



Cape George Colony Club

BOARD of TRUSTEES



Study Session

Monday, January 22, 2024, 3:00 p.m.

Via Zoom and in-person at the Clubhouse



Cape George Colony Club Board of Trustees
Study Session Agenda
Monday, January 22, 2024, 3:00 p.m.
Zoom and in-person at the Clubhouse

- A. Call to Order – President’s Comments and Announcements – Betsy Coddington
- There may be a Special Meeting of the Board following this study session to vote on ATEC water filtration system proposal and a proposal for the purchase of remote water meters.
- B. Letters from Members – Marnie Levy
- C. Manager’s Comments and Report – Marnie Levy. See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required. Note: Each topic will be introduced by a Board Member or the Manager. Discussion will follow. Board Members will be called on to speak first. Members will be called on after the Board members speak.
1. ATEC Water Filtration System Quote – Bart Mooyman-Beck. Proposal to replace the failing water filtration tanks and supporting equipment. See attached pages.
 2. General Pacific, Inc. Water Meter Replacement System – Bart Mooy-man Beck. Proposal to replace the remote water meter reading system. See attached pages.
 3. Reserves Investment Strategy Proposal – time sensitive – Nancy Charpentier. See attached.
- E. Member Participation:
- NOTICE: The President will ask members present, in person and on Zoom, to come forward with questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. *Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.*
- F. Announcements
- Thursday, January 25, 3 p.m., Board Meeting
 - Saturday, February 17, 3-5 p.m., Fitness Center Open House, followed by a social gathering in the Clubhouse from 3:30 p.m. to 5 p.m.
 - Monday, February 19, 3 p.m., Board Study Session
 - Thursday, February 22, 3 p.m. Board Meeting
- G. Adjournment. Commence Special Meeting if required.



Management Report, January 2024 What a lovely welcome to the New Year!

We hit the ground running on a few fronts!

Roseann Warner, our new administrator, is quickly learning office processes and multiple computer programs that we use to complete daily tasks. Please introduce yourself when you call or come to the office so she can get to know you!

January 1 marked the beginning of the 2024 Marina registration. Roseann is handling the data entry while Marina Committee volunteers; Colleen Brady, Paul Serafin, Jeanette Wagner, and Anne Weaver, are making sure the forms are complete and correct. Thank you, Marina volunteers!

The new year was book-ended by leaks in the water filtration tanks in December and January. The situation is stable, but the tanks need to be replaced. The proposal from ATEC is in the January Study Session packet for review and discussion. The water filtration system is a reserve component so the new system will be paid for from the Water Operations reserve fund. The new system will use less media, fit in the room better, and we will have an aggressive inspection and maintenance program.

The second water-related proposal on the study session agenda is the upgrade of the remote water meter reading system. The upgrade and replacement of the reading system was approved by the board early last year. When a proposal is approved, we will start cleaning meter boxes and replacing the remote reader portion of the meters, hopefully in the next month! The new device will be installed at each property that has a water meter.

As you all know, the second week of January brought storms and freezing weather. I have heard that freezing temperatures do not usually last for five days in Cape George. The recent weather has led to new protocols in salting and plowing when a freeze lasts more than two days or is particularly severe.

The Fitness Center Open House – will be held on February 17, from 3:00 to 4:00 pm. Come to the Fitness Room for a hands-on orientation on how to use the fitness machines and equipment.

In addition, the Fitness Committee is hosting a social gathering, with refreshments, in the Club House from 3:30 to 5:00 pm in conjunction with the Fitness Center Open House.

Reserve Funds – When the budget for 2024 was being discussed, the Board stated that they would propose an increase in reserves to ensure the three operational centers are adequately funded to maintain Cape George assets. We have spoken to the community about our reserve funds and the challenge the community is facing to maintain the quality of our common area assets with previous annual funding levels and the impact of inflation in recent years.

The Board and Management encourages you, as a homeowner, to gain a basic understanding of reserve funding and what it means for you and Cape George Colony Club now, and in the future. Get in touch with me, or any board member, for more information. This will be an open discussion over the next few months, and we hope you will participate!



Emergency Preparedness Meetings – There will be several meetings for different neighborhoods as outlined below. The meetings will be at the Clubhouse from 4-5:30 pm on Tuesdays.

