

Regular Board of Trustees Meeting Agenda

January 27, 2022

2:45 P.M.

Via Zoom Online Meeting Service

A. Vice President's Comments and Announcements – Ray Graves

1. Motion to move from Regular meeting to Executive Session to discuss a personnel matter.
2. Motion to return to the Regular Board meeting.

B. Action on Minutes – Jane Ludwig -Secretary

1. Approve minutes of the regular Board Meeting dated December 16, 2021 and the Special Board meeting Dec. 23, 2021.
2. Approve the minutes of the Special Budget meeting dated January 14, 2022

C. Membership Report – Jane Ludwig - Secretary

D. Treasurer's Report – Fayla Schwartz

E. Committee Reports

F. Information items or documents submitted to the Trustees at Study Session

G. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

H. New Business Agenda Items (*Consider approval of the following listed agenda items*)

1. Approve/ disapprove the creation of an ad hoc committee to oversee the preservation and repair of our current berm. - Pat Gulick
2. Approve / disapprove the variance request at lot 15 Quinault Loop - Joel Janetski
3. Approve / disapprove John Dwyer as Water Committee liaison and Joel Janetski as a Building Committee liaison. - John Dwyer
4. Approve / disapprove the revised Confidentiality Agreement as presented at the Study Session. - Jane Ludwig
5. Approve / disapprove raise for all current Cape George employees retroactive to January 1, 2022. - Fayla Schwartz
6. Approve / disapprove increasing ADP payroll processor to include HR services. - Fayla Schwartz
7. Ratify moving Terri to Paid Vacation accrual for a 6–14-year employee, retroactive to May 2021. - Fayla Schwartz
8. Approve / disapprove to accept the Search Committees recommendations for revisions to EMP08a - GM job description and job postings. - Jane Ludwig
9. Approve / disapprove the member donation of a Thomas organ, valued at approximately \$1200. - John Dwyer

I. Open Board Discussion – Trustee Discussion Only

J. Announcements:

- Budget Ratification Meeting - Friday, February 11, 2022 at 3 pm
- Study Session – Tuesday, February 22, 2022 at 3 pm
- Board meeting - Thursday, February 24, 2022 at 3 pm

K. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
December 16, 2021
via ZOOM
DRAFT

The Board Meeting was called to order by Vice President, Ray Graves at 3:02 pm

Announcements: George Martin offered his resignation from the Board just prior to this meeting. There will be an Executive Session following the regular meeting today.

In Attendance: Jane Ludwig, Fayla Schwartz, Ray Graves, Pat Gulick and Joel Janetski.

Action on Minutes: Jane Ludwig moved, and Joel Janetski seconded to approve the minutes of Board Meeting dated - November 19, 2021. Passed - 4/0

Jane Ludwig moved, and Pat Gulick seconded to approve the minutes of the Executive Session dated – December 3, 2021. Passed - 4/0

Membership Report: Jane Ludwig

Andrea Feight & Dave Baker purchased 281 Sunset Blvd from Mary Maltby

Heather Garvie & Shawn Hornseth purchased 171 Spruce Dr from Shawn Fontana

Nathaniel & Megan Marotta purchased 201 Maxwell Ave from Jeromy & Miranda Hewitt

Milton & Diana Campbell purchased 400 Dennis Blvd from Mark Lovgren Estate

Elizabeth Whittaker inherited 131 Maxwell Ave from Charles & Barbara Whittaker Estate

Treasurer's Report:

Joel Janetski moved, and Pat Gulick seconded to postpone the review of the Treasurers report to the January Board meeting. Passed - 4/0

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental, Finance, Marina, Nominating and Water. The reports are attached to these minutes and incorporated by reference.

Member participation:

Penny Jensen announced she was setting up a go-fund-me account to assist Donnie in acquiring custody of his granddaughter. Look for it on Facebook.

Susie Feller suggested one trustee be appointed as the contact person for any job references and a release of employee information form be acquired to provide those references.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
December 16, 2021
via ZOOM
DRAFT

New Business Action Items:

At the Variance Hearing on December 13, 2021, George Martin moved, and Fayla Schwartz seconded to delay ruling on the variance request until the Building Committee has submitted their recommendations. Passed - 4/0

Motion 1: Jane Ludwig moved, and Fayla Schwartz seconded to accept Pat Gulick as the new board liaison to the Environmental Committee. Passed - 4/0

Motion 2: Jane Ludwig moved, and Joel Janetski seconded to ratify the board's previous email votes regarding:

- a) Approval of variance request - 141 Alder Dr
- b) Approval of purchase for water system supplies / materials
- c) Accept withdrawal of resignation from Office Administrator

Passed - 4/0

Motion 3: Jane Ludwig moved, and Pat Gulick seconded to approve removing the General Manager and Treasurer as authorized signers from our financial institutions. Passed - 4/0

Motion 4: Fayla Schwartz moved, and Joel Janetski seconded to approve the use of "Rules & Norms" documents to be provided to tenants in support of PP04 Rental Properties regulations. Passed - 4/0

Motion 5: Jane Ludwig moved, and Fayla Schwartz seconded to table the motion to review the 2020 audit & 2021 engagement letter until a new treasurer is appointed. Passed - 4/0

Motion 6: Fayla Schwartz moved, and Pat Gulick seconded to accept the resignation of trustee, Ruth Ross. Passed - 4/0

Motion 7: Fayla Schwartz moved, and Pat Gulick seconded to approve the appointment of Joel Janetski as interim trustee. Passed - 4/0

Open Board Discussion:

Ray Graves gave an update concerning the "No Shooting Zone" petition submitted to the county. The county has asked for a resubmittal of the petition on the correct petition form. Ray will contact the members who organized the original petition signing for follow up.

Adjournment: Joel Janetski moved, and Pat Gulick seconded to adjourn the regular meeting and move to Executive Session at 4:02 pm to discuss personnel issues. Passed -4/0

Executive Session Adjournment: Fayla Schwartz moved, and Joel Janetski seconded to move to regular session at 5:30 pm. Passed -4/0.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
December 16, 2021
via ZOOM
DRAFT

Announcements:

- Next Scheduled Study Session – January 24, 2022, 3:00 PM via Zoom
- Next Scheduled Board meeting - January 27, 2022, 3:00 PM via Zoom

Adjournment: Fayla Schwartz moved, and Pat Gulick seconded to adjourn the meeting at 5:34 pm. Passed - 4/0.

Submitted by:

Approved by:

Jane Ludwig, Secretary

Ray Graves, Vice President

ENVIRONMENTAL COMMITTEE MINUTES - Tuesday, November 9, 2021 9:15 am Via ZOOM

ATTENDANCE: Varn Brooks, Ann Candioto, Patty Dunmire, Sue Dunning, Pat Gulick, Marta Krissovich, Dennis McDaniel, Stephen McDevitt, Patrick Rooney, Kitty Rucker, Ruth Ross, Lori Vandemark, Richard Vandemark

I. CALL TO ORDER: Steve McDevitt called the meeting to order at 9:19 am.

II. APPROVAL OF MINUTES: Varn moved and Patty seconded that the minutes from the October 2021 meeting be approved as written and the motion passed unanimously.

III. FISCAL REPORT: The current balance is \$1383.87, unchanged from last month.

IV. OLD BUSINESS

A. Halloween Trunk and Treat Event. Marta presented a report on the event, which is attached.

B. Shoreline Oil Spill Response User Needs Assessment and Implementation.

Steve provided a report about the workshops and trainings in which he has been participating, including a training with a group in the San Juan Islands. He is investigating how the community could qualify to receive an emergency oil spill kit and will coordinate his efforts with the harbormaster and marina committee as well as the emergency preparedness committee.

C. Clubhouse Landscaping: Patty Dunmire reported that they are continuing with plans to update the landscaping around the clubhouse in consultation with members in the community with gardening expertise, including Anne Candioto and Marta Krissovich. The committee will have \$400 from the Social Club to help defray costs.

D. Memorial Park Maintenance: Steve presented idea for possible swales that could be installed to reduce polluting run-off. The committee will continue to research this idea.

V. NEW BUSINESS

A. Styrofoam Recycling. Ruth reported that Styrofoam will be picked up here in Cape George, probably in

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

December 16, 2021

via ZOOM

DRAFT

late December or early January to be recycling in Kent. A notice will be sent to the newsletter and will also be sent out in an email blast once the date is finalized to alert the community about saving clean Styrofoam and how to schedule a drop off time.

B. New Members. The committee welcomed new members of the committee joining us for the meeting.

C. Need for New Volunteers. The committee discussed the need for new volunteers to help take the lead on maintaining several common areas in the community. After the holidays, the committee will post the volunteer list with openings in the newsletter, along with a statement of appreciation for our current volunteers.

D. Suggested Revisions to Cape George Tree Removal Permit. In response to a request from the Board of Trustees, the committee discussed the issue and decided to recommend that the tree removal permit be revised to include a check box asking if the tree is located on shoreline property and alerting members that must first contact the county to see if a county Shoreline Management permit is needed to remove the tree or trees and that they need to submit that permit (or documentation that the county has ruled that a county permit is not required) before Cape George can process their CG tree removal permit. Kitty moved and Marta seconded that Ruth, as the board liaison to the committee, should send a letter to the board with this recommendation. The motion was passed unanimously.

The meeting was adjourned at 10:32 am.

Respectfully submitted
Ruth Ross, Secretary

A Fun Gathering – Trunk & Treat

Submitted by Marta Krissoviich November 8, 2021

Despite just 2 weeks' notice, a bunch of CG folks gathered candy and decorations and gathered in the Cape George Club House parking lot as kids came by collecting candy. Almost 15 cars arrived and opened their trunks for kids. Adults not only got to give treats to children but we got to visit with each other—something rare with COVID.

SUGGESTIONS FOR FUTURE EVENTS:

1. Several participants suggested that we hold this event 2022 before the annual Environmental Committee Halloween Party. We can start the party outside with Trunk & Treat then continue inside for cavorting while in costume. The Environmental Committee and the kids who attended deeply appreciate those who donated candy and those who opened their trunks for kids, who are living with COVID.

