

CAPE GEORGE COLONY CLUB
ANNUAL MEMBERSHIP MEETING MINUTES
July 17, 2021
2:00 PM via Zoom online

President Richard Hilfer called the meeting to order at 2:03 p.m.

Welcome. The annual meeting notice was issued prior to Covid restrictions lifting for in person meetings, therefore this meeting is being held via Zoom as scheduled. The next annual meeting will be held in person at the clubhouse.

Trustees in Attendance: Richard Hilfer, Ray Graves, George Martin, Jane Ludwig, Fayla Schwartz and Ruth Ross.

Action on Minutes: Ray Pierson moved, and Marty Gilmore seconded to approve the minutes of the Annual Membership Meeting of July 18, 2020. Passed unanimously by all in attendance.

Annual Membership Report: Jane Ludwig

There were 51 properties sold between July 1, 2020 and June 30, 2021.
Of the properties purchased 33 are homes and 18 are lots.
An additional 11 properties are currently in escrow, pending close of sale.
In the last year 3 new homes have been completed and 3 more are currently under construction.

Annual Reports:

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

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

The Social Club also submitted a report and is included.

Member Participation: Julie Gertler presented three priorities she would like to see from the Board for next year: The annual performance reviews of staff to include feedback from the membership, consistent enforcement of the regulations to all membership and a letter from Cape George to our Congressman regarding the postal carrier's "unprofessional conduct". Valerie Horvath agreed with Julie regarding membership having input on staff reviews but found our mail carriers to be helpful and a very positive experience.

Open Board Discussion:

Ray Graves requested the completion of the Cape George entry signs be added to the Manager's Report.

Rich Hilfer commended the volunteers who really stepped up in our time of need with the pool's dehumidification system and the water system crisis. The skills these members brought saved on large expenses to our community. Thank you.

Jane Ludwig also gave thanks to our volunteers, staff and trustees for getting us all through a very difficult year.

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Election Results: Jane Ludwig - Secretary

The Election Committee including the Board Secretary, met on July 11, 2021 at the Cape George office to count appropriately submitted member ballots for the election of two new Board members.

Our trustees for the 2021 – 2022 year are:

Lad Burgin, Ray Graves, Pat Gulick, Jane Ludwig, George Martin, Ruth Ross and Fayla Schwartz.

The election of new officers will be postponed until next week when all trustees are able to attend.

Welcome new trustee, Pat Gulick and returning trustee George Martin.

A sincere “Thank You” to Rich Hilfer for many years of service as a trustee to this community.

Adjournment:

George Martin moved, and Ray Graves seconded to adjourn at 2:23 pm. Passed unanimously

Submitted by:

Jane Ludwig, Secretary

Approved by:

Rich Hilfer, President

Annual Membership Report - 2020-2021

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General Manager Report

Annual Meeting 2021

THE BIG PICTURE

As I sit in my office and start to think of the previous year, I realize we have come through a year that is easy to describe but somewhat difficult to comprehend at times. As Covid restrictions start to wind down, we are seeing light at the end of a dark tunnel. Our new challenge is to figure out what are new normal is. The pandemic will leave a permanent mark on our society for many years ahead. Yet Each of us yearn to get back to the things we did with family, friends & associates. I, myself will be traveling this summer to the east coast to visit family.

Today, the restaurant and hospitality industry has taken a big hit. Getting employees to return to these types of employment will be very slow. Many workers are now used to working at home and do not want to return to an office. We have learned new ways to communicate using programs like Zoom to have meetings. These impacts are here to stay. At least for the foreseeable future.

So what will the future of Cape George be? Many activities and relationships will return. A renewed focus on volunteerism has been discussed by the Trustees. A new generation of members are arriving monthly. They are the future of the direction of the community. The level of volunteerism will dictate the quality of life for all in the community. New opportunities will lead to new ways of communicating and relating to the association. The future does have much promise but will be looked at through the lens of the pandemic experience.

The Board of Trustees & employees has a very challenging burden to direct and support the future of the Cape George community. They will only be successful if you are there to support them through your volunteer efforts and collaborative efforts. We have entered the summer with a high volume of activities and maintenance taking place. We need to exercise patience which I hear is a virtue!

ACCOMPLISHMENTS

Below is some highlights of accomplishments and activities that has taken place since the last Annual meeting.

1. A complete review and update of reserve studies for the Marina, Water System, and General assets of the community took place in 2020.
2. A new road de-icing spreader made road de-icing operations much easier and effective this past January and February.
3. The new mailbox kiosk at the Colony was an extraordinary challenge at times. The end-product is much stronger, has an improved appearance, and expected to have a longer life cycle then the former kiosk.
4. After 15 months of inconsistent operation, the Pool dehumidifier system was properly diagnosed and fixed.