1. Rhododendron, San Juan, Vancouver: January 30, 2024
2. Cape George, Palmer, Quinault, Sunset, Queets, Quilcene, Dungeness, Sequim,
3. Colman, Huckleberry: February 27, 2024
4. The Village: March 19, 2024
5. The Highlands: April 16, 2024

Please see the article in the newsletter for more information.

Shoreline Protection – We have had king tides, combined with storms and high winds. Winter months present the greatest test to our shoreline. The Shoreline Protection Committee continues to monitor the impact of storms and tides. We met with the Northwest Straits Foundation in December. They will come to Cape George to evaluate our coastline protection. This will be an opportunity for Cape George homeowners to meet them and learn about some of the resources available to homeowners to help protect shoreline assets.

Walkers be careful – I received a request to remind walkers in Cape George to face oncoming traffic and keep your dogs on your right side, close to the edge of the road.

Maintenance

- Memorial Park – Diseased and fallen trees were removed and trimmed on the Memorial Park hillside. This work was completed to remove dangerous trees and to protect the hillside.
- The septic systems at the Clubhouse and Office were inspected and routine maintenance was performed.
- Colman Drive – Eric trimmed the bush that was partially blocking the Sunset/Colman intersection.
- Fitness Room – New fans and electronic controls have been installed in the Fitness Room. One of the fans is not working as it should. The vendor will let me know when they will make that repair.
- Pool – The pool was closed briefly due to some mechanical issues and a drop in temperature. The pool was opened the same day.
- Pinhole leaks in the water filtration tanks repaired by a licensed welder in December and January.

Violations

Violation letters have been sent for driveway aprons that need to be installed, violation of bylaws for misuse of property, a lighting violation, and a violation for dogs off leash.

Happy New Year and thank you for everything you do to make Cape George Colony Club a great place to live!

Marnie Levy, General Manager

manager@capegeorge.org

360.3852208

QUOTATION

Date 1/3/2023
 Quotation # 1322024
 Customer ID CapeGeorgeCP

ATEC Water Filters

1690 Lana Way #A
 Hollister, CA 95023
 Phone: 971.285.7926
lodell@atecwaterfilters.com

Quotation for:

Cape George Colony Club
 Ken Loomis
 61 Cape George Dr
 Port Townsend, WA 98368
office@capegeorge.org
 360-385-1177



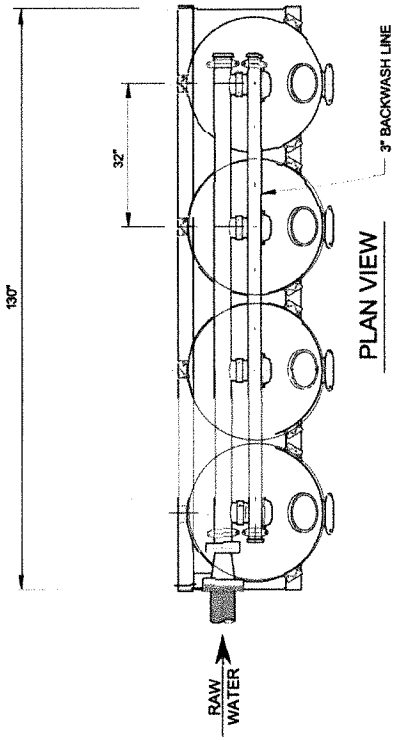
ATEC
 A Cadiz Solution

Salesperson	P.O. Number	Ship Date	Ship Via	F.O.B. Point	Terms
Maddie Odell	1322024	ASAP			

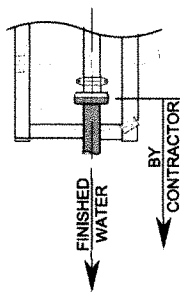
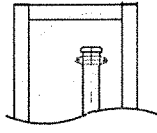
Quantity	Description		Unit Price	Taxable?	Amount
1	04-60-30 ATEC filters	4 (30") filter system			\$70,000.00
	Advantage media	included	\$70,000.00		
1	2" pressure sustaining valve	Bermad model #3 brass pressure sustaining pilot valve	\$2,299.50		\$2,299.50
1	Shipping	Allowance	\$10,000.00		\$10,000.00
				Subtotal	\$82,299.50
				Tax Rate	9.10%
				Sales Tax	\$7,489.25
				Other	
				Total	\$89,788.75

If you have any questions concerning this quotation contact Maddie:
modell@atecwaterfilters.com.

