

**CAPE GEORGE COLONY CLUB
ANNUAL MEMBERSHIP MEETING
July 18, 2020
2:00 PM via Zoom online**

President Katie Habegger called the meeting to order at 2:00 p.m.

Welcome

Trustees in Attendance: Katie Habegger, Richard Hilfer, Lad Burgin, George Martin, Ray Graves, and Joel Janetski

Action on Minutes: Nancy Charpentier moved and Ray Pierson seconded to approve the minutes of the Annual Membership Meeting of July 20, 2019. Passed by those 31 in attendance.

Annual Membership Report: Joel Janetski

There were 39 properties sold between July 1, 2019 and June 30, 2020.
Of the properties purchased 29 are homes and 10 are lots.
An additional 8 properties are currently in escrow, pending close of sale.
In the last year 5 new homes have been completed and 1 more is currently under construction.

Annual Reports:

The following reports were submitted to the Board of Trustees and the membership prior to today's meeting: Annual Treasurer's Report, Manager's Report, also the following committee reports: Building, Environmental, Fitness, Water Advisory, and Workshop.

The reports are attached to these minutes and incorporated by reference.

The Social Club also submitted a report to the board.

Member Participation: Helen Fanucci and Chris Beall introduced themselves as new members to the community.

Open Board Discussion:

Rich Hilfer presented a plaque to Katie Habegger in appreciation for her two terms of service on the board. Katie was a Trustee for six years beginning in 2014. She served as Secretary, as Vice President and as President for the last three years. During that time, she presided over the search for and hiring of two managers, navigated Cape George through the new reality at the start of a global pandemic, and lead the Board's response to the customary issues, complaints and disputes which arise in a community like Cape George. A heartfelt "Thank you" to Katie for all she has done for our community.

Election Results: Joel Janetski, Secretary

The Election Committee including the Board Secretary, meet on July 10, 2020 at the Cape George Clubhouse to count appropriately submitted member ballots for the election of three new Board members.

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There are 662 revenue lots plus 6 half lots for a total of 665 possible votes.

A total of 280 ballots were received and twelve (12) of those could not be counted. Two (2) envelopes were not signed, one (1) from a member not in good standing and (9) trust accounts were not properly identified as trustees. There were 268 total votes counted. Nothing in this election required a super majority.

The voting results are:

Jane Ludwig	238
Fayla Schwartz	198
Ruth Ross	183
Brian Ritchie	167

Welcome new trustees: Jane, Fayla, and Ruth.

Adjournment:

Ray Pierson moved and George Martin seconded to adjourn at 2:11 pm. Passed unanimously

Submitted by:

Approved by:

Joel Janetski, Secretary

Katie Habegger, President

Annual Membership Report - 2019-2020

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TAXES

Cape George Colony Club, Inc. is incorporated in the state of Washington as a not-for-profit entity. It is exempt from certain Washington taxes but it is not exempt from Federal income tax. As a homeowners' corporation it does receive some favorable tax treatments so only some of the corporation's activities are subject to Federal income taxation. Cape George must pay other kinds of taxes like State and Federal payroll taxes, some Washington business and excise taxes and a few county properties taxes.

Reserves

Cape George, as it is required to do, separates accounting transactions between routine recurring operations and the reserve funds that are held for major repair and/or replacement of long-lived assets. Internally Cape George categorizes all transactions, both operational and reserve, into three cost centers, General, Water and Marina. Each cost center is funded through separate methods, i.e. general assessments, water fees, etc. and each cost center has a unique corresponding reserve account. Each cost center's reserve is funded through a combination of that cost center's excess cash from its operations and a Bylaw prescribed portion of the Reserve Assessment.

Each reserve - General, Water, Marina - is funded with year-end cash from the activities of each respective cost center. In 2015, by Member vote, a second funding mechanism was added. This reserve assessment is allocated to the three reserves at year-end based on percentages specified in the Bylaws using the latest full or comprehensive external reserve study. The next full reserve study will be due in 2020.

