



## **Cape George Colony Club**

Board of Directors

Minutes of Meetings

16 August 2001 to July 2002

**CAPE GEORGE COLONY CLUB  
VARIANCE HEARING  
16 August 2001**

**1. Call to order:** The meeting was called to order at 6:45 p.m. by Skoien

**2. In Attendance:** Joyce Skoien, David Sullivan, Robin Scherting, Brian Ritchie, Mark Morris, Duane Nail, and Gary Smith.

**3. Presentation:** Mr. Coffey (prospective purchaser of lot) presented to the Board a verbal description of the two variances requested for Lot 8, Blk 1, Div 1, Cape George Colony (Victoria Loop):

(A) The Board to cede to the lot owners the common property at the south edge of the adjoining road. This is an area that was originally platted more as a cul-de-sac than as it was built.

(B) The Board to reduce the setback from the front property line from 25 ft to 20 ft.

Skoien stated request (A) could not be granted by the Board since it required a change in the Platt plans of the Club. This type of change requires the approval of the entire membership. She also noted that it was in the scope of duties of the Building Committee to grant relief on the 25-foot setback requirement "where the contour of the ground prohibits such a setback" as stated in the Dedication and Restrictions (Covenants) for Cape George Colony. The Board further stated that nonmembers may not be granted variances and that variances are nontransferable.

**4. Motion:** Sullivan moved (passed 6-0) to deny both requests.

**5. Adjournment:** Meeting adjourned at 7:18 p.m.

Submitted by:

Approved by:

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Gary K. Smith, Secretary

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Joyce Skoien, President

**CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
16 Aug 2001**

- 1. Call to order:** The regular meeting was called to order at 7:20 p.m.
- 2. In Attendance:** Joyce Skoien, Robin Scherting, , Brian Ritchie, Gary Smith, David Sullivan, Mark Morris, and Duane Nail.
- 3. Action on Minutes:** Scherting moved (passed 6-0) to approve the minutes of the Regular Board of Trustees Meeting of 12 July 2001 and the Special Board of Trustees Meeting of 14 July 2001.
- 4. Treasurer's Report:** As of 1 Aug 2001 we have \$33,980.25 in the checking account, \$90,932.56 in the operational investment account, \$270,548.31 in the Bank of America reserve account, and \$100,000 in the Capital One reserve account. \$25,848.85 of the operational investment account are fundraising monies and are not part of the Club's budget. Delinquent accounts are appended to the minutes.
- 5. Committee Reports:** Building – (1) Reported by separate memo on the committee's review of variance request on Victoria Loop (Lot 8 Blk 1, Div 1) (2) Approved permits for Terry Steben to prepare lots 17 & 18 Div. 6 (Huckleberry Place) for construction of residence. (3) Approved permit for Fred and Sally Esson to construct a new residence on Marine View (Lot 3, Div 3, Village). (4) Approved permits to cut trees for following members Spence Floyd, 320 North Palmer; William and Carol McFarland, South Palmer (Lot 32, Blk. 4, Div2); and Lonnie Phillips 170 Johnson, (Highlands). Environmental – Approved Carl Hill to replace 4x4's along driveway of Memorial Park with post & chain as well as other changes. Jack Scherting and Hill will strip and relacquer the brass sculpture to prevent corrosion. Will obtain new timer for sprinkler system and a gazebo to provide shade. Barb Hill will coordinate transplanting of plants at the North Village entrance to the South Village entrance. A verbal report was given on the bluff vegetation with a written report at the next meeting. Picnic table storage in the shelter north of the clubhouse will be discussed by Judy Hagen with the Social Club to see if other arrangements would be better. Any Tansy Ragwort has been seen in the community and members are encouraged to remove it before it goes to seed. Work parties are arranged for Mondays at 1pm on 9/10, 9/17, and 9/24. Long Range Planning – Cooley reported that Carl Drow and Jerry Taylor have agreed to serve on the committee. Marina – Entrance was dredged 7/20 & 7/21. Don Lee has obtained an extension of the Wash. State Dept of Fisheries Hydraulic permit until July 1, 2005. All permits now expire on that date except the annual Jefferson County permit. Marina volunteers completed construction of a new horseshoe pit in the picnic area. Membership -- Lloyd Cooper purchased 31 Vancouver Pl.; Don and Janice Needham purchased lot 1, Div 5 (High-lands); Gary and Elaine Nelson purchased 284 Sunset Blvd.; Gregory and Marilyn Rutz purchased 511 Dennis Blvd. Roads -- (no report) Social – Reported on the July 4<sup>th</sup> bring-your-own picnic with the fireworks being cancelled due to weather. Thanks to Zane and the fireman volunteers. First meeting of the Fall will be 9/24 at 10:30am. Mentioned some of the problems with recent Clubhouse rentals that

will be presented to the Board at the next meeting. Swimming Pool – (no report) Water Advisory – Reviewed the revised Water System Plan that has been forwarded to the state. This document is quite lengthy and can be reviewed by visiting the Cape George Office.

**6. Manager's Report:** Zane has begun his On the Job Training with George as he assumes the duties of Manager. Zane reported progress on the clean-up of the barn yard and the Tank Farm. A recent accident took out a power pole that cut the power supply to the tank farm. The back-up generator worked fine. Costs are being recovered from the insurance companies involved. Some cars have been towed from Club property. Mac is to attend a water school course as part of the State requirement.

**7. Election** The membership passed the budget as submitted by the Board by a ballot vote of 199 Yes, 31 No.

**8. Member Participation:** Ben Fellows asked about the beginning date of the open-swim brought about by the passage of the 2001-2002 budget. The problem came up that the pool fees have been on a Jan-Dec cycle and the CG Budget is Oct-Sept. The Board will resolve the question at its next meeting.

**9. Information** Skoien related that the current expenses are very close to budget and with careful management we can finish out the year on budget.

**10. Business:** Committee Members -- Scherting moved (passed 6-0) to approve Carl Drow and Jerry Taylor as members of the Long-Range Planning Committee. Office Copier -- Morris moved (passed 6-0) to purchase a new copier to replace the 7-year old machine at the office. The cost is not to exceed \$13,000 including the trade in value of the old machine. The funds are to be drawn equally from each of the eight reserve accounts (approx \$1,625. each). An AFE has been prepared and signed accordingly. Barn Replacement – Current plan being discussed is to replace the function of the barn by building a structure behind the existing barn. A tour of the barn by the Board members (8/15) was completed. Zane reported that renovation by a local contractor could be very expensive with more detailed information to be provided at the Special Board meeting scheduled for 8/23 (Thurs) at 7:00 p.m .

**11. Announcement:** (a) Special Board Meeting Aug. 23<sup>rd</sup> at 7:00 p.m. to finalize plans for the barn replacement. (b) Regular Study Session on Sept 11<sup>th</sup> at 3:00 p.m. (c) Regular Board of Trustee meeting on Sept. 13<sup>th</sup> at 7:00 p.m. All meetings in the Clubhouse.

**12. Adjournment:** Meeting adjourned at 8:45 p.m.

Submitted by:

Approved by:

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Gary K. Smith, Secretary

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Joyce Skoien, President

**CAPE GEORGE COLONY CLUB VARIANCE HEARING**  
**13<sup>th</sup> September 2001**

1. **Call to order:** The meeting was called to order at 6:45 p.m. by Scherting.
2. **In Attendance:** David Sullivan, Robin Scherting, Mark Morris, Duane Nail, and Gary Smith.

**Presentation:** Scherting reviewed the requested Variance Request as submitted by Marjorie Johnson and James Kunst the owners of Lot 8 Victoria Loop. Jack Scherting of the Building Committee summarized the stipulations as reported in his memo (and added to motion) to the board to make the request acceptable.

3. **Motion:** Morris moved and seconded by Nail, that the request be accepted with the following conditions:
  - a) That any structure on the subject property will maintain a 5-foot setback from the Club right-of-way delineated on the plat as turnaround space.
  - b) That no structure on the subject property will be sited further north (toward the road) than a line extended from east to west along the north edge of the roof line of the residence on Lot 7 and from there straight across Lot 8 to the radius of the Club right-of-way.

Discussion included clarification of the request including several of the property owners of the adjacent properties.

Motion was called and passed (5-0)

4. **Adjournment:** Meeting adjourned at 7:29 p.m.

**CAPE GEORGE COLONY CLUB BOARD OF TRUSTEES MEETING**  
**13<sup>th</sup> September 2001**

**1. Call to order:** The regular meeting was called to order at 7:30 p.m. by Scherting.

**2. In Attendance:** Robin Scherting, Gary Smith, David Sullivan, Mark Morris, and Duane Nail.

Scherting opened the meeting by stating the only objective of this meeting is to handle a financial resolution needed by the office. Out of respect for Mac Marriott all other business has been delayed.

