



Cape George Colony Club

BOARD of TRUSTEES

Study Session

February 20, 2024, 3:00 p.m.

Via Zoom and in-person at the Clubhouse



**Cape George Colony Club Board of Trustees
STUDY SESSION**

Tuesday, February 20, 2024, 3:00 p.m.

In-person at the Clubhouse and Zoom

- A. Call to Order – President’s Comments and Announcements – Betsy Coddington
- B. Letters from Members – Marnie Levy. Three letters are attached
- 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. **Reserve Funding Meeting Date** - The Board of Trustees will set a date for a community discussion about reserve funding and how CGCC can ensure the community has adequate funds when they are needed – Betsy Coddington.
- 2. **Water System Flushing.** From Tuesday, Feb. 20 – Friday, Feb. 23 the Water Mains will be flushed – Marnie Levy. See attached.
- 3. **Revised Building and Roads Committee Permit Forms.** The Building and Roads Committee has submitted FIVE forms with deadlines added or clarified for the Board to review and approve.
 - a. An expiration date one year after the construction start date was added to the Building Permit-BG01b.
 - b. An anticipated completion date and an expiration date 30 days hence was added to the Fills, Earthwork, Culverts and Drainage Permit-BG02a. (Perk test holes were removed from this permit.)
 - c. A Perk Test Holes Permit was created with a deadline of one year from the date of approval. This form would need to be approved and have a number assigned to it.
 - d. The Driveway Connection Permit Application- BG06a was changed to Driveway Connection Permit and the completion deadline was edited to read: within one year of issuance of permit or within 90 days of occupancy.
 - e. The Demolition and Removal of Buildings Permit Application -BG08a was changed to a permit with a start date and deadline of 60 days hence.
– Ray Pierson. 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

- Friday, February 23, 3 p.m. Board Meeting.
- Tuesday, February 27, 4 p.m. Emergency Preparedness Meeting at the Clubhouse for residents living on Cape George Drive, Palmer, Quinault, Sunset, Queets, Quilcene, Dungeness, Sequim, Colman, and Huckleberry Place.
- Monday, March 25, 3 p.m. Study Session
- Thursday, March 28, 3 p.m.

G. Adjournment.

Dear Cape George Board Members and Manager,

This year the members of Cape George Colony Club are being asked to consider an increase in reserve assessments. This campaign, spearheaded by the board, assumes that we do not have sufficient reserves. Without full transparency about the issue and engagement of the entire community, the process will not have a successful outcome. Either the effort will fail, and no changes will be made, or an increased assessment will be dictated by a minority, resulting in much discontent among the other members.

With that in mind, we recommend the following:

A. Provide to all members:

1. The three reserve studies
2. 2024 updated reserve study (as required by RCW 64.38.065 and CG Bylaws) to include 2023 component list reflecting 2023 actuals, 2024 budgeted, and updated future year projections
3. Forecasts showing increased assessments annually/quarterly/monthly beginning 2025 for each member for
 - a. Threshold Funding
 - b. Full funding
 - c. Other options being considered (e.g. 50% funding)
4. Projections for special assessments, including individual components/cost/ rationale required for the next five years if no increase in assessments is approved, based on updated component list (#A-2), to include cost per unit

B. Decide on option(s) for approval:

1. Gather community input
2. Decide on how many options to include on ballot
3. Conduct election

Going forward, we recommend that CG be strategic and proactive rather than reactive as is happening this year:

- C. Conduct a comprehensive strategic planning process to include CG goals, objectives, and action plans.

RECEIVED FEB - 9 2024

- a. Incorporate component list into that plan, updating, revising, and expanding as needed so the strategic plan and reserve schedules are aligned
- b. Update the strategic plan, including the component list, annually
- c. Determine if current assessments align with the strategic plan, including the component list
- d. Make future recommendations regarding assessments based on strategic plan review/updates/projections

Sincerely,

Ellen Hargis, ellenhargis1@gmail.com

Priscilla Cooper, coops@cablespeed.com

Sent: Tuesday, February 13, 2024 9:19:02 AM
To: Roseann Warner <office@capegeorge.org>

Subject: Re: Yellow - Brown Water

Good Morning

I'm wanting to make sure that the forgotten waterline/flush valve at the end of Marine View Pl, (in the Village) gets flushed as well. It serves at least 10 houses. It was not flushed during yesterday's announced maintenance and it has not been flushed in over 5 1/2 years. We are concerned about the lack of maintenance and the preventable accumulation of sediment.