Reserves	Year to Date 06/30/20	Unaudited 12/31/19
General	\$ 285,980 *	\$ 285,033
Water	\$ 665,604 *	\$ 686,095
Marina	\$ 29,698 *	\$ 36,326
Routine Reserves	\$ 95,979 *	\$ 79,931

SUMMARIZED BALANCE SHEET FOR THE PERIODS INDICATED

	Year to Date 06/30/20	Unaudited 12/31/19		Year to Date 06/30/19	Unaudited 12/31/19
Assets			Liabilities & Fund Balances		
Petty Cash	\$ 561 *	\$ 391	Current Liabilities		
Operations Checking	\$ 341,566 *	\$ 175,967	Accounts Payable & Other Liabilities	\$ 14,766 *	\$ 22,408
Oper Savings - General - Chase 5161	\$ 79,352 *	\$ 99,338	Unearned Income General - Water	\$ 74,264 *	\$ 67,910
Reserves - General-Water-Marina	\$ 981,282 *	\$ 1,007,453	Unearned Marina Waiting List	\$ 1,900 *	\$ 1,900
Routine Reserves	\$ 95,979 *	\$ 79,931	Due to Operations	\$ -	\$ 7,396
Total Cash & Equivalents	\$ 1,498,738 *	\$ 1,363,081	Total Current Assets	\$ 90,930 *	\$ 99,615
Current Assets Total:	\$ 3,397 *	\$ 2,183			
Fixed Assets Total:	\$ 1,846,822	\$ 1,804,075	Fund Balances		
			Fund Balances (Combined)	\$ 3,098,658 *	\$ 2,899,229
Prepaid & Other Assets	\$ 15,720 *	\$ 28,934	Modified Cash Basis Income	\$ 175,090 *	\$ 199,429
Total Assets	\$ 3,364,677 *	\$ 3,198,273	Total Liabilities & Fund Balance	\$ 3,364,677 *	\$ 3,198,273

***Unofficial: Community Financials have not closed the June 2020's books**

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There are 662 equivalent lots that pay the general assessment used for overall operations through the Association. The general assessment accounts for about 88% of all general operations revenue which is recognized on a quarterly basis. The remainder of general operations revenue is generated by various fees, charges, donations and fines throughout the year.

Lots with water connections are the only lots charged the basic \$360 annual water fee and this basic fee accounts for around 97% of all water revenues.

The operations of the marina are funded by the Members who use the marina. The revenues come through moorage, trailer parking, rampage and a number of other categories. Marina revenue is not generated throughout the year as are the other two cost centers but rather. Instead, nearly 97% of all marina revenue is collected during the first three months of the year.

MID YEAR OPERATION RESULTS 6/30/20 *							
	Actual	Budget	Variance		Actual	Budget	Variance
General				Marina			
General Assessment	\$ 159,951	\$ 159,728	224	Revenue - Moorage/Parking	\$ 62,409	\$ 65,411	\$ (3,002)
Revenue - All Other Sources	12,255	12,967	(711)	Revenue - All Other Sources	12,512	13,525	\$ (1,013)
Total General Revenue	172,206	172,694	(488)	Total Marina Revenue	74,921	78,936	(4,015)
Expenses:				Expenses:			
Salaries, Benefits, PR Tax	67,776	84,563	16,787	Salaries, Benefits, PR Tax	9,467	9,651	184
Repairs & Maintenance	3,633	6,650	3,017	Repairs & Maintenance	1,601	6,935	5,334
Contracted Services	32,734	25,818	(6,916)	Contracted Services	2,741	3,591	850
Insurance	10,160	10,500	340	Insurance	3,489	3,600	111
Pool Expense+pool utilities	13,382	13,500	-	Utilities	4,381	4,500	119
Utilities	6,583	6,225	(358)	Other Expenses (incl taxes)	2,708	4,380	1,672
Other Expenses (incl taxes)	17,599	14,100	(3,499)	Total Marina Expenses	24,387	32,656	8,269
Total General Expenses	151,868	161,358	9,371				
General Net Income	\$ 20,339	\$ 11,337	\$ 9,002	Marina Net Income	\$ 50,534	\$ 46,280	\$ 4,254
Water				Reserve Activity			
Revenue - Water Use Fees	\$98,856	\$ 98,766	\$90	Routine Reserve Revenue	65,057	64,102	955
Revenue - All Other Sources	4,869	5,450	581	Bad Debts, Recoveries, Misc.	-	-	-
Total Water Revenue	103,725	104,216	671	Reserve Interest - all	1,448	-	1,448
Expenses:				Net Reserve Income	\$ 66,505	\$ 64,102	\$ 2,403
Salaries, Benefits, PR Tax	29,322	35,303	5,980				
Repairs & Maintenance	3,797	4,300	503	Cmbnd Net Income/(Loss)	\$ 175,090	\$ 146,056	\$ 28,078
Contracted Services	13,897	14,035	138				
Insurance	4,620	5,400	780				
Utilities	5,605	6,050	445				
Other Expenses (incl taxes)	8,773	14,790	6,017				
Total Water Expenses	66,013	79,877	13,865				
Water Net Income	\$ 37,712	\$ 24,339	\$ 13,374				