**3. Business:** Motion by Nail (seconded by Morris) for the Cape George Colony Club Board officers Gary K. Smith, Secretary and Robin Scherting, Vice-President to sign the attached resolution. Motion passed 5-0.

The resolution is necessary for the day-to-day financial transactions and is the same as what has been in place for previous Cape George Colony Club managers.

**4. Calendar:** Special Board Meeting - Sept. 27<sup>th</sup> 7:00pm

**5. Adjournment:** Meeting adjourned at 7:37 p.m.

CAPE GEORGE COLONY CLUB  
VARIANCE HEARING  
OCTOBER 11, 2001

1. **Call to Order:** The meeting was called to order at 6:45 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, David Sullivan.
3. **Presentation 1:** Skoien reviewed the requested Variance request as submitted by Mr. and Mrs. Larry Southwick. Jack Scherting stated that the Building Committee has reviewed the Southwick's request for a variance from the standard 17-maximum height for structures to accommodate the home they plan to have built on Queets Place (Lot 32; Blk 4; Div. 10). The Committee is of the opinion that granting height variance on this lot would have little if any negative impact on nearby property.

**Motion:** Ritchie moved (passed 5-0) that the height variance request be approved..

4. **Presentation 2:** Skoien reviewed the Application for Tree Cutting as submitted by Mr. and Mrs. Larry Southwick. Jack Scherting stated that the Building Committee has reviewed the Southwick's Application for Tree Cutting and has approved the cutting of trees for the placement of the home, but referred the application to the Board for the cutting of the madrona trees on the Club's road right-away on Queets Place.

**Motion:** Morris moved (passed 5-0) to approve the Application for Tree Cutting on the adjacent road right-away on Queets Place.

5. **Presentation 3:** Skoien reviewed Mr. and Mrs. Larry Southwick's request to temporarily cross club property on the east side of their property, near the Huckleberry Mailboxes, to gain access to construct their house. They would also like the Board to consider making the access from the mailboxes permanent; this would allow them to park their recreation vehicle at the rear of their property.

**Motion:** This request was postponed until a later date (within one week of variance hearing) so that Wyll could gather specific information to clarify county and club property lines.

6. **Adjournment:** Meeting was adjourned at 7:30 p.m.

Submitted by:

Approved by:

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Gary K. Smith, Secretary

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Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
OCTOBER 11, 2001

1. **Call to order:** The regular meeting was called to order at 7:30 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, David Sullivan.
3. **Action on Minutes:** Sullivan moved (passed 5-0) to approve the minutes of the Regular Board of Trustees Meeting of Sept. 13, 2001. Scherting moved (passed 5-0) to approve the minutes of the Variance Hearing Sept 13, 2001.
4. **Treasurer's Report:** As of Sept. 1, 2001 we have \$6,210,90 in checking; \$91,162.83 in the operational investment account, and \$260,233.44 in the Bank of America reserve account, and \$100,000 in the Capital One rerserve account. Ben Fellows requested that these accounts be discussed in depth at each meeting. Skoien stated that there will be a quarterly report in the Nov. Newsletter.
5. **Committee Reports:** Building - Reported on 13 items handled by committee. (as detailed in their written report attached). Environmental - Reported on their progress during the month. The Memorial Park improvements for watering and to examine the possibility of building a gazebo. Report attached. Marina - Reported on their meeting with Ann Shaffer of the Washington State Fisheries regarding permits for the marina entrance as well as other projects. Report attached. Membership - Added to members Mary Jo and Paul Wikel, 450 Palmer Dr. and James and Norine Gibbons, 11223 Rhody Dr. Report attached. Water Advisory - Reported on progress on project to tie well #6 into our system. Report attached.
6. **Manager' Report:** Reported on the difficult time since Mac's passing. Much effort has been expended to pick up on the various aspects of his job. He reported that they have interviewed 6 candidates for Mac's replacement. Report attached.
7. **Member Participation:** none
8. **Information:** (a) Joe Kenyon has been hired as the new water operator/maintenance person. He has extensive experience in water systems and operating large equipment. Kenyon expects to be water certified by January, Six applicants were interviewed for this position. (b) Wyll and Skoien attended an all-day HOA seminar in Bellevue. Both came back stating that our community is "right-on" in budgeting and reserve management.
9. **Business:** Barn Replacement -- Ritchie moved (passed 5-0) to approve resolution for \$30,000 to replace barn function with the proposed wooden shop; funds to come from Buildings and Grounds reserve fund. Also allocate \$7,000 from same fund to demolish present barn when it is determined it has become a safety hazard, to be reviewed annually. Clubhouse Usage -- Scherting moved (passed 5-0) to approve changes to CP-02 and its supporting reservation form and detailed usage regulations as requested by the Social Club. Clubhouse Coordinator -- Scherting moved (passed 5-0)

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
OCTOBER 11, 2001

to approve hiring of a clubhouse rental coordinator at \$25 per rental session. Social Club to handle selection of coordinator and implementation of the system in cooperation with the Manager. Remodeling of Clubhouse Storage Area -- Scherting moved (passed 5-0) to approve remodeling of the clubhouse storage area adjacent to the swimming area as per the bid from Stephen Greenwood in the amount of \$4,420.70, using funds provided exclusively by the Social Club. Signs -- Sullivan moved (defeated 4-1) to approve placement of Neighborhood Watch signs in qualified areas. No motion was needed to continue the refurbishment of the marina warning signs. Tree Removal -- Sullivan moved (passed 5-0) to approve Graczyk's request to remove trees from his property. Truck/Tractor Repair -- Morris moved (passed 5-0) to approve Manager's request for \$5,000 from the Equipment reserve to make major repairs to the large truck and tractor and to hire Lonny Phillips, a member, to make repairs. Pickup truck -- Scherting moved (passed 5-0) to authorize Manager to spend up to \$3,000 from the Equipment reserve to replace pickup. Computer -- Sullivan moved (passed 5-0) to authorize Manager to spend up to \$600 from Water Operations to buy a computer for our water operator so he can computerize water operations. Office -- Scherting moved (passed 5-0) to authorize Manager to spend up to \$3,000 from fund raising monies (includes donations) allocated to general operation to improve the office. Audit -- Ritchie moved (passed 5-0) to authorize Manager to send a Letter of Engagement to Joseph Vandall to conduct an audit before the end of the current year with a fee set at \$1,540. New Neighborhood Watch Chairman -- Nail moved (passed 5-0) to approve Mikel Stull as Neighborhood Watch Chairman. Smoking -- Ritchie moved (passed 4-0, 1 abstain) to approve a nonsmoking policy within all Club buildings -- office, clubhouse, swimming pool, and workshop.

**10. Announcements:** (a) Regular Study Session on Nov. 13 at 3:00 p.m. (b) Regular Board of Trustees Meeting on Nov. 15 at 7:00 p.m. Both meetings in clubhouse.

**11. Adjournment:** Meeting was adjourned at 9:00 p.m.

Submitted by:

Approved by :

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Gary K. Smith, Secretary

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Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING

November 15, 2001

1. **Call to order:** The regular meeting was called to order at 7:03 p.m. by Skoien.
2. **In Attendance:** Joyce Skoien, Robin Scherting, Brian Ritchie, David Sullivan, Gary K Smith.
3. **Action on Minutes:** Scherting moved (passed 4-0) to approve the minutes of the Regular Board of Trustees Meeting of Oct. 11, 2001. Scherting moved (passed 4-0) to approve the minutes of the Variance Hearing Oct 11, 2001.
4. **Treasurer's Report:** Oct. 2001 Treasurer's report: Checking \$22,674, Operational investment account \$111,538, Reserve account \$261,428, and Reserve account \$103,000. Fundraising accounts have been moved to a separate account at FFS in Port Townsend. Balance at 10/31/01 \$17,591. Ritchie reported the financials for the month are in line with the budget.
5. **Committee Reports:** Building – (no report). Environmental - Reported on its progress during the month. The ravine planting of native, low maintenance will not start until next Spring and is expected to take up to 2 yrs to finish. Memorial Park improvements will include the building of a gazebo. It will be located in the north end of the park. The committee will provide the labor. Committee will now meet at CG office, 2<sup>nd</sup> floor meeting room, at 3pm on the Monday of the week prior to the monthly board meetings. (in Dec. it will be the 3<sup>rd</sup>). Marina - Suggested rule changes (see board action later in meeting). Requested John Cooley be acting Harbormaster/Chairman to fill in for vacations (*Note:* Skoien made the appointment). Reported that the new meeting date will be the 2<sup>nd</sup> Tues of each month at 11:00am in the workshop. Report attached. Membership - Stephen and Barbara Blair purchased Lot 11, Blk 3, Div 2 in the Colony from John and Nancy O'Heron. James Gibbons purchased home from Phil and Suzy Allan. Russell and Sui Johnson purchased Lot 22, Blk 4, Div. 2 in the Colony. William and Carolina Sery purchased 321 Dennis Blvd Weyman and Carol English. Report attached. Water Advisory – (no report). Long Range Planning – (no report). Neighborhood Watch –Have identified approx. 25 Block Captains. Orientation meeting for Block Captains Nov 26th at 7pm at the Clubhouse. Report attached. Pool – Mentioned that the office can issue PIN# codes to any members requesting them. Report attached. Social Club – Reported on plans for the up coming Thanksgiving dinner at the Clubhouse. Will be working on the donations for the Christmas family support in Dec. Report attached. Roads – Sullivan reported that Landis Morgan has agreed to join the committee. (*Note:* Skoien accepted the offer.)
6. **Manager' Report:** Reported on the rebuilding of a section of the pump building at the tank farm.
7. **Member Participation:** Dale Huselton, Harbormaster, asked about the progress on replacing the marina workshop roof. Zane to handle --bids have been received. Also, paving of marina end of the parking lot is to be done as soon as weather permits (Spring?). Audit 2001 needs to be completed to be sure the 2000-2001 portion of the money is available.
8. **Information:** Mr. Southwick has rescinded his request for access from Huckleberry to his property.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING

