period.

Six attempted deliveries were unsuccessful because homeowners were not home and will be attempted again. Three welcome packets remain outstanding, including properties identified as investment properties.

Old Business

Governing Documents Amendment Update

Scott Roth reported that fifty-six homeowner approvals have been received for the proposed governing documents amendments.

Scott Roth reported on a recent meeting with the City of Lacey regarding additional homeowner outreach. The City plans to conduct a door-to-door effort using door hangers and will coordinate with the golf course regarding additional opportunities to obtain homeowner votes and potentially establish a ballot drop box.

The Board discussed simplifying access to the amendment materials, including adding the City's QR code to the Association newsletter.

Parking Inventory Update

The Board requested an update on the parking inventory started in January 2026. President Larry Dittloff reported that the inventory remains in progress.

A specific parking matter related to the inventory was reserved for Executive Session.

New Business

Christmas Golf Cart Parade

The Board discussed homeowner interest in reviving the community Christmas golf cart parade. Historically, approximately ten to twelve decorated golf carts participated. The golf course does not wish to organize the event.

The Board discussed supporting a homeowner-led event rather than assuming responsibility for organizing it. Matthew Gordon moved to remand the matter to interested homeowners to develop a proposal and identify any specific support requested from the Association. John Beezley seconded. Motion carried.

ACC Board Approval Schedule

The Board reviewed a new process for Board approval of ACC recommendations. The ACC will continue reviewing applications and making recommendations, with final Board approval occurring approximately twice a month. One approval will occur during the regularly scheduled monthly Board meeting, with an additional brief Board meeting held each month. This schedule is intended to maintain timely review and approval of homeowner ACC applications while complying with the Association's governing requirements.

John Beezley moved to approve the proposed ACC Board approval process as presented. Randy Luke seconded. Motion carried.

Executive Session

Randy Luke moved to enter Executive Session. Andrea Thomson seconded. Motion carried.

The following actions were taken during Executive Session:

- The Board approved proceeding with foreclosure for Account #104460. John Beezley moved, Randy Luke seconded. Motion carried.
- The Board approved the compliance appeal for Ticket #281365 regarding an ACC request and waiver of fines. Andrea Thomson moved, Randy Luke seconded. Motion carried.
- The Board approved the parking appeal for Ticket #285945, with the requirement that the vehicle remain within the confines of the approved parking space. John Beezley moved, Andrea Thomson seconded. Motion carried.
- The Board affirmed the landscaping compliance issue for Ticket #286005 and approved providing the homeowner an opportunity to request an extension. John Beezley moved, Andrea Thomson seconded. Motion carried.

Randy Luke moved to exit Executive Session. Andrea Thomson seconded. Motion carried.

ACC Applications

The Board approved the ACC recommendations for eleven applications, including two new tickets #286999 and #287163. John Beezley moved, Randy Luke seconded. Motion carried.

Next Meeting

August 20, 2026, at 6:00 PM.

Adjournment

John Beezley moved to adjourn the meeting. Randy Luke seconded. Motion carried.

Submitted by Matthew Gordon, Secretary