* UNOFFICIAL. Community Financials have not closed
June 2020's books as of this report.



Cape George Colony Club

2019 – 2020 Manager's Report

Our world has changed dramatically since last summer. COVID -19 has created a new way of life. The practice of social distancing, wearing masks, limited small gatherings, rules for shopping and dining, and my favorite – getting a forehead temperature check by something that looks like a Star Trek phaser gun, is a daily reminder of the impact on our daily lives. My other favorite change is finding myself going the wrong way down a one-way isle at the grocery store. I'm usually half-way down the isle before I realize it.

How members and residents live at Cape George has certainly changed. The community amenities are mostly closed and the 2020 – 2021 Trustees will be working with community volunteers on how to open amenities to meet requirements if possible. The marina volunteers are learning and figuring out new ways to work within the requirements, board and committee meetings are done via Zoom online. You may want to get used to that. It is the future.

The office was closed during phase 1 of the Governor's closing requirements. Aside from these challenges progress has been made. There has been a concerted effort to update policies and regulations. Changes in how some of the business of the Association is done required the policies to change to reflect the new procedures. This is an ongoing project.

For the first time in the history of Cape George, an ad-hoc committee went through all the records of the association dating back many decades. They followed the records retention policy established in 2019. The Association has 27 boxes of old unneeded documents that will be shredded on July 25th.

Other improvements have taken place. There are new sinks and faucets in the clubhouse, there is a new pool heater, the entrance to the Marina has been dredged, the Social Committee purchased new picnic benches and tables, a rain garden has been installed across from Memorial Park, the John Deere Tractor received a host of new parts to keep it going for the next decade or more. There was one setback last summer when the new surface for the sports court failed. A new surface is being installed this coming August without cost to the community. New components were replaced or added to the water system at the tank farm in 2019. We replaced lighting in the office with LED tubes. We also replaced outdoor fixtures at the office entrance and at the door to the kitchen at the Clubhouse with new LED fixtures. We had to purchase a new compressor for the maintenance shop after the old one gave up after a quarter century.

The 2020 – 2021 Board of Trustees will soon meet to discuss their goals. We will continue to work on maintaining the community under these challenging conditions. Be aware and be safe.

Submitted by:

Patrick J. Rooney – CMCA®, AMS®, PCAM® - General Manager

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BUILDING COMMITTEE ANNUAL REPORT

July 2020

Committee Members: Bill Woodson, John Hanks, Mike Hinojos, Richard Hilfer, George Martin, Hamilton Hazelhurst, Richard VanDeMark, Phil Habegger, and Bill Deckman (Chair).

During the past year the committee approved/processed: 12 Building Permits
17 Earth Works

July 19 *Building Permits Issued*

Keller New Home

Cullum New Shop

Earth Works Permits Issued

J. Needam Perc

Aug. 19 No *Building Permits Issued*

Earth Works Permits Issued

Goldburg/Newell Perc

Sept. 19 No *Building Permits Issued*

Earth Works Permits Issued

R. Kint Perc

R. Peirson Culvert

Oct. 19 *Building Permits Issued*

S&M Gustofson Deck and Fence

Earth Works Permits Issued.

