



*Cape George Colony Club*

Board of Trustees Meeting

**Thursday, January 25, 2024, 3:00 p.m.**

**At the Clubhouse and ZOOM Meeting**

**BOARD MEETING PACKET**



**Cape George Colony Club**  
**Regular Board of Trustees Meeting Agenda**  
Thursday, January 25, 2024  
3:00 p.m. Board Meeting  
At the Clubhouse and ZOOM Meeting

**3:00 p.m. Board Meeting**

A. President's Comments and Announcements – Betsy Coddington

B. Letters from Members – Marnie Levy

C. Action on Minutes – Pat Gulick.

- Approve minutes of the December 18, 2023, Special Meeting held to vote on opening Edward Jones and Company L.P. investment accounts and to vote on approval of the 2024 Marina Registration Form. See attached.
- Approve minutes December 23, 2023, Board of Trustees Meeting Minutes.

D. Manager's Report – Marnie Levy.

E. Treasurer's Report – Nancy Charpentier.

F. New Members – Pat Gulick.

G. Information items or documents submitted to the Trustees at, or after the Study Session.

1. **Reserve Funding.** The Board discussed the importance of addressing the Cape George Reserve levels and strategies to ensure Cape George assets are properly funded. Meetings with the Board and members will be held to discuss possible solutions to increase the reserve funds. – Nancy Charpentier.

2. **2024 Emergency Preparation Meetings.** You are invited to neighborhood preparation meetings regarding the Cascadia Subduction Zone Earthquake at the Clubhouse from 4-5:30pm on Tuesdays. Meetings are being held by neighborhood, but you can attend any meeting.

- Rhododendron, San Juan, Vancouver: January 30, 2024
- Cape George, Palmer, Quinault, Sunset, Queets, Quilcene, Dungeness, Sequim, Colman, and Huckleberry: February 27, 2024
- The Village: March 19, 2024
- The Highlands: April 16, 2024

Contacts:

Susi Feller, 970-683-9370, [fellersusi@icloud.com](mailto:fellersusi@icloud.com) and  
Mark Thayer, 360-302-6873, [mark.allan.thayer@gmail.com](mailto:mark.allan.thayer@gmail.com)

– Marnie Levy.

#### H. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any 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.*

#### I. New Business Agenda Items (*Consider approval of the following listed agenda items*)

**Motion 1.** Motion to approve the attached ATEC filter system and tank replacement proposal in the amount of \$89,788.75 – Bart Mooyman Beck.

**Motion 2.** Motion to approve the attached General Pacific, Inc., proposal, which includes, but is not limited to: remote water meter reading system modules, mobile readers, the mobile reading license, in the amount of \$128,476.16 – Bart Mooyman Beck. See attached.

**Motion 3.** Motion to rescind the 2nd motion made at the Special Board Meeting held on December 18: 2023 as follows:

Approve the transfer of the \$530,000 in Reserve Funds currently held in a CDARS account at Kitsap Bank into the Edward Jones Account established for Reserve Funds investments, and the transfer of the balance of the \$150,000 in the Operations savings Account at Pacific Premier Bank into the Edward Jones Account established for Operating Funds – Nancy Charpentier.

#### J. Open Board Discussion – Trustee Discussion Only

#### K. Committee Meeting Notes/Minutes:

January 5, 2024, Building and Roads Committee Minutes.

#### L. Announcements

- 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

#### M. Adjournment of the Board of Trustees Meeting.



**Cape George Colony Club  
Regular Board of Trustees Meeting Minutes  
Thursday, December 21, 2023**

Board President Betsy Coddington called the meeting to order at 3:00 p.m.

**In Attendance:** Betsy Coddington, Nancy Charpentier, Ray Pierson, Mike Heckinger, Steve McFarland

**President's Comments and Announcements – Betsy Coddington**

- A variance hearing was held at 2:45 p.m. today. A motion was made to approve a 5-foot reduction in the front setback as stated for 30-3 S. Rhododendron. Motion carried 4/0.
- The result of the Special Meeting held on December 18, 2023, is reported in the Information below in item "A".
- Following open discussion, it was decided that for the next six months, to the best of our ability, all meetings of the board, except for executive sessions, will be held in person, and via Zoom Meeting.

**Letters from Members.** One letter from a homeowner was submitted.

**Action on Minutes –**

Approve minutes of the regular Board of Trustees meeting held November 16, 2023. *Ray Pierson made the motion to approve, and Nancy Charpentier seconded. 4/0*

Approve minutes of the December 12, 2023, Executive Session. *Ray Pierson made a motion to approve, and Steve McFarland seconded. 4/0*

**Manager's Report.** General Manager Marnie Levy reviewed the December Managers' report.

**Treasurer's Report.** Treasurer Nancy Charpentier submitted report on the October and November 2023 financials:

In October you'll notice an appreciable variation this year to last in two items - Accounts Receivable and Prepaid Income. This is the result of our posting the invoices for the 4th quarter when issued, in September, rather than waiting for October activity to post them. Consequently, in the past when people received and paid their quarterly invoices it would initially post to Prepaid income, and that would post to Accounts Receivable the following month (1st of the quarter for which the payment applied). This was an experiment that will be revisited next year. Unfortunately, illness prevented the posting of the corrected entries that

## **DRAFT - DECEMBER 21, 2023, BOARD MEETING MINUTES - DRAFT**

would have accurately portrayed these activities in order to maintain consistency. The balances correct themselves in October.

Discrepancy between Unearned Income this year vs last year is the result of a bookkeeping change this year where the revenue dollars are recognized quarterly, whereas in 2022 it was allocated monthly with the unallocated funds booked to unearned income awaiting distribution.

### **Income Statement:**

General Operations: The \$10k positive overall variance in payroll is shrinking as we have required unbudgeted overlap between the outgoing and incoming office administrators, and it should further reduce by the end of the year once unclaimed reimbursements for benefits is claimed before year end.

We have not yet booked an additional \$3k in tree removal expense, which will expand the variance in that category.

This year saw unbudgeted expenses of \$6k for tree removal earlier this year and \$4k for the berm fence protection and other grounds maintenance for its protection, contributing the most to the cost overruns in the Repair and Maintenance category.

We're awaiting a \$10k invoice for Road Repair, which has been performed but not yet booked this year.

Pool Expenses have come in substantially under budget with regards to utility costs. Part of this is due to the pool being closed for several weeks this year for the recoating project and other maintenance, and part are from efficiency pickups with a new boiler.

In reviewing the YTD budget and anticipated bookings with the General Manager, it is anticipated that our year end net income will come in between break even and \$5k.

### **B) Water Operations**

Water has been running favorable to budget primarily owing to delays in planned maintenance and repair expenses owing to the transition to new water management.