November 15, 2001

**9. Business:** Committee Fundraising/memorial funds: Scherting moved (passed 4-0) to give Committees unlimited spending authority on those monies collected through fundraisers and memorial donations. Pet Regulation: Scherting moved (passed 4-0) to approve updated PP01 to require leash control at all times while on Cape George common property, except for that area below Marina Dr (north of clubhouse to south end of marina) where dogs can be exercised off leash, but under voice control. See attached regulation for details. Pool Regulation: Sullivan moved (passed 4-0) to approve modifications to CP01 to remove any mention of fees and was rearranged for clarity. New regulation attached. Renter's policy: This issue has been brought up for discussion by some members and each of the committees has responded on the topic during the past year. The Board agreed to recommend to the membership to allow renters to walk on our beaches and trails and picnic at our park areas if their landlords are willing to sponsor (pay) for the privilege. President will ask for membership response; issue will be on the agenda for the January 2002 meeting. Mailboxes: Discussion on the ways to improve the current mailboxes that are in need of repair. Replacement criteria: Should they be locked for added security? Could be built by our able Marina guys or bought manufactured. Remove the lower slot? A message board for posting notes has been suggested. Ben Fellows will present a suggested plan and possibly build one module for the Board to see. Assessment collection authority: Scherting moved (passed 4-0) to approve the changes to FIN03 (01) Rules and Regulations – Finance Accounts which extends blanket authority for Manager to pursue collection of assessments. Gazebo: Scherting moved (passed 4-0) to approve placing a 12-foot-wide, octagonal cedar gazebo on the north side of Memorial park; monies to come from undesignated memorial and environmental funds. Ravine plants: Sullivan moved (passed 4-0) to approve environment committee planting native plants in the ravine over the next 2 years. Monies to come from environment fundraiser funds. Music honor students: Sullivan moved (passed 4-0) to approve request from Patricia Gunning to host approximately 20 students and 6 adults from Spokane overnight in the clubhouse on May 17<sup>th</sup> 2002. Board forgives the fee, but continues to require damage deposit. New Marina rules: Sullivan moved (passed 4-0) to incorporate in CP03 the following additions: (1) Members shall attach a copy of their current boat registration with their annual renewal form. (2) New user members shall have 90 days from time of acceptance of an assigned slip to provide the boat registration. (3) A member whose boat occupies its slip for less than one month of the year is responsible for informing the Harbormaster at the time the boat is first moored. Slips that are not used at least one month may not be renewed.

**10. Announcements:** (a) Regular Study Session on Dec. 11<sup>th</sup> at 3:00 p.m. (b) Regular Board of Trustees Meeting on Dec. 13<sup>th</sup> at 7:00 p.m. Both meetings in clubhouse.

**11. Adjournment:** Meeting was adjourned at 9:20 p.m.

Submitted by:

Approved by :

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Gary K. Smith, Secretary

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Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
VARIANCE HEARING  
DECEMBER 11, 2001

- 1. Call to Order:** The meeting was called to order at 2:45 p.m. by Skoien.
- 2. In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scheriting, David Sullivan, and Gary Smith.
- 3. Presentation :** William McFarland, owner of Lot 32, Div 2, Blk 4 in the Colony (So. Palmer Dr.), presented the reasoning for their request for a 30-inch variance to the 17-foot height restriction as describe in the attached form. The building committee has reviewed the plans and has submitted a written report in support of the request. No one spoke in opposition of the request.

**Request:** Passed 5-0

- 4. Adjournment:** Meeting was adjourned at 3:00 p.m.

Submitted by:

Approved by:

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Gary K. Smith, Secretary

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Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
DECEMBER 13, 2001

1. **Call to order:** The regular meeting was called to order at 7:02 p.m. by Skoien.
2. **In Attendance:** Joyce Skoien, Robin Scherting, Brian Ritchie, Gary K Smith, Mark Morris, Duane Nail, David Sullivan
3. **Action on Minutes:** Scherting moved (passed 6-0) to approve the minutes of the Regular Board of Trustees Meeting of November 15, 2001.
4. **Treasurer's Report:** As of November 2001 we have \$398.17 in checking; \$126,710.68 in the operational investment account, and \$261,797.72 in the Bank of America reserve account, and \$103,615.95 the Capital One reserve account. Fundraising accounts in First Federal Savings total \$17,626.39. There will be a quarterly report published in the February newsletter for the period October – December.
5. **Committee Reports:** Building – Scherting gave a verbal summary of the attached Building committee report. Actions included permits for storage shed, tree removals as well as reviewing the request for a height variance. Environmental – (none) Long Range Planning (none) Marina - Ben Fellows gave a verbal account of the monthly activities as detailed on the attached report. They are working on the picnic benches that is supported by donations from the Social Club. The new mailbox prototype has been completed (see Business section). Slip renewal notices being sent out, payment due by Jan 31. Don Lee will be leading the effort to begin the process of getting permits for repair and possible expansion anticipated in 3 – 6 years. Membership - Added members Bert & Else Holverson, Joseph & Linda Mackie, Carol Mayer and Ronald & Alice Vanbeuzekom. Report attached. Water Advisory – Ed reported that we have final approval of our water system with a build-out of 480 connections. The next update is due in November 2007 which will require \$6,000/yr in our budget to meet this requirement. When we get well number 6 on-line we will request an increase to 525 connections. Well number 6 is expected to be working and approved by the end of the first quarter of 2002. Report attached Neighborhood Watch – the committee has held orientation/training for over 20 Block Captains as well as work on the guidelines and forms. Report attached. Pool Committee submitted a written report outlining the progress on new risers for the locker rooms. New mats will be ordered. It was requested that the new clubhouse coordinator to review the rules/regulations for pool party users at the time of rental. Roads – David Sullivan gave a verbal report on the progress of reviewing the condition of the roads within the community , looking for areas of need repair. Social Club – The Thanksgiving dinner served 32 meal and delivered 1. The cost of the turkey was donated by the Social Club. Karole Evans will be the new clubhouse coordinator. She will keep the schedule in line with other CGC functions with the help of the office. The Christmas Gift Project has generated more then \$1,600 to support families and persons in the area for this Christmas. The new storage area in the clubhouse is almost complete. The fogged windows in the swimming area have been replaced under warrantee. Report attached.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
DECEMBER 13, 2001

6. **Manager' Report:** Zane reported that the new collection process has reduced the number of delinquent accounts. Tank Farm building clean-up and painting project is nearing completion. The remodel of the office space is going well and will allow the manager to be available more readily to all. Report attached.

7. **Member Participation:** Ben Fellows asked about the recent moving of the recycle bins. Zane reported that the barrels have been removed because they were abused by the dumping of trash. The newspaper bin has been moved nearer the barn. We will be considering removal of the cardboard container; it gets filled up too quickly and the overflow is a problem. We have been unable to get a larger bin.

8. **Information:** CG Club will pursue court injunctions on the use of roads and water service in addition to placing liens on property for those accounts that are seriously delinquent.