5. Asphalt repairs on Ridge Drive, Maxwell Ave, and at Victoria Loop has taken place in addition to asphaltting the area the old Colony mailbox kiosk occupied.
6. A new roof for the Clubhouse and office has been completed by the time you read this report.
7. Many fluorescent light fixtures at the office, Clubhouse, maintenance shop and workshop at the Marina have been swapped out with LED tubes to improve lighting and reduce electrical consumption.
8. A new utility trailer was purchased to haul the riding mower and other equipment and materials when needed.
9. A new traffic calming device was purchased and installed on a new, small utility trailer to be set up at various locations in the Cape George Community to remind members, guests, and contractors of the speed limit.
10. After many years of planning and debate, the Highlands pump room has a new pump system installed.
11. The Marina Committee volunteers worked in 2020 on dredging the marina basin and plan on doing more work this year with volunteers.
12. The rain garden was completed last summer in conjunction with Environmental Committee volunteers and Washington State University.
13. Completion of new Monument entrance signage at the Colony, Highlands and village entrances.

WHAT'S NEXT

As you can see from this list of accomplishments, many included volunteers. Our recent newsletter asked for members of the community with helpful skillsets to let us know your area of expertise so a list can be made to ask for your help when a project or idea comes up. This does not mean you have to do any work, but the community values your input.

In 2022 another mailbox project will take place in the Village. We will continue to look at current and emerging technologies as society changes how business is conducted to see how they would fit at Cape George.

The Water Advisory Committee will be looking into monitoring systems for our water system. This has the potential to help identify problems before they happen and give accurate information when an event occurs.

As we emerge from the pandemic, it is an opportunity for you to get involved. There are many volunteers that have now had to retire from being volunteers. Committees need help. So, what is next? Is it you?

P.J. Rooney – CMCA®, AMS®, PCAM®

General Manager

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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 counties property 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.

Tracking reserve activities can be a challenge since deposits and draws may not take place in the same year they are authorized, and project activities can span multiple fiscal years. These timing issues are common in most homeowners' associations. At Cape George reserve transactions are monitored monthly and reconciled yearly including during the external audit.

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 last full reserve study was done in the fall of 2020."

Reserve Balances	As Of 12/31/2020	As Of 5/31/2021
General	\$560,536.95	
Income / Expenses		(\$28,963.87)
Interest		\$839.90
Balance		\$532,412.98
Water	\$460,355.87	
Income / Expenses		\$11,352.58
Interest		\$503.94
Balance		\$472,212.39
Marina	\$171,738.98	
Income / Expenses		\$47,570.24
Interest		\$2,015.76
Balance		\$221,324.98
Total:	\$1,192,631.80	\$1,225,950.35

As part of the 2020 budget, Members approved \$117,690 in reserve expenditures for nine (9) separate projects. The following were completed: Clubhouse Composition Roof replacement (General), John Deere Parts replacement (General and Water), Booster Pump Replacement (Water), and Partial Marina Basin Dredging (Marina).

As part of the 2021 budget, Members approved \$91,460 in reserve expenditures for f (5) separate projects. The following were completed: Asphalt Overlay upper Ridge Dr. (General), Office Roof (General), Mailbox Kiosk Colony (General)

Note: Some of 2020 approved Reserves Projects were delayed by Covid 19 and completed in the 2021 Not all projects authorized will be done as the need for them changes.

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SUMMARIZED BALANCE SHEET FOR THE PERIODS INDICATED

	Year to Date 05/31/21		Unaudited 12/31/20		Year to Date 05/31/21		Unaudited 12/31/20
Assets				Liabilities & Fund Balances			
Petty Cash	\$ 561	*	\$ 561	Current Liabilities			
Operations Checking	\$ 249,544	*	\$ 180,647	Accounts Payable & Other Liabilities	\$ 79,770	*	\$ 19,429
Oper Savings - General - Chase 5161	\$ 100,020	*	\$ 100,012	Unearned Income General - Water	\$ 70,222	*	\$ 81,355
Reserves - General-Water-Marina	\$ 1,274,116	*	\$ 1,190,758	Unearned Marina Waiting List	\$ 900	*	\$ 1,900
Routine Reserves	\$ -	*	\$ -	Due to Operations	\$ -		\$ -
Total Cash & Equivalents	\$ 1,624,241	*	\$ 1,471,979	Total Current Assets	\$ 150,892	*	\$ 102,684
Current Assets Total:	\$ 16,477	*	\$ 10,729	Fund Balances			
Fixed Assets Total:	\$ 1,677,339		\$ 1,677,082	Equity Total	\$ 5,654		
				Fund Balances (Combined)	\$ 3,108,834	*	\$ 3,023,470
Prepaid & Other Assets	\$ 8,750	*	\$ 25,983	Net Income	\$ 61,426	*	\$ 59,618
Total Assets	\$ 3,326,806	*	\$ 3,185,772	Total Liabilities & Fund Balance	\$ 3,326,806	*	\$ 3,185,772