The planned purchase and installation of sampling stations estimated to cost \$9k will come in just over \$6k, leaving us with an overall favorable variance in the Water budget this year.

### **C) Marina Operations**

Marina is coming in on the budget for all discretionary spending.



**DRAFT - DECEMBER 21, 2023, BOARD MEETING MINUTES - DRAFT**

As of OCT 31, 2023

**CAPE GEORGE COLONY CLUB**

Balance Sheet as of October 31, 2023 and 2022 - Preliminary Subject to Audit							
Assets	2023	2022		Liabilities and Fund Balances	2023	2022	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 83,097	\$ 158,596	-48%	Accounts Payable & Other Liabilities	\$ 18,865	\$ 15,272	24%
Operating Savings & ICS	250,671	268,032	-16%	Prepaid Income	13,869	7,751	80%
Reserves - General, Water & Marina	1,605,884	1,329,732	21%	Unearned Income, Marina Wait List	3,250	126,040	-97%
Total Cash & Equivalents	1,939,652	1,756,360	12%	Total Current Liabilities	35,984	149,063	-76%
Net Accounts Receivable	\$ 17,835	\$ 18,624	-4%	<b>FUND BALANCE \$:</b>			
Total Net Fixed Assets	1,688,940	1,662,389	2%	Fund Balances & Equity (Combined)	3,474,635	3,192,295	9%
Total Prepaid & Other Assets	32,918	32,939	0%	Modified Cash Basis Income	2,28,525	139,968	44%
<b>TOTAL ASSETS</b>	<b>\$3,739,145</b>	<b>\$3,500,266</b>	<b>7%</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,739,145</b>	<b>\$ 3,500,266</b>	<b>7%</b>

Summary Revenue and Expense Statements for the periods ended October 31, 2023 and 2022 (Modified cash basis, excludes depreciation)  
Preliminary Subject to Audit

2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%	2023 YTD	2022 YTD	Variance	%	
<b>General</b>					<b>General</b>				
General Assessment	\$ 345,511	\$ 345,520	(9)	0%	General Assessment	\$ 345,511	\$ 273,798	\$ 71,753	26%
Revenue - All Other Sources	22,601	15,348	7,253	47%	Revenue - All Other Sources	22,601	19,706	2,895	15%
Total General Revenue	368,112	360,868	7,244		Total General Revenue	368,112	293,504	74,608	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	113,303	153,132	39,829	28%	Salaries, Benefits, PR Tax	113,303	98,965	(14,388)	-14%
Repairs & Maintenance	28,180	26,149	(2,031)	-8%	Repairs & Maintenance	28,180	13,008	(15,172)	-117%
Contracted Services	62,904	74,996	12,092	18%	Contracted Services	62,904	73,021	10,117	14%
Pool Expense & Utilities	19,127	36,500	17,373	48%	Pool Expense & Utilities	19,127	20,535	1,408	7%
Utilities & Insurance	32,989	38,556	5,567	14%	Utilities & Insurance	32,989	27,306	(5,683)	-22%
Other Expenses (incl taxes)	24,662	26,597	1,935	7%	Other Expenses (incl taxes)	24,662	22,712	(1,950)	-9%
Total General Expenses	281,165	355,930	74,765		Total General Expenses	281,165	255,347	(25,818)	-10%
<b>General Net Income</b>	<b>\$ 86,947</b>	<b>\$ 4,938</b>	<b>\$ 82,009</b>	<b>-160%</b>	<b>General Net Income</b>	<b>\$ 86,947</b>	<b>\$ 38,117</b>	<b>\$ 48,830</b>	<b>-100%</b>
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 229,856	\$ 231,476	\$ (1,620)	-1%	Revenue - Water Use Fees	\$ 229,856	\$ 182,498	\$ 47,358	26%
Revenue - All Other Sources	2,857	6,000	(3,143)	-52%	Revenue - All Other Sources	2,857	15,340	(12,483)	-81%
Total Water Revenue	232,713	237,476	(4,763)		Total Water Revenue	232,713	197,838	34,875	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	56,212	76,566	20,354	27%	Salaries, Benefits, PR Tax	56,212	53,303	(2,909)	-5%
Repairs & Maintenance	1,233	14,050	12,817	91%	Repairs & Maintenance	1,233	3,505	2,272	65%
Contracted Services	23,016	33,661	10,645	32%	Contracted Services	23,016	22,138	(878)	-4%
Utilities & Insurance	22,351	30,683	8,332	27%	Utilities & Insurance	22,351	20,200	(2,151)	-10%
Other Expenses (incl taxes)	17,196	30,069	12,873	43%	Other Expenses (incl taxes)	17,196	16,289	(907)	-5%
Total Water Expenses	120,008	185,029	65,021		Total Water Expenses	120,008	115,480	(4,528)	-4%
<b>Water Net Income</b>	<b>\$ 112,705</b>	<b>\$ 62,447</b>	<b>\$ 50,258</b>	<b>113%</b>	<b>Water Net Income</b>	<b>\$ 112,705</b>	<b>\$ 82,358</b>	<b>\$ 30,347</b>	<b>37%</b>
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 75,656	\$ 74,489	\$ 1,167	2%	Revenue - Moorage/Parking	\$ 75,656	\$ 74,719	\$ 937	1%
Revenue - All Other Sources	19,461	20,628	\$ (1,167)	-6%	Revenue - All Other Sources	19,461	19,696	(235)	-1%
Total Marina Revenue	95,117	95,117	-		Total Marina Revenue	95,117	94,415	702	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	19,033	25,522	6,489	29%	Salaries, Benefits, PR Tax	19,033	17,856	(1,207)	-7%
Repairs & Maintenance	1,777	19,100	17,323	91%	Repairs & Maintenance	1,777	15,632	13,855	0%
Contracted Services	6,774	10,216	3,442	34%	Contracted Services	6,774	6,607	(167)	-3%
Utilities & Insurance	14,961	18,541	3,580	19%	Utilities & Insurance	14,961	13,070	(1,891)	-10%
Other Expenses (incl taxes)	23,549	6,576	(16,973)	-259%	Other Expenses (incl taxes)	23,549	2,141	(21,408)	-1000%
Total Marina Expenses	66,094	79,955	13,861		Total Marina Expenses	66,094	65,776	(318)	-1%
<b>Marina Net Income</b>	<b>\$ 29,023</b>	<b>\$ 16,162</b>	<b>\$ 12,861</b>	<b>91%</b>	<b>Marina Net Income</b>	<b>\$ 29,023</b>	<b>\$ 38,639</b>	<b>\$ (9,616)</b>	<b>-25%</b>
<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>	<b>\$ 228,675</b>	<b>\$ 72,647</b>	<b>\$ 156,028</b>	<b>215%</b>	<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>	<b>\$ 228,675</b>	<b>\$ 169,979</b>	<b>\$ 58,696</b>	<b>46%</b>
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Routine Reserve Assessment	199,924	199,924	-	0%	Routine Reserve Assessment	199,924	191,238	(8,686)	-24%
Reserve Interest - all	-	2,096	(2,096)	-100%	Reserve Interest - all	-	-	-	>100%
Loss Reserve Offset**	(199,924)	(199,924)	-	-	Loss Reserve Offset	(199,924)	(191,348)	(8,576)	-100%
<b>Net Reserve Activity</b>	<b>\$ -</b>	<b>\$ 2,096</b>	<b>\$ (2,096)</b>	<b>-100%</b>	<b>Gross Reserve Activity</b>	<b>\$ -</b>	<b>\$ (118)</b>	<b>\$ (118)</b>	<b>-100%</b>