9. **Business:** Renters' Policy -- Skoien updated the membership on this issue. To determine the Board's latest position, Sullivan moved to allow renters access to the beach, trails, and parks and present this concept to the membership for vote; (3 Yes / 3 No, motion failed). Sullivan moved (passed 6-0) to delay a final decision until after the January board meeting to hear further discussion from the membership. Christmas bonus -- Morris moved (passed 5-0; 1 abstain) to give Christmas bonuses to the staff in the amounts recommended by the manager; the manager declines the gift. TOPS 2000 Software – Scherting moved (passed 6-0) to purchase the windows-based upgrade to our financial computer program at a cost of \$715 to be split between general operations and water operations. Parking Regulation -- Sullivan moved (passed 6-0) to approve changes to CP 12 as attached. Mailboxes – One mailbox module will be finished and placed at the Huckleberry entrance to get members responses. No motion required. Annexation of Property – Morris moved (passed 6-0) to authorize the manager to negotiate on our behalf if needed to annex the properties located in the Ingersoll parcel as outlined in the attached resolution. Skowyra reported on the importance of the small lots being combined to a single lot to conserve on water connections. Memorial Park --Scherting moved (passed 6-0) to allow Wyll to complete the negotiations to quitclaim the 5-foot-wide area designated on the plot plan to Bersos with Bersos to pay all legal fees and the surveying of the lot line, to construct a rock retaining wall and to provide on-going maintenance. It was accepted by the Board that a prior verbal agreement by a previous manager allowed Bersos to build the walkway and CGC would be responsible for maintenance and upkeep.

10. **Announcements:** (a) Regular Study Session on January 8th at 3:00 p.m. (b) Regular Board of Trustees Meeting on January 10th at 7:00 p.m. Both meetings in clubhouse.

11. **Adjournment:** Meeting was adjourned at 9:00 p.m.

Submitted by:

Approved by :

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
DECEMBER 13, 2001

Gary K. Smith, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
January 10, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, Gary K Smith
3. **Action on Minutes:** Scherting moved (passed 5-0) to approve the minutes of the Regular Board of Trustees Meeting of December 13, 2001.
4. **Treasurer's Report:** As of December 2001 we have \$7,248 in checking; \$118,852 in the operational investment account, and \$262,104 in the Bank of America reserve account, and \$103,616 the Capital One reserve account. Fundraising accounts in First Federal Savings total \$17,651.

2001 – 2002 Expenses						
	\$	\$	\$	\$	\$	%
	Budget	Nov	Dec	Y-T-D	Available	Available
General	203,452	12,463	6,623	28,523	174,929	85.98%
Water	55,311	5037	3,994	13,738	41,573	75.17%
Marina	22,500	626	1,757	2,618	19,918	88.52

5. **Committee Reports:** Environmental – The Gazebo has been ordered for Memorial Park. Working on Entrance improvements, gaining input. Report attached. Marina – Winter dredging set for January 28. Benches are to be completed in 2 weeks. Environmental Committee has requested another bench for Memorial Park. All boat owners need to pay renewal fee or lose slip. Working on aspects of expansion of Marina and improvements. Membership – George and Beth Bailey purchased Lot 17 Div. 2 in the Village. Dean Shinn purchased 52 Maple Dr. in the Village. Social - Storage area of clubhouse has been completed. The four chairpersons have met to plan rest of year activities. Report attached. Water Advisory – Progress continues on well #6. Committee recommends selling small generator and surplus tank. Report attached.
6. **Manager's Report:** Purchased used truck at cost of \$2541. Lonnie Phillips continues to do a great job of fix up and repair of equipment. Most of wiring and phone lines are in for the office area.. Plasterboard and carpet are next. Requesting permits for barn. Recycle area needs attention. Zane to implement appropriate changes. Working on cloudy water in pool. Report attached.
7. **Member Participation:** none
8. **Information:** Joyce reports that the collection of old billings has improved dramatically.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
January 10, 2002

9. **Business:**

- a. **Boating Safety Class:** Motion by Ritchie moved (passed 5-0) to authorize Power Squadron classes to be held in Clubhouse without rental fee.
- b. **Medical Insurance:** Inform membership of increase in staff medical insurance. We also can expect increases this year for our other insurances.
- c. **Clubhouse Rules:** Scherting moved (passed 5-0) to approve changes to regulations requested by Clubhouse Rental Coordinator as attached.
- d. **Renters' Policy:** Morris made the following motion: "By membership vote, shall Cape George Colony Club allow renters to use parks, beaches, and trails. Assign car decal with expiration date. Allow manager to establish procedures, administer them, and collect fees to cover costs. Board to have the right to review after 1 year." (Passed --4 yeas, 1 abstention)
- e. **By-Law Change:** To facilitate the budgeting process, Nail moved (passed 5-0) for the Board to submit to membership vote for approval the following change to the By-laws: Under ARTICLE III, SECTION B(1), page 2, delete second paragraph and replace with:

The maximum monthly assessment to provide funds for maintenance of the Common Areas may be increased each year not more than two percent (2%) above the maximum assessment for the previous year (with \$25 being the base amount for the budget year 2001/2002), with the actual amount determined by the Board. The proposed assessment shall be presented as part of the annual budget for ratification by the membership in accordance with Article VI, A3(d) and A(4), and Article VIII of these Bylaws.

In addition to the annual assessment authorized above, the Board may levy in any assessment year a special assessment for the purpose of defraying in whole or in part the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the Common Area provided that any such assessment be approved by the membership.

10. **Announcements:** (a) Regular Study Session on Feb 12<sup>th</sup> at 3:00 p.m. (b) Regular Board of Trustee Meeting on Feb 14<sup>th</sup> at 7:00 p.m. Both meetings in clubhouse.

11. **Adjournment:** President adjourned meeting at 8:54 p.m.

Submitted by:

Approved by :

\_\_\_\_\_  
Gary K. Smith, Secretary

\_\_\_\_\_  
Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
**BOARD OF TRUSTEES MEETING**

February 14, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, and David Sullivan
3. **Action on Minutes:** Ritchie moved (passed 4-0; 1 abstain) to approve the minutes of the Regular Board of Trustees Meeting of January 10, 2002.
4. **Treasurer's Report:** As of February 2002 we have \$17,744.31 in checking; \$143,960.95 in the operational investment account, and \$367,145.02 in the Bank of America reserve account. Fundraising accounts in First Federal Savings total \$17,613.71.
5. **Committee Reports:** Building – Approved Deloris Westerland's request to remove trees on South Palmer (Lots 33 and 35; Div. 2; Blk. 4). Approved Chuck Lewis's request to remove two diseased trees at 121 Quinault Loop. Approved permits needed for Kathryan and Richard Rucker to construct a residence on Lot 10; Div. 3, Village; however, because the Rucker application was not accompanied by the requisite Jefferson County building permit, the endorsement of their application to CGCC is conditional on the issuance of a County permit. Approved permit for the McFarlands to construct a residence on South Palmer, Colony (Div. 2; Blk.4; Lot 32). Membership – Nancy and Albert, 234 Colman Dr., Port Townsend, purchased their Colony home from Lee and Bonnie Anderson. Social - Linoleum floor has been installed in the new storage area. Shelving will be installed after the Silent Auction. Money raised from last year's Granny's Attic and the Holiday Bazaar will be dispersed as follows: 90% will be divided equally between the Environmental, Swimming Pool, Marina, Social Club, and CG Office, and the remaining 10% to the Port Townsend Avon Breast Cancer Walk. It was approved to replace eight (four now and four later) of the existing fluorescent light fixtures with track lighting and dimmer switches in the clubhouse. Up-coming activities include February 16, Silent Auction fund raiser for mailboxes, March 16, Environmental Potato Feed fund raiser, March 31, Easter Sunrise Service and Brunch, and an out-lunch in late March or early April for the Social Club. Pool – It was decided to wait until the humidifier is fixed before applying a topcoat of paint to the new wood in the pool area. Cleaning and maintaining the bathrooms is an on-going problem and is being worked on. Hopefully it will be corrected once the humidifier is repaired. On February 20 volunteers will clean the tiles in the swimming pool. The lock to the entrance of the women's bathroom will be removed due to members locking it for privacy and not letting anyone else in to change or shower. The committee will donate a gourmet basket to the Silent Auction.
6. **Manager's Report:** The plans for the new barn will be completed as soon as the measurements are completed showing the location. The site plan will then be completed and submitted to the County for a building permit. We have had a number of mechanical problems at the pool. The part needed to repair the dehumidifier has been found and it should be installed next week following authorization to expend the money. Also there have been problems with children using the pool without adult supervision or enough adult supervision. These problems have been addressed and we do NOT expect any repeat incidents. The pump malfunction in the pool was not caused by vandalism. New vents have been added to the new storage area to combat the mold growth. That action and the caulking of all the seams both inside the storage area and in the pool area should help alleviate the problem. If this solution does not work we will expand our efforts until we find a

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING

February 14, 2002

solution. The transmission on the small pickup had to be replaced.

