

**Capitol City Golf Club Estates Board of Trustees Meeting
October 19, 2023, VIS and Zoom
6:00 pm
MINUTES**

Board Members Present: Larry Dittloff, Randy Luke, Kevin Rae, Barry Upton, and Peter Sweet.

VIS Representatives Present: Scott Roth.

Members: Present: None.

Quorum declared by President Larry Dittloff.

The meeting was called to order at 6:00 p.m.

Approval of Agenda: Peter motioned to accept the Agenda as presented., Randy seconded, motion carried.

Approval of Meeting Minutes for September: Peter moved to approve the Minutes as written, Randy seconded, motion carried.

Treasurer's Report: Randy Luke presented the September 2023 Income Statement and Balance Sheet:

Balance Sheet:

The \$ 54,000 reduction of our Operating Funds account was due to payment of our Catchall Invoice for \$ 49536 for drain cleaning the Board approved in August. This was also reflected in the similar reduction of Accounts Payable from \$ 49,536 in August to \$ 5,556 in September.

Income Statement

Income of \$ 4,412 was up \$ **3,474** over budget due to fines and late/legal fees collected.

Expenses of \$ 12,526 was **\$ 3,000 OVER** budgeted amount due to \$ 3,050 cost of 2023 Mixer and double billing (?) from VIS for monthly mgmt. fees (extra \$ 2,566) which were not offset by fact we did not expense as much legal (-\$750), Maintenance (-\$704) or Utilities (-\$883)..

Year-to date **Income** of \$ 173,131 is **up \$28,373** due to fees and fines collected. **YTD Expenses** are **UP by \$ 37,278** from budget estimate due to drain cleaning bid accepted per above. YTD Net Operating Income is **only down by \$ 8,905** vs budget due to increase in YTD Revenue and receipt of several large accounts receivable. Our Accounts Receivable balance of **\$ 51,562** was only \$ 467 more than August receivables.

Delinquent accounts decreased by 7 accounts to 50 accounts.. The three largest accounts total \$ 29,016 or 56.06%, the next 8 are between \$1000 and 3,794 total \$ 16,745 or 32.41%, 17 are between \$ 105 and 665 or 9.5% and the other 22 accounts are all under \$ 100.

Discussion followed.

Barry moved to approve the Treasurer's Report as presented, Peter seconded, motion carried.

Committee Reports:

Roads and signs:

- a) **Architectural Control Committee:** Larry reported for Kevin. Committee reviewed 11 ACC Applications for a lean two, tree removal, roof, fence, painting solar, new shingle replacement, House generator and bollard. Waiting for fence drawing to be submitted for black chain link fence.
- b) **Compliance:** Barry and Kathleen did the drive around on Tuesday the 17th. Barry reported that things are looking pretty good. The lot on Armour has done some tree removal and looks better. There are a few garbage cans, and grass is starting to grow. Larry noted we are looking a several lots with wild areas that need to be cleaned up. There is some improvement on Congressional.
- c) **Roads/Signs:** Kevin sent his report as follows: Leaves are starting to fall. Keep eyes out for clogged CB grates. Still getting HO complaints regarding speeding on W. Sarazen St SE. The street storm system handled the heavy rain last weekend just fine as far as I know.

Larry added information on 65th from the City of Lacey. Stormwater Improvements project was awarded to low bidder Russ Construction from Montesano, Washington in the amount of \$111,610.00. The project was advertised for approximately two weeks and bids were opened October 3, 2023. Eleven bids were received. The bids ranged from \$111,610.00 to \$191,000.00 with Russ Construction being the low bidder. Russ Construction is qualified and capable of performing the work. Project start date is anticipated in November 2023 with 40 working days allotted to complete the work. The project is expected to be completed by February 2024 depending on weather.

There has been a request for a street light on Cotton. Board monitoring and have noticed one of the lights that serve this area has a number of leaves in front of it diminishing the illumination. Board will look again as leaves fall.

Old Business:

2024 Budget Approval: Scott gave an overview of the proposed budget. Discussion followed. The budget will be presented and voted on at the Annual Meeting. Peter motioned to accept the proposed budget as presented, Randy seconded. Motion carried.

The Agenda for the Annual Meeting was discussed. Officer nominations based on seven positions. Three are open. Discussion followed.

New Business:

Next Meeting: The meeting will be November 16, 2023, 6:00 pm. at the Jacob Smith House.

Executive Session: Randy moved to go into Executive Session, Barry, seconded. Motion carried. Recording turned off.

Randy moved to vacate Executive Session, Barry seconded. Motion carried. Recording turned on.

Barry moved to act upon three Collections, Randy seconded. Motion carried.

Peter moved to act upon one Variance request, Randy seconded. Motion carried.

Randy moved to waive fine, Peter seconded. Motion carried.

Barry moved to resolve a late fee, Peter seconded. Motion carried.

Randy moved to adjourn, Barry seconded. Adjourned.

Submitted By:

Pam Dittloff, Secretary