New Members. There are no New Members to report.

## **DRAFT - DECEMBER 21, 2023, BOARD MEETING MINUTES - DRAFT**

### **Information items or documents submitted to the Trustees at, or after the Study Session.**

**A. In a Special Meeting of the Board**, held on December 18, 2023, the Board voted to approve a motion to open two new non-discretionary accounts with Edward Jones & Company L.P. There will be one account for the Reserve Funds and one for the Operating Funds. President Betsy Coddington and Treasurer Nancy Charpentier will be signers on the accounts.

A second motion was approved in the Special Meeting on December 18, 2023, to move \$530,000 in Reserve Funds currently held in a CDARS account at Kitsap Bank into an Edward Jones Account established for Reserve Fund investments, and the transfer of \$100,000 in the Operations savings Account at Chase Bank into the Edward Jones Account established for Operating Funds.

The third motion made in the Special meeting on December 18, 2023, was to approve an updated Marina Committee Registration form which includes a new \$25 annual fee to be included in the trailer boat parking area waitlist.

All three motions were approved unanimously by the Board. Minutes from the Special Meeting will be included in the January 2024 minutes. – Betsy Coddington.

**B. Water Sample Testing Stations.** In the January 2023 Board Meeting, the Water Advisory Committee announced their intention of purchasing and installing dedicated Water Sample Testing Stations in Cape George. Due to changes in personnel and introducing Ken Loomis, our manager, to our water system, the proposal and part acquisition didn't come together until now. The parts are available now and the quote is attached. In the January Board meeting we had information that each sample site would be \$1,100, and that is the current quote. With taxes and shipping the total quote is \$6,934.40.

Dedicated sample sites are the recommended method for taking monthly chloroform samples in a Type A water system, which ours is. They will be located throughout Cape George and instead of taking samples from home spigots or faucets, the sample is taken from an enclosed water tap that is only fed by water from the water system and only used for the monthly testing. This greatly reduces sample contamination. We had a sample that tested positive for chloroform in 2022. It would not be good to have a second bad sample. – Marnie Levy

**C. Emergency Preparedness Neighborhood Meetings.** In the first quarter of 2024 there will be neighborhood-specific emergency preparedness meetings held at the Clubhouse. The schedule will be in the January newsletter. – Marnie Levy

**Member Participation:** There were no member comments.

**New Business Agenda Items** (*Consider approval of the following listed agenda items*)

**Motion 1.** Nancy Charpentier moved, and Ray Pierson seconded a motion to approve the purchase of six dedicated water sample testing sites at the cost of \$6,934.40. Motion carried 4/0.

**Motion 2.** Nancy Charpentier moved, and Ray Pierson seconded a motion to approve the United Business Machines of Washington, five-year contract for a Kyocera 4004i Multifunctional Monochrome printer for a monthly amount of \$304.18, which includes 9,000 images per month, averaged quarterly, and service. Motion carried 4/0.

**DRAFT - DECEMBER 21, 2023, BOARD MEETING MINUTES - DRAFT**

**Open Board Discussion.** There were no Board Member comments.

**Committee Meeting Notes/Minutes Attached.**

- Environmental Committee Meeting Minutes, Nov. 14, 2023
- Finance Committee Meeting Minutes, Dec. 18, 2023
- Strategic Planning Committee Meeting Minutes: Oct. 30, 2023, Nov. 6, 2023, and Nov. 27, 2023
- Water Advisory Committee Meeting Minutes, Nov.14, 2023

**Announcements**

- Mon. Dec. 25, Christmas Day. The office will be closed.
- Sun. Dec. 31, New Year’s Eve Party, Clubhouse, 7 p.m. – midnight.
- Monday, Jan. 1, New Year’s Day. The office will be closed.
- Monday, Jan. 22, 3 p.m., Study Session.
- Thursday, Jan. 25, 3 p.m., Board Meeting.

**Adjournment.** Ray Pierson moved, and Mike Heckinger seconded a motion to adjourn the meeting at 3:30 p.m.

Submitted by: \_\_\_\_\_ Pat Gulick, Secretary on \_\_\_\_\_.

Approved by: \_\_\_\_\_ Betsy Coddington, President, on \_\_\_\_\_.



CAPE GEORGE COLONY CLUB  
SPECIAL BOARD MEETING MINUTES  
DEC. 18, 2023  
**DRAFT**

Bart Mooyman-Beck moved, and Ray Pierson seconded to adjourn the Study Session and move to a Special Board Meeting at 4:34. This meeting was called to address time sensitive issues.

The meeting was called to order by Board President, Betsy Coddington at 4:35.

**Trustees Present:** Betsy Coddington, Bart Mooyman-Beck, Nancy Charpentier, Pat Gulick, Mike Heckinger, Ray Pierson, Steve McFarland

**Motion #1:** Nancy Charpentier moved and Bart Mooyman-Beck seconded to approve the opening of two non-discretionary accounts with Edward Jones and Company L.P., one for Reserve funds and one for Operating funds, with the following signers: Nancy Charpentier, Treasurer, and Betsy Coddington, President, per Cape George Investment Policy FIN09. Passed 5/0 (Steve McFarland absent)

**Motion #2:** Nancy Charpentier moved and Ray Pierson seconded to approve the transfer of the \$530,000 in Reserver Funds currently held in a CDARS account at Kitsap Bank into the EJ account established for Reserve Funds investments, and to approve the transfer of \$100,000 in the Operations savings account at Chase Bank into the EJ account established for Operating Funds. Passed 6/0

**Motion #3:** Mike Heckinger moved and Ray Pierson seconded to approve the Revised Marina Registration Form with added Trailer/Boat Parking wait list fee of \$25 added.  
Passed 6/0

**Adjournment:** Nancy Charpentier moved and Joel Ray Pierson seconded to adjourn the meeting at 4:38 pm. Passed 6/0.

Submitted by: \_\_\_\_\_ Pat Gulick, Secretary on \_\_\_\_\_.