7. **Member Participation:** none

8. **Information:** (a) Wish to thank Ann Simpson for the new signs on the road at the Cape George Wye and Beckett Point. (b) The Board is pursuing through our attorney any real estate agent that misrepresents our Club's governing documents to potential buyers

9. **Business:** Returned Checks -- Scherting moved (passed 5-0) to approve a \$25 charge for insufficient funds. Late Fee -- Sullivan moved (passed 5-0) to standardize the late fee on assessments at \$10.00 per month. Memorial Park Easement -- Morris moved (passed 5-0) to grant Bersos a permanent 5-ft easement instead of quitclaiming the property to him as agreed upon previously. Memorial Park Improvements -- Scherting moved (passed 5-0) to grant permission for the environmental committee to install RR ties and chain on the Driveway and around onto Colman Dr. Scherting moved (passed 5-0) to grant permission for the environmental committee to install a bench on the northeast corner of Memorial Park donated by a member. Ravine Trail -- Morris moved (passed 5-0) to grant permission for the Manager to install RR ties and chain at the west entrance to the Ravine trail. Club Monies Investment -- Ritchie moved (passed 5-0) to authorize Linda Cooley and Zane Wyll to manage our reserves and various accounts to receive the maximum interest income available from FDIC insured investments. This management would be overseen by the Board President and the Board Treasurer and would require their written approval for investments. Water Operator Pay Raise -- Sullivan moved (passed 5-0) to authorize manager to award pay raise to Joe Kenyon on completion of Water System Certification. Salary is within the budgeted amount. Pool Dehumidifier -- Morris moved (passed 5-0) to approve approximately up to \$1800 from pool reserves to repair dehumidifier. Truck Transmission -- Ritchie moved (passed 5-0) to approve \$1,216.60 from equipment reserves to repair transmission in pickup. Clubhouse Lighting -- Scherting (passed 5-0) to approve replacement of up to eight fluorescent light fixtures with track lighting in clubhouse from Social Club fund-raiser monies to improve lighting for social functions.

10. **Announcements:** : (a) Septic System seminar on Mar 12<sup>th</sup> at 2:00 p.m. (b) Regular Study Session on Mar 12<sup>th</sup> at 3:00 p.m. (c) Special Membership Meeting to vote on Bylaw change on Mar 14<sup>th</sup> at 6:45 p.m. (d) Regular Board of Trustee Meeting on Mar 14<sup>th</sup> at 7:00 p.m. All meetings in clubhouse..

11. **Adjournment:** President adjourned meeting at 7:54 p.m.

Submitted by:

Approved by :

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Robin Scherting, Acting Secretary

\_\_\_\_\_  
Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 14<sup>th</sup>, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, David Sullivan, Gary K Smith
3. **Action on Minutes:** Scherting moved (passed 6/0) to approve the minutes of the Regular Board of Trustees Meeting of February 14, 2002.
4. **Treasurer's Report:** As of February 2002 we have \$19,266.82 in checking; \$144,106.23 in the operational investment account, and \$364,004.69 in reserves for a total of \$527,377.74. Our Manager will be moving funds into the following FDIC-insured accounts to maximize interest earned:

• State Farm Bank	3.40%	\$100,000	1 yr.
• IndyMac Bank	2.81%	\$100,000	6 mo.
• EverBank	2.47%	\$100,000	3 mo.
• Giantbank.com	2.60%	\$100,000	6 mo.

5. **Committee Reports:** Building – Approved permit for home (Lot 11, Blk 8, Div.3, Colony) on San Juan Dr. Approved removal of tree at 139 Cape George Drive. Gave conditional approval to install modular home on Lot 15, Blk 11, Div. 4 in Colony. Report attached. Marina – Marina is almost full; have 62 full pay slips, 7 economy. Bench in Memorial Park has been assembled and installed. Mailbox module for Huckleberry has been finished and is awaiting installation. Need street numbers. Membership – Bernard and Germaine Arthur purchased lot 1, blk 9, div 3 (Colony). Barbara and Siegfried Mayers purchased Lot 17, Blk 11, Div 4 (Colony). Pool -- Added new mats; will purchase out of fund-raiser monies a storage cabinet for cleaning supplies, primer and paint for the new wall, a water thermometer, and a new fan for equipment room. Social -- Shelves added to storage area of Clubhouse. Silent auction was huge success; \$1,500 proceeds will be used to pay for materials for new mailboxes. Easter Sunrise Service will be March 31<sup>st</sup> at 7:00 a.m. Granny's attic coming up, first weekend in May. Report attached. Water Advisory – Progress continues on well #6 drawings and specs. Jefferson County needs to update its Coordinated Water System Plan; it needs a representative from Cape George. Report attached.
6. **Manager's Report:** Joe passed the test for Water Operator #1 and has received a pay raise as planned. Need weekend volunteers to paint Office. Board actions, staff diligence and new computer equipment are helping to reduce unpaid assessments and fees. We continue to have problems with paper recycle dumpster getting trash put in it; at risk of being removed. Report attached.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 14<sup>th</sup>, 2002

7. **Member Participation:** Marina dumpster is getting member's trash in it. Is there a fine? CP07 shows the fine schedule for illegally dumping trash. Request for tree trimming along marina road; staff has this on its schedule.
8. **Information:** President reports (a) The Board wishes to thank Sue Marett for 8 years of dedication to the preparation of our newsletter. Linda Cooley has volunteered to take over preparation with Joyce Skoien acting as backup; this is not part of Cooley's paid duties as the Bookkeeper. (b) Also wish to thank Mel Hurley for his dedication to posting the bulletin boards for our meetings. He has decided to continue. (c) The Club is making great progress in collecting outstanding assessments.
9. **Business: Signs** -- Scherting moved (passed 6/0) to approve new signs at Memorial Park and top of Marina Drive. **Reserves** -- Sullivan moved (passed 6/0) to approve placing \$30,923.19 in Water Operations Reserves and \$1,817.15 in Marina Reserves from the 2000/2001 budget year; this will close out last year's accounts. **FIN05** -- Sullivan moved (passed 6/0) to approve consolidating building, equipment, general, pool, and roads into one general operations reserve account to make bookkeeping less confusing and to conform more closely to auditor's recommendation; this will give us four reserve categories – water operations, marina, general and water growth. **FIN05(02)** amended to reflect this change. **Granny's Attic** -- Scherting moved (passed 6/0) to approve closure of clubhouse April 29 to May 5 for setup, selling, and cleanup of Granny's Attic. **Jet Skis** -- Scherting moved (passed 6/0) to grant the manager and harbormaster authority to approve jet ski launching. **Water Representative** – Sullivan moved (passed 6/0) to continue with Ed Skowyra as our representative to the Jefferson County's WUCC.
10. **Announcement:** (a) Regular Study Session on Apr 9th at 3:00 p.m. (b) Regular Board of Trustee Meeting on Apr 11<sup>th</sup> at 7:00 p.m. All meetings in clubhouse.
11. **Adjournment:** President adjourned meeting at 8:07p.m.

Submitted by:

Approved by :

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Gary K. Smith, Secretary

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Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
SPECIAL MEMBERSHIP MEETING  
March 14<sup>th</sup>, 2002

1. **Call to order:** The regular meeting was called to order at 6:45 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, David Sullivan, Gary K Smith
3. **Business:** Voting by membership for the following Bylaw change:

Under ARTICLE III, SECTION B(1), page 2, delete second paragraph and replace with:

The maximum monthly assessment to provide funds for maintenance of the Common Areas may be increased each year not more than two percent (2%) above the maximum assessment for the previous year (with \$25 being the base amount for the budget year 2001/2002), with the actual amount determined by the Board. The proposed assessment shall be presented as part of the annual budget for ratification by the membership in accordance with Article VI, A3(d) and A(4), and Article VIII of these Bylaws.

In addition to the annual assessment authorized above, the Board may levy in any assessment year a special assessment for the purpose of defraying in whole or in part the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the Common Area provided that any such assessment be approved by the membership.

Ballots Cast	245
Approved	178
Disapproved	67

Bylaw change approved.

4. **Adjournment:** President adjourned meeting at 7:00 p.m.