Reserves	Year to Date 05/31/21		Unaudited 12/31/20
General	\$ 532,413	*	\$ 560,537
Water	\$ 472,212	*	\$ 460,356
Marina	\$ 221,325	*	\$ 171,739
Total	\$ 1,225,950		\$ 1,192,632

There was a marked decrease of income due to restrictions of Club facility rentals from Covid 19. At the same time, expenses remained at a normal level. The improvement in total cash and the increase in net fixed assets are due in part, to the reserve assessment which started in 2015. Current liabilities include all outstanding accounts payable, employment taxes and vacation accruals."

SUMMARIZED OPERATING RESULTS

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.

As of 5/31/20, there were 547 water connections throughout the association. 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 120 plus Members who use the marina. The revenues come through moorage, trailer parking, rampage, and several 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.

The mid-year (unaudited) operating results are presented below with a more detailed view on the next page.

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MID-YEAR OPERATING RESULTS

MID YEAR OPERATION RESULTS 5/31/20							
	Actual	Budget	Variance		Actual	Budget	Variance
<u>General</u>				<u>Marina</u>			
General Assessment	\$ 133,106	\$ 133,106	0	Revenue - Moorage/Parking *	\$ 64,136	\$ 25,833	\$ 38,302
Revenue - All Other Sources	90,831	90,559	(272)	Revenue - All Other Sources	12,962	5,987	\$ 6,975
Total General Revenue	223,937	223,665	(272)	Total Marina Revenue	77,098	31,821	45,277
Expenses:				Expenses:			
Salaries, Benefits, PR Tax	73,671	74,091	419	Salaries, Benefits, PR Tax	11,652	9,545	(2,107)
Repairs & Maintenance	16,730	10,604	(6,126)	Repairs & Maintenance	684	7,583	6,899
Contracted Services	25,780	25,437	(343)	Contracted Services	4,355	2,866	(1,489)
Insurance	9,526	10,000	474	Insurance	4,155	3,625	(530)
Pool Expense+pool utilities	20,257	10,875	(9,382)	Utilities	4,559	3,333	(1,226)
Utilities	2,556	4,000	1,444	Other Expenses (incl taxes)	49,292	49,770	478
Other Expenses (incl taxes)	33,279	34,729	1,450	Total Marina Expenses	74,698	76,723	2,026
Total General Expenses	181,799	169,736	(12,063)				
General Net Income	\$ 42,138	\$ 53,929	\$ 11,791	Marina Net Income	\$ 2,400	\$ (44,902)	\$ 43,251
<u>Water</u>				Cmbnd Net Income/(Loss)	\$ 61,426	\$ 17,647	\$ 48,985
Revenue - Water Use Fees	\$85,688	\$ 84,583	\$1,105				
Revenue - All Other Sources	4,435	3,604	(831)				
Total Water Revenue	90,123	88,188	274				
Expenses:							
Salaries, Benefits, PR Tax	32,374	33,197	823				
Repairs & Maintenance	507	4,500	3,993				
Contracted Services	10,763	10,890	127				
Insurance	4,676	4,833	157				
Utilities	3,971	4,792	820				
Other Expenses (incl taxes)	20,944	21,355	411				
Total Water Expenses	73,235	79,567	6,331				
Water Net Income	\$ 16,888	\$ 8,621	\$ (6,057)				

General: The largest "Other Revenue" categories, are Lot Mow and Fines. Lot mow revenue is down while fine revenue is up, the two variances nearly offsetting each other.

Covid 19 greatly impacted general revenue with the decrease of community rentals while expenses remained normal. Repairs and Maintenance has increased but is a difficult item to budget. The unfavorable variance in Contracted services is also being driven by higher than anticipated legal costs.

Water: Increased water revenue is due primarily to new water meters which are never budgeted since the number is unpredictable.