Approved by: \_\_\_\_\_ Betsy Coddington, President, on \_\_\_\_\_.



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

We hit the ground running on a few fronts!

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 for 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 4-5:30pm on Tuesdays. If you cannot attend your neighborhood meeting, then please choose another date. We will also conduct repeat sessions during the summer months.

1. **Rhododendron, San Juan, Vancouver: January 30, 2024**
2. **Cape George, Palmer, Quinault, Sunset, Queets, Quilcene, Dungeness, Sequim, Colman, Huckleberry: February 27, 2024**
3. **The Village: March 19, 2024**
4. **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](mailto:manager@capegeorge.org)

360.3852208

# COMMENTS ON DEC 2023 FINANCIALS

## General Comments

In Monday's Study Session, we discussed launching a community wide outreach campaign so that members may expand their knowledge of our Reserve funds and be able to participate in the discussions regarding our funding levels - what they are, what they need to be, and how we can get there.

Numerous excellent ideas were presented, including 'borrowing' some time from established community activities, such as Cape George University and the Soup Supper, encouraging members to invite neighbors to their houses for discussion, and being available at various times in the Club House for discussion with any members who want to show up.

All are excellent suggestions, and we would love to entertain any more that people can come up with. To launch this campaign, we would like to have volunteers step forward who are familiar with the Reserves and can participate in furthering the understanding of those who are not; please let me know if you're able to participate in this capacity. At the suggestion of Mary Larson, Susi Feller and Jane Ludwig (thank you!) we'll be developing a standard slide presentation and handouts that everyone can use, so our message is consistent.

I hope to report on these meetings in the Newsletters to follow, and be able to address questions that come up so that everyone may benefit from these discussions.

All ideas and volunteers are welcome! Please email me your interest, your suggestions, your thoughts - Treasurer@capegeorge.org.

## Balance Sheet

As is our practice, we recorded the year's depreciation entry into the December books. Because these entries appear on the income statement and affect net income actual results, for the purposes of this report they are backed out of the fund balance calculation in order to reflect the modified cash basis income we're used to seeing. Note that the net change from 2022 is only \$9k; this is owing to the booking of 2023 Reserve purchases into our asset accounts.

The large variation in the cash accounts when compared to 2022 is owing to the transfer of the balance of the Operations ICS account into the Checking Account, in preparation for transfer to Edward Jones in order to fund our Operations Investment account with that firm. The transfer was executed in January 2024 and will be reflected in next month's balance sheet.

HOA wide performance has netted \$104k cash basis income, which is available for the Board to transfer into the Reserve accounts. This will be addressed following conclusion of the annual audit, projected for May.

## Income Statement

### **A) General Operations:**

Our performance to budget came in within \$6k, which is excellent in light of significant overages in a couple of areas. Our general manager did an excellent job in controlling other expenses so that our bottom line came in within \$3k of budgeted net income.

Repair and Maintenance exceeded its \$26k budget by \$21k, owing primarily to Tree Removal (\$22k vs a budget of \$7k) and Truck repairs (\$8k against a budget of \$1.8k)

Utilities and Insurance came in \$10k under budget, and another \$5k in pool expenses. These were primarily due to our having budgeted a higher assumption of increases than what we saw, and the closure of the pool for a significant period in order to complete Reserve projects and repairs.

There was an \$8k pickup in revenue, over \$5k of which came from Fines and Late Fees. While it benefited the revenue comparison to budget, these monies have costs not immediately apparent in our financial reports. We will gladly forgo the revenue from these items in order to receive payments in a timely manner which provides a consistent cash flow and would reduce the fees we pay for billing services, and it would benefit us to free our office staff from having to spend time on researching and levying fines. Total costs for these two items in 2022 were \$3.7k for late fees and only \$308 for fines, but those rose to \$4,360 in late fees and \$3,475 in fines in 2023. Those are revenue items we hope will diminish this year, and we appreciate all efforts members make to stay within the rules.

### **B) Water Operations**

Water also performed well to budget, generating a net income of \$78k vs a budget of \$52k. We had budgeted \$8k for Repair and Maintenance of the Wells, Tanks and Pipes, and spent only \$1k. The budget had included the possibility of another thorough cleaning of the tanks by diver and that was not contracted this year.

Another \$6k was picked up because budgeted purchases of supplies for inventory purposes was not completed in 2023. Additional variances between actual and budget were scattered through several categories, and I refer you to the detailed financial statements included in the Board packet.

Bottom line will contribute \$78k to the Water Reserve Fund (pending audit results)

### **C) Marina Operations**

The Marina was able to pick up an additional \$3k in revenue, and underspent expenses by another \$2.5k so their projected year end net income of \$13k rose to \$18k, which will be available to transfer into their Reserve fund once the Audit is completed.



**CAPE GEORGE COLONY CLUB**

**As of DEC 2023**

*Balance Sheet as of December 31, 2023 and 2022 - Preliminary Subject to Audit*

Assets	2023	2022		Liabilities and Fund Balances	2023	2022	
<b>Cash and Cash Equivalents:</b>				<b>Current Liabilities:</b>			
Operations Checking & Petty Cash	\$ 285,180	\$ 127,597	124%	Accounts Payable & Other Liabilities	\$ 43,117	\$ 24,956	73%
Operating Savings & ICS	75,070	258,031	-71%	Prepaid Income	42,763	40,722	5%
Reserves - General, Water & Marina	1,534,510	1,326,732	16%	Unearned Income, Marina Wait List	3,450	5,250	-34%
<b>Total Cash &amp; Equivalents</b>	<b>1,894,760</b>	<b>1,712,360</b>	<b>11%</b>	<b>Total Current Liabilities</b>	<b>89,330</b>	<b>70,927</b>	<b>26%</b>
 				<b>FUND BALANCES:</b>			
Net Accounts Receivable	\$ 10,010	\$ 6,070	65%	Fund Balances & Equity (Combined)	3,482,396	3,276,511	6%
Total Net Fixed Assets	1,610,902	1,602,010	1%	Fixed Asset & Deprec NonCash Activity	(130,242)	(141,027)	-8%
Total Prepaid & Other Assets	29,812	22,680	31%	Modified Cash Basis Income	104,000	136,709	-24%
	1,650,724	1,630,760	1%		3,456,154	3,272,193	6%
<b>TOTAL ASSETS</b>	<b>\$3,545,484</b>	<b>\$3,343,120</b>	<b>6%</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,545,484</b>	<b>\$ 3,343,120</b>	<b>6%</b>