Submitted by:

Approved by :

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Gary K. Smith, Secretary

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Joyce Skoien, President

**CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
April 11, 2002**

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Scherting
2. **In Attendance:** Duane Nail, Robin Scherting, David Sullivan, Gary K Smith
3. **Action on Minutes:** Sullivan moved (passed 4/0) to approve the minutes of the Regular Board of Trustees Meeting of March 14, 2002. Sullivan moved (passed 4/0) to approve the minutes of the Special Membership Meeting of March 14, 2002.
4. **Treasurer's Report:** As of March 2002 we have \$25,069 in checking; \$94,288 in the operational investment account, \$14,213 in reserves, and 400,000 in CD's, for a total of \$533,510
5. **Committee Reports:** Building – Approved permit for: trim trees at 172 Alder (Village), extend for an additional room - 50 Sequim Pl. (Colony). Report attached. Marina – Huselton Harbormaster and Fellows Marina Chair have returned to their duties. Many thanks to all who covered their duties during their absence. There are only a couple of slips open, no waiting list. Membership – William Coulter purchased home at 101 Huckleberry Pl., Derek Dahlman purchased 70 Cole Ave., David and Judi Edwards purchased Lot 11, Blk 2 Div 1 (Colony), Ann Latchford & Dawn Hilderbrand purchased 111 Alder Dr. (Village), Mary Rothschild purchased Lot 15, Blk. 11, Div. 4 (Colony). Report attached. Road – committee has met with consultant to review maintenance on Cape George roads. Reported that roads look in good shape. Suggested to not chip and seal, but looking forward to laying 2" asphalt for all 9 miles (at \$500 a lot) sometime in the future. Speed bumps seem to be best solution to slow down traffic. Report attached. Social – Easter sunrise service was attended by 55 persons, Granny's attic will be May 3 and 4. Need chairperson for Memorial Day picnic. Mary Bruce will Chair for the months of May thru July. Next meeting : 10AM April 22<sup>nd</sup>.
6. **Manager's Report:** The new office is done. Looks great. Upstairs conference has been painted. Next, paint rest of first floor office. Getting bids on vinyl and carpet (or re-stretch) for in clubhouse. Improved entrance to Tank Farm. Working on permit for garage/barn. Will be paving Marina gravel area as soon as weather allows plant to open. Report attached.
7. **Member Participation:** A member requested that we make every effort to make the clubhouse easily available for member activities such as the Yoga course.(see Business section)
8. **Business:** Rules for Use of Clubhouse – Nail moved (passed 4/0) the following change to CP02. Add item ... d. Activities that involve collecting a fee or sale of a product or service will require approval of the Board of Trustees. Cape George Colony Club committee fundraisers are exempt. Revised CP02 (02) attached. Directors and Officers Liability Insurance – reviewed information provided from manager. Discussion about insurance limit of \$1,000,000. Should it be \$2,000,000??? Expense Reimbursement Form – Manager reviewed new form to be used as a way of simplifying paying various miscellaneous expenses. Another useful improvement. Preliminary Budget for 2002-2003 – Received new projected budget for next year. Will be discussed and reviewed in following weeks.

**9. Announcement:** (a) Regular Study Session on May 14<sup>th</sup> at 3:00 PM (b) Variance Meeting May 14<sup>th</sup> at 2:45 PM (c) Regular Board of Trustee Meeting on May 16<sup>th</sup> at 7:00 PM. All meetings in clubhouse.

**10. Adjournment:** Vice-President adjourned meeting at 8:25 PM

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING

May 16<sup>th</sup>, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Joyce Skoien, David Sullivan, Brian Ritchie, Gary Smith, Mark Morris
3. **Action on Minutes:** Sullivan moved (passed 4-0) to approve the minutes of the Regular Board of Trustees Meeting of 11 April, 2001.
4. **Treasurer's Report:** As of December 2001 we have \$23,242 in checking; \$82,847 in the operational investment account, \$50,723 in reserve account, and \$400,000 in CD's. Fundraising accounts in First Federal Savings total \$20,808.
5. **Committee Reports:** Building – none. Environmental – none. Long Range Planning – none. Marina – Requesting approval of \$3,000 from reserve for ramp. See business section. Don Lee has requested a variance from Army Corps to allow dredging at low tide on July 12 & 13. Membership – Elaine Baron purchased 560 Dennis Blvd. Bruce and Ann Candioto purchased Lot 3, Blk 5, Div 3 in Colony. Cathleen Duncan purchased Lot 53, Div 3 in Village. William and Diona Smith purchased 100 Colman Dr. Neighborhood Watch – We have 26 Block Captains and 8 have had meetings with Bob Tilly. Will be handing out EMT information packets to help in case of an emergency. Will be hosting Neighbors Night Out on August 6<sup>th</sup>. Need Captains for other areas. Pool – Approved \$375 from our fundraising account to go toward purchase of a laptop computer for the pool lock system as well as the water system. Zane will purchase paint for the unfinished wall in pool room and get Don to paint it (fundraising account). Recommend eliminating the skylights at such time as roof repairs are done. New meeting time (3:00 pm vs 10:30 am, same day). Roads – none. Social - none. Water Advisory –The State Dept. of Ecology is requesting further information on our consumption. Will be provided after some equipment upgrades. Work continues on well 6. Report attached.
6. **Manager's Report:** Building permit received for barn replacement. Pool lock has been programmed on PC. Mowing schedule has been set up. Office is now painted. Retaining wall adjacent to Memorial Park has been completed by property owner and it looks very nice. Gazebo has been installed by volunteers. Joe and Zane have completed a water class. Report attached.
7. **Member Participation:** none
8. **Information:** (a) Our attorney is retiring. The Board is interviewing for a replacement. (b) Jet ski issue has been delayed by Jackie Barr until June meeting. (c) Obtaining more bids for vinyl floor replacement in Clubhouse.
9. **Business:** Variance request - Ritchie moved (passed 4/0) to disapprove roof deck above 17 ft height for John Gieser property, Lot 11, Blk 8, Div 3, Colony. Setback - Morris moved (passed 4/0) to allow setback relief as recommended by Bldg committee for Mr. & Mrs. White, Lot 48, Div 3, Village, and Mary Cross, Lot 12, Div 3, Colony. Nominating Committee - Sullivan moved (passed 4/0) to accept new Board of Trustee candidate slate (Joyce Skoien, Gary Smith, Barbara Barnhart, and Ray Pierson). Three positions will be vacated in July. Mailboxes - Zane to discuss with Jerry Taylor to produce a replacement for the Huckleberry prototype. Pool Lock System - Ritchie moved (passed 4/0) to approve \$2407.86 from General Reserves for lock, labor, tax, cable; \$1197 from Pool Supplies budget for cards and fobs (to be returned to the budget as members purchase their fobs and cards); and \$738, ½ (\$370) from Pool fundraising

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING

May 16<sup>th</sup>, 2002

and ½ (\$370) from Water Equipment for a laptop computer for the lock system and water system. Dog Fine - Ritchie moved (passed 4/0) to approve presented fine. Steps - Sullivan moved (passed 4/0) to approve placement of steps at the south end (Marine View Place) of the ravine; to be paid from Environmental fundraiser monies. Lawnmower - Sullivan moved (passed 4/0) to approve the purchase of a riding lawnmower if monies can be raised through donations and/or committee funds; Manager to check with committees. Bench - Sullivan moved (passed 4/0) to approve placement of bench at corner of Marina Dr, No. Palmer, and W. Vancouver; to be donated by Clare Lacy and built by the Marina Committee. Office Carpet - Ritchie moved (passed 4/0) to approve replacement of downstairs office carpet with carpet and tile; funds to be taken from general operations reserves (part of long-term reserve study). Cross CG property - Sullivan moved (passed 4/0) to approve request to use our roads to bring a mobile home to adjacent property at end of Cole road. Property owner will pay a one-day fee of \$500 and manager will secure a release of liability agreement. Nonprofit Corporation Filing - Sullivan moved (passed 4/0) to approve filing of the annual Nonprofit Corporation report. Ramp - Ritchie moved (passed 4/0) to approve marina committee's request for \$3000 from marina reserves to replace the north pedestrian ramp. Memorial Committee - Sullivan moved (passed 4/0) to approve Memorial Committee's request to be abolished. Funds to be placed in the individual committees (pool, marina, environmental, and social) and general operations fundraiser checking account. President will appoint a member to be the liaison between the Board and community for plaques and thank you notes.

10. **Announcements:** (a) Regular Study Session on Jun 11<sup>th</sup> at 3:00 p.m. (b) Regular Board of Trustee Meeting on Jun 13<sup>th</sup> at 7:00 p.m. Both meetings in clubhouse.

11. **Executive Session:** President moved to an executive session to discuss applicants for attorney replacement at 8:20 pm. No official actions would be taken after the session. Reconvened from Executive Session at 8:40 pm

12. **Adjournment:** Meeting adjourned at 8:41 pm.