2. Warm mulled wine served to adults at trunks would be lovely next year too.

3. An additional idea is to get a better handle on how our community can better serve the younger families who live here and the grandparents who are blessed with frequent visits from grandchildren. Sandi Gulin offered to gather contact information from that group so they can discuss events between them and let us know about fun things that they and their young ones would like us to offer.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
December 16, 2021
via ZOOM
DRAFT

Finance Committee Meeting November 28, 2021

Present All Members: John Dwyer, Gail Krentzman, Collette Carpenter, Georgette Semick and Board Liaison Jane Ludwig

John Dwyer asked for comments on the responses received to our questions. Both Gail and Georgette indicated that they were incomplete but all agreed that we need to move forward with what we have now and make assumptions or pose targeted follow up questions. We are working with Budget version 4.1 and with September 30 Income Statements and Balance Sheets despite requesting the October 31 reports which should be received by the office by now. We did receive the October 31 General Ledger. It is presumed that because of the earlier Board meeting dates in November, the reports had not been received and reviewed in time for incorporating them into the Board packets. Nor have we received the results of the 2020 Audit.

Reserve Analysis and recommended Reserve Assessment increase for 2022 budget: Georgette presented her review of the consultants report and the upcoming 5 years of expenditures in those reports. A spreadsheet presenting options for reserve assessments for 2022 Budget was discussed and preliminary agreement of an amount to recommend to the Board was reached subject to further discussion. Any adjustments to the financials from the Audit report and a clearer understanding of the outcome of the net income at yearend 2020 could change our recommendation.

Review of the Budget Questions: Aside from the recommendation to eliminate the "cash on hand" line and amount, the discussion turned to the other significant expenditure, namely wages and benefits since nothing had changed in the V4.1 budget. In the course of the discussion and by comparing monthly financial reports from May 2021 and September 2021, we discovered that the General Manager's salary had been increased in September. The Committee's recommendation prepared for the Board and dated November 17 regarding advice on how to compensate any employee for changing healthcare benefits to Medicare, was to be the subject of the Executive session scheduled for December 3. Collette is available to attend that meeting.

Submitted by:

Georgette Semick
December 14, 2021

Finance Committee Meeting December 8, 2021

Present All Members: John Dwyer, Gail Krentzman, Collette Carpenter, Georgette Semick and Board members Jane Ludwig & Ray Graves

The Finance Committee was asked to assist the office and Treasurer with payroll transactions in the aftermath of the General Manager's resignation. Collette was granted access to the ADP system but stated that Jane would be notified any time that Collette was preparing to log into the system.

Gail indicated that she now had read-only access to the TOPS system Community Financial reports which should help to complete our budget deliberations.

2022 Budget Recommendations: The status of our review of financial reports as a basis for the 2022 budget was discussed. It was determined that with some additional data on baseline payroll and

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

December 16, 2021

via ZOOM

DRAFT

assuming that Regence would continue to be our healthcare provider for 3 fulltime employees in 2022, we could finish our calculations and develop recommendations on the 2022 Operating Budget for the Board. Those draft recommendations would be reviewed in a meeting on December 10, 2021 to review draft operating budget recommendations.

Georgette reviewed her analysis of reserve accounts and options for reserve assessments. Gail reviewed her analysis of distribution of 2022 reserve assessment income. These will serve as the basis for recommendations for the 2022 budget. Georgette will prepare the draft recommendations for the Reserve Projects and Assessment for the December 10 meeting.

2020 Audit: The committee has yet to receive the 2020 draft audit package although we understood it had been received weeks ago.

Recommendation on Benefits for any Medicare-eligible employee: Ray asked that the committee prepare a recommendation for the Board on how to handle benefits for any CG employee eligible for Medicare. Collette will take the lead based on research already done in November.

Submitted by
Georgette Semick
December 14, 2021

Finance Committee Meeting December 10, 2021

Present All Members: John Dwyer, Gail Krentzman, Collette Carpenter, Georgette Semick and Board liaison Jane Ludwig

The purpose of the meeting was to review draft 2022 budget recommendations prepared by the committee for transmittal to the Board for its December 13th Study Session.

Gail K discussed the work she and Collette C did to come up with adjustments to the 4.1 Operating Budget presented by Treasurer and General Manager on October 18th. Most, but not all adjustments related to payroll for 2022 and benefits for 2022.

Motion 1: To accept Gail's adjustments to the operating budgets and in order to balance the General Operations budget, recommend an increase of 5.7% to the General Assessment.

Motion 2: Because of concerns about underfunding of Water Reserves, the Committee recommends an increase of 10% to Water Fees.

The recommendation further stresses the purpose of this increase is to transfer any positive net income at the end of 2022 to Water Reserves as expeditiously as possible.

Motion 3: Recommend that the 2022 reserve assessment be increased by 10% and the income allocated to the 3 reserve accounts in accordance with the 5 year project needs, as outlined by RCL, our reserve consultants.

Yearend urgent financial tasks: Collette noted that our outside water operator is not set up in the ADP system to issue a 1099. This needs to happen before his final 2021 payment is made. Gail and Collette discussed their understanding of the system and how that could be accomplished.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

December 16, 2021

via ZOOM

DRAFT

2020 Draft Audit: Thanks to Terri Brown, the draft documents from our auditors have been located and were distributed to the Finance Committee on December 8. Preliminary review by some Committee members focused on a sense of urgency for the Board to review the draft, notify the auditors of change in staffing, and for implementing adjustments to the yearend 2020 financials prior to signing the 2021 audit engagement letter.

The Committee also noted that Newman's October 21, 2021 "Report of Internal Control" contained a longer list of recommended actions than the 2019 report did. Gail also pointed out and asked if the one material weakness detected in 2019 report, namely: "the internal control practice of having the Trustees sign the payroll summary sheet for each pay period did not occur for the selected pay period" had been addressed by the Board. She further noted there was no comment from Newman on whether they had followed up on this during the 2020 audit and suggested the question be posed to Newman before the audit was accepted and finalized.

Final corrections to the budget recommendations documents will be made and submitted to Jane L for distribution to Board and community members for the December 13th Study Session.

Submitted by
Georgette Semick
December 14, 2021

Marina Committee Meeting, 6 December 2021 Agenda and Minutes

11am Cape George Clubhouse

Attendees: B. Ritchie, K. Matthews, F. Keifer, B. Tilley, D. Webber, B. Schlentner, P. Serafin, M. McDonald, T. Mills, M. Heckinger, M. Thorwick, M. Thayer, A. Brookfield, G. McMichael, C. Reeves, B. Fellows, S. Melton, B. Hamilton, R. Anderson, T. Cawrse, J. Bodkin

Agenda items

1. Owner approved access to vessels by licensed and insured contractors. It has been the policy that owners are required to be present and provide access to contactors working on moored/stored vessels. When this is not possible, it is proposed that owners contact the Cape George office in advance to arrange for contractors to pick up and drop off a key to the marina gate during office hours.

The committee discussed the issue, and it was decided to allow a key to be made available at the Colony office with prior approval by the boatowner, and provided that the contractor provide a certificate of insurance to the CG Colony Club.

2. Power washing of docks. A member has proposed that the marina workgroup continue responsibility for power washing docks where vessels are not side tied (main dock thorough fares) and that vessel owners are assigned (may be shared) responsibility for power washing docks in their fingers or where side tied. Owners may request assistance from the harbormaster under extenuating circumstance. Vessel owners may be charged for costs of dock cleaning.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
December 16, 2021
via ZOOM
DRAFT

The topic was discussed, a 2nd power washer was donated, and a 3rd was agreed to be purchased to facilitate dock power washing. The marina committee will continue to power wash but vessel owners are encouraged to help out. Geoff Mc Michael agreed to offer instruction. Mike Thorwick offered to research potential coatings.

3. A list of vessel owners willing to take community members on vessel excursions and of community members desiring such excursions should be maintained. What are the management options?

The Harbormaster agreed to investigate digital options.

4. Our most recent guidance indicates that approval of the Cape George 2022 budget may result in a revised schedule for the due date of marina related fees, possibly extending through February 2022. Stand by.
5. Proposed Mission Statement ““The mission of the Cape George Marina is to facilitate a wide variety of marine activities to all Cape George members. Marine activities include access to marine waters facilitated by moorage, rampage, parking and storage of regularly used vessels and watercraft.”

The above statement was unanimously approved by the committee for incorporation into marina renewal forms and other documents as needed

6. Harbormaster and Marina Chair on holiday 18 Dec-6 Jan.
7. January 2022 Marina Committee meeting postponed until February 1, 2022

Meeting adjourned at 11:45

Next meeting will be Tuesday 1 February, 11 am.

NOMINATING COMMITTEE MEETING MINUTES

Date: Monday, December 6, 2021

Attendance: Ross Anderson (Chair), Patty Dunmire, Stan Russell, Nancy Charpentier, Jane Ludwig (Board Liaison)

Agenda: As this is the initial meeting of this newly formed committee, the initial agenda was a general discussion centered on three items, not necessarily addressed in sequential order:

1. Establish a general framework for functioning
2. Make sure the timeliness requirements for tasks are understood
3. Brainstorm ideas for effectively attracting and promoting interest in community members to run for the Board of Trustees this spring

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
December 16, 2021
via ZOOM
DRAFT

Committee activity will begin in January and be running in earnest in February. It was reported that in the past the process was to essentially make lists of people the committee were aware of, assign those names to committee members for contact and follow through. This was reported to be a difficult means of gaining candidates, so discussed were ways to achieve greater awareness of the elections coming up, greater interest in running for those positions, and ways to involve community members in the process of attracting and promoting nominees for the Board.

There were three means of publicizing activities discussed:

1. Focus on the three sections of our community, with emphasis on the Highlands which has no representation on the Board, and the Village who has one member. Find individuals willing to host gatherings either in their homes or via Zoom (depending on pandemic status) to encourage neighbor to neighbor discussions and encouragement for people to step forward.
2. Take advantage of Committees since they are populated by individuals committed to maintaining and improving our community and utilize them in the process of either stepping forward themselves, or providing assistance in recruiting members they've worked with whom they feel will add value.
3. Community Board postings and Newsletter articles soliciting either people to step forward as candidates or suggestions of people a member feels would add value to the Board.

In all these discussions encourage community members to provide insight into the issues and priorities they would like to see the Board to concentrate on and about which they would like to hear candidates' thoughts.