I have expressed concerns in the past and it has yet to be done. Hopefully it will be included this round of flushings and get permanently added to the required annual schedule log for the water system's infrastructure management routine going forward—to avoid a preventable, costly failure.

Thank you 😊

Collette Carpenter

Study Session 2/20/2024

From: Gretchen Cooper

Date: February 13, 2024 at 2:25:04 PM PST

Subject: Reserves

Board Members and Manager, I am writing to you in regard to the current discussion about our reserves. I am confident that we shall all compromise and come up with a solution. My idea is to have members pay according to the value of their property, just like paying property taxes. Many members in Cape George live on fixed incomes and have small homes or trailers. To charge them the same fee as homeowners with million dollar views and homes is not right. Thank you for your time, Gretchen Cooper



Management Report

♥ February 2024 ♥

♥ **Thank You.** Thank you to the gracious Helen Skowyra for stopping at the office to share stories and to discuss the preservation of Cape George Colony Club historical documents and photographs. ♥ If you are interested in helping this effort, please contact the office by phone or email with your contact information.

♥ **Thank You.** Thank you again to Harbormaster Mike Thorwick, the tireless Marina Committee volunteers who are systematically working on the marina registration, and to the Marina Members for your help with the process of registering your boats!

♥ **Thank you.** Many thanks to the Zoom moderators, who bring us all together in the Special Meetings, Study Sessions, and Board Meetings as the Board strives to include the many members who participate in the meetings every month. Welcome to Judy Caruso and Jane Ludwig, who join Dimne Cote, Toni Davison, Susi Feller, and Mary Larson as moderators. And thank you to Mike Volkman who helps set up the microphones (and lots of other equipment!) so the audience can hear and speak at the meetings.

Reserve Funding. On February 12, the Board of Trustees held a special meeting to discuss reserve funding. Three proposals for increasing reserve funding were presented to the board for consideration. It was an informational meeting; therefore, no decisions were made. Members asked questions and made suggestions as well. The Board will schedule a hybrid in-person/Zoom meeting for members for further discussion.

Water. There will be a Cape George HOA water system flushing Tuesday, February 20, through Friday, February 23. Please see the notice in the Study Session Packet.

The water coming out of the tank farm is clear and clean. The reports of colored water have come from all neighborhoods and not in a particular pattern. We believe there is a build up of sediment in the pipes that is being dislodged.

More water. We are starting to clean the residential meter boxes in preparation for the upgrade and replacement of the water meter reading system.

Fitness Center. February is the fundraising month for the Fitness Center. A training tour of the facility and reception took place on Saturday, February 17. If you have not donated, you are very welcome to make a donation by check, made out to the Cape George Social Club including "Fitness Center" on the memo line. The check can be mailed or dropped off at the Cape George Office. Thank you to everyone who uses and supports the Fitness Center!

Emergency Preparedness Meetings – The next Emergency Preparedness Meeting will take place at the Clubhouse from 4-5:30 pm on Tuesday, February 27 for residents living on Cape George Drive, Palmer, Quinault, Sunset, Queets, Quilcene, Dungeness, Sequim, Colman, and Huckleberry Place.

Slow Down and STOP at the STOP Signs. Please! I have received several reports of members rolling through stops signs, not paying attention, not looking for pedestrians, cyclists, and dog walkers. You really don't want to be the person who smashes into a defenseless pedestrian with your 2,500-pound-plus vehicle!



Maintenance

Donnie and Eric cleared five trees that came down in the Highlands during the brief snowstorm this month.

Lights have been replaced in the Clubhouse.

A rain gutter will be installed at the Colony Mail Kiosk in March.

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

Cape George Colony Club Main Waterline Flushing
2/20 – 2/23, 2024

PLEASE READ this NOTICE completely.

Management has received reports of the water being discolored. This is occurring at random properties in all neighborhoods of Cape George Colony Club.