Submitted by:

Approved by :

\_\_\_\_\_  
Gary K. Smith, Secretary

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Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING  
May 20, 2002

1. **Call to order:** The special meeting was called to order at 5:00 p.m. by Skoien.
2. **In Attendance:** Joyce Skoien, David Sullivan, Brian Ritchie, Gary Smith, Mark Morris, Robin Scherting, Duane Nail
3. **Business:** Review of candidates for new Cape George Colony attorney. Scherting moved (passed 6/0) to select Richard L Shaneyfelt, Esq. with a \$50.00/mo retainer as Cape George Colony Club's attorney beginning June 1, 2002. Richard is authorized to spend 2-3 hours with our previous attorney, Tom Jackson, Esq. for review of our records.
4. **Adjournment:** Meeting adjourned at 5:16 PM

Submitted by:

Approved by:

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Gary K. Smith, Secretary

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Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
June 13, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Joyce Skoien, Robin Scherting, David Sullivan, Gary Smith, Duane Nail.
3. **Action on Minutes:** Sullivan moved (passed 5/0) to approve the minutes of the Regular Board of Trustees Meeting of 16 May, 2002 and Special Board of Trustees Meeting 20 May 2002.
4. **Treasurer's Report:** As of June 2001 we have \$10,928 in checking; \$82,929 in the operational investment account, \$43,847 in reserve account, and \$400,000 in CD's. Fundraising accounts in First Federal Savings total \$23,799
5. **Committee Reports:** Building – Working with owners of Div. 3, Lot 48 Village as they prepare for building on property. Issued permit (Div. 3, Blk 8, Lot 11 Colony), Approved request to replace rotting retaining wall at 111 Marina Dr. (Colony). Issued permit for greenhouse at 80 Huckleberry Place. Approved removal of trees at 65 Huckleberry, 410 South Palmer, and 321 Dennis Blvd. Environmental – Gazebo completed. Entrance Design (Colony) being completed, board to review. Ravine: Steps and chips on the trail were reported. Woodland Trail has been barked. Weeding, an on-going overwhelming problem. Researching weed killers. Membership – Cross purchased Lot 12 Blk. 6, Div. 6 in the Colony. Straub purchased Lot 19, Blk. 10, Div. 4 in Colony. Marina – All slips rented except one. New north ramp to be installed soon. Bench built for top of Marine road. Discussed ramp/moorage fee of \$5.00. See business action. Pool – Will be using sodium chloride instead of potassium chloride in the water softener. Signs necessary for new state law stating the stored chemicals for firemen information in case of fire. Social - Officers set for next year. Salmon BBQ (Sunday July 21<sup>st</sup>.) planning well under way. Water Advisory – Work continues on well 6. D.O.H. to respond on approval. EPA has implemented new standard for arsenic of 10 parts per billion versus 50. Well #5 tested at 12 ppb; Well #6 tests at 8 ppb. We have until 2006 to reach compliance; however a method for achieving compliance has not been presented by the EPA. (Note: The new standard is being challenged in court by other water districts.) Grants are available to help with costs. Reports attached.
6. **Manager's Report:** Zane's written report was read as he was on vacation. First mowing has been completed on lots. Office is now carpeted. The contract to pave the marina parking lot has been signed. Report attached.
7. **Member Participation:** Discussions included (1) workshop roof replacement. (Zane to respond upon his return); (2) committees may use their fundraiser monies to send memorial flowers without Board approval; (3) marina committee will make donation to mower fund; (4) brief discussion on high tide seawall protection for marina; (5) received thank you for bookcases in community building.
8. **Information:** Manager on vacation; upon return will break ground on new maintenance garage and pave the area in front of the marina workshop.
9. **Business:** Variance request – Terry and Kristi Steben (Lot 10, Div. 6, Cape George Village – Huckleberry) has requested to build a home that does not meet the minimum size dimensions of our Building Regulations. Reviewed information from the Variance Hearing held 11 Jun

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
June 13, 2002

2002 and subsequent visual inspection of the lot by various Board members.. Morris moved (passed, 4 yes/1 abstention by Scherting who is an adjacent property owner) to deny the requested variance. Jet Ski Petition and Ramp Fee -- Discussed information presented at the June 2002 study session and at this meeting regarding the jet ski situation at Cape George Marina. The Club has one member, who has written approval from the Board, who launches a jet ski, and has operated it in an acceptable manner. Morris moved (passed 5/0) to accept the Jacquelyn Barr petition of 73 signatures (48 voting members) for attachment to the minutes; to approve the revised Marina Usage CP03(02) that includes Section 15 which states members must have prior approval to launch and sign off on Form CP03-a (02); and to add "and rampage" to Section 5 of CP03(02) to clarify wording of guests fee of \$5.00/day for moorage and rampage. Documents attached. Mailbox rebuild - Delayed approving funds to gather more information from Huckleberry residents. Chlorine pumps: Morris moved (passed 5/0) to approve \$1000 from Water Reserves to replace pumps at the tank farm. The pumps are a line item in the Reserve Schedule and are funded. Insurance Renewal - Further information and discussion are necessary. Special Board Meeting to be held on Tuesday, June 18th, 2002 at 3:00pm in Cape George Colony office to select the carrier. Entrance design - Delayed until July meeting to determine if the budget can handle the costs involved in maintaining the landscaped area. Reserve Schedule -: Morris moved (passed 5/0) to establish (a) a minimum threshold value \$1,000 and a maximum replacement date of 30 yrs to trigger placement in the reserve schedule, and (b) to obligate 5 percent (5%) of our annual budget revenue to reserves.

10. **Executive Session:** Delayed until Special Board Session on next Tuesday. to review manager's contract which expires 1 August 2002.
11. **Announcements:** (a) Special Meeting at 3:00 pm on Tuesday June 18, 2002 to be held in Colony Office; (b) Regular Study Session on July 9<sup>th</sup> at 3:00 p.m. ; (c) Regular Board of Trustee Meeting on July 11<sup>th</sup> at 7:00 p.m. (d) Annual Membership Meeting on July 20<sup>th</sup> at 2:00 p.m. Meetings b, c, and d to be held in clubhouse.
12. **Adjournment:** 9:25 PM

Submitted by:

Approved by :

\_\_\_\_\_  
Gary K. Smith, Secretary

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Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING  
June 18, 2002

1. **Call to order:** The special meeting was called to order at 3:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Joyce Skoien, Robin Scherting, David Sullivan, Gary Smith, Duane Nail, Brian Richie
3. **Business: Insurance Renewal** – Nancy Cannan Vice-President Community Association Underwriters of America, Inc. (CAU) made a presentation comparing last year's coverage regarding the buildings, trucks, equipment, and etc. full scope of Cape George Colony insurances. Nancy and Zane had previously toured all the facilities prior to submitting a written offer. Our current provider has finally sent a renewal offer that is approx. \$4,000 greater then last year's \$16,000 for less insurance then the \$16,782 bid from CAU. It was noted that automobile last year was approx. \$1,000 higher than the current CAU bid. As in years past risks not covered are: flood, earthquake, dredging and non-owned automobile liability. Umbrella coverage under the CAU has increased from \$1,000,000 to \$2,000,000. Nail moved (passed 6/0) to accept the CAU proposal: \$11,894 basic package, \$2909 director's liability, and \$1,979 automobile for a total of \$16,782; to be effective 6/19/2002. (Note: the next level of liability coverage was \$15,000,000 at an additional cost of \$6,750, which the Board agreed was not possible due to our budget limitations.)
4. **Executive Session:** Reviewed Zane Wyll's contract which expires 1 August 2002.
5. **Return to Special Board Meeting:** The board has been very satisfied with Zane's performance over the past year. Morris moved (passed 6/0) for Zane to continue employment as manager at his current salary including payment of FICA, Fortis simple IRA retirement plan and any normal raises which might be extended all employees. No medical or dental is included. The EMP02 job description for manager is to be revised. Delete the section Salary/Benefits and move the item "must attend ...." to the Duties section.
6. **Adjournment:** 5:00 PM

Submitted by:

Approved by :

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Gary K. Smith, Secretary

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Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
July 11<sup>th</sup>, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Joyce Skoien, Robin Scherting, David Sullivan, Gary Smith, Duane Nail, Brian Ritchie.
3. **Action on Minutes:** Scherting moved (passed 6/0) to approve the minutes of the Regular Board of Trustees Meeting of 13 June, 2002 and Special Board of Trustees Meeting 21<sup>st</sup> June 2002.
4. **Treasurer's Report:** As of June 2001 we have \$-1,937\* in checking; \$82,996 in the operational investment account, \$40,934 in reserve account, and \$400,000 in CD's. Fundraising accounts in First Federal Savings total \$23,020. \*Negative amount due timing of transfer from one account to the other. Funds were available when checks were sent.
5. **Committee Reports:** Building – Approved: tree removals 70 Cole, Lot 19, Div (Village), 132 Quinault Loop; Deck remodel 90 East Rhododendron; Replacement of manufactured home 91 Cole. Environmental – Trying to locate water shut-off for Memorial Park. Reported on poison hemlock infestation. Residents at Huckleberry Rd. putting in stairs to ravine with financial support from environmental committee. Community center weeding by Amy and Barb was reported. Common area maintenance funds were requested from budgeted items. Any entrance landscaping should be supported by maintenance funds from budget before implementation. Membership – Purchases: Benson, Lot 28, Div. 7 (Highlands); Biery, 80 S. Palmer; Swanson, Lot 56, Div. 3 (Village). Marina – Dale reported: Paving completed, great; demonstration of fire equipment to marina members; Placed NO WAKE sign at marina water entrance. Neighborhood Watch - Instead of National Night Out (Aug 6<sup>th</sup>) we will have a Labor Day Picnic as a way to communicate on NW. Looking for volunteers for CPR training. Pool – Need to add alarm to double door. Will be posting Pool Information on bulletin board. Social – Completing plans for Salmon BBQ (July 14<sup>th</sup>). The Silent Auction funds (\$1,505) originally earmarked for new mailboxes were switched to the office to help with the purchase of a new riding lawnmower. New officers installed, with Mary Ann Besel as President. Water Advisory – no report. (All reports attached.)
6. **Manager's Report:** Zane thanked all the committees for their generous financial support in allowing us to purchase a riding lawn mower and a two-wheeled trimmer for maintaining the common areas; paving completed at Marina; construction of Maintenance Garage has begun. Zane will be on vacation the last two weeks in July. Please contact Dana in his absence. (Report attached.)
7. **Member Participation:** Discussed the clubhouse foggy windows. They are on order and under warranty as per Zane.
8. **Information:** Joyce mentioned: a) At study session manager explained the relocating of the stakes by a few feet that outline the site of the Maintenance Garage in order to accommodate a large fir tree. Board accepted this change; b) The new insurance policy for CGC has increased our umbrella liability coverage from \$1,000,000 to \$2,000,000 at no additional premium. Our previous insurer's bid was an increase in premium from approx. \$16M to \$20M at the lesser coverage. It was mentioned that for \$20/yr a homeowner's policy can add \$50,000. of homeowner association coverage (this was Safeco's fee); c) The Long-Range Planning information has been used in a new computer program that gives the office and