The timeline roughly is:

1. January – Begin contact with people regarding nominees. Review initial drafts of the Newsletter article, and drafts of the forms used in the process (Intent to Run forms by candidates, Biographical and other information forms for candidates to publish to the community – these exist already, it's a review and revise option)
2. February – Continue contact with people, committees and (hopefully) neighborhood groups and have in person or Zoom meeting of Committee to review status of discussions and Candidates' listing. Finalize forms and newsletter articles. Distribute contact information for all four committee members so anyone who wishes to follow up can talk with whomever they wish.
3. March – Article in Newsletter, gather forms from Candidates and prepare for publication to the community both via newsletter and email. Hold meeting either in the Clubhouse or via Zoom for interested individuals who would like to have further discussion before committing to a candidacy.
4. April – Arrange for the candidates to meet with Board members to be fully apprised on the extent of the commitment being made. Finalize Presentation documents of Candidates to the community for publication and distribution.
5. May – Close Nominations and finalize Ballots for distribution and arrange a minimum of three Community meetings, both in person if the pandemic allows and via Zoom at different times of the day so all community members may participate in getting to know the candidates
6. June – Distribute ballots to the community. This concludes the responsibilities of the Nominating Committee, as the Election committee then tallies ballots as they arrive and sees the process through.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

December 16, 2021

via ZOOM

DRAFT

Nominating Committee members will be available to assist if requested.

Specific tasks were agreed to, with more formal assignments to come:

1. Ross – Schedule April meetings between nominees and Board members. Draft newsletter articles for reaching out. Attend and recruit candidates at the Marina and Water Committees. Work with Jane to draft a document covering the activities and responsibilities of Board membership (there exists some of this already)
2. Patty – Review and refine existing lists from previous Committees of candidates who expressed a possible future interest in serving. Attend and recruit candidates from the Environmental and Pool committees.
3. Stan – Look for ways to involve residents of the communities in the process (Highlands, Village, Colony). Attend and recruit candidates from the Roads & Buildings and Workshop Committees.
4. Nancy – Attend and recruit candidates from Emergency Preparedness, Finance and Fitness Committees. Consolidate and maintain spreadsheet of candidates, updating with status after input from NC committee members and distributing regularly so everyone is informed as to status. Create electronic copies of all forms and documents, submitting drafts to Committee in January, and finalize in PDF format once approved; send copies to all NC committee members for distribution as appropriate.

**Cape George Water Advisory Committee
Meeting Report December 7, 2021**

The meeting was held at 4 PM December 7, 2021, in the Clubhouse. Present: Acting General Manager Terri Brown, Water Manager Jose Escalera, Steve King, Carl Berger, Stew Pugh, Scott Carpenter, and Chair Marty Gilmore.

The committee reviewed anticipated expenditures in the latest Reserve study. The committee was not asked for input when this year's update was developed. We now make the following comments on the 2021 Water Reserve Study:

- 2022, Item 16.6.1, Telemetry System, should show an estimated cost of \$8,500, based on our most recent quote. The committee recommends that this system be obtained as soon as possible.
- 2023, Item 11.2.2, Replace Diesel Generator. The committee recommends that this item be postponed by at least five years, to 2028. The existing generator is working well and has few running hours.
- 2023, New Item, Replace current water meter reader. The existing reader is no longer supported by the manufacturer, and it is very difficult to obtain replacement batteries. Estimated cost \$75,000.
- 2024, Item 15.2.1, Replace Well #4. We recommend changing the wording to "Replace Well #4 Pump and Piping".
- Several items that are not directly associated with the Water System, such as repairs to the maintenance shed and replacement of Cape George vehicles, were not

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

December 16, 2021

via ZOOM

DRAFT

reviewed. The committee has not done any work to verify the Reserve Study costs for these items.

Buried valves were exercised to ensure that they will operate when needed. All buried valves at the tank farm are operational.

Cape George has purchased one spare valve for each size valve in the system, complete with all necessary replacement material (bolts, gaskets, couplings, etc.). The Water Manager is reviewing our tool inventory to ensure that we have all needed tools for valve replacement.

Highlands booster pump operation is inconsistent. The control system is being reviewed to determine what actions are needed.

The tank farm property line with respect to the backwash pond will be surveyed.

Committee members assisted with the Water System description that was included in the December newsletter.

The next scheduled meeting will be Tuesday January 4, 2022, at 4 PM.

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
DEC. 23, 2021
3:00 PM Via ZOOM
DRAFT

The meeting was called to order by Vice President, Ray Graves at 3:01 pm

There will be an Executive Session to discuss personnel matters.

In Attendance: Jane Ludwig, Fayla Schwartz, Ray Graves, Pat Gulick, John Dwyer and Joel Janetski.

Fayla Schwartz moved, and Joel Janetski seconded to rearrange the agenda to address new business before moving to Executive Session. Passed 4/0

Jane Ludwig moved, and Fayla Schwartz seconded to accept George Martin's resignation from the Board. Passed 4/0

Announcements:

1. John Dwyer is stepping down from the Finance Committee and is filling the position as Board Trustee.
2. Fayla Schwartz has accepted the role of Board Treasurer and liaison to the Finance Committee
3. Karen Krug has been appointed to the Finance Committee
4. A search committee has been formed to fill the manager's position. The members of the Search Committee are as follows:
 - o Julie Gertler
 - o Joel Janetski
 - o Susie Feller
 - o Lynn Terwoerds
 - o Collette Carpenter
 - o Ray Graves as Board Liaison

Executive Session: Joel Janetski moved, and Pat Gulick seconded to move to Executive Session at 3:10 pm to discuss personnel issues. Passed- 5/0

Executive Session Adjournment: Pat Gulick moved, and John Dwyer seconded to move to regular session at 4:10 pm. Passed - 5/0

Motion 1: John Dwyer moved, and Joel Janetski seconded to award Terri Brown, the temporary Manager, the agreed upon salary to be retroactive to Dec. 13, 2021 when the Board of Trustees approved her appointment to this position.

Passed- 5/0

Motion 2: Fayla Schwartz moved, and Joel Janetski seconded to award 2021 year-end bonuses to the following employees:

Terri Brown - \$1000.00

Donnie Weathersby - \$1000.00

Aimee Garrett - \$500.00

Passed 5/0

Motion 3: Fayla Schwartz moved, and Joel Janetski seconded to appoint George Martin and Bob Holtz to the Roads and Building Committee.

Passed 5/0

Motion 4: Jane Ludwig moved and Fayla Schwartz seconded to deny the unemployment claim from former General Manager, Patrick Rooney.

Passed 5/0

Announcements:

- Finance Committee member Collette Carpenter will be asked to fulfil the role of “ADP Advisor” and train two board members on ADP. She will also be asked to assist with any questions concerning ADP.
- The 2022 Budget is the priority of the Treasurer and Finance Committee and the budget meeting will be set as soon as possible.

Adjournment: Pat Gulick moved, and Joel Janetski seconded to adjourn the meeting at 4:39pm. Passed 5/0.

Submitted by:

Approved by:

Jane Ludwig, Secretary

Ray Graves, Vice President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES SPECIAL BUDGET MEETING MINUTES
JANUARY 14, 2022
via ZOOM
DRAFT

The Special Board meeting was called to order by Vice President, Ray Graves, at 10:04 am

The purpose of this meeting is to review the 2022 Budget recommendations as presented by the Finance Committee.

In Attendance: Ray Graves, Jane Ludwig, Fayla Schwartz, Pat Gulick, Joel Janetski and John Dwyer

New Business Items:

Motion 1: Fayla Schwartz moved, and Joel Janetski seconded to approve and accept the final 2020 Audit provided by Newman, CPA. Passed - 5/0

Motion 2: Fayla Schwartz moved, and John Dwyer seconded to approve the Engagement Letter with Newman CPA for the 2021 audit. Passed - 5/0

Motion 3: Fayla Schwartz moved, and John Dwyer seconded to approve the recently revised version of the Finance Charter. Passed - 5/0

Motion 4: Fayla Schwartz moved, and Pat Gulick seconded to accept the appointment of Karen Krug as chair of the Finance Committee. Passed - 5/0

Motion 5: Fayla Schwartz moved, and Joel Janetski seconded to accept and approve the 2022 Budget with the changes discussed and to release to the membership for a vote. Passed - 5/0

Motion 6: Jane Ludwig moved, and Joel Janetski seconded to approve a budget of \$1000 to the Search Committee for advertising and recruitment expenses. Passed - 5/0

What a professional, well-organized, fact-based budget presentation made to the Board and the community today. A heartfelt thank you to the Finance Committee for its commitment to the task.

Announcements:

- Study Session – Monday, January 24, 2022 at 3:00 PM via Zoom
- Board Meeting – Thursday, January 27, 2022 at 3:00 PM via Zoom

Adjournment: Joel Janetski moved, and John Dwyer seconded to adjourn at 11:32 am. Passed - 5/0

Jane Ludwig, Secretary

Ray Graves, Vice President

Minutes

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

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New Members for January Meeting

Harvey Stone & Fleur Green purchased 31 Dungeness Pl from Britt Litchford & Elaine Jong
Craig & Caroline Erickson purchased lot 8-3 San Juan Dr from Dan Swanson

TREASURER'S REPORT
For the Year ended December 31, 2021

A summarized unaudited comparative balance sheet and a condensed statement of revenues and expenses are included following this brief narrative. Detailed unaudited statements are not yet available as they are being prepared for audit but will be available on the Cape George website in the future.

2021 BALANCE SHEET COMMENTS

Bank statements for both operating cash and reserve cash have been received, reconciled and reviewed and there are no problems or exceptions. The primary reserve bank account at Pacific Premier Bank was over the FDIC limit on December 31, 2021. This is temporary

Operating cash balances are not as strong as the prior year, due in part to the delay in the 2022 budget coupons being sent out. As a result fewer Members prepaid their 2022 assessments. This impact is also noticeable in the Prepaid Income line. This slight dip in cash is expected to self-correct during first quarter 2022.

Reserve balances have remained relatively stable over the past year, suggesting that reserve assessments and reserve expenditures are tracking fairly evenly. A full reconciliation of the reserves will be presented near the end of March.

2021 REVENUE AND EXPENSE COMMENTS

Combined operations are performing behind both budget and the prior year. Higher overall labor costs, higher utility costs and higher repair and maintenance expenses in General operations are the primary causes for the unfavorable variances.