Water repairs are always budgeted with room for unexpected events, and none has occurred to date. In addition, repairs are budgeted evenly throughout the year but generally occur in the summer and fall so some of the variance will diminish.

Marina: Increased moorage and ramp fees are the primary reasons for the favorable marina revenue variance and that most marina revenue is collected in the first three months.

BUILDING COMMITTEE ANNUAL REPORT
May 2021

Committee Members: Bill Woodson, John Hanks, Mike Hinojos, Ray Graves, George Martin, Hamilton Hazelhurst, Richard VanDeMark, Dave Baker, and Bill Deckman (Chair).

During the past year the committee approved/processed: 10 Building Permits
9 Earth Works

July 20 *Building Permits Issued*
Gilmore, Install new deck

Earth Works Permits Issued
King Lot 8-1 Victoria Loop

Aug. 20 *Building Permits Issued*
Collum/Goodnight 61 Hemlock

Earth Works Permits
Collum/Goodnight 61 Hemlock

Sept. 20 *Building Permits Issued*
Kint/Rutledge 420 Dennis

Earth Works Permits Issued
Lorecki Lot 13 Saddle Dr.

Oct. 20 *Building Permits Issued*
Jardine 61 Saddle Dr.
Dunn 201 Pine

Earth Works Permits Issued.
Rubinowitz 51 Maple

Nov. 20 No *Building Permits Issued*

Earth Works Permits Issued
Jenson 481 Dennis

Dec. 20 No *Permits Issued*

Jan. 21 No *Building Permits Issued*

Earth Works Permits Issued
Knauss 70 Cedar Dr.
Brown Lot 20 Cape George Rd.

Feb. 21 *Building Permits Issued*
Sukert 221 Ridge

Earth Works Permits Issued
Ewing 431 Sunset

Mar. 21 *Building Permits Issued*
Wilding 460 S. Palmer

No *Earth Works Permits Issued*

Apr. 21 *Building Permits Issued*
Graves 33 N Palmer
Denny 200 Dennis

Earth Works Permits Issued
Castigliano 370 Dennis

May 21 No *Building Permits Issued*

No *Earth Works Permits Issued*

June 21 No *Building Permits Issued*

No *Earth Works Permits Issued*

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Cape George Environmental Committee Annual Report 2020-2021

June 4, 2021

The committee was led over the past year by co-chairs Patty Dunmire and Elaine Sullivan, who stepped down in April. Steve McDevitt was elected as the new chair at the May 10, 2021 committee meeting, and he was approved as chair by the Cape George Board of Trustees at their May 27, 2021 meeting. To accommodate Steve's schedule, the monthly meeting is being changed to the second Tuesday of the month at 9:15 am as of June 2021.

Because of the COVID-19 pandemic, the committee met on Zoom throughout the year and we were not able to host our annual beach walk, any in-person films or presentations, or our annual Halloween party fundraiser. It is hoped that many of these activities can resume in summer and fall 2021.

After lots of planning and babysitting of plants by members of the environmental committee, the **Rain Garden** in front of the ravine path was installed in June 2020. The planning and installation were a joint project involving the Jefferson County Washington State University Extension Service (rain garden expert Bob Simmons and master gardener coordinator Bridget Gregg and rain garden expert Erica Guttman), the Cape George Environmental Committee with Steve McDevitt serving as the Team Leader and much support provided by Marta Krissovich, WSU Master Gardener and CG Resident, who served as liaison between WSU and Cape George, and by many other volunteers, and land preparation support from Cape George landscape maintenance (Donnie and Aimee). Bob Simmons obtained a \$1000 grant from the Jefferson Marine Resources Committee for the project; the Board of Trustees for Cape George approved \$600 for soil, and the Committee provided \$1200 and other donations from members for the purchase of plants. Bob Simmons also prepared and paid for an educational sign for the Rain Garden which will be installed in the summer of 2021. We are very grateful to Steve McDevitt, who has taken the lead throughout the year in maintaining and watering the garden with its new irrigation system and arranging for volunteers to help with the work as needed. Everyone is encouraged to visit the garden and see how the plants are thriving. It is hoped that after the first 2 years the fence can be taken down and no further irrigation will be needed.

The **Commemorative Plaque** at Memorial Park, which could no longer be polished, was taken to be treated and was reinstalled. Thanks go to Jack Scherting and Varn Brooks for their efforts.

