



*Cape George Colony Club*

**TRUSTEES  
BOARD MEETING  
February 23, 2024, 3:00 p.m.**

*Via Zoom and in-person at the Clubhouse*



**Cape George Colony Club**  
**Regular Board of Trustees Meeting Agenda**

Friday, February 23, 2024, 3:00 p.m.

In-Person at the Clubhouse and Zoom Meeting

- A. President's Comments and Announcements – Betsy Coddington
- B. Action on Minutes – Pat Gulick. See attached.
1. Minutes of the regular Board Meeting dated January 25, 2024.
  2. Minutes of Special Board Meeting, Board Work Session, February 12, 2024 – topic: reserve funding.
- C. Manager's Report – Marnie Levy. See attached.
- D. Treasurer's Report – Nancy Charpentier
- E. New Members – Pat Gulick:
- Maggie Edwards, 140 Spruce
  - Matthew and Alonda Moran, 450 Saddle
- F. Information items or documents submitted to the Trustees at Study Session
1. Membership and Board of Trustees discussion about Reserve Funding to be held on Tuesday, March 5, 2024, 6 p.m. to 7:30 pm in the Clubhouse and Zoom Meeting.
  2. Main Line Water Flushing update – Marnie Levy.
- G. Member Participation:
- NOTICE: The President will ask members present 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 who wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. *Discussion of owner violations or owner account issues will ONLY be addressed in Executive Sessions.*
- H. New Business Agenda Items (*Consider approval of the following listed agenda items*)
- Motion 1.** To accept recommended changes and additions to Building and Roads Forms. The changes include time limits for the completion of projects – Ray Pierson. See attached forms:
- CGCC Building Permit Application – BG01a
  - CGCC Building Permit – BG01b
  - Fills, earthworks, Culverts, Drainage – BG02a
  - Perk Test Holes Permit – New Form – #BG02b?
  - Driveway Connection Permit/ Typical Driveway Connection – BG06a and BG06b
  - Demolition and Removal of Buildings – PERMIT – BG08a

I. Open Board Discussion – Trustee Discussion Only

J. Committee Notes and Minutes

- Building and Roads Committee Meeting Notes, 2.2.2024
- Pool Committee Meeting Minutes, 11.7.2023
- Shoreline Stewardship Committee Minutes, 2.20.2024
- Strategic Planning Committee, 1.29.2024
- Water Advisory Committee Meeting Notes, 2.13.2024

K. Announcements:

- Tues., February 27, 4 – 5:30 p.m., Clubhouse: Neighborhood Emergency Preparedness Meeting
- Tues., March 5, 6 – 7:30 p.m., Membership and Board Discussion, Reserve Study Funding.
- Mon., March 25, 2024, 3 p.m., Study Session Meeting.
- Wed., March 27, 2024, 4 – 5:30 p.m. Clubhouse: Neighborhood Emergency Preparedness Meeting
- Thurs., March 28, 2024, 3 p.m., Board of Trustees Meeting.

L. Executive Session – If requested.

M. Adjournment



**Cape George Colony Club  
Special Meeting of the Board of Trustees**

Thursday , January 25, 2024

3:00 p.m. Board Meeting

**Draft**

**The Meeting was called to order by Board President Betsy Coddington at 3:00 p.m.**

**Board Members Present:** Betsy Coddington, Nancy Charpentier, Ray Pierson, Mike Heckinger, Steve McFarland, and Bart Mooyman-Beck

**Also Present:** Marnie Levy, General Manager; Roseann Warner, Office Administrator; and Cape George Members on Zoom.

**Letters from Members –** Marnie Levy. There were no letters submitted to the Board.

**Action in Minutes –** Betsy Coddington.

- Motion to 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. *Ray Pierson made the motion to approve, and Nancy Charpentier seconded. 5/0*
- Motion to approve minutes December 21, 2023, Board of Trustees Meeting Minutes. *Ray Pierson made the motion to approve, Bart Mooyman-Beck seconded. 5/0*

**Manager's Report** Management Report, January 2024

What a lovely welcome to the New Year! We hit the ground running on a few fronts!

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

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 discussed, the Board said they would propose an increase in reserves, and revision of the bylaws to ensure the three operational centers are adequately funded to maintain Cape George assets. The Board is working on a proposal to bring to the community for discussion. Any change of the bylaws will require a vote of the membership.