As is most often the case, Water operations are performing better than budget. Marina operations are performing at levels nearly identical to their budget.

General operations significantly underperformed both the budget and the prior year. Much higher repair and maintenance costs are the primary cause. The escalating operating losses need to be brought back under control. Clearly an expectation for the new Manager will be a heightened responsiveness to neutralizing unfavorable or unexpected events.

FUTURE FINANCIAL EVENTS

The 2021 financial statements and transactions are currently being prepared to send to the external auditors. It is expected that there will be audit adjustments but those adjustments are anticipated to be little different from adjustments generated during the 2019 and 2020 audits.

CAPE GEORGE COLONY CLUB

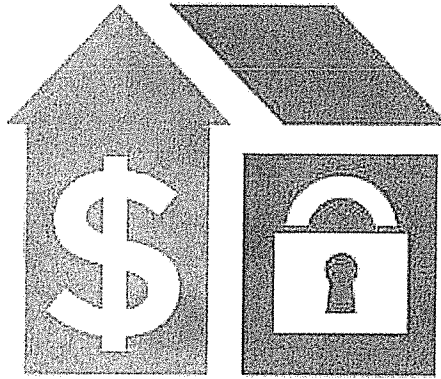
Balance Sheet as of December 31, 2021 and 2020 - Preliminary Subject to Audit

Assets	2021	2020		Liabilities and Fund Balances	2021	2020	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 79,996	\$ 129,113	-38%	Accounts Payable & Other Liabilities	\$ 6,586	\$ 19,429	-66%
Operating Savings & ICS	148,201	150,233	-1%	Prepaid Income	30,157	81,355	-63%
Reserves - General, Water & Marina	1,209,461	1,192,632	1%	Unearned Income Marina Wait List	900	1,900	-53%
Total Cash & Equivalents	1,437,658	1,471,978	-2%	Total Current Liabilities	37,643	102,684	-63%
Net Accounts Receivable	19,970	10,729	86%	FUND BALANCES:			
Total Net Fixed Assets	1,677,612	1,677,082	0%	Fund Balances & Equity (Combined)	3,105,509	3,024,601	3%
Total Prepaid & Other Assets	24,990	25,983	-4%	Modified Cash Basis Income	17,078	58,487	-71%
TOTAL ASSETS	\$3,160,230	\$3,185,772	-1%	TOTAL LIABILITIES & FUND BALANCE	\$ 3,160,230	\$ 3,185,772	-1%

Summary Revenue and Expense Statements for the periods ended December 31, 2021 and 2020 (Modified cash basis, excludes depreciation)

Preliminary Subject to Audit - Reserve Assessment, Allocations and Interest not included in these Operating Results

2021 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%	2021 YTD	2020 YTD	Variance	%	
General					General				
General Assessment	\$ 319,455	\$ 319,455	-	0%	General Assessment	\$ 319,455	\$ 319,455	\$ -	0%
Revenue - All Other Sources	25,452	18,960	6,492	34%	Revenue - All Other Sources	25,452	22,568	2,884	13%
Total General Revenue	344,907	338,415	6,492		Total General Revenue	344,907	342,023	2,884	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	180,686	177,817	(2,869)	-2%	Salaries, Benefits, PR Tax	180,686	162,513	(18,173)	-11%
Repairs & Maintenance	43,205	24,450	(18,755)	-77%	Repairs & Maintenance	43,205	11,976	(31,229)	-261%
Contracted Services	64,478	61,049	(3,429)	-6%	Contracted Services	64,478	86,990	22,512	26%
Pool Expense & Utilities	31,702	23,500	(8,202)	-35%	Pool Expense & Utilities	31,702	26,084	(5,618)	-22%
Utilities & Insurance	33,906	38,400	4,494	12%	Utilities & Insurance	33,906	33,450	(456)	-1%
Other Expenses (incl taxes)	28,404	34,580	6,176	18%	Other Expenses (incl taxes)	28,404	22,904	(5,500)	-24%
Total General Expenses	382,381	359,796	(25,053)		Total General Expenses	382,381	343,917	(26,890)	
General Net Income	\$ (37,474)	\$ (21,381)	\$ (16,093)	-75%	General Net Income	\$ (37,474)	\$ (1,894)	\$ (35,580)	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 205,144	\$ 203,000	\$ 2,144	1%	Revenue - Water Use Fees	\$ 205,144	\$ 197,718	\$ 7,426	4%
Revenue - All Other Sources	4,435	7,200	(2,765)	-38%	Revenue - All Other Sources	4,435	5,518	(1,083)	-20%
Total Water Revenue	209,579	210,200	(621)		Total Water Revenue	209,579	203,236	6,343	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	84,678	79,672	(5,006)	-6%	Salaries, Benefits, PR Tax	84,678	75,850	(8,828)	-12%
Repairs & Maintenance	1,819	10,800	8,981	83%	Repairs & Maintenance	1,819	4,155	2,336	56%
Contracted Services	27,026	26,136	(890)	-3%	Contracted Services	27,026	28,112	1,086	4%
Utilities & Insurance	24,773	23,400	(1,373)	-6%	Utilities & Insurance	24,773	23,614	(1,159)	-5%
Other Expenses (incl taxes)	20,973	25,100	4,127	16%	Other Expenses (incl taxes)	20,973	19,521	(1,452)	-7%
Total Water Expenses	159,269	165,108	5,839		Total Water Expenses	159,269	151,252	(8,017)	
Water Net Income	\$ 50,310	\$ 45,092	\$ 5,218	12%	Water Net Income	\$ 50,310	\$ 51,984	\$ (1,674)	-3%
Marina					Marina				
Revenue - Moorage/Parking	\$ 64,536	\$ 62,000	\$ 2,536	4%	Revenue - Moorage/Parking	\$ 64,536	\$ 63,029	\$ 1,507	2%
Revenue - All Other Sources	13,964	13,250	\$ 714	5%	Revenue - All Other Sources	13,964	14,217	(253)	-2%
Total Marina Revenue	78,500	75,250	3,250		Total Marina Revenue	78,500	77,246	1,254	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	27,663	22,908	(4,755)	-21%	Salaries, Benefits, PR Tax	27,663	26,757	(906)	-3%
Repairs & Maintenance	17,833	18,200	367	2%	Repairs & Maintenance	17,833	12,801	(5,032)	-39%
Contracted Services	8,381	6,879	(1,502)	-22%	Contracted Services	8,381	6,902	(1,479)	-21%
Utilities & Insurance	17,824	16,700	(1,124)	-7%	Utilities & Insurance	17,824	14,953	(2,871)	-19%
Other Expenses (incl taxes)	2,618	5,600	2,982	53%	Other Expenses (incl taxes)	2,618	7,436	4,818	65%
Total Marina Expenses	74,319	70,287	(4,032)		Total Marina Expenses	74,319	68,849	(5,470)	
Marina Net Income	\$ 4,181	\$ 4,963	\$ (782)	-16%	Marina Net Income	\$ 4,181	\$ 8,397	\$ (4,216)	-50%
Net Income/Loss from Combined Operations, exclusive of Reserve activity	\$ 17,017	\$ 28,674	\$ (11,657)	-41%	Net Income/Loss from Combined Operations, exclusive of Reserve activity	\$ 17,017	\$ 58,487	\$ (41,470)	-71%
Reserve Activity					Reserve Activity				
Routine Reserve Assessment	190,261	190,281	(20)	0%	Routine Reserve Revenue	190,261	127,072	63,189	50%
Reserve Interest - all	5,980	3,100	2,880	93%	Reserve Interest - all	5,980	1,347	4,633	>100%
Gross Reserve Activity	\$ 196,241	\$ 193,381	\$ 2,860	1%	Gross Reserve Activity	\$ 196,241	\$ 128,419	\$ 67,822	53%



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

11/01/2021 – 11/30/2021

Prepared by:

Community
 **Financials**

Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Aged Owner Balance	The list of owners with balances over 30 days.
6	Prepaid Owners	The list of owners with a prepaid balance.
7	Check Register	The list of all checks written for a community during a period of time.
8	Bank Reconciliation	Bank reconciliation history for a given bank account.
9	Bank Reconciliation	Bank reconciliation history for a given bank account.
10	Bank Reconciliation	Bank reconciliation history for a given bank account.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 11/30/2021

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$38,767.30	\$0.00	\$38,767.30
01106-001 OP - PPB 0125 New	\$94,953.00	\$0.00	\$94,953.00
01107-001 Oper Savings - General - Chase 5161	\$100,029.80	\$0.00	\$100,029.80
Operating Cash Total	\$234,310.71	\$0.00	\$234,310.71
Reserve Cash			
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$162,406.15	\$162,406.15
01111-008 ICS Accounts- PPB Bank	\$50,246.91	\$0.00	\$50,246.91
01130-001 RESERVES - CDARS #4236	\$0.00	\$475,000.00	\$475,000.00
01140-001 RESERVES - CDARS #9973	\$0.00	\$400,000.00	\$400,000.00
01150-001 PPB - 6mo CD # 1015 Exp 02/07/2022	\$0.00	\$76,900.72	\$76,900.72
01160-001 PPB - 9mo CD #1023 Exp 08-11-21	\$0.00	\$77,213.36	\$77,213.36
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$48,169.35	\$1,193,597.79	\$1,241,767.14
Current Assets			
01201-001 Accts Receivables General	\$9,527.13	\$0.00	\$9,527.13
01201-002 Accts Receivables Water	\$1,242.00	\$0.00	\$1,242.00
01201-003 Accts Receivables Marina	\$153.00	\$0.00	\$153.00
01201-007 Accts Receivable - Legal	\$6,500.00	\$0.00	\$6,500.00
01201-008 Allowance for Doubtful Accts.	(\$1,444.00)	\$0.00	(\$1,444.00)
01201-099 Acct Rec - Reserve Assessment	\$3,462.22	\$0.00	\$3,462.22
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$606.68	\$0.00	\$606.68
Current Assets Total	\$19,821.03	\$0.00	\$19,821.03
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$68,129.20	\$0.00	\$68,129.20
01406-001 Accum Depletion Land Improv - General	(\$7,839.42)	\$0.00	(\$7,839.42)
01411-001 Buildings General - General	\$818,060.90	\$0.00	\$818,060.90
01415-001 Accum Deprec Blds General - General	(\$574,679.41)	\$0.00	(\$574,679.41)
01421-001 Equip/Veh Assets General	\$116,774.08	\$0.00	\$116,774.08
01425-001 Accum Deprc Equip/Veh Gen	(\$68,574.72)	\$0.00	(\$68,574.72)
01431-002 Water System Improvements	\$1,064,415.08	\$0.00	\$1,064,415.08
01435-005 Accum Deprec Wtr/Grwth	(\$602,335.96)	\$0.00	(\$602,335.96)
01451-011 Roads Special	\$1,103,195.98	\$0.00	\$1,103,195.98
01455-001 Accum Deprec Roads Gen	(\$22,404.00)	\$0.00	(\$22,404.00)
01455-011 Accum Deprec Roads Rds	(\$783,548.41)	\$0.00	(\$783,548.41)
01460-003 Marina Improvements - Marina	\$738,627.84	\$0.00	\$738,627.84
01461-001 Accum Depreciation-Marina - General	(\$23,850.00)	\$0.00	(\$23,850.00)
01461-003 Accum Depreciation-Marina - Marina	(\$179,111.68)	\$0.00	(\$179,111.68)
01490-001 CIP - Construction in Progress - General	\$257.04	\$0.00	\$257.04
Fixed Assets Total	\$1,677,338.68	\$0.00	\$1,677,338.68