*Note: Fixed Asset Adj provided in order to provide customary net cash income figure.*

*Summary Revenue and Expense Statements for the periods ended December 31, 2023 and 2022 (Modified cash basis, excludes depreciation)*

*Preliminary Subject to Audit*

2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%	2023 YTD	2022 YTD**	Variance	%	
<b>General</b>									
General Assessment	\$ 345,511	\$ 345,520	(9)	0%	General Assessment	\$ 345,511	\$ 329,136	\$ 16,375	5%
Revenue - All Other Sources	23,388	15,348	8,040	52%	Revenue - All Other Sources	23,388	19,605	3,783	19%
<b>Total General Revenue</b>	<b>368,899</b>	<b>360,868</b>	<b>8,031</b>		<b>Total General Revenue</b>	<b>368,899</b>	<b>348,741</b>	<b>20,158</b>	
<b>Expenses:</b>									
Salaries, Benefits, PR Tax	145,117	153,132	8,015	5%	Salaries, Benefits, PR Tax	145,117	126,122	(18,995)	-15%
Repairs & Maintenance	46,886	26,149	(20,737)	-79%	Repairs & Maintenance	46,886	28,535	(18,351)	-64%
Contracted Services	76,781	74,996	(1,785)	-2%	Contracted Services	76,781	80,533	3,752	5%
Pool Expense & Utilities	26,062	36,500	10,438	29%	Pool Expense & Utilities	26,062	24,234	(1,828)	-8%
Utilities & Insurance	28,158	38,556	10,398	27%	Utilities & Insurance	28,158	33,111	4,953	15%
Other Expenses (incl taxes)	37,537	26,597	(10,940)	-41%	Other Expenses (incl taxes)	37,537	28,435	(9,102)	-32%
<b>Total General Expenses</b>	<b>360,540</b>	<b>355,930</b>	<b>(4,610)</b>		<b>Total General Expenses</b>	<b>360,540</b>	<b>320,970</b>	<b>(33,593)</b>	
<b>General Net Income</b>	<b>\$ 8,359</b>	<b>\$ 4,938</b>	<b>\$ 3,421</b>	<b>-69%</b>	<b>General Net Income</b>	<b>\$ 8,359</b>	<b>\$ 27,771</b>	<b>\$ (19,412)</b>	<b>&gt;-100%</b>
<b>Water</b>									
Revenue - Water Use Fees	\$ 229,856	\$ 231,476	\$ (1,620)	-1%	Revenue - Water Use Fees	\$ 229,856	\$ 220,851	\$ 9,005	4%
Revenue - All Other Sources	2,857	6,000	(3,144)	-52%	Revenue - All Other Sources	2,857	23,040	(20,184)	-88%
<b>Total Water Revenue</b>	<b>232,713</b>	<b>237,476</b>	<b>(4,764)</b>		<b>Total Water Revenue</b>	<b>232,713</b>	<b>243,891</b>	<b>(11,179)</b>	
<b>Expenses:</b>									
Salaries, Benefits, PR Tax	71,197	76,566	5,369	7%	Salaries, Benefits, PR Tax	71,197	66,863	(4,334)	-6%
Repairs & Maintenance	2,319	14,050	11,731	83%	Repairs & Maintenance	2,319	5,251	2,932	56%
Contracted Services	27,367	33,661	6,294	19%	Contracted Services	27,367	35,531	8,164	23%
Utilities & Insurance	27,197	30,683	3,486	11%	Utilities & Insurance	27,197	24,548	(2,649)	-11%
Other Expenses (incl taxes)	27,116	30,069	2,953	10%	Other Expenses (incl taxes)	27,116	24,972	(2,144)	-9%
<b>Total Water Expenses</b>	<b>155,196</b>	<b>185,029</b>	<b>29,833</b>		<b>Total Water Expenses</b>	<b>155,196</b>	<b>157,165</b>	<b>1,969</b>	
<b>Water Net Income</b>	<b>\$ 77,517</b>	<b>\$ 52,447</b>	<b>\$ 25,070</b>	<b>48%</b>	<b>Water Net Income</b>	<b>\$ 77,517</b>	<b>\$ 86,726</b>	<b>\$ (9,209)</b>	<b>-11%</b>
<b>Marina</b>									
Revenue - Moorage/Parking	\$ 76,081	\$ 74,489	\$ 1,592	2%	Revenue - Moorage/Parking	\$ 76,081	\$ 74,741	\$ 1,340	2%
Revenue - All Other Sources	19,425	18,171	\$ 1,254	7%	Revenue - All Other Sources	19,425	15,408	4,017	26%
<b>Total Marina Revenue</b>	<b>95,506</b>	<b>92,660</b>	<b>2,846</b>		<b>Total Marina Revenue</b>	<b>95,506</b>	<b>90,149</b>	<b>5,357</b>	
<b>Expenses:</b>									
Salaries, Benefits, PR Tax	24,063	25,522	1,459	6%	Salaries, Benefits, PR Tax	24,063	22,362	(1,701)	-8%
Repairs & Maintenance	21,207	19,100	(2,107)	-11%	Repairs & Maintenance	21,207	18,394	(2,813)	0%
Contracted Services	7,980	10,213	2,233	22%	Contracted Services	7,980	7,702	(278)	-4%
Utilities & Insurance	18,307	18,541	234	1%	Utilities & Insurance	18,307	16,417	(1,890)	-12%
Other Expenses (incl taxes)	5,786	6,576	790	12%	Other Expenses (incl taxes)	5,786	3,062	(2,724)	-89%
<b>Total Marina Expenses</b>	<b>77,343</b>	<b>79,952</b>	<b>2,609</b>		<b>Total Marina Expenses</b>	<b>77,343</b>	<b>67,937</b>	<b>(9,406)</b>	
<b>Marina Net Income</b>	<b>\$ 18,163</b>	<b>\$ 12,708</b>	<b>\$ 5,455</b>	<b>43%</b>	<b>Marina Net Income</b>	<b>\$ 18,163</b>	<b>\$ 22,212</b>	<b>\$ (4,049)</b>	<b>-18%</b>
<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>									
	\$ 104,040	\$ 70,093	\$ 33,947	48%		\$ 104,040	\$ 136,709	\$ (32,669)	-24%
<b>Reserve Activity</b>									
Routine Reserve Assessment	199,924	199,924	-	0%	<b>**Reserve Activity</b>	199,924	193,873	(6,051)	3%
Reserve Interest - all **	18,910	-	18,910	#DIV/0!	Reserve Interest - all	18,910	5,683	(13,227)	>100%
Less: Reserve Offset***	(218,834)	(199,924)	(18,910)		Less: Reserve Offset	(218,834)	(193,873)	24,961	
<b>Net Reserve Activity</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>#DIV/0!</b>	<b>Gross Reserve Activity</b>	<b>\$ 0</b>	<b>\$ 5,683</b>	<b>\$ 5,683</b>	<b>-100%</b>
<b>Depreciation (NonCash) Activity</b>									
General Operations	62,410				General Operations	\$ 62,410	\$ 85,702	\$ (23,292)	
Water Fund	35,219				Water Fund	\$ 35,219	22,344	\$ 12,875	
Marina Fund	32,613				Marina Fund	\$ 32,613	32,982	\$ (369)	
<b>Net Depreciation Expense</b>	<b>\$ 130,242</b>				<b>Net Depreciation Expense</b>	<b>\$ 130,242</b>	<b>\$ 141,028</b>	<b>\$ (10,786)</b>	