The Board and Management encourages members 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.

**Shoreline Protection** – We have had king tides, combined with storms and high winds. Winter months present the greatest test to our shoreline. The north Berm Crossover has been damaged, and we recommend beach walkers cross on the path north of the jetty for the time being. 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 individual homeowners with bluff properties, and others, to learn about some of the resources available to them to help protect shoreline and Cape George lots.

**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 were repaired by a licensed welder in December and January. A new water filtration system will be proposed in the January Meeting.
- There was a mainline water leak on Quinault Loop on January 26. Thank you to Donnie, Eric, Ken Loomis, Carl Berger and Stewart Pugh for excavating and fixing the leak.

**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!

## **Treasurer's Report – Nancy Charpentier**

### **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 these are excellent suggestions, and we would love to entertain any more that people can come up with. To launch this campaign, we want volunteers who are familiar with the Reserves and can participate in furthering the understanding of those who are not; please tell me if you can participate in this capacity. At the suggestion of Mary Larson, Susi Feller and Jane Ludwig (thank you!) will 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](mailto: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 actual net income results, for this report's purposes they are backed out of the fund balance calculation to reflect the modified cash basis income we are used to seeing. Note that the net change from 2022 is only \$9k, due 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 the transfer to Edward Jones 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 in the 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 due to 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.

**CAPE GEORGE COLONY CLUB**

**As of DEC 2023**

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

| <b>Assets</b>                      | <b>2023</b>        | <b>2022</b>        |           | <b>Liabilities and Fund Balances</b>        | <b>2023</b>         | <b>2022</b>         |           |
|------------------------------------|--------------------|--------------------|-----------|---|---------------------|---------------------|-----------|
| Cash and Cash Equivalents:         |                    |                    |           | Current Liabilities:                        |                     |                     |           |
| 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               | 5,260               | -34%      |
| Total Cash & Equivalents           | 1,894,760          | 1,712,360          | 11%       | Total Current Liabilities                   | 89,330              | 70,927              | 26%       |
| Net Accounts Receivable            | \$ 10,010          | \$ 6,070           | 65%       | <b>FUND BALANCES:</b>                       |                     |                     |           |
| Total Net Fixed Assets             | 1,610,902          | 1,602,010          | 1%        | Fund Balances & Equity (Combined)           | 3,482,396           | 3,276,511           | 6%        |
| Total Prepaid & Other Assets       | 29,812             | 22,680             | 31%       | Fixed Asset & Deprec NonCash Activity       | (130,242)           | (141,027)           | -8%       |
|                                    | 1,650,724          | 1,630,760          | 1%        | Modified Cash Basis Income                  | 104,000             | 136,709             | -24%      |
|                                    |                    |                    |           |   | 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)*