Account	Operating	Reserves	Total
Other Assets			
01501-001 Prepaid Insurance General - General	\$29,765.81	\$0.00	\$29,765.81
01520-001 Prepaid Med/Dental Insurance - General	\$412.96	\$0.00	\$412.96
01530-001 Exchange	\$2,176.20	\$0.00	\$2,176.20
Other Assets Total	\$32,354.97	\$0.00	\$32,354.97
Total Assets:	\$2,011,994.74	\$1,193,597.79	\$3,205,592.53

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02103-001 Accts Payable Comm Gen - General	\$3,335.03	\$0.00	\$3,335.03
02104-001 Fica/Med/FWH Taxes Payable - General	\$670.68	\$0.00	\$670.68
02105-001 940 PR Tax Payable	\$6.33	\$0.00	\$6.33
02106-001 State Employment Taxes Payable - General	\$1.91	\$0.00	\$1.91
02107-001 Worker's Comp Taxes Payable - General	\$307.52	\$0.00	\$307.52
02109-001 IRA Payable - General	(\$11.00)	\$0.00	(\$11.00)
02111-001 Vacation Payable - General	\$4,449.00	\$0.00	\$4,449.00
02113-001 WA Medical Leave W/H - General	\$47.41	\$0.00	\$47.41
02120-001 Prepaid Income General	\$17,473.55	\$0.00	\$17,473.55
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	(\$727.74)	\$0.00	(\$727.74)
02510-001 Deferred Income - General	\$26,621.23	\$0.00	\$26,621.23
02510-002 Deferred Income - Water	\$17,024.00	\$0.00	\$17,024.00
02510-099 Deferred Income - Reserves	\$15,890.13	\$0.00	\$15,890.13
Current Liability Total	\$86,413.05	\$0.00	\$86,413.05
Total Liabilities:	\$86,413.05	\$0.00	\$86,413.05

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,192,631.80	\$1,192,631.80
03005-001 Reserves Fund - General	\$0.00	(\$128,147.99)	(\$128,147.99)
03005-002 Reserves Fund - Water	\$0.00	\$33,108.04	\$33,108.04
03005-003 Reserves Fund - Marina	\$0.00	\$90,032.78	\$90,032.78
03510-001 RESERVE INTEREST: - General	\$0.00	\$5,973.16	\$5,973.16
03600-001 Fund Balance - General	\$1,882,883.79	\$0.00	\$1,882,883.79
Fund Balances Total	\$1,882,883.79	\$1,193,597.79	\$3,076,481.58
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66
Equity Total	\$13,163.68	\$0.00	\$13,163.68
Current Year Net Income/(Loss)	\$29,534.22	\$0.00	\$29,534.22
Total Equity:	\$1,925,581.69	\$1,193,597.79	\$3,119,179.48

Account	Operating	Reserves	Total
Total Liabilities & Equity	<u>\$2,011,994.74</u>	<u>\$1,193,597.79</u>	<u>\$3,205,592.53</u>

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 General
 Start: 11/01/2021 | End: 11/30/2021
 Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04101-001 Annual Assess General	26,621.23	26,621.25	(0.02)	292,914.68	292,833.75	80.93	319,455.00
04102-001 Reserve - Assessment General	15,857.11	15,856.75	0.36	174,403.70	174,424.25	(20.55)	190,281.00
04107-001 Lot Mow Fees General - General	0.00	0.00	0.00	10,625.00	11,000.00	(375.00)	11,000.00
04108-001 Comm Center Rental	635.00	0.00	635.00	2,040.00	0.00	2,040.00	0.00
04110-001 Marina Wait List - General	0.00	75.00	(75.00)	1,100.00	825.00	275.00	900.00
04113-001 Late Fee Income	0.00	166.67	(166.67)	1,192.75	1,833.37	(640.62)	2,000.00
04115-001 Other Fees General	5.00	25.00	(20.00)	215.00	275.00	(60.00)	300.00
04301-001 Int Income - Oper General - Ge...	1.68	12.50	(10.82)	34.18	137.50	(103.32)	150.00
04305-001 Int Income - Reserve Gen Oper ...	0.00	125.00	(125.00)	0.00	1,375.00	(1,375.00)	1,500.00
04800-001 Donations & Contributions- Gen...	0.00	125.00	(125.00)	0.00	1,375.00	(1,375.00)	1,500.00
04801-001 Misc Income- General	0.00	83.33	(83.33)	541.58	916.63	(375.05)	1,000.00
04805-001 Rental Application Fee - Gener...	0.00	0.00	0.00	240.00	0.00	240.00	0.00
04806-001 Fines - General	600.00	83.33	516.67	7,295.00	916.63	6,378.37	1,000.00
04807-001 Access Cards/FOB's - General	140.00	62.50	77.50	1,065.00	687.50	377.50	750.00
04808-001 Phone Directories - General	0.00	30.00	(30.00)	522.00	330.00	192.00	360.00
Income Total	43,860.02	43,266.33	593.69	492,188.89	486,929.63	5,259.26	530,196.00
Total Income	43,860.02	43,266.33	593.69	492,188.89	486,929.63	5,259.26	530,196.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	91.00	1,541.83	1,450.83	10,939.25	16,960.13	6,020.88	18,502.00
05101-001 Wages - Manager- General	5,888.66	5,200.25	(688.41)	59,319.42	57,202.75	(2,116.67)	62,403.00
05103-001 Wages-Caretakers- General	2,715.20	2,704.36	(10.84)	21,517.50	29,747.96	8,230.46	32,452.27
05104-001 Wages-Office Admin. General	1,578.00	1,600.25	22.25	16,569.00	17,602.75	1,033.75	19,203.00
05120-001 Benefits General	2,927.65	2,401.00	(526.65)	33,624.93	26,411.00	(7,213.93)	28,812.00
05201-001 Payroll Taxes General	1,102.06	1,370.42	268.36	19,827.06	15,074.62	(4,752.44)	16,445.00
Salaries, Benefits & Tax Total	14,302.57	14,818.11	515.54	161,797.16	162,999.21	1,202.05	177,817.27
Repairs & Maintenance							
05301-001 R & M Buildings- General	428.24	291.67	(136.57)	13,196.00	3,208.37	(9,987.63)	3,500.00
05302-001 R & M Roads & Drainage	2,836.60	833.33	(2,003.27)	13,146.55	9,166.63	(3,979.92)	10,000.00
05303-001 R & M Office Equipment	0.00	20.83	20.83	207.00	229.13	22.13	250.00
05304-001 R & M Vehicles	0.00	183.33	183.33	1,425.95	2,016.63	590.68	2,200.00
05305-001 R & M Equipment	73.40	291.67	218.27	5,403.93	3,208.37	(2,195.56)	3,500.00
05310-001 R & M Grounds	(128.71)	416.67	545.38	9,133.34	4,583.37	(4,549.97)	5,000.00
05313-001 R & M Swimming Pool -NEW	0.00	83.33	83.33	995.57	916.63	(78.94)	1,000.00
Repairs & Maintenance Total	3,209.53	2,120.83	(1,088.70)	43,508.34	23,329.13	(20,179.21)	25,450.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	222.17	208.33	(13.84)	2,714.08	2,291.63	(422.45)	2,500.00
05402-001 Contract Service - Legal - Gen...	763.00	1,000.00	237.00	1,055.00	11,000.00	9,945.00	12,000.00
05403-001 Contract Service -Accounting -...	1,604.14	1,389.42	(214.72)	17,850.91	15,283.62	(2,567.29)	16,673.00
05404-001 Contract Service - General	0.00	0.00	0.00	1,256.72	0.00	(1,256.72)	0.00
05405-001 Contract Service - Lot Mow	0.00	916.67	916.67	10,228.13	10,083.37	(144.76)	11,000.00
05406-001 Contract Service-Other General	6,344.10	83.33	(6,260.77)	12,403.40	916.63	(11,486.77)	1,000.00
05407-001 Contracted Service -Janitorial...	837.50	708.33	(129.17)	5,016.88	7,791.63	2,774.75	8,500.00
05408-001 Contracted Services - Actcing ...	0.00	200.00	200.00	1,718.61	2,200.00	481.39	2,400.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05409-001 Contracted Service - Pest Cont...	0.00	133.33	133.33	436.00	1,466.63	1,030.63	1,600.00
05410-001 Contracted Service - Sanitatio...	0.00	91.67	91.67	180.00	1,008.37	828.37	1,100.00
05411-001 Contracted Service - Postage E...	113.08	100.00	(13.08)	258.89	1,100.00	841.11	1,200.00
05412-001 Contracted Service - Cable Int...	76.92	173.00	96.08	755.92	1,903.00	1,147.08	2,076.00
05413-001 Contracted Service - Noxious W...	0.00	83.33	83.33	5,232.00	916.63	(4,315.37)	1,000.00
Contracted Services Total	9,960.91	5,087.41	(4,873.50)	59,106.54	55,961.51	(3,145.03)	61,049.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	25.00	25.00	1,627.35	275.00	(1,352.35)	300.00
05504-001 Common property tax - General	144.44	12.50	(131.94)	258.17	137.50	(120.67)	150.00
05507-001 Other Tax,License,Fee Gen	152.75	316.67	163.92	1,705.77	3,483.37	1,777.60	3,800.00
05508-001 Federal Income Tax - General	0.00	0.00	0.00	(937.50)	0.00	937.50	0.00
Property and other Taxes Total	297.19	354.17	56.98	2,653.79	3,895.87	1,242.08	4,250.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	379.26	125.00	(254.26)	2,117.92	1,375.00	(742.92)	1,500.00
05604-001 Vehicle Gas & Oil General	118.54	108.33	(10.21)	2,093.57	1,191.63	(901.94)	1,300.00
05605-001 Supplies- General	542.28	308.33	(233.95)	5,721.63	3,391.63	(2,330.00)	3,700.00
05606-001 Small Tools & Equip Gen	241.63	375.00	133.37	3,460.56	4,125.00	664.44	4,500.00
05607-001 Supplies General Pool - NEW	91.53	300.00	208.47	3,192.26	3,300.00	107.74	3,600.00
05608-001 Utilities Pool - NEW	1,633.66	1,750.00	116.34	17,359.32	19,250.00	1,890.68	21,000.00
05609-001 Misc. Expense Pool - NEW	0.00	125.00	125.00	11,472.56	1,375.00	(10,097.56)	1,500.00
05615-001 Card/Fob Expense - General	0.00	0.00	0.00	216.38	0.00	(216.38)	0.00
Supplies, Small Tools, Etc.. Total	3,006.90	3,091.66	84.76	45,634.20	34,008.26	(11,625.94)	37,100.00
Utilities							
05701-001 Utilities General	434.67	800.00	365.33	4,705.07	8,800.00	4,094.93	9,600.00
05702-001 Telephone- General	243.33	400.00	156.67	3,937.80	4,400.00	462.20	4,800.00
Utilities Total	678.00	1,200.00	522.00	8,642.87	13,200.00	4,557.13	14,400.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	1,987.19	2,000.00	12.81	22,553.62	22,000.00	(553.62)	24,000.00
05705-001 Postage - General	207.00	227.50	20.50	1,822.21	2,502.50	680.29	2,730.00
05707-001 Misc. Expense - General	48.39	833.33	784.94	3,140.28	9,166.63	6,026.35	10,000.00
05708-001 Certification/Education -Gen.	60.00	250.00	190.00	2,060.88	2,750.00	689.12	3,000.00
Insurances, Postage, Education, Misc. Total	2,302.58	3,310.83	1,008.25	29,576.99	36,419.13	6,842.14	39,730.00
Deprec, Interest & Bad Debt							
08010-001 RESERVES UNALLOCATED-GENERAL	7,452.67	3,964.19	(3,488.48)	50,583.03	43,606.09	(6,976.94)	47,570.25
Deprec, Interest & Bad Debt Total	7,452.67	3,964.19	(3,488.48)	50,583.03	43,606.09	(6,976.94)	47,570.25
Total Expense	41,210.35	33,947.20	(7,263.15)	401,502.92	373,419.20	(28,083.72)	407,366.52
Net Income	2,649.67	9,319.13	(6,669.46)	90,685.97	113,510.43	(22,824.46)	122,829.48