# QUOTATION

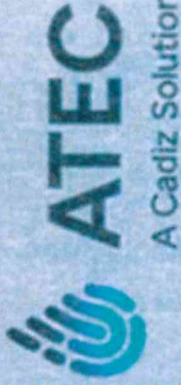
## ATEC Water Filters

1690 Lena Way #A  
 Hollister, CA 95023  
 Phone: 971.285.7926  
[lodell@atecwaterfilters.com](mailto:lodell@atecwaterfilters.com)

## Quotation for:

Cape George Colony Club  
 Ken Loomis  
 61 Cape George Dr  
 Port Townsend, WA 98368  
[office@capegeorge.org](mailto:office@capegeorge.org)  
 360-385-1177

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



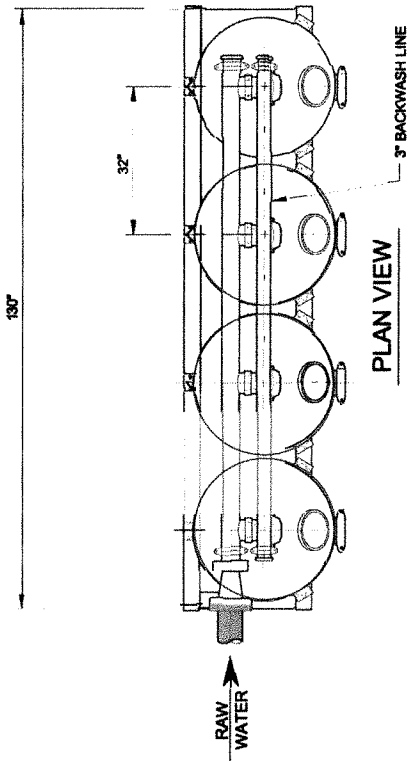
Salesperson	P O Number	Ship Date	Ship Via	F O B Point	Terms
Maddie Odell	1322024	ASAP			

Quantity	Description	Unit Price	Taxable?	Amount
1	04-60-30 ATEC filters	\$70,000.00		\$70,000.00
	Advantage media			
1	2" pressure sustaining valve	\$2,299.50		\$2,299.50
1	Shipping	\$10,000.00		\$10,000.00
	Subtotal			\$82,299.50
	Tax Rate			9.10%
	Sales Tax			\$7,489.25
	Other			
	<b>Total</b>			<b>\$99,788.75</b>

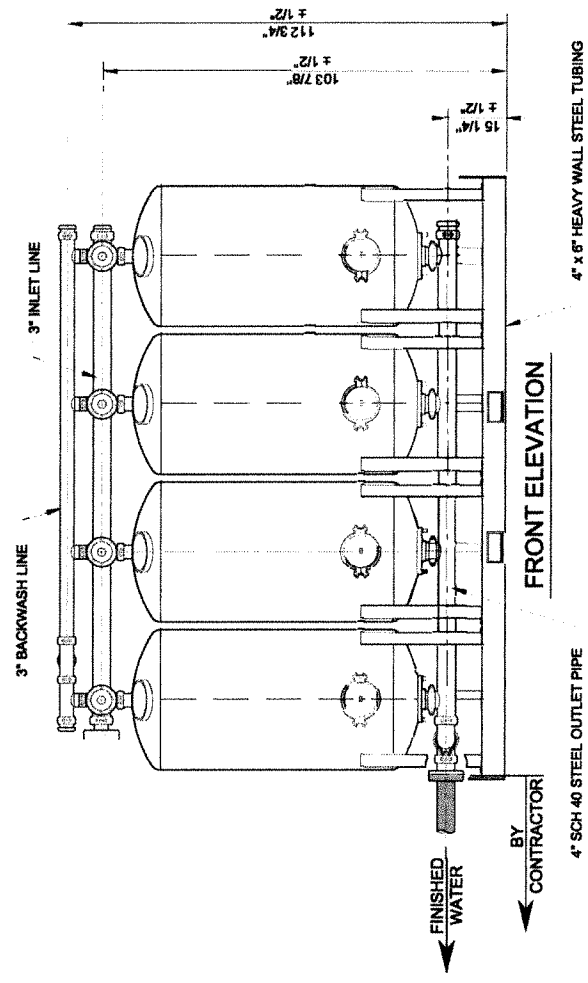
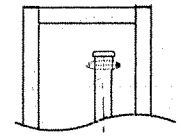
If you have any questions concerning this quotation contact Maddie:  
[maddie@atecwaterfilters.com](mailto:maddie@atecwaterfilters.com).

Thank you!

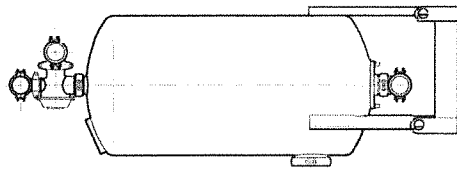




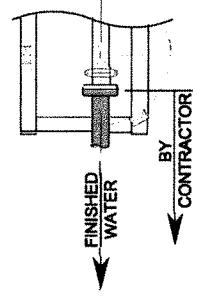
**RIGHT SIDE  
FILTERS REMOVED**



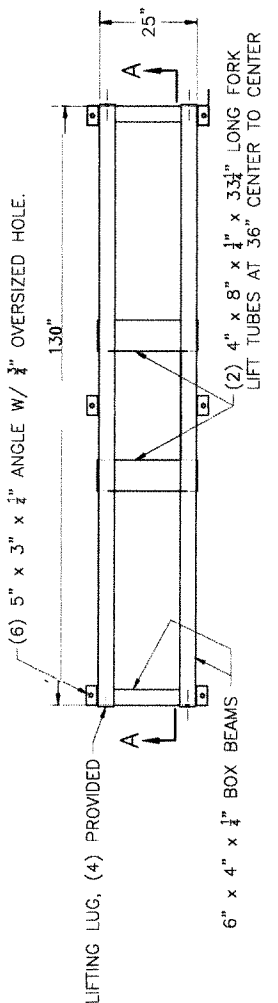
**RIGHT END VIEW**



**LEFT SIDE  
FILTERS REMOVED**



ATEC SYSTEMS, LLC 1690 LANA WAY #A HOLLISTER, CA 95023 WWW.ATECWATERFILTERS.COM	DESIGN BY: DRAWN BY: CHECKED BY: APPROVED BY:	NO. _____ DATE _____ BY: APD	MODEL 04-60-30 FILTER SYSTEM	SHEET NO. 1 of 2 DWG. NO. _____ DATE: 08-02-2023 FILE: _____ Lates Arrowhead VFP
	SCALE IN FEET NOTE CHECK SCALE SCALE IN 1/8" = 1'-0" SCALE IN 1/4" = 1'-0"			