The Cape George Water Manager and maintenance team has checked the water in the tank farm reservoirs that feed the water mains. The water is crystal clear. Lab tests from the tank farm and various residents have all come back satisfactory. It appears that the color of the water may be caused by sediment and mineral build-up in the mains.

Cape George Colony Club Main Waterline Flushing

We will begin flushing the main water pipes by moving high volumes of water through fire hydrants and blow offs in each neighborhood of Cape George. This procedure should scour the inside of the water lines, thus removing the sediment and mineral buildup that can cause discoloration of the water.

The following is the estimated schedule for the flushing:

Tuesday, February 20: The Highlands.

Wednesday, February 21: The Village.

Thursday, February 22: The Village, Huckleberry Place, and the south end of the Colony.

Friday, February 23: The Colony.

What you will need to know and do before and once this process begins:

If you DO NOT have discolored water before this starts you may want to do laundry and draw extra water in pitchers and water containers for cooking, drinking, etc.

When the flushing is completed in your neighborhood:

Please open the cold-water spigots outside your house until the water runs clear, then open cold faucets inside until water runs clear.

It may take some time to remove the water from the street throughout your house.

By Monday, February 26, after the flushing is completed, and you have flushed the water lines in your house, if you are still receiving discolored water, please call the office, 360.385.1177, during business hours, or email manager@capegeorge.org.

Thank you for your cooperation,

Water Manager Ken Loomis and Cape George Colony Club Management.

CAPE GEORGE COLONY CLUB BUILDING PERMIT

a.

Owner:	Builder:	Date:
Street Name & NO.:		
Legal Location:	Location:	
Lot No: ___ Div. No: ___ Blk. No: ___	<input type="checkbox"/> Colony <input type="checkbox"/> Village <input type="checkbox"/> Highlands	
The Building Committee approves the construction of: _____ In accordance with plans submitted to Cape George Colony Club Permit Expires 1 year from Construction Start Date.		
Club Manager's Signature:	Building Committee Chair's Signature:	

Contact the CGCC Building Committee for required inspections according to Building Procedure Information, BG07 and Building & Property Regulations.	
Sign Off & Date	Building Inspection
	Construction start date:
	_____ Height of Building (Maximum without variance is 17 feet from highest point of natural grade at foundation. Location of point determined before groundwork has begun.)
	Setbacks to eaves at front (greater than or equal to 25 feet)
	Setbacks to eaves at sides and back (greater than or equal to 5 feet)
	After foundation forms are installed and prior to concrete being poured, an on-site meeting must be held with owner and/or authorized agent and Building Committee members.
	Trusses must be inspected prior to installation.
	Six-month status
	Asphalt/concrete driveway apron installed
	All utilities installed underground
	Completion date
	Occupancy permit verified
	Final Approval

NO BUSINESS SIGNAGE IS ALLOWED ON SITE

(Elevation Marker Located)

THIS PERMIT MUST BE DISPLAYED IN A PROMINENT LOCATION AT CONSTRUCTION SITE

BUILDING AND PROPERTY REGULATIONS

BUILDING PROCEDURE INFORMATION

1. All Cape George building project regulations and forms are available on-line at: www.capegeorge.org and at the Cape George office. Forms available include applications for Building Permit, Earthworks, Water Connection, Driveway Connection, Variance Request, and Tree Cutting Permit.
2. Fill out the application forms with particular attention to (A) setback requirements being sure to include the width of eaves as part of the structure; (B) Building height limitations (17 Feet) and (C) Size requirements (minimum of 1000 square feet of living space).
IMPORTANT: Include a plot plan drawn to scale that shows lot boundary lines, location of driveway, house, utilities, ancillary buildings, curtain drain, septic system and septic reserve.
3. Return completed applications to the Cape George Office — they need not all be turned in at the same time. Tree Removal and Earthworks Permits are often issued prior to Building Permits. Your building permit will be issued after the Building Committee approves the Building Permit Application. No Cape George Building Permit will be issued for structures requiring a county permit until the county permit is issued
4. After the building footprint is clearly marked and prior to ground breaking, an onsite meeting **MUST** be held with the owner and/or authorized agent and either two members of the Building Committee or the Manager and one Committee member, to inspect and confirm that the proposed height benchmark and setbacks comply with regulations.
5. After the foundation forms are installed, but prior to concrete being poured, an on-site meeting **MUST** be held with the owner or an authorized agent and either two Building committee members or one committee member and the manager, to inspect and confirm that the setbacks comply with the regulations.
6. During construction and prior to the Installation of roof trusses or other roof supports, another on-site meeting **MUST** be held with the owner and/or authorized agent and either two members of the Building Committee or the Manager and one Committee member, to inspect and confirm that the 17-foot height limitation is complied with.
7. Don't overlook the deadlines given in the Building Regulations while planning your project.
8. You are encouraged to involve the Building Committee and/or the Manager in the early stages of planning. They may be contacted by calling the office at 360-3851 177 during business hours, 9am-2pm, Monday —Friday.