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Water

Start: 11/01/2021 | End: 11/30/2021

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	17,024.00	16,916.67	107.33	188,120.00	186,083.37	2,036.63	203,000.00
04105-002 Water Hookup Fees - Water	0.00	375.00	(375.00)	1,100.00	4,125.00	(3,025.00)	4,500.00
04106-002 Excess Water Use	0.00	229.17	(229.17)	3,335.02	2,520.87	814.15	2,750.00
04305-002 Int Income - Reserve Water Op-...	0.00	116.67	(116.67)	0.00	1,283.37	(1,283.37)	1,400.00
Income Total	17,024.00	17,637.51	(613.51)	192,555.02	194,012.61	(1,457.59)	211,650.00
Total Income	17,024.00	17,637.51	(613.51)	192,555.02	194,012.61	(1,457.59)	211,650.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	39.20	208.25	169.05	2,959.61	2,290.75	(668.86)	2,499.00
05101-002 Wages- Manager - Water	2,944.32	2,601.67	(342.65)	29,659.68	28,618.37	(1,041.31)	31,220.00
05103-002 Wages-Caretakers-WaterOperator	1,392.60	1,248.25	(144.35)	15,091.81	13,730.75	(1,361.06)	14,979.00
05104-002 Wages-Office Admin. -Water	789.00	800.08	11.08	8,284.50	8,800.88	516.38	9,601.00
05120-002 Benefits - Water	1,258.82	1,200.00	(58.82)	14,449.55	13,200.00	(1,249.55)	14,400.00
05201-002 Payroll Taxes Water	427.66	581.08	153.42	5,525.14	6,391.88	866.74	6,973.00
Salaries, Benefits & Tax Total	6,851.60	6,639.33	(212.27)	75,970.29	73,032.63	(2,937.66)	79,672.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	83.33	83.33	876.71	916.63	39.92	1,000.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	91.63	91.63	100.00
05304-002 R & M Vehicles-Water	0.00	141.67	141.67	0.00	1,558.37	1,558.37	1,700.00
05305-002 R & M Equipment-Water	0.00	166.67	166.67	413.92	1,833.37	1,419.45	2,000.00
05307-002 R & M Wells, Tanks & Pipes - W...	21.30	333.33	312.03	528.53	3,666.63	3,138.10	4,000.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	1,833.37	1,833.37	2,000.00
Repairs & Maintenance Total	21.30	900.00	878.70	1,819.16	9,900.00	8,080.84	10,800.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	916.63	916.63	1,000.00
05403-002 Contract Service- Acctg- Water	708.85	694.67	(14.18)	8,001.61	7,641.37	(360.24)	8,336.00
05404-002 Contract Service - Water	1,690.00	1,300.00	(390.00)	14,173.79	14,300.00	126.21	15,600.00
05405-002 Contract Service	0.00	0.00	0.00	1,300.00	0.00	(1,300.00)	0.00
05406-002 Contract Service- Other Water	61.40	0.00	(61.40)	663.00	0.00	(663.00)	0.00
05408-002 Contracted Services - Accting ...	0.00	100.00	100.00	485.65	1,100.00	614.35	1,200.00
Contracted Services Total	2,460.25	2,178.00	(282.25)	24,624.05	23,958.00	(666.05)	26,136.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	865.79	0.00	(865.79)	3,500.87	7,500.00	3,999.13	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	861.05	900.00	38.95	900.00
05507-002 Other Tax, License, Fee Wtr	0.00	83.33	83.33	29.75	916.63	886.88	1,000.00
Property and other Taxes Total	865.79	83.33	(782.46)	4,391.67	9,316.63	4,924.96	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	122.74	83.33	(39.41)	230.73	916.63	685.90	1,000.00
05604-002 Vehicle Gas & Oil - Water	62.30	58.33	(3.97)	774.03	641.63	(132.40)	700.00
05605-002 Supplies- Water	1,062.79	375.00	(687.79)	2,234.79	4,125.00	1,890.21	4,500.00
05606-002 Small Tools & Equip Water	347.71	166.67	(181.04)	2,448.43	1,833.37	(615.06)	2,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05607-002 Supplies General Pool	0.00	0.00	0.00	78.45	0.00	(78.45)	0.00
05609-002 Misc. Expense Pool	0.00	0.00	0.00	2,476.48	0.00	(2,476.48)	0.00
Supplies, Small Tools, Etc.. Total	1,595.54	683.33	(912.21)	8,242.91	7,516.63	(726.28)	8,200.00
Utilities							
05701-002 Utilities Water	697.04	958.33	261.29	10,471.66	10,541.63	69.97	11,500.00
05702-002 Telephone-Water	189.88	25.00	(164.88)	1,498.78	275.00	(1,223.78)	300.00
Utilities Total	886.92	983.33	96.41	11,970.44	10,816.63	(1,153.81)	11,800.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	960.22	966.67	6.45	10,983.84	10,633.37	(350.47)	11,600.00
05705-002 Postage-Water	0.00	25.00	25.00	0.00	275.00	275.00	300.00
05707-002 Misc. Expense - Water	311.71	333.33	21.62	1,281.29	3,666.63	2,385.34	4,000.00
05708-002 Certification/Education -Water	0.00	62.50	62.50	132.66	687.50	554.84	750.00
Insurances, Postage, Education, Misc. Total	1,271.93	1,387.50	115.57	12,397.79	15,262.50	2,864.71	16,650.00
Deprec, Interest & Bad Debt							
08010-002 RESERVES UNALLOCATED - WATER	6,120.71	2,378.51	(3,742.20)	33,648.04	26,163.61	(7,484.43)	28,542.15
Deprec, Interest & Bad Debt Total	6,120.71	2,378.51	(3,742.20)	33,648.04	26,163.61	(7,484.43)	28,542.15
Total Expense	20,074.04	15,233.33	(4,840.71)	173,064.35	175,966.63	2,902.28	193,700.15
Net Income	(3,050.04)	2,404.18	(5,454.22)	19,490.67	18,045.98	1,444.69	17,949.85