| <b>2023 Year to Date - Unaudited</b>                                 |                   |                  |                  |                | <b>Comparative - Unaudited</b>                                       |                   |                   |                    |                  |
|--|-------------------|------------------|------------------|----------------|--|-------------------|-------------------|--------------------|------------------|
|  | <b>Actual</b>     | <b>Budget</b>    | <b>Variance</b>  | <b>%</b>       | <b>2023 YTD</b>  | <b>2022 YTD**</b> | <b>Variance</b>   | <b>%</b>           |                  |
| <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            | 62%            | Revenue - All Other Sources  | 23,388            | 19,605            | 3,783              | 19%              |
| Total General Revenue  | 368,899           | 360,868          | 8,031            |                | Total General Revenue  | 368,899           | 348,741           | 20,158             |                  |
| Expenses:  |                   |                  |                  |                | Expenses:  |                   |                   |                    |                  |
| Salaries, Benefits, PR Tax   | 145,117           | 153,132          | 8,015            | 5%             | Salaries, Benefits, PR Tax   | 145,117           | 126,122           | (18,995)           | -15%             |
| Repairs & Maintenance  | 46,896            | 26,149           | (20,737)         | -79%           | Repairs & Maintenance  | 46,896            | 28,535            | (18,351)           | -64%             |
| Contracted Services  | 76,791            | 74,996           | (1,795)          | -2%            | Contracted Services  | 76,791            | 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%             |
| Total General Expenses   | 360,540           | 355,930          | (4,610)          |                | Total General Expenses   | 360,540           | 320,970           | (33,563)           |                  |
| <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%             |
| Total Water Revenue  | 232,713           | 237,476          | (4,764)          |                | Total Water Revenue  | 232,713           | 243,891           | (11,179)           |                  |
| Expenses:  |                   |                  |                  |                | Expenses:  |                   |                   |                    |                  |
| 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%              |
| Total Water Expenses   | 155,196           | 185,029          | 29,833           |                | Total Water Expenses   | 155,196           | 157,165           | 1,969              |                  |
| <b>Water Net Income</b>  | <b>\$ 77,517</b>  | <b>\$ 52,447</b> | <b>\$ 25,070</b> | <b>46%</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%              |
| Total Marina Revenue   | 95,506            | 92,660           | 2,846            |                | Total Marina Revenue   | 95,506            | 90,149            | 5,357              |                  |
| Expenses:  |                   |                  |                  |                | Expenses:  |                   |                   |                    |                  |
| 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%             |
| Total Marina Expenses  | 77,343            | 79,962           | 2,609            |                | Total Marina Expenses  | 77,343            | 67,937            | (9,406)            |                  |
| <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> |                   |                  |                  |                | <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>  |                   |                  |                  |                | <b>**Reserve Activity</b>  |                   |                   |                    |                  |
| Routine Reserve Assessment   | 199,924           | 199,924          | -                | 0%             | Routine Reserve Revenue  | 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>\$ -</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>                               |                   |                  |                  |                | <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> |                  |

**New Members** – There were no members to report.

**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 the 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)

**Member Participation:**

Ray Pierson, Board Member stated that he has information about a new type of septic system, If any member is interested in learning more, please contact Ray Pierson at [rapierson344@gmail.com](mailto:rapierson344@gmail.com).

**Motions for consideration were discussed in January, 2024, Study Session.**

**Motion 1.** Motion to approve the attached ATEC filter system and tank replacement proposal in the amount of \$89,788.75 – Bart Mooyman Beck. *Bart Mooyman made the motion to approve, Nancy Charpentier seconded. 5/0*

**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. *Bart Mooyman made the motion to approve, Ray Pierson seconded. 5/0*

**Motion 3.** Motion to approve the correction of a ministerial error from the Special Meeting on December 18, 2023. It cited the savings account at Chase Bank and should have cited the savings account at Pacific Premier Bank – Nancy Charpentier. *Nancy Charpentier made the motion to rescind, Ray Pierson seconded. 5/0*

**Open Board Discussion – Trustee Discussion Only**



**Committee Reports:** The following committee reports were submitted to the Board of Trustees:

- Building and Roads, Jan. 5, 2024
- Strategic Planning Committee, Jan. 8, 2024

The reports are attached and incorporated by reference.

**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.
- Tuesday, February 20, 3 p.m., Board Study Session
- Friday, February 23, 3 p.m. Board Meeting

**Adjournment:** *Nancy Charpentier made the motion to Adjourn, Bart Mooyman-Beck seconded. 5/0*

**Submitted by:**

**Approved by:**

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**Pat Gulick, Secretary**

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**Betsy Coddington, President**

## CG Building and Roads Committee Minutes

January 5, 2024

In Attendance: George Martin, *Dave Baker*, Jeff Collum, 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: January 8, 2024 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

CAPE GEORGE COLONY CLUB  
Board Work Session on Reserve Funding  
February 12, 2024  
Via ZOOM and at the Clubhouse  
DRAFT

The meeting was called to order by President, Betsy Coddington, at 3:04

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

The purpose of the meeting was to discuss options for reserve funding. (No action was taken by the board.

**Adjournment:** It was moved by Ray Pierson and seconded by Mike Heckinger to adjourn the board work session at 5:00.

**Submitted by:**

**Approved by:**

---

**Pat Gulick, Secretary**

---

**Betsy Coddington, President**



## 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.** Again, 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 by: Nancy Charpentier, Bart Mooyman-Beck, and the CG Finance Committee. Those proposals were not presented on behalf of the Board, or approved by the Board before, during or after this meeting. This meeting was the start of a conversation.

- The next step is a Board and Member Reserve Funding discussion meeting on March 5, 2024, 6 p.m. to 7:30 p.m., in-person at the Clubhouse and Zoom Meeting.