CAPE GEORGE COLONY CLUB

CAPE GEORGE DRIVE PORT TOWNSEND, WA 98368

PHONE: (360) 385-1177 FAX: (360) 385-3038

b.

FILLS, EARTHWORK, CULVERTS & DRAINAGE PERMIT

Name:		Date:
Mailing Street Address:	City:	State & Zip
Telephone No. (day):	Telephone No. (evening):	
Contractor:		
Legal Location: Colony Village Highlands	Lot No. ____ Div No. ____ Blk No: ____	
Street Name and No.:		

Nature of work requested: (Please attach a rough sketch of project, showing approximate distance to nearest property corner.)

Please answer the following questions	Yes	No
Will this project lie within 25 feet of the Club right-of-way?		
Will this project lie within 5 feet of adjacent property line?		
Will this project require cutting into roadway or shoulder?		
Will this project involve tightlines entering or crossing over Club property? (If yes, please answer questions on reverse.)		
Contact Building or Road Committee Chair upon completion of your project		

Anticipated Completion Date: _____ **Permit Expires 30 days after Date.**

Owner's Signature: _____ **Date:** _____

----- CLUB USE ONLY -----

We have reviewed this application and recommend		Approval <input type="checkbox"/>	Disapproval <input type="checkbox"/>
<ul style="list-style-type: none"> Reason for disapproval: 			
Building Committee (signature):	Date:	Or	Road Committee (signature):
			Date:
We have inspected this project and certify it in compliance with Club Regulations.			
Building Committee (signature):	Date:	Or	Road Committee (signature):
			Date:

FILLS, EARTHWORK, CULVERTS & DRAINAGE

1. Fills and Earthwork:

- A. No member or his agent will make any pre-construction fill or perform earthwork modification to any property without first obtaining a permit for such construction, fill or earthwork modification. The application will contain sufficient information to allow the Building and Road Committees to determine any immediate or long-range effect on the road or drainage system.
- B. Upon completion of the planned work, the Building and Road Committees shall inspect the project for compliance with the approved plan. If non-compliance is found to exist, the condition must be immediately corrected or the Club will perform the work at owner's expense.
- C. Any fill or other earthwork of significant proportion that is accomplished without a permit shall be considered a violation of the regulation. Any remedial work, including removal of encroaching material, shall be the responsibility of the property owner or the Club will perform the work at owner's expense.

2. Culverts and Drainage Structures:

- A. No member or his agent shall install or construct any culvert or drainage structure on or adjacent to Club rights-of-way without first obtaining a permit for such installation or construction. The application will include sufficient information to allow the Building and Road Committees to determine any immediate or long-range effect on the road, drainage system or the Club's common property, such as the bluff/beach area.
- B. Upon completion of the work, the Building and Road Committees shall inspect the project for compliance with the approved plan. If non-compliance is found to exist, the condition shall be immediately corrected as provided in 1C above.
- C. **NON-DRIVEWAY LOCATIONS:** Culverts placed on Cape George Colony Club Road right-of ways, typically in ditches, must meet the following specifications, including a drawing:
- Twelve (12) inch perforated pipe (concrete, C.M.P, or P.V.C.), unless tightline required by County permit.
 - Catch basins installed at seventy-five (75) foot intervals, or where needed to accommodate cleaning the culvert and surface water entrance to pipe.
 - Minimum 12 inches cover over pipe is required -- Six (6) inches of filter rock above pipe with filter fabric over the filter rock. Then six (6) inches of gravel and/or CSTC over filter fabric.