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Marina

Start: 11/01/2021 | End: 11/30/2021

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	0.00	583.33	(583.33)	6,950.00	6,416.63	533.37	7,000.00
04109-003 Marina Moorage - Marina	0.00	4,583.33	(4,583.33)	57,585.50	50,416.63	7,168.87	55,000.00
04112-003 Ramp Fee	0.00	183.33	(183.33)	2,883.00	2,016.63	866.37	2,200.00
04114-003 Daily Moorage/Ramp Fees	0.00	58.33	(58.33)	225.00	641.63	(416.63)	700.00
04115-003 Marina Amenity Fee - \$25	0.00	150.00	(150.00)	1,900.00	1,650.00	250.00	1,800.00
04305-003 Int Income - Reserve Marina Op...	0.00	16.67	(16.67)	0.00	183.37	(183.37)	200.00
04600-003 Marina Amenity Ramp fee - Mari...	0.00	20.83	(20.83)	320.00	229.13	90.87	250.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	860.00	800.00	60.00	800.00
04803-003 Dock Electric Fee - Marina	0.00	375.00	(375.00)	4,896.00	4,125.00	771.00	4,500.00
04804-003 Small Boats - Marina	0.00	233.33	(233.33)	2,880.00	2,566.63	313.37	2,800.00
Income Total	0.00	6,204.15	(6,204.15)	78,499.50	69,045.65	9,453.85	75,250.00
Total Income	0.00	6,204.15	(6,204.15)	78,499.50	69,045.65	9,453.85	75,250.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	9.80	0.00	(9.80)	739.90	0.00	(739.90)	0.00
05101-003 Wages-Manager-Marina	981.44	866.67	(114.77)	9,886.56	9,533.37	(353.19)	10,400.00
05103-003 Wages-Caretaker Marina	464.20	208.00	(256.20)	6,626.71	2,288.00	(4,338.71)	2,496.00
05104-003 Wages-Office Admin. -Marina	263.00	266.67	3.67	2,761.50	2,933.37	171.87	3,200.00
05120-003 Benefits-Marina	314.70	400.00	85.30	3,612.33	4,400.00	787.67	4,800.00
05201-003 Payroll Taxes - Marina	115.14	167.67	52.53	1,487.55	1,844.37	356.82	2,012.00
Salaries, Benefits & Tax Total	2,148.28	1,909.01	(239.27)	25,114.55	20,999.11	(4,115.44)	22,908.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	91.63	91.63	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	275.00	275.00	300.00
05305-003 R & M Equipment - Marina	228.70	25.00	(203.70)	494.12	275.00	(219.12)	300.00
05308-003 R & M- Docks & Ramps - Marina	0.00	500.00	500.00	2,374.99	5,500.00	3,125.01	6,000.00
05309-003 R & M - Dredging - Marina	0.00	875.00	875.00	13,444.77	9,625.00	(3,819.77)	10,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	0.00	916.63	916.63	1,000.00
05311-003 R & M Jetty - Marina	0.00	0.00	0.00	824.05	0.00	(824.05)	0.00
Repairs & Maintenance Total	228.70	1,516.66	1,287.96	17,137.93	16,683.26	(454.67)	18,200.00
Contracted Services							
05403-003 Contract Services - Accounting	236.29	231.58	(4.71)	2,769.21	2,547.38	(221.83)	2,779.00
05404-003 Contract Service - Marina	0.00	0.00	0.00	276.64	0.00	(276.64)	0.00
05406-003 Contract Service- Other Marina	154.31	208.33	54.02	3,594.20	2,291.63	(1,302.57)	2,500.00
05408-003 Contracted Services - Accting ...	0.00	33.33	33.33	322.73	366.63	43.90	400.00
05410-003 Contracted Service - Sanitatio...	186.00	100.00	(86.00)	918.64	1,100.00	181.36	1,200.00
Contracted Services Total	576.60	573.24	(3.36)	7,881.42	6,305.64	(1,575.78)	6,879.00
Property and other Taxes							
05507-003 Other license, fee - marina	0.00	0.00	0.00	0.00	225.00	225.00	300.00
05508-003 Federal Income Tax - Marina	0.00	20.83	20.83	0.00	229.13	229.13	250.00
Property and other Taxes Total	0.00	20.83	20.83	0.00	454.13	454.13	550.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Supplies, Small Tools, Etc..							
05601-003 Office Supplies-Marina	40.91	41.67	0.76	61.76	458.37	396.61	500.00
05604-003 Vehicle Gas & Oil Marina	0.00	12.50	12.50	403.83	137.50	(266.33)	150.00
05605-003 Supplies- Marina	0.00	141.67	141.67	1,874.99	1,558.37	(316.62)	1,700.00
05606-003 Small Tools & Equip Marina	0.00	125.00	125.00	193.51	1,375.00	1,181.49	1,500.00
Supplies, Small Tools, Etc.. Total	40.91	320.84	279.93	2,534.09	3,529.24	995.15	3,850.00
Utilities							
05701-003 Utilities Marina	546.39	666.67	120.28	7,085.41	7,333.37	247.96	8,000.00
Utilities Total	546.39	666.67	120.28	7,085.41	7,333.37	247.96	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	782.85	725.00	(57.85)	9,195.34	7,975.00	(1,220.34)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	0.00	275.00	275.00	300.00
05707-003 Misc. Expense - Marina	0.00	50.00	50.00	0.00	550.00	550.00	600.00
05708-003 Cerification/Education -Marina	0.00	8.33	8.33	0.00	91.63	91.63	100.00
Insurances, Postage, Education, Misc. Total	782.85	808.33	25.48	9,195.34	8,891.63	(303.71)	9,700.00
Deprec, Interest & Bad Debt							
08010-003 RESERVES UNALLOCATED - Marina	2,283.37	9,514.05	7,230.68	90,193.18	104,654.55	14,461.37	114,168.60
Deprec, Interest & Bad Debt Total	2,283.37	9,514.05	7,230.68	90,193.18	104,654.55	14,461.37	114,168.60
Total Expense	6,607.10	15,329.63	8,722.53	159,141.92	168,850.93	9,709.01	184,255.60
Net Income	(6,607.10)	(9,125.48)	2,518.38	(80,642.42)	(99,805.28)	19,162.86	(109,005.60)

Report Summary

Code	Account#	Current	Over 30	Over 60	Over 90	Total
01 - Late Fees	01201	(\$20.00)	\$20.00	\$60.00	\$99.50	\$159.50
02 - Insuff Funds Fe	01201	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
03 - Admin. Fees	01201	\$0.00	\$10.00	\$10.00	\$20.00	\$40.00
05 - 05 Attorney Fees	01201	\$0.00	\$0.00	\$0.00	\$6,500.00	\$6,500.00
21 - Fines	01201	\$100.00	\$0.00	\$0.00	\$3,812.00	\$3,912.00
22 - Access Cards	01201	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
A1 - A1 Genrl Assesmnt	01201	\$0.00	\$1,623.82	\$0.00	\$2,661.24	\$4,285.06
C3 - Water Use Fees	01201	\$0.00	\$768.00	\$0.00	\$474.00	\$1,242.00
C4 - RESERVE ASSESS	01201	\$0.00	\$1,352.29	\$0.00	\$2,036.64	\$3,388.93
C6 - C6 LOT MOW	01201	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00
Grand Total:		\$135.00	\$3,774.11	\$110.00	\$15,603.38	\$19,622.49

Account#	Account Description	Delinquency Amount
01201 - 001	Accts Receivables - General	\$8,491.56
01201 - 002	Accts Receivables - Water	\$1,242.00
01201 - 007	Accts Receivables - 110aegagReserve	\$6,500.00
01201 - 099	Accts Receivables - Cost Center 099	\$3,388.93
Total:		\$19,622.49

Total Number of Homes: 24

CAPE GEORGE COLONY CLUB
As of: 11/30/2021

PREPAID OWNERS

Owner	Address	Account #	Lot #	Prepaid Balance
			PP - 26 - Small Boats	\$60.00
			Total	\$17,473.55

CAPE GEORGE COLONY CLUB
CHECK REGISTER - SUMMARY
START: 11/01/2021 | END: 11/30/2021

Date	Check	Vendor	Reference	Amount
CAPE GEORGE OPER CKG (Chase) CURRENT - Chase #1366				
11/19/2021	ACH 14518280909	QW3670 - CENTURY LINK		\$129.98
11/19/2021	ACH- 14518280863	QW3670 - CENTURY LINK	SVC 11/05/21-12/05/21	\$59.90
11/18/2021	26343	84634 CCDC - Cascade Columbia Dis...	Sodium Hypochlorite	\$311.71
11/01/2021	26341	wwex - Whitworth Excavating Inc.	Jetty Repair	\$53,289.53
				Sub-Total: \$53,791.12

Date	Check	Vendor	Reference	Amount
Pacific Premier Bank OP - PPB 0125 New				
11/30/2021	101036	MUR002 - MURREYS DISPOSAL CO. INC	October Waste	\$417.05
11/30/2021	101037	AMBER - AMBER MALLORY	Refund Clubhouse Dep	\$400.00
11/30/2021	101038	GOO001 - GOOD MAN SANITATION	SVC 10/12/21-11/07/21	\$186.00
11/25/2021	300006	Void -	SVC 11/05/21-12/05/21/SVC 11/05/2...	\$0.00
11/24/2021	300007	Void -	/	\$0.00
11/22/2021	101033	LAK001 - LAKESIDE INDUSTRIES, INC.	Asphalt Patching	\$2,836.60
11/22/2021	101034	TON001 - MERELYN (COOKIE) TONKUNAS	Post Inspection	\$130.00
11/22/2021	101035	DELRENE - DELRENE BUCKLEY	Reimburse Keys	\$20.00
11/19/2021	101032	CEN002 - CENTRAL WELDING SUPPLY	Cutoff WHL	\$344.76
11/18/2021	101025	OLY006 - OLYMPIC SPRINGS	SVC 11/01/21-11/30/21	\$43.36
11/18/2021	101026	A TEC - A TEC SYSTEMS INC.	Tube Push Lock	\$21.30
11/18/2021	101027	FER002 - FERGUSON WATERWORKS INC	Meter Hook Up	\$1,047.53
11/18/2021	101028	TON001 - MERELYN (COOKIE) TONKUNAS	Inspect Club House	\$65.00
11/18/2021	101029	NOR006 - NOR'WEST CUSTODIAL SERVICES	Custodial Services	\$837.50
11/18/2021	101030	FPM001 - FP MAILING FRANCO TYP- PO...	October Postage	\$113.08
11/18/2021	101031	PUD001 - PUD #1 OF JEFFERSON COUNTY	SVC 09/27/21-10/28/21	\$3,311.76
11/15/2021	ACH-11	BRO002 - WAVE	3401-0428841-01	\$76.92
11/12/2021	101019	NEW002 - Newman Certified Public ...	Audit	\$5,500.00