Over the past year, the committee has been researching possible methods for dealing with **invasive plants** in the common areas of the Cape George community, in particular poison hemlock, English ivy, Scotch broom, and herb Robert. Regular work parties have been held (with masking and social distancing) to remove ivy, Scotch broom, and herb Robert. Because of the risk to volunteers in working with hemlock and the large extent of the spread around the clubhouse and marina area, we obtained estimates from the Peninsula Environmental Group to institute a 3-year program to try to reduce the hemlock infestation in that area. The proposal was presented to the Board of Trustees in August 2020, who approved the expenditure. Hemlock seed heads were collected in August 2020 and spraying of emergent plants was conducted in the early spring of 2021. This process will continue for 2 more years, which should greatly reduce the amount of hemlock in the clubhouse and marina area to a level that can be dealt with by volunteers. Smaller infestations have been hand pulled in other common areas of the community. Plants

that were not needed for the rain garden were sold as a fundraiser to help support costs of noxious weed removal, and \$520 was raised. Pacific ninebark, red flowering currant, and serviceberry bareroot plants purchased from the Clallam Conservation District plant sale and donated to the committee were planted in the clubhouse and marina areas to try to fill spaces where the hemlock has been eliminated or reduced.

The committee worked with the Citizen Science team at Port Townsend Marine Science Center to host the annual intertidal monitoring survey at Cape George on July 22, 2020. Because of COVID-19 safety concerns and in accordance with guidelines from Department of Natural Resources, the group participating was kept down to 11 people. The 2021 intertidal survey on Cape George Beach will be held Friday June 25 at 8 am. Again, only a small group will be able to participate restricted to those who have previously been trained and participated.

Fayla Schwartz undertook a wonderful project of photographing native plants of Cape George throughout the year. The booklet is now completed and is being printed to be sold as a fundraiser for the committee. It will be a valuable resource for the community.

Varn Brooks has worked with the committee to create a map of the CG Common areas and guidance on how the committee can help maintain these common areas and develop proposed wording for the rules and regulations concerning maintenance/monitoring of common areas.

Committee members Chuck Hommel and Bernt Ericson volunteered to be leads for the ravine area. They have cleaned up brush in the area and supervised a team of volunteers in building a wonderful set of new steps from Marine Place down to the ravine, using materials provided by the community. Other volunteers have helped with weed removal in the ravine area.

The committee has continued to maintain and update the list of volunteers who have agreed to take responsibility for different common areas in terms of weeding, etc. A document to provide guidance for new volunteer leads was developed by co-chair Elaine Sullivan.

The committee has arranged for email blasts about environmentally relevant programs/opportunities to be sent to committee members and, when appropriate, to the community. Articles were published in the newsletter on topics that included the rain garden, clam digging, baby seals/marine mammal stranding, noxious weed control (hemlock, Scotch broom), Environmental Committee volunteer roster, eelgrass, experts on the Environmental Committee, the Flower Booklet fundraiser, and the new steps in the ravine.

The annual beach walk will be held on Sunday, July 11, 2021, meeting outside the clubhouse at 10:30 am (Low tide that day -2.00 feet at 11:36 AM).

Respectfully submitted by

Ruth Ross, Secretary, Cape George Environmental Committee

on behalf of the Chair of the Committee, Stephen McDevitt

Fitness Report for the year of 2021

This has been a most unusual year. With the Pandemic we closed the Fitness Room for most of the year. We cancelled our yearly fundraiser in February; however we plan to continue that in 2022.

As of now there is \$9962.47 in our account. Our hope is to move forward with a new Elliptical and possibly look at a new weight bench and a much needed new belt on the oldest treadmill.

Now that the clubhouse and fitness room are open we would like to have an in person meeting to discuss plans for the upcoming year and to introduce our new Committee Chair Mardella Rowland, she is taking over for Phyllis Ballough who is retiring after 14 years. Mardella would like to promote our gym so more of our residents will become aware of what we have and use it.

The board passed a Proclamation banning any loaning of equipment. It is now posted in the Fitness Center.

It has been a great joy to be involved with our gym for so many years and to be able to have had a hand in developing it.

Submitted by,

Phyllis Ballough

Interim Fitness Center committee chairperson.

Marina Committee Annual Report

Similar to most activities around the world, your marina committee experienced new challenges in 2020 in response to the Covid-19 pandemic. While our monthly planning and policy meetings soon became remote, volunteers continued to work diligently, while masked and socially distanced, to maintain and improve marina operations and safety. Two of the major Marina Committee annual activities were postponed in 2020 due to the pandemic, the Marina Sale held in the spring, and the Marina Festival in the summer. We are working toward resuming those activities in 2021.