J. Marquardt Perc

S. Silverman Septic Repair

S&M Gustofson Lot Excavation

Nov. 19 No *Building Permits Issued*

Earth Works Permits Issued

M. Henery Water Line

Dec. 19 *Earth Works Permits Issued*

D. Hardyman Perc

S. Duscha Perc

Jan. 20 *Building Permits Issued*

S. Duscha New Manufactured Home

Karpillow/Cameron Fence

No *Earth Works Permits Issued*

Feb. 20 No *Building Permits Issued*
No *Earth Works Permits Issued*

Mar. 20 No *Building Permits Issued*
Gordon Addition
Barr New Green House
Lapointe Pergola and Solar Panel Support
Earth Works Permits Issued
Huffman Culvert

Apr. 20 *Building Permits Issued*
Jimencz Garden Shed
Earth Works Permits Issued
Gagliardi Perc
Warren Perc
Johnson Perc

May 20 *Building Permits Issued*
Gambill Shed
Hamilton/Molino New Home
Crouch Fence
No *Earth Works Permits Issued*

June 20 No *Building Permits Issued*

Earth Works Permits Issued
Mcgruger Perc

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ENVIRONMENTAL COMMITTEE ANNUAL REPORT

First, we want to commend our Environmental Committee Secretary, Ruth Ross, and Fayla Schwartz, who are running for the Cape George Board. We appreciate their expertise and dedication, and they would be valuable additions to the Board.

We welcomed several new members and accomplished a lot, before the Governor's mandated Stay at Home Order in April temporarily halted meetings and events.

July to December 2019

The **annual beach walk** was held July 3rd from 9:30 to 11:00 a.m.

The **annual intertidal survey** is conducted under the auspices of the Protection Island Aquatic Reserve and the Port Townsend Marine Science Center (PTMSC) to gather data on plants, invertebrates, and beach structure. Review training was held at the CG Clubhouse on July 10, and the survey took place July 16 between 9:00 a.m. and noon. Community volunteers and naturalists associated with PTMSC participated. In conjunction with the Intertidal Survey, Tristan Carette-Myers conducted a marine insect survey as part of an Evergreen State College research project.

Rain Garden: The Committee moved forward with plans for the Rain Garden, working with Bob Simmons, the Rain Garden expert with the Jefferson County Marine Resources Committee. Bob applied for and received a \$1,000 grant to assist with the project and located a promising area at the west side of the ravine, along Sunset, above Memorial Park. The proposal was presented to the CG Board of Trustees on August 13 by Steve McDevitt, with Bob Simmons there to answer questions. The Board approved the project and agreed to provide \$600 to cover the costs of soils. The Environmental Committee will donate \$1,200 for plants. Bob Simmons will supervise the work with trained Rain Garden mentors who will work with him.

Quimper Lost Wilderness: The Committee has been supporting efforts to preserve this stand of old growth trees located near our community. A presentation of the QLW was given by Steve Grace on July 18, and an article on the QLW appeared in the August Newsletter. The article and an email circulated to Committee members asked interested citizens to email the County Commissioners supporting preservation of this old growth forest area.

Poison Hemlock: Following removal of new growth by volunteers and Donnie and Aimee in the Spring, by August it was decided that it was too late in the year for volunteers to try to remove the mature hemlock and that such efforts were more likely to spread seed than eliminate plants. CG Manager, Pat Rooney, researched professional resources for removal or eradication but the Committee voted not to request professional services this year as they have not been effective in the few years we have been having this done.

Gina Webber has removed weeds from the **Petanque Court** and, with the Committee's approval, has treated the area with salt and vinegar to prevent further weed growth.

The Committee held a Going Away celebration for our departing Manager, **Sharon Mitchell**.

The Committee worked with the Social Club to draft and obtain approval for the following wording to be used for announcements about community events to reduce waste: "In consideration of our environment, attendees are encouraged to bring their own plates, cups, and utensils, but silverware and paper products will be available as a backup."

The rope holding the clapper on the bell at the Clubhouse broke, and the Carter family replaced the clapper. The bell was made in memory of Bob Carter's father.

We held a **Halloween Dinner and Party** at the Clubhouse on October 26th to raise money for the Environmental Committee. The Party was very successful, and the Committee raised about \$300.

The Committee approved having the native grasses planted outside the fitness room trimmed to improve the view (as long as they are left at least 6 inches tall).

After a discussion of erosion in the ravine area, the Committee passed a motion to ask the Board to post signs to prohibit unauthorized vehicles. This was approved by the Board and the signs were posted. The Committee also asked management to assess the steps. Based on this assessment, the steps will be monitored on an ongoing basis to see if repairs are needed.