**Water.** The Cape George HOA water system main lines were flushed Tuesday, February 20, through Friday, February 23.

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.

- **Update on Friday, February 23!**

**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 donate 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 on Tuesday, February 27, from 4-5:30 p.m. on 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](mailto:manager@capegeorge.org)

360.3852208

**CGCC BUILDING PERMIT APPLICATION**

|  |             |  |                                    |
|--|-------------|--|------------------------------------|
| <b>Name:</b>                                   |             | <b>Date:</b>                                       |                                    |
| <b>Property Address:</b>                       |             | <b>Port Townsend, WA 98368</b>                     |                                    |
| <b>Email Address:</b>                          |             | <b>Daytime Phone/ Evening Phone/or Cell Phone:</b> |                                    |
| <b>Request Building Permit for: Select one</b> |             | <b>Legal Location:</b>                             |                                    |
| Home   | Outbuilding | Blk No. _____                                      | <input type="checkbox"/> Colony    |
| Manufactured/Mobile Home                       | Other       | Div No.: _____                                     | <input type="checkbox"/> Village   |
| Addition                                       |             | Lot No.: _____                                     | <input type="checkbox"/> Highlands |

| Please answer the following questions  |  | YES             | NO |
|--|--|-----------------|----|
| 1  | Is a Jefferson County Building Permit required for this project?   |                 |    |
| 2  | I agree to abide by the CGCC Building and Property Regulations?  |                 |    |
| 3  | Can the location of your proposed building be determined by survey markers?  |                 |    |
| 4  | Have your plot plans been prepared according to the CGCC Building and Property Regulations?  |                 |    |
| 5  | Do the plans show the location of underground utilities?   |                 |    |
| 6  | Do your plans require a Variance Request?  |                 |    |
| 7  | <b>Manufactured/Mobile Home Installation:</b><br>(a) Does the plot plan include a description of the manufactured/mobile home year and the dimensions, not including the tongue?<br>(b) Does the concrete slab floor on which the manufactured/mobile home is to be installed have minimum thickness of three and one-half (3 ½) inches? |                 |    |
| 8  | Indicate the exact set-back as measured from the front property line to the nearest point of structure, including overhangs (minimum set back requirement is 25 feet):   | ___ ft. ___ in. |    |
| 9  | Indicate the exact overall height of structure as measured from point of highest natural grade at the foundation line to highest point of roof ridge (maximum height of 17 feet):  | ___ ft. ___ in. |    |
| 10   | Indicate the exact square footage of your living area – minimum 1,000 sq.ft.   | _____ sq ft     |    |
| Attach a copy of Approved Jefferson County permit and plans.                           |  | ___ attached    |    |
| Attach plot plans per CGCC Building and Property Regulations.                          |  | ___ attached    |    |
| Attach Fills/Earthwork/Culverts/Drainage Permit application, if applicable             |  | ___ attached    |    |
| Attach driveway Connection Permit application.   |  | ___ attached    |    |
| Attach Water Connection Permit application, if applicable                              |  | ___ attached    |    |
| Attach Variance Request application, if applicable                                     |  | ___ attached    |    |
| <b>Contact Building Committee upon completion of your project for final inspection</b> |  |                 |    |
| <b>Owner's or Agent's signature:</b>   |  | <b>Date:</b>    |    |

|  |  |              |
|--|--|--------------|
| <b>Building Committee:</b> <input type="checkbox"/> Approved and a CG Building Permit Issued <input type="checkbox"/> Disapproved (reason on back) |  | <b>Date:</b> |
| Signature: _____   |  |              |
| <b>Manager Signature:</b>  |  | <b>Date:</b> |

# CAPE GEORGE COLONY CLUB BUILDING PERMIT

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

| <b>Sign Off &amp; Date</b> | <b>Building Inspection</b>  |
|----------------------------|---|
|                            | 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

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## BUILDING PROCEDURE INFORMATION

1. All Cape George building project regulations and forms are available on-line at: [www.capegeorge.org](http://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