Significant accomplishments in 2020 included:

The dredging of a portion of the inner basin of the marina with a volunteer operated suction dredge that was previously purchased. Throughout much of the summer teams of four volunteers successfully removed much of the sediments that had accumulated east of the entrance channel. The area dredged had become the “shallow” spot in transiting the marina, creating a to vessels. Following the dredging operation the depths were consistent with surrounding areas and no longer impeded vessel traffic. It is expected that further suction dredging will be conducted in 2021 to increase water depths suitable for safe marina operations.

In June 2020 sediments constricting the marina entrance channel we excavated completing the annual process of maintaining a safe and navigable marine entrance was completed.

The protective sacrificial zinc anodes welded to the seawall base were replaced with hanging aluminum anodes. This change is expected to result in lower cost and longer anode life. Hand installation will allow maintenance at any tide level. A 4 year useful life is expected.

The Crab Shack cookers were replaced and are working well.

The marina reserve schedule was reviewed and updated as part of a community wide activity. Marina needs with updated costs were included.

Routine maintenance and improvement of marina docks, pilings and associated infrastructure continued throughout 2020. These activities included replacement and repair of dock decking, framing and hardware, log removal, dock box replacements, grounds maintenance, park bench assembly, Gazebo refinishing and countless other activities required to keep our marina safe and operational.

Marina volunteers regularly helped in maintenance and operation of the Workshop.

In October Ben Fellows retired as Harbormaster after 3 years of exceptional performance. He was replaced by Mark Thayer as Harbormaster. Jim Bodkin assumed the responsibility of chair of the Marina Committee from Mary Bluewater at the same time.

Additional surveys of marina pilings and docks were completed in 2020. Results identified the need to reduce erosion of pilings through application of wear guard or chaffing materials between piling and docks. The marina committee continues to work and plan toward the eventual replacement of the existing dock structures, that includes acquiring necessary governmental permits.

2020 found boat moorage and storage at capacity, with increasing wait lists for both.

Much thought by the committee was given to increasing the opportunities for all Cape George residents to use and enjoy the marina and associated boating activities.

Pool Committee Report for the Annual Membership Meeting 2021

A year ago, your Pool Committee began the process of exploring how we might open our beautiful swimming pool in the midst of the Covid 19 epidemic. To say we were deeply respectful of the danger this virus might inflict upon our Cape George friends and neighbors was an understatement. We worked with our State, County, our Board and our Manager to develop the safest plan possible for our Members. We opened November 16, 2020 to monitors and November 23, 2020 to Members. Behind the scenes Cape George pool volunteers wrote new pool rules (under Covid), established a signup system for pool reservations, and trained 38 Adult Swim and 19 Family Swim Monitors. Monitors opened the pool for Members, asked Covid symptom questions, took temperatures, and sanitized any surface that might have been touched during the pool session.

We began our schedule with lap swims, 3 days a week and 4 sessions a day. To accommodate demand we had to increase the number of sessions 5 times since so have grown from 12 to 33 monitored sessions per week. Our pool is open 7 days week for lap swimming, Family Swimming, and includes 2 Open Pool sessions per week. Members have had 795!!! monitored sessions available to enjoy our pool since 11/2020. Averaging 3.5 swimmers per session, approximately 3000 swims have occurred and over 60 adults and 18 families have been safely using our pool.

Sandi Gulin is our Family Swim Monitor Coordinator. Your COVID Adult Swim Advisory Team includes: Penny Jensen- COVID Swim Advisory

Team Leader and Operations; Rocky D'Acquisto- Pool Committee Chair; Fayla Schwartz-Board Liaison to Pool Committee; Georgette Semick (working from Arizona and Cape George)- Teamup Administration and Policies; Marta Krissovich- Teamup Scheduling and Operations; Laura Gallo- Monitor Training & Teamup Scheduling; Pat Gulick- Monitor Scheduling.

PS An incredible thanks to Pool Monitor Mike Thorwick who successfully repaired the Pool dehumidification system!

Our deepest thanks go to all our Monitors without whom the pool would not have opened.