Questions Regarding Tightline Drains	YES	NO
1. Do you have a Jefferson County permit?		
2. Does your tightline drain plan include:		
a. Clean out points?		
b. Ultraviolet resistant drainpipe?		
c. A method of anchoring the drainpipe?		
d. How outfall flow dissipation will be managed?		
3. Do you have a tightline drain monitoring plan that includes:		
a. A routine maintenance schedules?		
b. A method of documenting maintenance?		

NEW FORM- DRAFT (BG02b?)

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE PORT TOWNSEND, WA 98368

PHONE: (360) 385-1177 FAX: (360) 385-3038

PERK TEST HOLES PERMIT

Name:		Date:
Mailing Street Address:	City:	State & Zip
Telephone No. (day):	Telephone No. (evening):	
Contractor:		
Legal Location: Colony Village Highlands	Lot No. ____	Div No. ____ Blk No.: ____
Street Name and No.:		

Nature of work requested: (Please attach a rough sketch of project, showing approximate distance to nearest property corner.)

Please answer the following questions	Yes	No
Will this project lie within 25 feet of the Club right-of-way?		
Will this project lie within 5 feet of adjacent property line?		
Will this project require cutting into roadway or shoulder?		
Will this project involve tightlines entering or crossing over Club property? (if yes, please answer questions on reverse.)		
Contact Building or Road Committee Chair upon completion of your project		

Owner's Signature: _____ Date: _____

----- CLUB USE ONLY -----

We have reviewed this application and recommend

Approval Your Permit is hereby approved and expires 1 year from the date below.

Disapproval Your Permit is hereby denied at this time for the reasons listed on attached page.

Building and Roads Committee(signature) _____	Date: _____
We have inspected this project and certify it in compliance with Club Regulations.	
Building and Roads Committee(signature) _____	Date: _____

CAPE GEORGE COLONY CLUB
61 CAPE GEORGE DRIVE PORT TOWNSEND, WA 98368

PHONE: (360) 385-1177 FAX: (360) 385-3038

DRIVEWAY CONNECTION PERMIT

Name:		Date:
Mailing Street Address:	City:	State & Zip
Telephone (day):		Telephone (evening):
Legal Location: Lot No. _____ Colony <input type="checkbox"/> Div No.: _____ Village <input type="checkbox"/> Blk No.: _____ Highlands <input type="checkbox"/>	Street Name and No.:	

Number of Driveway Connections:	Select One: Asphalt Concrete Other <input type="checkbox"/>
---------------------------------	---

Driveway connection must be installed in accordance with Typical Driveway Connection (BG06-a) and unless other conditions apply, be completed within one year of issuance of permit or within 90 days of occupancy.

Contact Road Committee Chair upon completion of your project	
Owner's Signature:	Date:

----- CLUB USE ONLY -----

We have reviewed this application and recommend: _____Approval _____Disapproval	
Reason for disapproval: Other Conditions:	
Road Committee(signature): _____	Date: _____
We have inspected this project and certify it in compliance with Club Regulations.	
Road Committee(signature)_____	Date:_____

