

Capitol City Golf Club Estates Board of Trustees Meeting

Meeting Information and Summary

August 20, 2026 | VIS Office and Zoom | 6:00 PM

Board Members Present

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

Board Members Absent

None

Management / Professional Attendees

Scott Roth - VIS Group Inc.

Homeowners Present

C. Kenney

Requested clarification regarding a courtesy notice concerning an adjacent parking area. Discussion included the distinction between adjacent parking, cut-out parking, and access to an accessory structure. The Board deferred the matter for additional research and follow-up.

P. Nienaber

Requested review of late and administrative fees assessed to his account. The Board advised him regarding the process for submitting an appeal for Board consideration.

A. Bako, (Zoom)

Requested an update regarding a pending ACC application. The Board advised that the matter would be considered during Executive Session and that he would receive notice through the appropriate channels following the meeting.

Detailed Meeting Minutes

Call to Order

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

Board Appointment

The Board considered the nomination of Kayleigh Jarrell to fill the open position on the Board of Trustees.

Larry Dittloff moved to appoint Kayleigh Jarrell to the Board of Trustees for a three-year term and to appoint her to the Welcome and Compliance Committees. Randy Luke seconded. Motion carried.

Approval of Agenda

Randy Luke moved to approve the agenda. Matthew Gordon seconded. Motion carried.

Approval of Prior Meeting Minutes

The Board reviewed a clarification to the ACC Board Approval Schedule contained in the prior meeting minutes:

"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 twice each month: on the first Friday of each month and at the regularly scheduled monthly Board meeting."

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

Nataly Lee moved to approve the prior meeting minutes as corrected. John Beezley seconded. Motion carried.

Treasurer's Report

- Total Assets at \$ 704,124 increased by \$ 23,000. Reserve Account which now totals \$ 457,294.
- Income of \$ 71,677 was \$ 2,289 over budget due to Fees, Penalties and Fines and reflects 2nd half dues income.
- Expenses of \$ 12,773 was slightly down by \$ 390 under budgeted amount and pretty much on budget.
- Operating net income of (\$ 58,903) for July was \$ 3,282 over budgeted amount.
- Net Income was same as Operating Income.
- YTD net income was up by \$ 11,907.
- YTD Expenses were down by \$ 7,742.
- The result is that YTD Net Income at \$ 73,969 is up over budget by \$ 18,840.
- This is due to increased Fees and fines and lower Maintenance and repair expenses.
- Our Accounts Receivable balance of \$ 94,512 was up by \$ 10,000 from June mainly due to 36 members who did not pay their 2nd half dues on time.

Treasurer's Report Continued

- The four largest accounts total \$ 61,000 or 65% of total delinquencies.
- Eight (8) owe between \$ 1,175 and \$ 4,199 or about \$ 24,000.
- Other than the 36 who did not get their dues in on time, fourteen owe less than \$ 155...seven of these are less than \$ 50.

The Board noted that speed hump painting expenses will be reflected in the August financial report.

Nataly Lee moved to accept the Treasurer's Report. Andrea Thomson seconded. Motion carried.

Committee Reports

Architectural Control Committee

The ACC received thirteen applications during the reporting period:

Air Conditioner: 1

Driveway: 1

Exterior Painting - Front Door: 1

Exterior Painting: 1

Fence: 2

Gutters: 1

House Siding: 1

Landscaping Change: 5

The Board also noted that the additional monthly meeting for Board review of ACC recommendations has helped provide more timely decisions on homeowner applications.

Roads and Signs

- Replaced stolen Speed Limit Sign on West Sarazan
- Installed four No Parking signs around Clubhouse streets where parking was becoming a hazard to CCGCE Residents
- Observed traffic flow on Armour
- Replenished dog poop containers at two Bulletin Boards and reviewed content that was posted at two different times
- Spoke with Kiel Pierpoint on phone about his Proposal
- Worked with Compliance Committee in trying to get two basketball hoops removed from street and being traffic hazard (only first notice sent on 8/18/26 when noticed first in early July).
- All of CCCE streets swept by Pro Vac on July 21, 2026

Compliance Committee

We completed our drive around last week and noted a several lawns, cut outs, and deferred maintenance resulting in -25 ish courtesy notices or second steps being sent out.

Regarding the oil spill on Cotton Drive, the Department of Ecology referred the matter to the City of Lacey. The City contacted the homeowner and recommended remediation steps. The environmental issue has been effectively remediated and the matter is considered handled.

Communications Committee

Larry Dittloff is working on the next Association newsletter. The planned stories have largely been written, although technical issues have delayed production.

The Lawn of the Quarter was selected and awarded.