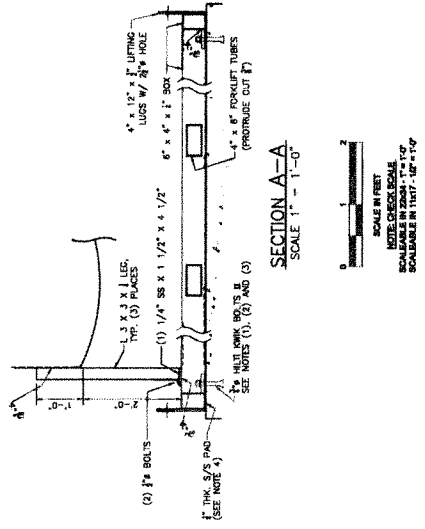


**SKID PLAN**  
(5 FILTER)

SCALE IN FEET  
NOTE: CHECK SCALE  
SCALE IN 1/16" = 1'-0"

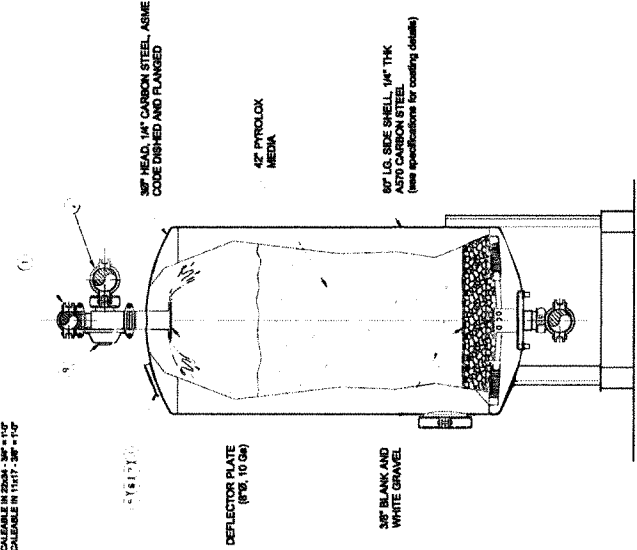
ITEM	QTY	PART NO.	DESCRIPTION
1	1	PPS-CP003	3" BROOKED COUPLING, CAST IRON W/ BOLTS & GASKET
2	3	PPS-CP004	4" BROOKED COUPLING, CAST IRON W/ BOLTS & GASKET
3	1	PPS-CP008	8" BROOKED END CAP
4	1	PPS-CP008	8" BROOKED COUPLING, CAST IRON W/ BOLTS & NUTS
5	1	PPS-H0011	11"x15" HAND HOLE PLATE
6	1	PPS-H0011	11"x15" HAND HOLE GASKET
7	1	PPS-H0011	11"x15" HAND HOLE BOLT SET
8	1	PPS-H0011	11"x15" HAND HOLE HOLD DOWN CHRG
9	1	UA-3508	3"x3"x2" SERIES 350 BERNAD BACKWASH VALVE
10	1	14-281	UNDER-DRAIN ASSEMBLY 3/8" SS W/ SCR 80 P/C CAP COMPLETE

NOTE: QUANTITIES FOR ONE (1) TANK



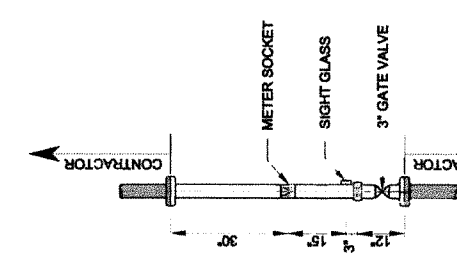
**SECTION A-A**  
SCALE 1" = 1'-0"

SCALE IN FEET  
NOTE: CHECK SCALE  
SCALE IN 1/16" = 1'-0"



**SECTION THRU TANK**  
SCALE 1" = 1'-0"

SCALE IN FEET  
NOTE: CHECK SCALE  
SCALE IN 1/16" = 1'-0"



**BACKWASH ASSEMBLY**  
(SHIPPED LOOSE)

- NOTES:
- (1) DESIGNER SHALL DETERMINE NO. AND DEPTH OF ANCHOR BOLTS TO SUIT LOCAL CODE REQUIREMENTS. FOUR BOLTS ARE REQUIRED AS A MINIMUM AT EXTERIOR GUSSETS.
  - (2) ANCHOR BOLT HOLES ARE TO BE DRILLED INTO CONCRETE FOUNDATION THROUGH OVERSIZED DRILL HOLES IN GUSSETS IN SKID ASSEMBLY BY INSTALLATION CONTRACTOR.
  - (3) 1/4" THICK S/S PADS ARE PROVIDED UNDER SKIDS FOR CLEARANCE BETWEEN SKIDS AND CONCRETE FOUNDATION. SIX PADS ARE PROVIDED FOR 2 & 3 FILTER SKIDS. EIGHT PADS FOR 3-14 FILTER SKIDS.

FILTER TANKS AND MANIFOLDS ON THIS SHEET SUPPLIED BY ATEC SYSTEMS:  
THE CONTRACTOR WILL BE RESPONSIBLE FOR:  
1. UNLOADING THE UNITS AND PLACING THEM IN THE CORRECT INSTALLED LOCATION.  
2. LOADING THE MEDIA INTO THE FILTER VESSELS  
3. DISINFECTION OF THE MEDIA AND VESSELS

NOTE:  
THIS UNIT IS SHIPPED AS SHOWN. THE CONTRACTOR'S RESPONSIBILITY IS TO VERIFY THE UNIT IS AS SHOWN. THE CONTRACTOR SHALL VERIFY THE UNIT IS AS SHOWN. THE CONTRACTOR SHALL VERIFY THE UNIT IS AS SHOWN. THE CONTRACTOR SHALL VERIFY THE UNIT IS AS SHOWN.