We wrote **articles for the Newsletter** on the following topics:

- Upcoming Beach Walk
- Quimper Lost Wilderness (2 articles)
- Clam Digging
- Fire-resistant Landscape Plants
- Doggy Bag Boxes in the Community
- Rain Gardens (a number of articles)
- Hummingbirds

Lorna and Darryll Smith presented the film: **Leave It To Beavers**, for the community on November 19.

December brought the sad **retirement of our much loved Chair, Kitty Rucker**. Patricia Dunmire and Elaine Sullivan were elected as Co-Chairs of the Environmental Committee. Secretary, Ruth Ross, hosted a lovely commemorative luncheon to honor Kitty.

January to June 2020

We updated our **Volunteer List** and advertised for volunteers.

We presented a **Film Night** on hummingbirds, hosted by Lorna and Darryll Smith, and a **Film Night-Slide Show** on sage brush, hosted by Varn Brooks.

We placed a **Commemorative Plaque** next to the Bell at the Clubhouse. The Bell was crafted by sculptor, Tom Jay, for Bob Carter's father. Inscription reads: "In memoriam, Tom Jay, Sculptor (1943-2019), Dr. H. Kenneth Carter, Benefactor (1921-2005)."

We replenished our supply of **Protection Island pamphlets** and the **Mountain Map print** that we will continue to sell for fundraising.

The **Cape George Rain Garden** will be located at the area where Sunset, Palmer, the Ravine and Memorial Park meet. Environmental Committee member, Marta Krissovich, leads our Rain Garden planning and purchasing efforts, and will oversee installation planned for June. Marta Krissovich, Ruth Ross, Gina Webber and Patricia Dunmire planted bulbs that arrived in May, and they are safe-keeping until planting time. Gina and Dow Webber devised how to provide water access to our Rain Garden.

Eileen Branscombe and Marta Krissovich wrote several **articles on our Rain Garden** plans and their many benefits.

Pat Rooney presented the updated **Jefferson County PUD policy on Right-of -Way Vegetation Management**.

CAPE GEORGE COLONY CLUB
WATER ADVISORY COMMITTEE ANNUAL REPORT
July 2019 – June 2020

Members: Patrick Rooney - CG Manager; Richard Hilfer - Board Liaison; Jose Escalera - Water System Manager (part year); Steve Wright - former Water System Manager (part year); Marty Gilmore - Chair; and members Thad Bickling, Scott James (part year), Karen Krug (part year), Stewart Pugh, and Carl Berger (part year).

The Committee is advisory to the Board of Trustees on all matters pertaining to the water system and works to maintain the integrity and quality of the water system. The Committee membership is approved by the Board. Meetings are typically held on the first Tuesday of each month at the Office. No meetings were held in April or May 2020 because of the pandemic, and the June meeting was held on Zoom. Meeting reports are provided to the Board after each meeting.

Cape George currently has 533 billed water connections, an increase of 2 during the year. One meter has been deactivated on an unbuildable lot, and one meter has been activated for build. We have 10 additional unbilled connections that belong to Cape George.

The main items of Committee business for the July 2019 – June 2020 year were as follows:

OPERATIONS

1. Fire risk at the tank farm was reduced. On the north side, several alders were overhanging the fence and one of the pump houses; these trees were removed. Large dead snags on the east and west side were also removed. Additional work included clearing the perimeter outside the fence. The tank farm property line on the west side was located to allow adequate access for maintenance clearance. Future consideration will be given to adding fire-resistant siding to the most critical buildings, the filter house and the generator house.
2. Jose Escalera was hired as the Water System Manager.
3. The tank level controls were failing to stop the pumps, causing frequent tank overflows. The committee determined that replacing the tank controls with a transducer system was preferable to maintaining the obsolescent level floats. Tank level float controls and the corroded tank control panel were replaced and the new transducer-based system has been functioning well.
4. A soft start was added to pump 6, replacing the hard start, to reduce mechanical stress on the pump. All well pumps now have soft start.
5. The Water System Plan for Cape George was scheduled for update this year; this is a costly process that requires hiring an outside consultant. It was determined that changing our system definition to a non-expanding Small Water System would save cost and time, and that the change would not reduce the allowable number of water connections in Cape George. An application was submitted and approved by the Washington DOH, Office of Drinking Water, and Cape George is now covered by a Small Water System Plan.
6. The Highlands booster pump project was re-defined. Rather than replace the existing three pumps and CLA-valve pressure controls, two new pumps operating with variable-speed drives will be installed. This system will be less costly to buy and easier to maintain. Two booster pumps have been purchased; money was taken from the Reserve Fund for this purpose after members voted to approve this expenditure. Installation work, including piping and electrical work, was halted by the pandemic and has not yet been rescheduled.