**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 -----

|   |       |                                   |                                      |
|---|-------|-----------------------------------|--------------------------------------|
| <b>We have reviewed this application and recommend</b>                                    |       | Approval <input type="checkbox"/> | Disapproval <input type="checkbox"/> |
| • Reason for disapproval:   |       |                                   |                                      |
| Building & Roads Committee (signature):   | Date: | Or Road Committee (signature):    | Date:                                |
| <b>We have inspected this project and certify it in compliance with Club Regulations.</b> |       |                                   |                                      |
| Building & Roads 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 BG02b – TAKEN FROM BG02a**

**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 the 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: _____ |
|---|-------------|

**DRIVEWAY CONNECTION PERMIT**

|  |                      |                      |
|--|----------------------|----------------------|
| Name:  |                      | Date:                |
| Mailing Street Address:  | City:                | State & Zip          |
| Telephone (day):   |                      | Telephone (evening): |
| Legal Location:<br>Lot No. _____ Colony <input type="checkbox"/><br>Div No.: _____ Village <input type="checkbox"/><br>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-b) and unless other conditions apply, be completed within 90 days of occupancy for new construction or recently purchased homes without a driveway connection.**

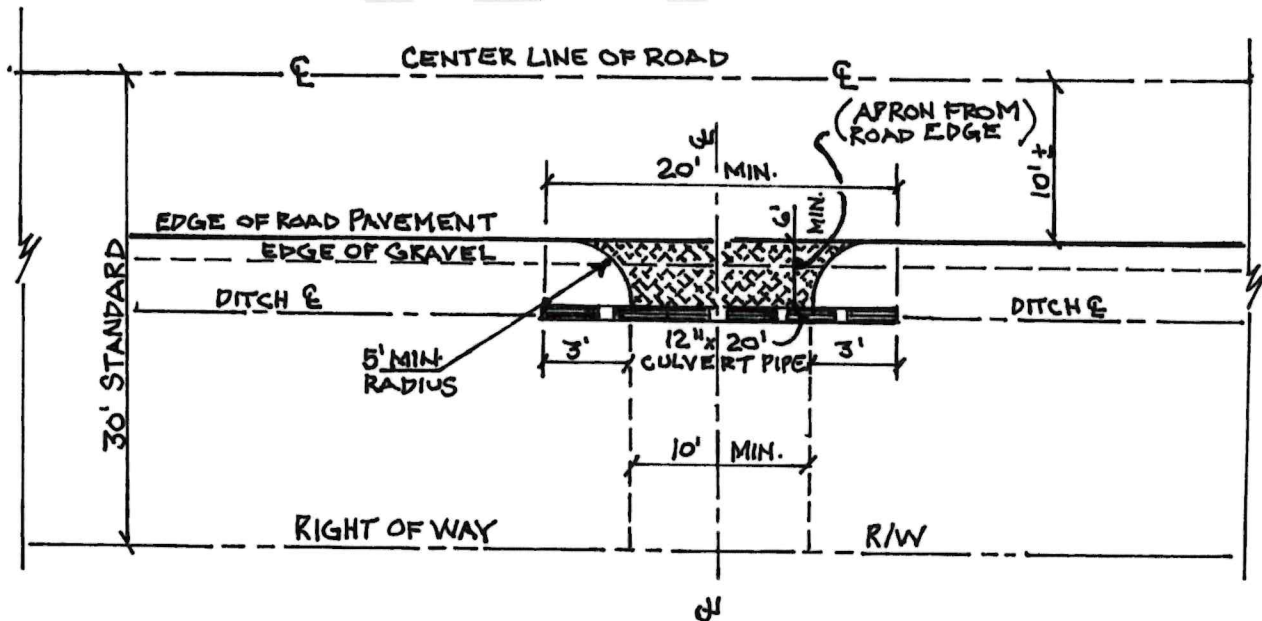
|   |       |
|---|-------|
| Contact Building and Road Committee Chair upon completion of your project |       |
| Owner's Signature:  | Date: |

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

|  |                    |
|--|--------------------|
| We have reviewed this application and recommend: _____ Approval _____ Disapproval  |                    |
| Reason for disapproval:<br>Other Conditions:                                       |                    |
| Building and Roads Committee(signature): _____                                     | Date: _____        |
| <b>Permit Expires in one (1) year</b>  | <b>Date: _____</b> |
| We have inspected this project and certify it in compliance with Club Regulations. |                    |
| Building and Roads Committee (signature) _____                                     | Date: _____        |

## 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 (02-24)

**DEMOLITION AND REMOVAL OF BUILDINGS - PERMIT**

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

**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 that it is in compliance with Club Regulations and completed within the time frame.**

**Building Committee (signature):** \_\_\_\_\_ **Manager (signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CG Building and Roads Committee Minutes

February 02, 2024

Members in attendance: George Martin, Mike Hinojos, Jeff Cullum, David Baker, Betsy Coddington, Bob Holtz, and Ray Pierson.