Trained Adult Swim Pool Monitors

April Ottey, Barb Maynard, Bob Albright, Bob Sullivan, Chris Beall, Diona Smith, Donna Bodkin, Elaine Sullivan, Gary Rossow, Geoff McMichael, Gina Albright, Gina Webber, Helen Fanucci, Joe Giseburt, John McCurtain, Judy Gelwicks, Kim Wilding, Kriss Edwards, Laura Gallo, Mac McDonald, Mark Buckli, Marta Krissovich, Marty Bluewater, Mike Thorwick, Moira Dossi, Pat Gulick, Peggy Lynde, Penny Jensen, Rinda Healey, Ross Anderson, Sandy Smith, Sandra Tallarico, Sarah Heiner, Shana Cameron, Shirley Scheier, Tarna McCurtain, Teresa Thomas and Vicki Horton

Trained Family Swim Pool Monitors

Tricia Africa, Kyanne Andersen, Kirsten Campbell, Diane Cook, Priscilla Cooper, Tiffany Drewry, Dave Drewry, Nicole Faith, Rowan Fennell, Tom Gambill, Heather Garvie, Sandi Gulin, Mamta & Michael Kenna, Joel Janetski, Connie Mooyman-Beck, Ruth Ross, Brad Seamans, Loretta Taylor and Sheana Walvatne.

Respectfully Submitted, Rocky D'Acquisto, Pool Committee Chair, written by Marta Krissovich and Penny Jensen.

CAPE GEORGE COLONY CLUB
WATER ADVISORY COMMITTEE ANNUAL REPORT
July 2020 – May 2021

Members: Patrick Rooney - CG Manager; Richard Hilfer - Board Liaison; Jose Escalera - Water System Manager; Marty Gilmore - Chair; and members Thad Bickling, Stewart Pugh, Carl Berger, and Steve King (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. Committee membership is approved by the Board. Meetings are typically held on the first Tuesday of each month; this year because of the pandemic all meetings were held on Zoom. The Committee did not meet in January or March. Meeting reports are provided to the Board after each meeting.

Cape George currently has 534 billed water connections, an increase of one during the year. We have 10 additional unbilled connections that belong to Cape George.

The main items of Committee business from July 2020 – May 2021 were as follows:

OPERATIONS

1. The Highlands booster pump project was completed. Two new pumps operating with variable-speed drives were installed, together with associated piping and electrical work. The new system will be less costly to operate and easier to maintain.
2. Piping and valves were reconfigured at Memorial Park to allow separate water flow to the new rain garden. A backflow preventer was installed as part of the reconfiguration; this backflow preventer will require Cape George to perform annual testing on the valve.
3. Minor repairs were done as needed, including replacement of a water filtration solenoid and repair of the threshold to the generator house.
4. After each water meter reading cycle, Stewart Pugh 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.
5. The State now requires monthly well logging and reporting as part of our mandatory annual water efficiency study. Cape George has now purchased a sonic meter to allow well depths to be measured frequently and accurately as required for the water efficiency study.

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. Preparation of this year's Report is underway.

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3. We conduct an annual cross connection control survey and testing program for backflow assembly valves on individual connections, primarily for irrigation systems, boiler systems and some water quality systems. This year the cross-connection update will cover approximately one-third of the residents; questionnaires were sent to residents to identify system changes. All questionnaires were returned. 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 reviews the Reserve Study for the water system and provides cost and schedule input for the annual updates to the study. During the 2020 cycle, the Reserve Study required an on-site visit by the consultant, and water committee members assisted with the on-site analysis. The committee recommended significant revisions to the water tank replacement costs and to the schedule for replacement of the large-diameter asbestos cement pipe.
3. The committee recommended a \$1/month increase in the water delivery fee to cover increased water system costs; this increase of 3.2% was approved by the Board.
4. The committee is studying an auto-start system for the generator. Auto-start would greatly improve emergency response during power failure. These recommendations will be submitted for consideration in this year's Reserve Study update.

WATER MANAGEMENT

1. Jose Escalera, the licensed Water Manager, oversees the technical and health-related water system operations.
2. Day-to-day operation 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.
3. Steve King was approved by the Board as a new committee member.

Cape George Water System Trip and Shutdown

Friday, June 25, 2021, the Cape George office received calls that residents were experiencing brown water. This is not unusual, and was attributed to high usage during the heat wave.

Saturday, June 26, many Cape George users experienced low water flow, low water pressure, and eventually no water at all. The Water Manager, Jose Escalera, was hospitalized at the time and was not able to be on site to address the issues. Jose was available by phone, and both Patrick and Donnie were in contact with him during the weekend.

Donnie went to the tank farm and found that both well pumps had shut down and water tanks were virtually empty. He re-started one well pump but it tripped again and shut down. Neither well pump would stay on. Highlands booster pumps could not be run because the tank water levels were too low. Stewart Pugh and Carl Berger, members of the Water Advisory Committee, joined Donnie and noticed that both well pumphouses were very hot and suspected that high heat was causing the pump controllers to trip on high temperature. Outside temperatures that day were unprecedented, setting high temperature records in Cape George and across the Pacific Northwest. The PUD had similar problems with pumps tripping on high temperature.