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
July 11<sup>th</sup>, 2002

board a tool to project the reserve requirements of all significant CGC assets. Gary Smith will make a presentation during the budget portion of the Business session regarding the usage of the system. A charter for the formation of a Finance Committee has been written and will be included in this month's newsletter. Its major purpose is to advise on the immediate and long-range financial needs of CGC. Charter attached.

9. Business: Marina sign and rack -- Nail moved (passed 6/0) to allow harbormaster's requests (a) install "no wake zone" signs in marina; (b) build/install a rack for dredge hoses in marina south parking lot. Office chairs -- Scherting moved (passed 6/0) to authorize \$123.35 from reserves for office chairs; it is a line item in the schedule. Huckleberry mailboxes -- Motion by Morris to approve purchase of mailbox structure building materials of up to \$200 for Jerry Taylor to build a structure for Huckleberry was postponed by vote of 6/0 awaiting further information. We are in favor of project, but need to discuss the project further with Jerry. Pool roof -- Nail moved (passed 6/0) to authorize Manager to hire a building contractor to take out pool skylights and repair the roof damage caused by them; to spend up to \$10,000 if needed. If damage is extensive, return to Board (will call a special meeting if necessary) for further funding. Swim Team -- Sullivan moved (passed 6/0) to approve request from Geanie Glasgow, Port Townsend Swim Team, to use our pool for up to 2 hours daily for 3-4 kids/coach to continue with their training for a 19-state swim meet; their facility had a fire that destroyed pump. Only temporary until their pump is fixed. Will need insurance certificate from their organization and will not be during regular scheduled events times or close the pool to general swimming. Budget -- Scherting moved (passed 6/0) to approve 2002/03 budget for ratification by membership. Includes a reserve schedule and a resolution to place end-of-year excess funds in reserves. Colony entrance landscape -- Scherting moved (denied 6/0) the allocation of \$500 additional funds to new budget for Colony entrance maintenance. Dredging -- Nail moved (passed 6/0) for \$4,798.67 to be spent from the marine budget for dredging by outside contractor scheduled for August 8th and 9th.
10. **Announcements:** (a) Annual Membership Meeting on July 20<sup>th</sup> at 2:00 p.m. (b) Regular Study Session on August 13<sup>th</sup> at 3:00 p.m.. (b) Regular Board of Trustee Meeting on August 15<sup>th</sup> at 7:00 p.m. All meetings in clubhouse.

11. **Adjournment:** 9:50 PM

Submitted by:

Approved by :

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Gary K. Smith, Secretary

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Joyce Skoien, President

CAPE GEORGE COLONY CLUB  
MEMBERSHIP MEETING  
July 20<sup>th</sup>, 2002

1. **Call to order:** The membership meeting was called to order at 2:03 p.m. by Skoien.
2. **In Attendance:** Joyce Skoien, President; Gary Smith, Secretary. Other board members were present to answer questions.
3. **Action on Minutes:** Ed Skowyra moved (passed unanimously) to approve the minutes of the Membership Meeting of 14 July, 2001.
4. **Treasurer's Report:** See attached budget and financial status report as of 30 June 2002.
5. **Committee Reports:** Building – Year summary; 8 building permits, 14 permits for removal of trees, 2 excavation permits, 4 variance appeals reviewed. Environmental – verbal report on some of year's progress. Long Range Planning – Joyce reported the completion of this committee's work and indicated the next step is to create a Finance Committee for on going projecting analysis. Membership – 45 lots or homes have changed ownership. Of the 45, 27 were homes. 23 in Colony, 20 in Village, 2 Highlands. Marina – reported paving completed, great; demonstration of fire equipment to marina members; dredging to be done in August. Neighborhood Watch - Now have 20 areas represented. 12 of these have had the Bob Tilley presentation on security. Seeking more Block Captains in areas not yet represented. Planning a CPR training session this fall and winter. Pool – New lock system installed. Pool was opened to all members. Pool programs continue to be well attended. Social – August: annual bazaar. September: bid for new storage closet accepted. October: work parties worked on Bazaar. November: Bazaar was great success. December: Attended by 80 members. Water Advisory – The loss of Mac Marriott was a great blow for our water system. We hired a replacement who became certified and gained understanding of the system. Last Fall the state accepted the new water system plan. More improvements are planned. Expanding the 12 inch piping system to ensure proper water pressure in the Village is top project on list. Cape George is in good position to not have salt water intrusion since our wells are well above sea level. We are also slightly below the arsenic level this latest sampling period. Reports attached.
6. **President's Annual Report** -- Report attached.
7. **Manager's Report:** Included as part of President's report.
8. **Reserve Schedule:** Presentation by Gary Smith of the new Asset Projecting Program which uses the information from the long-range project to plan future reserve and expenditure requirements.
9. **Trustee Election Results:** Election Chairman Marilyn Hider reported 245 ballots were cast for the three trustee positions. Positions filled were Joyce Skoien (187), Gary Smith (186), and Barbara Barnhart (183). Ray Pierson received 132.
10. **Member Participation** Bob Olsen asked about the moorage buoy/float out in front of his house. Joyce responded that the Club has no authority over that area and he must request information from other official sources.
11. **Announcements:** The vote on the ratification of the 2002-03 budget will occur at the clubhouse on September 12<sup>th</sup>, at 6:45 p.m., before the Regular Board of Trustees meeting.

CAPE GEORGE COLONY CLUB  
MEMBERSHIP MEETING  
July 20<sup>th</sup>, 2002

Mail in ballots must arrive no later than 10:30 a.m. on Wednesday, September 11<sup>th</sup>. This ballot will also include the renter's policy issue and approval to roll over any remaining assessment funds into our reserves as required by Federal regulation.

12. **Adjournment:** 3:05 PM

Submitted by:

Approved by :

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Gary K. Smith, Secretary

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Joyce Skoien, President

**CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING  
JULY 20, 2002**

1. **Call to order:** The special meeting called to order at 3:16 p.m.
2. **In attendance:** Joyce Skoien, Gary Smith, Robin Scherting, Duane Nail, Mark Morris, and Barbara Barnhart.
3. **Business:**
  - Selection of new Board officers: Morris moved (passed 5/0) to appoint the following:  
Joyce Skoien ..... President  
Robin Scherting ..... Vice President  
Barbara Barnhart ..... Secretary  
Gary Smith ..... Treasurer
  - Board Liaison Assignments:  
Building ..... Brian Ritchie  
Environmental ..... Mark Morris  
Finance ..... Gary Smith  
Marina ..... Duane Nail  
Membership ..... Barbara Barnhart  
Neighborhood Watch ..... Barbara Barnhart  
Nominating ..... Joyce Skoien  
Roads ..... Duane Nail  
Social Club ..... Robin Scherting  
Swimming Pool ..... Joyce Skoien  
Water Advisory ..... Gary Smith
4. **Executive Session:** Reviewed personnel situation.
5. **Adjournment:** meeting adjourned at 4:10 p.m.

Respectfully Submitted:

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Gary Smith, Secretary

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Joyce Skoien, President

**EMERGENCY SPECIAL BOARD OF TRUSTEES MEETING  
22 JULY 2002**

An emergency board of trustees meeting was held at 9:00 a.m. on Monday, July 22<sup>nd</sup> to discuss a personnel issue. In attendance was Mark Morris, Joyce Skoien, Robin Schertering, Gary Smith, Duane Nail and Barbara Barnhart. Detailed minutes are on file in the office.