DESIGNED BY:	DATE:	NO.	DATE	BY:	APPROV.
DRAWN BY:					
CHECKED BY:					
APPROV. BY:					
<b>MODEL 04-60-30</b>					
<b>FILTER DETAILS</b>					
SHEET NO. 2 of 2					
DWG. NO.					
DATE: 03-02-2023					
FILE: 1416-Archived VTP					

ATEC Systems, LLC  
1680 LANA WAY, #A  
HOLLISTER, CA 95023

# 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

PO Number					Ship Route	Taker			
Badger Upgrade 12-28-23					ANY	JVANCLEAVE			
Quantities					Item ID	Pricing	Unit Price	Extended Price	
Ordered	Allocated	Remaining	UOM	Unit Size	Item Description	Unit Size			
1.0000	0.0000	1.0000	EA	D	BAD BEACON ENGAGEMENT	EA	4,000.0000	4,000.00	
				1.0	Beacon Engagement	1.0			
1.0000	0.0000	1.0000	EA	D	BAD 66220-201	EA	5,000.0000	5,000.00	
				1.0	Standard Billing Integration	1.0			
1.0000	0.0000	1.0000	EA	D	BAD 69328-303-ON-SITE	EA	0.0000	0.00	
				1.0	Beacon AMA For Mobile	1.0			
1.0000	0.0000	1.0000	EA	D	BAD TRIMBLE-YUMA-7-TABLET	EA	8,800.0000	8,800.00	
				1.0	Trimble Yuma 7 Tablet	1.0			
1.0000	0.0000	1.0000	EA	D	BAD ORION ME MODULE	EA	0.0000	0.00	
				1.0	Orion ME Module For Trimble Ranger 7	1.0			
540.0000	0.0000	540.0000	EA	B	BAD HRE-M25-G-8-10-TT	EA	183.0000	98,820.00	
				1.0	HRE 8 Dial, Twist Tight Conn, For M25 10' Lead, Gallons, Slotted Seal Screw	1.0			
540.0000	0.0000	540.0000	EA	B	BAD ORION-M-TT-ULM	EA	0.0000	0.00	
				1.0	Orion M Endpoint, Under the Lid Kit	1.0			
1.0000	0.0000	1.0000	EA	D	BAD 68886-501	EA	300.0000	300.00	
				1.0	Mobile Read License	1.0			
1.0000	0.0000	1.0000	EA	D	BAD 68886-502	EA	300.0000	300.00	
				1.0	Mobile Read Mobile User Login	1.0			
6.000.0000	0.0000	6,000.0000	EA	D	BAD 68886-301	EA	0.0900	540.00	
				1.0	Mobile Hosting Fees	1.0			

# 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>Extended</i>
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM</i>	<i>Unit Size</i>	<i>Item Description</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Price</i>
			<i>Unit Size</i>	<i>Unit Size</i>		<i>Unit Size</i>		<i>Price</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

# CG Building and Roads Committee

## Minutes

January 5, 2024

In Attendance: George Martin, Dave Baker, Jeff Cullum, Betsy Coddington, and CG Manager Marnie Levy

1. Discussed a building permit for a new home on Pine Drive. Approved and signed the appropriate permit applications (Building, Earthworks, and Driveway).
2. Discussed a build on Victoria Loop; A Blue Card (CG Building Permit) was not issued and filled out properly. The Manager will contact the owner and we will schedule the appropriate inspections to bring the project current.
3. Discussed time limits on permits. Currently no Cape George Permits have expiration times. In addition, all the permit forms state that they are applications. The only permit is the Building Permit (Blue Card) BG01b. It was recommended that the language be changed to add an expiration date and change verbiage to eliminate application on Earthworks and Driveway Connections. The other option would be to create additional permit forms for Earthworks and Driveway Connections.  
Time limit restrictions on Building Permits and Driveway Connection Permits would be 1 year renewable at the member's request. Earthworks would have a specific estimated completion date after which they would expire and require a new permit application.
4. Besty submitted to the committee questions from Strategic Planning. Members discussed them with her. There is additional time for members to submit more answers to the questionnaire to her.
5. The manager brought up some road damage near 188 S Rhododendron and wondered if the cause was construction or installation of electrical conduit under the roadway. Geoge investigated the condition and it was determined that roots were the cause of the damage. It was recommended that Donnie cut the roots in the culvert area to prevent further growth and damage to the road. The roadway would be investigated at a later date to see what, if any, repairs are needed.

## **Meeting Notes\_1-8-24\_CG Strategic Planning Committee**

**Present:** Marnie Levy (Cape George manager), Linda Mollino (temporary chair)  
Judy Caruso, Betsy Coddington, Susi Feller, Mary Larson (secretary)

Marty Gilmore, Committee Chair, had an excused absence so Linda Mollino chaired the meeting.

BARN: Tour tentatively scheduled for 3:00 on January 29.

MEETING NOTES: From 11-27-23 were approved.

ASSIGNMENTS: Reminder to complete interviews with committee chairs and provide write-ups. Linda shared from her notes about the fitness center and the social club; Susi shared briefly about the pool.

COMMUNICATION TO BOARD: We discussed how we will present our findings and recommendations to the board; no decisions were reached.

FACILITIES: We discussed an idea that the Board host an information session or sessions to talk about the Firehouse and to solicit input from the community about its future use. Betsy confirmed that the current lease is up in July 2025. Marnie will look for the contract and contact person.

An informational meeting about the Barn may also be useful to the community to solicit input.

We may want to prepare a list of community property where buildings could be relocated or added to. It would be a helpful base for considering options for facilities currently along the shoreline.

COMMUNICATION WITH MEMBERS: We reviewed the reasons for having good contact information for all owners and residents/renters. Marnie will ask legal advice about developing an opt-in system for members to choose, such as for the directory, the welcome committee, newsletter, email blasts about emergencies, email blasts about events. Marnie shared that the email blasts currently go out to 880 emails; these include people who are not members of Cape George. The email is not limited to residents.

2024 COMMITTEE MEETING DATES (all are Mondays, 3:00 - 5:00 pm, upstairs room):

January 29 (Board meetings are January 22 and 25)

February 5 and 26 (Board meetings are February 20 and 23)

March 4 and 18 (Board meetings are March 25 and 28)

April 1, 15, and 29 (Board meetings are April 22 and 25)

May 6 and 13 (Board meetings are May 20 and 23)

(Goal is to have final report ready for the Board's June meeting)

June 3 (Board meetings are June 24 and 27)

Notes submitted by Mary Larson