Welcome Committee

- One welcome basket has been delivered.
- The July new homeowner appears to be painting and working on the home and does not appear to be living there at this time.
- Outstanding home: We stopped by again, previous notification of visit was still in door, no one answered. We also spoke with a neighboring homeowner, who advised that the property was purchased by the owner's sister and husband, who currently live in Florida. The neighbor will contact us when they return to the property so we can arrange a welcome visit.
- Andrea Thomson clarified they were still waiting on items from the golf course, John Beezley clarified this was in the works.

Old Business

Governing Documents Amendment Update

Scott Roth reported that 78 homeowner responses had been received toward the governing documents amendment effort. John Beezley reported having additional responses that had not yet been included in the count, likely bringing the total to around 100.

The City of Lacey has created a flyer and QR code to support the effort. A drop box has also been placed at the Capitol City Golf Club restaurant, and a sign containing the QR code has been installed on the current lot.

Christmas Golf Cart Parade

Larry Dittloff reported speaking with Steve, a representative of the golf course, regarding the Christmas Golf Cart Parade. The golf course is aligned with the HOA managing the event. A volunteer from the membership is being sought to assist with coordination. John Beezley reported that interested members are available to assist.

Parking Inventory Update

The Board continued discussion regarding development of a reliable historical parking inventory. The Board and VIS Group discussed potential sources of historical ownership and Association records that may assist with the inventory and future parking compliance determinations. Work on the inventory remains ongoing.

New Business

Catch Basin Inspection and Flooding Remediation

The Board reviewed a proposal from Sustainable Groundworks concerning catch basin maintenance and potential drainage improvements.

Discussion distinguished routine inspection and maintenance from proposed new construction and drainage improvements. The Board noted that \$10,000 was budgeted for catch basin work in 2026, with approximately \$1,600 already expended for inspection and related activities.

John Beezley moved to authorize Sustainable Groundworks to perform catch basin maintenance for the remainder of 2026. Randy Luke seconded. Motion carried.

The Board determined not to proceed with the proposed \$67,000 drainage improvement project without obtaining additional competitive proposals and developing appropriate project specifications. The Board acknowledged that the additional proposal process may delay work addressing the underlying cause of the flooding and could result in continued flooding during the upcoming winter. The Board considered that risk acceptable in order to exercise appropriate financial due diligence and ensure Association funds are spent responsibly.

2026 Membership Meeting

Planning is underway for the 2026 Annual Membership Meeting.

- The meeting is scheduled for November 19, 2026.
- The meeting will be held at the Lacey Community Center.
- The planning committee is coordinating preparations for the meeting.

2026 Annual Audit and Tax Engagement

Scott Roth presented the proposed 2026 annual audit and tax engagement. The Association would continue using Newman at approximately the same cost as 2025: \$3,100.

Executive Session

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

The following actions were taken:

- Accounts #1075, #1057, and #1074 - John Beezley moved to proceed with Small Claims actions. Randy Luke seconded. Motion carried.
- Ticket #292972 - The Board directed VIS to advise the homeowner that the lawn was found to be compliant during the most recent drive-around.
- Ticket #290282 - John Beezley moved to deny the requested account adjustment and late-fee waiver. Andrea Thomson seconded. Motion carried.
- Ticket #290514 - John Beezley moved to approve the extension. Andrea Thomson seconded. Motion carried.
- Ticket #291817 - Andrea Thomson moved to deny the requested compliance extension. John Beezley seconded. Motion carried.
- Ticket #289997 - John Beezley moved to waive the fine. Nataly Lee seconded. Motion carried.
- Ticket #289720 - Nataly Lee moved to approve the extension. John Beezley seconded. Motion carried.
- Ticket #291873 - Nataly Lee moved to approve the extension. Andrea Thomson seconded. Motion carried.

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

ACC Applications

The Board reviewed the following ACC recommendations:

- Ticket #288518, Siding: Andrea Thomson moved to table the application. Nataly Lee seconded. Motion carried.
- Ticket #291479, Landscaping: Andrea Thomson moved to deny the application and communicate the decision to the homeowner. John Beezley seconded. Motion carried.
- Ticket #292930, Exterior Painting: Andrea Thomson moved to table the application. John Beezley seconded. Motion carried.
- Ticket #292932, Tree Removal: Andrea Thomson moved to table the application. John Beezley seconded. Motion carried.
- Ticket #295330, Landscaping Change: Andrea Thomson moved to approve the application. Randy Luke seconded. Motion carried.
- Ticket #294742, Landscaping Change: Andrea Thomson moved to approve the application. Nataly Lee seconded. Motion carried.
- Ticket #295332, New Garage: Andrea Thomson moved to deny the application. Nataly Lee seconded. Motion carried.

Next Meeting

September 17, 2026, at 6:00 PM.

Adjournment

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

Submitted by Matthew Gordon, Secretary