7. After each water meter reading cycle, Stew reviews the ‘leak report’ and contacts residents that are shown to have a water leak so they can be repaired. That helps the owner to reduce any water overage costs and is an important part of our water use efficiency efforts as required by the Dept. of Health. This individual contact is in addition to the reminder postcards sent by the office to notify residents that they have exceeded their monthly allowance.
8. The Readcenter meter reading software and handheld water meter reader are no longer supported by the manufacturer. Their quote to upgrade the software and the reader was \$14,900. We determined that the current meter reader is adequate for Cape George use and did not need to be replaced at this time. Twenty-five CE water meter endpoints (black discs on individual meters that transmit to the meter reader) have been purchased and will extend the useful life of our meter reader for several more years.

WATER QUALITY

1. Federal and state laws require every water system operator to take periodic water quality samples to test and document levels of a list of potential contaminants. Results in excess of the established maximum contaminant level would require corrective action. The laws require the water system operator to publish and send a Consumer Confidence Report (CCR) to every customer showing the annual test results. Copies of the most recent CCR can be obtained at the office. Cape George has a water filtration and treatment system to maintain high water quality.
2. Cape George prepares and submits an annual Water Use Efficiency Report which is required by DOH and will be mailed to all members. Completion of this year’s Report was delayed by the pandemic and will be sent when completed.
3. We conduct an annual cross connection control survey and testing program for all backflow assembly valves on individual connections, primarily for irrigation systems, boiler systems and some water quality systems. This year the cross-connection update covered Cape George Colony; 220 questionnaires were sent to residents to identify system changes. All questionnaires were returned. Questionnaires to the Village and Highlands will be sent in a different cycle. Any valve tests must be conducted by independent, certified contractors (typically plumbers) at the owners’ expense and results reported to the office. All required backflow tests were conducted.

BUDGET AND RESERVES

1. The Committee reviewed and provided input on the annual water operations budget as well as on-going expenses throughout the year.
2. The Committee is reviewing the Reserve Study for the water system and is providing cost and schedule input to update the financial reserve study. This year, the Reserve Study requires an on-site visit by the consultant. This visit is scheduled for late June.

WATER MANAGEMENT

1. Jose Escalera was hired as the licensed Water Manager in late 2019. He oversees the technical and health-related water system operations.
2. The day-to-day operations of the water system such as operation of the pumps, tanks and filter treatment system, meter reading, leak repairs and new connections are performed by the Manager (Patrick) and staff (Donnie). Emergency coverage is provided 24/7 as needed.

Workshop Annual Report

For Board Meeting July 2020

Major accomplishments of the workshop:

- Hosted the 20119 Salmon Barbeque (combined with Waterfront Festival)
- Repaired metal-cutting and wood-cutting bandsaws
- Normal maintenance, repair and organizing of tools and supplies
- Minor improvements to electrical switches in workshop, for better safety
- In conjunction with Marina committee, assembled picnic tables purchased by Social Committee
- Due to COVID-19, no meetings have been held since September 2019

Social Club Annual Report - 2019 / 2020

The Social Club had only a couple of expenditures before the Covid-19 crisis started. We spent \$3,500 of Granny's Attic funds on a total of thirteen beautiful PVC picnic tables which the Marina folks kindly assembled for us in time for our first holiday activity, the Memorial Day BBQ. We all know what's happened since, but the tables have a lifetime warranty so we can look forward to using them someday. All Social Club activities have been canceled for the foreseeable future.

Another expense was a donation of \$2,500 towards to purchase of new signs at the entrances to our various neighborhoods. The sign project was also impacted by Covid-19 and is still pending at this time.

Everyone please stay safe and healthy. We are fortunate to live in such a close and caring community where we all watch out for each other. Please speak up if you have a concern for any of your neighbors. The office will report your concern to the Emergency Preparation volunteers.

Respectfully submitted,

Cassie Reeves