Also Attending: Marnie Levy, Cape George Manager

1. New build on Hemlock: Discussed the plans presented, viewing the site plans to determine the property lines and the appropriate setbacks. Committee was in agreement to sign the permit application documents.
2. Discuss changes to building regs language. We discussed the Earthworks permit application, the Driveway Connection Application and the Demolition Application. The committee was in agreement to strike the term application and develop a specific permit for Perc tests due to the uniqueness of the process. Permits will have an expiration date attached with some having a completion deadline after which the permit expires. New permits can be applied for. After the form wording is completed, it will be forwarded to the Board of Trustees for their consideration.
3. Discuss Roads Projects to be completed this year and possibly repairing Colman Drive in conjunction with a possible Marina project in 2025: The committee will do a visual survey of the road surfaces for need of patches and repairs. Currently the patch on Hemlock needs to be repaired and paving the gravel in front of the Village Mailboxes.  
It was brought to our attention that the Marina was considering a paving project for 2025 and we might be able to piggyback the Colman Drive repair at the time to get a favorable cost. Dr. Holts brought up the need for investigating the storm runoff that comes down the roadway. We will need a study to best determine the engineering needed to protect any new roadway. We will start looking for consulting firms that specialize in roads.
4. Others: A possible fence permit on Victoria Loop was brought to our attention. We requested a site plan to determine if a permit is needed under the Building and Property Regulations 7.1.



Pool Committee Meeting Minutes  
11/7/2023

Members: Kriss Edwards (chair), Micheal Volkman, Patty Dunmire, Denise Dowd, John Galm(absent), Robin Scherting (absent), Sandi Gulin (absent), Liaison Ray Pierson, Cape George Manager Marnie Levy (absent)

Meeting was called to order at 3:05 ish

Financial Report

Current balance \$20,300.66

There will be a \$4500 deduction coming soon to pay our commitment towards the pool shell resurfacing.

Pool Resurfacing went well. The pool was drained in 5 hours, the resurfacing process went well but refilling the pool and heating the pool put us behind in reopening date.

The Boiler is up and running, the heat pump stopped working so the pool is currently solely heated by the boiler. We were very fortunate that we bought the new boiler when we did or the pool opening would have been delayed significantly longer. Looking into the warranty on the heat pump, cost to fix it and the cost to buy a new heat pump.

Michael Volkman presented a ventilation system that would reduce the humidity and make the heating of the pool more efficient by 70% as well as pull the chloramines out of the water making the pool a healthier environment. It would pay for itself within 3 years. There were 2 quotes, \$35,000.00 and \$57,000.00. There was a discussion on pursuing this and all were open to it. Michael Volkman made a motion to proceed and Patty Dunmire second the motion.

2024 Reserves

Deck resurfacing - we need to do more research on this due to the drainage issue....there are no drains. We talked with 2 different concrete professionals and both confirmed we need drains before resurfacing the deck.

Heat pump and interior painting of the pool were pushed back to 2025 to help with the reserve funding.

We received a questionnaire from the strategic planning committee. The questions were quickly presented by Kriss. Kriss will send the questions via email to the committee. Please send your answers and comments to Kriss prior to the next meeting.

Next meeting is Feb. 6th 3:00 at the clubhouse. Meeting adjourned at 4:00

## Shoreline Stewardship Committee Minutes 2/20/2024

The meeting was called to order by the chair, Steve McDevitt, at 9:30.

Those present: Steve McDevitt, Marnie Levy, Pat Gulick

- Steve McDevitt will submit a revised newsletter article for the March.
- Marnie will talk to Mark Kochendorfer to set up a share drive to store relevant documents for community access.
- Richard VanDeMark will compile a list of materials to make repairs to the berm.
- Once list of needed materials is received by Marnie, she will place orders.
- Repairs to the berm will be addressed utilizing volunteers from both the Environmental and Marina Committee.
- Marnie will talk to George Martin to enlist the Building and Roads committee to evaluate the Memorial Park Cement Outfall pipe for possible repairs.
- Steve will research possible speakers regarding the shoreline protection.