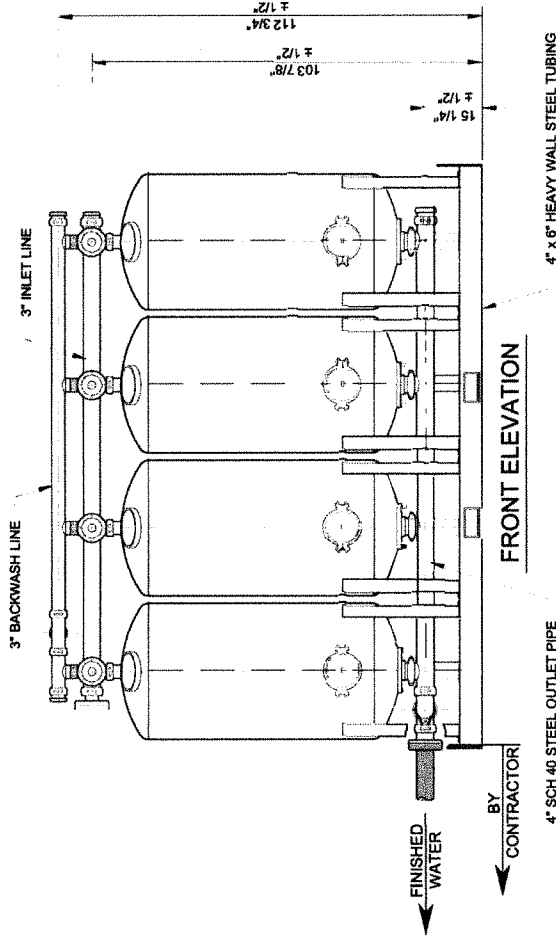
Thank you!



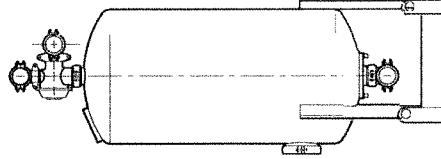
RIGHT SIDE
FILTERS REMOVED



LEFT SIDE
FILTERS REMOVED



RIGHT END VIEW



DESIGN BY: _____ DRAWN BY: _____ CHECKED BY: _____ APPROVED BY: _____		NO. _____ DATE _____ BY: _____		MODEL 04-60-30 FILTER SYSTEM		SHEET NO. 1 of 2 DWG. NO. _____ DATE: 03-03-2023 FILE: _____ Leta Overhead WTP			
ATEC SYSTEMS, LLC 1690 LANA WAY #A HOLLISTER, CA 95023 WWW.WATERFILTERS.COM				SCALE IN FEET NOTE: CHECK SCALE SCALE IN 2004 - 3/4" = 1'-0" SCALE IN 1917 - 3/8" = 1'-0"				FILTER DETAILS	

BILL OF MATERIAL		
ITEM	QTY	DESCRIPTION
1	1	FRS-DR103
2	2	FRS-DR104
3	2	FRS-DR105
4	2	FRS-DR106
5	1	FRS-DR107
6	1	FRS-DR108
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344	1	FRS-DR446
345		

ORDER ACKNOWLEDGEMENT

General Pacific, Inc.

P.O. Box. 70
 Fairview, OR 97024
 USA
 503-907-2900

Order Number	
1306646	
Order Date	Page
12/28/2023 10:05:27	1 of 2

Bill To:

Cape George Colony Club
 61 Cape George Dr
 Port Townsend, WA 98368-9403
 US

Ship To:

Cape George Colony Club
 61 Cape George Dr
 Port Townsend, WA 98368-9403
 US

1-360-385-2208

Ordered By: Ken Loomis

Customer ID: 100116

<i>PO Number</i>					<i>Ship Route</i>	<i>Taker</i>			
Badger Upgrade 12-28-23					ANY	JVANCLEAVE			
<i>Quantities</i>					<i>Item ID</i> <i>Item Description</i>	<i>Pricing</i> <i>UOM</i>	<i>Unit</i> <i>Price</i>	<i>Extended</i> <i>Price</i>	
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM</i> <i>Unit Size</i>	<i>Disp.</i>		<i>Unit Size</i>			
1.0000	0.0000	1.0000	EA	D	BAD BEACON ENGAGEMENT 1.0 Beacon Engagement	EA 1.0	4,000.0000	4,000.00	
1.0000	0.0000	1.0000	EA	D	BAD 66220-201 1.0 Standard Billing Integration	EA 1.0	5,000.0000	5,000.00	
1.0000	0.0000	1.0000	EA	D	BAD 69328-303-ON-SITE 1.0 Beacon AMA For Mobile	EA 1.0	0.0000	0.00	
1.0000	0.0000	1.0000	EA	D	BAD TRIMBLE-YUMA-7-TABLET 1.0 Trimble Yuma 7 Tablet	EA 1.0	8,800.0000	8,800.00	
1.0000	0.0000	1.0000	EA	D	BAD ORION ME MODULE 1.0 Orion ME Module For Trimble Ranger 7	EA 1.0	0.0000	0.00	
540.0000	0.0000	540.0000	EA	B	BAD HRE-M25-G-8-10-TT 1.0 HRE 8 Dial, Twist Tight Conn, For M25 10' Lead, Gallons, Slotted Seal Screw	EA 1.0	183.0000	98,820.00	
540.0000	0.0000	540.0000	EA	B	BAD ORION-M-TT-ULM 1.0 Orion M Endpoint, Under the Lid Kit	EA 1.0	0.0000	0.00	
1.0000	0.0000	1.0000	EA	D	BAD 68886-501 1.0 Mobile Read License	EA 1.0	300.0000	300.00	
1.0000	0.0000	1.0000	EA	D	BAD 68886-502 1.0 Mobile Read Mobile User Login	EA 1.0	300.0000	300.00	
6,000.0000	0.0000	6,000.0000	EA	D	BAD 68886-301 1.0 Mobile Hosting Fees	EA 1.0	0.0900	540.00	

ORDER ACKNOWLEDGEMENT

General Pacific, Inc.

P.O. Box. 70
 Fairview, OR 97024
 USA
 503-907-2900

Order Number	
1306646	
Order Date	Page
12/28/2023 10:05:27	2 of 2

<i>Quantities</i>					<i>Item ID</i>	<i>Pricing</i>	<i>Unit</i>	<i>Extended</i>
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM</i>	<i>Disp.</i>	<i>Item Description</i>	<i>UOM</i>	<i>Price</i>	<i>Price</i>
<i>Unit Size</i>	<i>Unit Size</i>	<i>Unit Size</i>	<i>Unit Size</i>	<i>Unit Size</i>	<i>Unit Size</i>	<i>Unit Size</i>	<i>Unit Size</i>	<i>Unit Size</i>

Total Lines: 10

SUB-TOTAL: 117,760.00
TAX: 10,716.16
AMOUNT TENDERED : 0.00
AMOUNT DUE: 128,476.16
U.S. Dollars

RESERVE FUNDING DISCUSSION – January 22, 2024 Study Session

Nancy Charpentier, Treasurer

In our Bylaws, there are currently three funding paths that exist for Operations and Reserves:

1. Operations Assessment, that has a cap on increases of 8% per year
2. Reserves Assessment, that has a cap on increases of 2.5% per year
3. Special Assessment – for a specific capital improvement

I am planning to propose that we add a 4th method:

4. Increase either the operations or reserve assessments by a specific dollar amount in order to either
 - a. catch up with inflation to provide adequate funding for either or both Assessment levels, or
 - b. expand Operating Budget for ongoing service, such as staff expansion, budget increase for specific additional contracted services such as grounds, etc.

Such amount will be subject to a vote of approval by the membership, and if it is passed for an increase in the Reserve Assessment, the Board will have authority to target it's distribution to specific fund(s)

Once a cash flow projection has been completed for the Reserve projects, this proposal for the Bylaw change will include a specific amount to put before the membership in time to be included in the budgeting process.