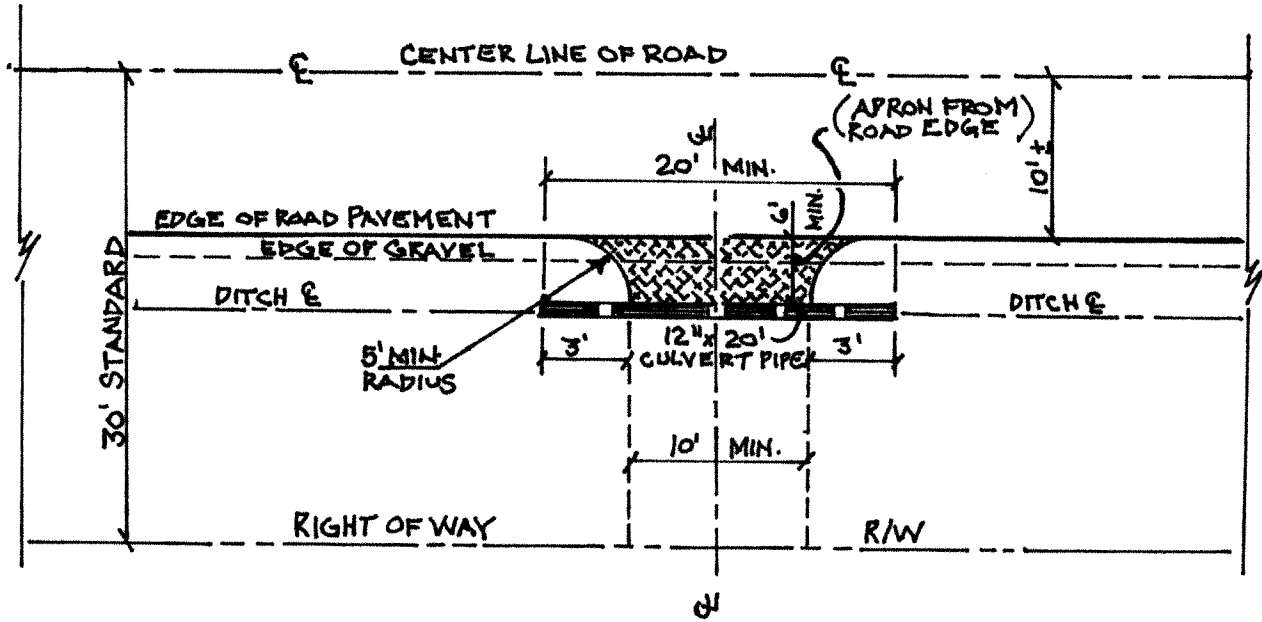
CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE PORT TOWNSEND, WA 98368

PHONE: (360) 385-1177 FAX: (360) 385-3038

TYPICAL DRIVEWAY CONNECTION

1. A six foot minimum apron from the road edge is required for all driveways.
2. Diagram of typical driveway over culvert is pictured below – disregard culvert specification for non-ditch driveways.
3. Driveway Ditch Culvert Specification:
 - a. Minimum cover – 12”, with the top layers consisting of 2” of crushed rock surfacing and 2” of asphalt wearing course or 4” concrete reinforced wearing course.
 - b. Minimum culvert diameter – 12”
 - c. Culvert to match ditch center line and grade to match the original ditch bottom.
 - d. Materials – CMP-16 gauge corrugated steel storm sewer pipe with treatment #1 protective coating or ABS corrugated culvert pipe.
4. Non-Driveway Ditch Culvert Specifications:
 - a. Minimum cover – 12”
 - b. Minimum culvert diameter – 12”
 - c. Filter rock to 6” above pipe
 - d. Filter fabric over filter rock
 - e. Gravel base and/or CSTV top 6 inches
 - f. A 2’ by 2’ catch basin with grate must be installed for each 70’ of culvert or as required by Road Committee.
 - g. Materials – perforated ABS culvert pipe (for roadway ditch only, not under driveway)



Typical Driveway Connection

BG06b (12-12)

e.

PHONE: (360) 385-1177 FAX: (360) 385-3038

DEMOLITION AND REMOVAL OF BUILDINGS PERMIT

Name:		Date:
Mailing Street Address:	City:	State & Zip
Telephone (day):		Telephone (evening):
Legal Location: Lot No. _____ Colony <input type="checkbox"/> Div No.: _____ Village <input type="checkbox"/> Blk No.: _____ Highlands <input type="checkbox"/>	Street Name and No.:	

Please attach County Demolition Permit and any applicable State Permits.

Start Date _____

Work must be completed within 60 days of start date.

Scope of Work:

I have read and will abide by the Building and Property Regulation regarding Demolition and Removal of Buildings.

Owner's Signature: _____ Date: _____

----- CLUB USE ONLY -----

We have reviewed this application and:

1	Your request is hereby approved.	
2	Your request is hereby denied at this time for the following reason(s):	
Building Committee(signature)	Manager(signature):	Date:

We have inspected this project and certify it in compliance with Club Regulations and completed within time frame.

Building Committee Signature: _____ Date: _____

Manager Signature: _____ Date: _____