Meeting adjourned at 10:28 a.m.

## Meeting Note\_ 1-29-24\_ CG Strategic Planning Committee

**Present:** Marnie Levie (CG Manager), Judy Caruso (now committee chair)

Marty Gilmore, Betsy Coddington, Susi Feller, Linda Molino, Mary Larson (secretary)

**BARN TOUR:** The Committee toured the barn, hosted by Cassie Reeves and Richard Vandemark.

### COMMITTEE WORKINGS

1. Marty Gilmore stated he was no longer able to chair the committee. Members thanked him and encouraged him to remain on the committee, which he agreed to do.
2. Judy Caruso graciously agreed to become the committee's chair.
3. The committee adopted this mission statement:

***We are creating a comprehensive living strategic plan for Cape George Colony Club with our focus on community resilience over the next 30 years.***

4. Meeting notes from January 8, 2024 were approved.
5. Updates were given about interviews still pending.

### FOCUS AREA: Emergency Preparedness

The committee is considering recommendations for involving more people in emergency planning and preparation, for both individual and community needs.

### FOCUS AREA: Property and Facilities

The barn tour was enlightening and raised questions. The committee is seeking more information about insurance status, reserve study status, ballpark cost of roof and repair.

The firehouse tour is pending for February 26 (to be confirmed). The committee is seeking more information about lease status, insurance status, building constructions, building condition as well as cataloging future use options and requests for that building.

The committee discussed considering all colony-owned buildings as a whole when thinking 30 years down the road, such as current usability, suitability for future planned and emergency uses, fire-resistance and so on.

**FOCUS AREA: Communication** – this area was tabled to the next meeting.

### NEXT STEPS

1. Next meeting is February 5.
2. Manager to provide background documents on the barn and firehouse for the February 5 meeting.

Notes submitted by Mary Larson

## **Cape George Water Advisory Committee Meeting Report February 13, 2024**

We met at 4 PM February 13, 2024, in the office. Present: General Manager Marnie Levy, Water Manager Ken Loomis, Steve King, Stew Pugh, Thad Bickling, Carl Berger, Mark Costanti, Board Liaison Bart Mooyman-Beck, and Chair Marty Gilmore. Also attending were Board President Betsy Coddington, Board Member Nancy Charpentier, and Finance Committee Chair Mark Kochendorfer.

The committee met informally in December and January and no meeting notes were taken.

We met with the PUD on November 30 to review their outline of a proposal to manage the Cape George water system. We provided numerous comments to them. We have not received the follow-up response that they promised for early December.

The tanks that hold media for water filtration at the tank farm have begun leaking in several places. Leaks are repaired temporarily but we need a new media filtration unit. A new unit containing four media vessels, controls, and filter media has been purchased from ATEC and is scheduled for delivery May 9. Money for the purchase has been allocated from reserves. Advance copies of the installation and operations manuals have been requested.

Meter replacement preliminary work is underway and an order has been placed for new water meter heads and a new meter reader. Valve boxes are being located and marked, and will then be cleaned out in preparation for meter head replacement. The first meter head will be received next week to allow trial fit to the existing meter bodies. When meter heads are being replaced the work will be done street by street and residents will be notified.

In parallel with meter head replacement, we will inventory piping material into and out of each meter to comply with the Environmental Protection Agency's Lead Service Line Inventory requirement. We do not believe there is any lead piping in the Cape George water system and we expect this survey to confirm this understanding. Survey results are due to the EPA in October.

Material has been purchased for six dedicated water sample points. Sample points will be installed after the major work listed above has been completed.

The committee is developing a plan to physically inspect water distribution piping. Inspection will entail cutting out several sections of distribution piping, determining their condition, then reinstalling the cutout sections. Condition of water distribution piping is the major determinant of piping replacement timing,

which in turn has a significant impact on planning for Cape George financial reserves.

A questionnaire from the Strategic Planning Committee was distributed and will be discussed at the next meeting. Cape George is developing a 30-year strategic plan.

Our next meeting will be on Tuesday, March 12 at 4 PM in the clubhouse.