Stu and Carl also noted disconnected alarm wiring from well pump 6; however, this wiring is spare wiring for the autodialer and did not contribute to the pump shutdowns.

Stewart and Donnie kept the pump house and pump controller doors open to allow them to cool enough to start and run the well pumps, and slowly started filling the tanks again. The system shutdown and the resulting very low tank water level caused some tank and piping sediment to be disturbed on system restart, and some Cape George users experienced brown or muddy water for a period while the system stabilized. During system re-start, we were getting advice from a PUD manager who was in communication with Jose in the hospital. Terri sent the first email from the office asking members to conserve water.

Sunday, June 27, tanks were filling very slowly. Consumption was about equal to fill from the wells. The tanks and pumps were monitored multiple times a day by Carl Berger, Stewart Pugh, and Donnie. Water conservation continued. Daytime use at times exceeded the ability of the well pumps to fill the tanks, so levels went down during the day and only gained level at night. This slow re-fill was the reason that the water emergency declaration lasted for several days after the system trip and restart.

Monday, June 28, an attempt was made to run both well pumps at the same time to fill tanks faster. However, the piping is not sized or configured to allow both pumps to run at the same time and the pumps were fighting each other. We returned to running one well pump at a time. An additional problem surfaced - tank sensors appeared to read low tank level as high level and shut down the pumps when they were supposed to be running. This issue was overcome by manual intervention to keep the pumps running. Another email went out to residents updating them on the water situation and asking them to conserve water.

July 14, 2021

Tuesday, June 29, tank levels were slowly increasing as water conservation efforts were effective and pumps continued to run. Stewart and Carl continued to monitor the tank levels. They also made signs to post around the community. The signs helped inform residents who did not get the conservation emails.

Recommendations:

- Add vents to the pump houses to relieve high temperature. Venting the pump controller boxes is not likely to help if the pump house itself is too hot.
- Review and expand telemetry for communication when alarms require operator action. Confirm the existing options for our autodialer for recording alarms and calls. The Water Advisory Committee had already been studying this upgrade.
- Expand the emergency preparedness plan to include responses to heat emergencies.
- Expand emergency communication methods to include more than emails. Renters are not on the email distribution, and some members do not get or read email.
- Dive and clean the tanks.
- Develop a water system operating manual. Many of the system operating methods and set points are not written down.
- Label all lines, valves, and switches at the tank farm.

Workshop Annual Report

June 2021

Major accomplishments of the workshop since June 2020:

- The metal cutoff saw has been put on a separate breaker from room lighting & flagpole, to reduce nuisance breaker tripping.
- Installed new ground wire in workshop panel, to maintain electrical safety and to reduce the potential of current leaks in the marina.
- Continued replacement of workshop fluorescent lighting with LED for lower electricity costs and fewer burned out bulbs to replace and throw away.
- Normal maintenance, repair and replacement of tools and supplies.

Due to COVID-19, no events have occurred in the past year such as the Salmon BBQ. No meetings have been held since September 2019. While videoconferencing was considered as an option, email exchanges have been adequate for the needs of the workshop committee.

Plans for the next year include:

- Completing the lighting overhaul
- Holding the Salmon BBQ
- Helping with the Marina rummage sale
- Providing member instruction for workshop use
- Improving the appearance of the workshop

Social Club Report for Annual Meeting 2021

While Covid-19 curtailed social activities for the better part of the last year, the Social Club participated financially in some community improvements. We spent \$3,500 on the new PVC picnic tables and benches that are finally getting some use (thank you to the Marina and Workshop volunteers for assembling them for us), we contributed \$2,500 towards the new entrance signs for the community and have committed another \$2,500 towards the upcoming Waterfront a festival in August.

We held a highly successful Granny's Attic sale in June and brought in over \$6,000. Additionally, some more valuable items were placed on eBay for sale and a beautiful collection of high quality Christmas items were saved for a Holiday Boutique sale in the clubhouse October 8-9.

Our Annual Meeting will be held at the Clubhouse on September 15th. Our Leadership Team looks forward to adding new members at the Annual Meeting. Dianne Tamblyn, Lori VanDeMark and Janet Lee-Thearle have expressed an interest in joining the Leadership Team.

Currently the team includes Mary Maltby, Bianca Thayer, Marta Krissovich, Mary Rothschild, Jane Ludwig, Susan Keller, Reesa Rees, Ruth Ross and Cassie Reeves.

Respectfully submitted by Cassie Reeves 6/23/21