Date	Check	Vendor	Reference	Amount
11/12/2021	101020	TWI001 - SPECTRA LABORATORIES - K...	November Services	\$46.00
11/12/2021	101021	JoseEsc - Jose Manuel Escalera-Es...	October Services	\$1,690.00
11/12/2021	101022	Coho - Coho Printing	Paper Supplies	\$409.13
11/12/2021	101023	UTI001 - UTIL UNDRGRND LOC CENTER	Utilities Underground	\$15.40
11/12/2021	101024	LLCP - Leahy Legal Consulting PLLC	Preliminary Intake	\$154.00
11/09/2021	300005	Void -	/	\$0.00
11/08/2021	101016	Void -	Marking Paint/Marking Paint	\$0.00
11/08/2021	101017	CEN002 - CENTRAL WELDING SUPPLY	Centrashield	\$19.37
11/08/2021	101018	PST - Peryea Silver Taylor P.S.	Legal Services	\$609.00
11/08/2021	2425000361	HAD003 - HADLOCK BUILDING SUPPLY	Marking Paint	\$7.63
11/08/2021	2425000361A	HAD003 - HADLOCK BUILDING SUPPLY	Paint	\$7.63
11/01/2021	101010	HEN001 - HENERY HARDWARE	Pressure Gauge	\$29.39
11/01/2021	101011	UBM001 - UNITED BUSINESS MACHINES...	SVC 11/24/21-12/23/21	\$222.17
11/01/2021	101012	TON001 - MERELYN (COOKIE) TONKUNAS	Inspect Clubhouse	\$65.00
11/01/2021	101013	REG001 - REGENCE BLUESHIELD	11/01/21-11/30/21	\$2,426.14
11/01/2021	101014	GOO001 - GOOD MAN SANITATION	SVC 09/14/21-10/10/21	\$186.00
11/01/2021	101015	HAD003 - HADLOCK BUILDING SUPPLY	Property Supplies	\$423.82

Sub-Total: \$21,661.54

Date	Check	Vendor	Reference	Amount
Pacific Premier Bank PPB - RESERVE INVESTMENT #0082				
11/01/2021	100003	CAPE001 - Cape George Colony Club	Reimburse Jetty Proj	\$53,289.53

Sub-Total: \$53,289.53

Total: \$128,742.19

Aged Open Items

CAPE GEORGE COLONY CLUB

As of: 11/30/2021

Item #	Vendor	Invoice	Date	Current	31-60	61-90	Over 90
192060	REG001-REGENCE BLUESHIELD 01520 Prepaid Med/Dental Insurance	21318000523811	11/23/2021	\$2,426.14	\$0.00	\$0.00	\$0.00
195060	UBM001-UNITED BUSINESS MACHINESOF WA INC 05401 Contract Service Equip	INV462392	11/29/2021	\$222.17	\$0.00	\$0.00	\$0.00
195061	MLapointe-Michael Lapointe 05606 Small Tools & Equip	112321-	11/24/2021	\$542.28	\$0.00	\$0.00	\$0.00
195062	JEF002-JEFFERSON CNTY TREASURER 05504 Common property tax	111621-11876	11/26/2021	\$30.15	\$0.00	\$0.00	\$0.00
195063	JEF002-JEFFERSON CNTY TREASURER 05504 Common property tax	111621	11/29/2021	\$114.29	\$0.00	\$0.00	\$0.00
Total				\$3,335.03	\$0.00	\$0.00	\$0.00
Grand Total						\$3,335.03	

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 11/30/2021

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01106 - OP - PPB 0125 New	
Bank Statement Balance	\$97,051.91	Account Balance	\$94,953.00
GL Account Balance	\$94,953.00	+ Uncleared Payments	\$2,098.91
Difference	\$2,098.91	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$97,051.91
		- Statement Balance	\$97,051.91
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
101036	11/30/2021	192822 MUR002 - MURREYS DISPOSAL CO. INC	Uncleared	0.00	417.05
101037	11/30/2021	192823 AMBER - AMBER MALLORY	Uncleared	0.00	400.00
101038	11/30/2021	192824 GOO001 - GOOD MAN SANITATION	Uncleared	0.00	186.00
101034	11/22/2021	188340 TON001 - MERELYN (COOKIE) TONKUNAS	Uncleared	0.00	130.00
101035	11/22/2021	188341 DELRENE - DELRENE BUCKLEY	Uncleared	0.00	20.00
101025	11/18/2021	185741 OLY006 - OLYMPIC SPRINGS Inc.	Uncleared	0.00	43.36
101028	11/18/2021	185744 TON001 - MERELYN (COOKIE) TONKUNAS	Uncleared	0.00	65.00
101029	11/18/2021	185745 NOR006 - NOR'WEST CUSTODIAL SE...	Uncleared	0.00	837.50
Totals				\$0.00	\$2,098.91



CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 1 of 8
Branch 010
Account Number: [REDACTED]
Date 11/30/2021

EM

HOA NON INT CKG Acct [REDACTED]

Summary of Activity Since Your Last Statement

Beginning Balance	11/01/21	166,008.35	
Deposits / Misc Credits	22	7,054.28	
Withdrawals / Misc Debits	43	76,010.72	
** Ending Balance	11/30/21	97,051.91	**
Service Charge		.00	
Enclosures		20	

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
11/01	96.00		PayLease.com/Settlement 000012808470141 Community Financials,
11/01	724.52		Community Financ/ACH PMT 1173930 eKlik
11/01	25.66		HOA LOCKBOX DEPOSIT
11/02	581.98		Community Financ/ACH PMT 1173930 eKlik
11/02	481.00		HOA LOCKBOX DEPOSIT
11/04	270.34		Community Financ/ACH PMT 1173930 eKlik
11/04	288.50		PayLease.com/Settlement 000012873691037 Community Financials,
11/04	344.00		HOA LOCKBOX DEPOSIT
11/05	100.00		PayLease.com/Settlement 000012885341541 Community Financials,
11/05	577.00		HOA LOCKBOX DEPOSIT
11/08	25.00		Community Financ/ACH PMT 1173930 eKlik
11/09	314.16		PayLease.com/Settlement 000012922699901 Community Financials,
11/09	577.00		HOA LOCKBOX DEPOSIT
11/12	96.17		Community Financ/ACH PMT 1173930 eKlik
11/12	100.00		PAYLEASE.COM/CREDIT 231718364 Community Financials,
11/12	288.50		HOA LOCKBOX DEPOSIT
11/15	288.50		PayLease.com/Settlement



CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 2 of 8
Branch 010
Account Number: [REDACTED]
Date 11/30/2021

EM

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
11/15	288.50		000012959358341 Community Financials, Community Financ/ACH PMT 1173930 eKlik
11/15	318.50		HOA LOCKBOX DEPOSIT
11/16	192.50		PayLease.com/Settlement
11/18	979.45		000012970508373 Community Financials, Ref DRO9URW From *0082 Refund to op for
11/29	97.00		PayLease.com/Settlement 000013050902177 Community Financials,

Withdrawals and Debits

Date	Deposits	Withdrawals	Activity Description
11/01		2,362.86	CF Monthly Accounting Fee CF Monthly Accounting Fee
11/01		15,856.75	Ref D2WOP0S To *0082 Monthly Reserve T
11/02		186.00	AVIDPAY SERVICE/AVIDPAY REF*CK*101014*211101*GOOD MAN SANITATI \73640291\20436393\73640291
11/02		222.17	CK101014 CAPE GEORGE COLONY CLU AVIDPAY SERVICE/AVIDPAY REF*CK*101011*211101*UNITED BUSINESS M HINES\73640285\20436390\73640285
11/02		423.82	CK101011 CAPE GEORGE COLONY CLU AVIDPAY SERVICE/AVIDPAY REF*CK*101015*211101*HADLOCK BUILDING PPLY\73640260\20436378\73640260
11/05		88.21	CK101015 CAPE GEORGE COLONY CLU ADP PAYROLL FEES/ADP - FEES 2RY9T 2370375 Cape George Colony Clu
11/08		5.40	HEALTH EQUITY INC/HealthEqui 2778788 Cape George Colony Clu
11/09		288.50	CHARGE BACK
11/09		15.26	AVIDPAY SERVICE/AVIDPAY REF*CK*101016*211108*HADLOCK BUILDING PPLY\74091703\20867045\74091703
11/12		6,557.86	CK101016 CAPE GEORGE COLONY CLU ADP WAGE PAY/WAGE PAY 275084051966Y9T CAPE GEORGE COLONY CLU
11/15		46.00	AVIDPAY SERVICE/AVIDPAY REF*CK*101020*211112*SPECTRA LABORATOR S KITSAP\74486255\21292537\74486255



CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 3 of 8
Branch 010
Account Number:
Date 11/30/2021

EM

Withdrawals and Debits

Table with columns: Date, Deposits, Withdrawals, Activity Description. Lists various transactions including CAPE GEORGE COLONY CLU, AVIDPAY SERVICE, and AMERICAN FUNDS/INVESTMENT.

Checks in Check Number Order

Table with columns: Date, Check No, Amount. Lists check transactions with dates and amounts.

* indicates a break in check number sequence



PACIFIC PREMIER BANK

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476

www.ppbi.com

CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 4 of 8
Branch 010
Account Number: [REDACTED]
Date 11/30/2021

EM

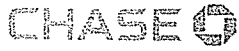
Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
11/01	148,634.92	11/09	149,605.43	11/19	135,856.96
11/02	148,865.91	11/12	143,523.57	11/22	128,322.20
11/03	148,714.81	11/15	141,214.49	11/23	120,723.44
11/04	149,617.65	11/16	138,371.85	11/24	117,992.41
11/05	149,571.21	11/17	138,352.48	11/29	117,935.41
11/08	149,590.81	11/18	139,266.93	11/30	97,051.91

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 11/30/2021

Reconciliation Summary: 4 - CAPE GEORGE OPER CKG		GL Account: 01104 - Chase #1366	
(Chase)			
Bank Statement Balance	\$38,767.30	Account Balance	\$38,767.30
GL Account Balance	\$38,767.30	+ Uncleared Payments	\$0.00
Difference	\$0.00	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$38,767.30
		- Statement Balance	\$38,767.30
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
Totals				\$0.00	\$0.00



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

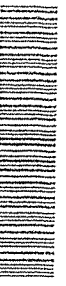
October 30, 2021 through November 30, 2021

Account Number: [REDACTED]

00006424 DRE 702 210 33721 NNNNNNNNNNN 1 000000000 D3 0000
 CAPE GEORGE COLONY CLUB
 61 CAPE GEORGE DR
 PORT TOWNSEND WA 98368

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: 1-877-425-8100
 Deaf and Hard of Hearing: 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679



Good news — we've made two changes to help simplify how overdraft fees work.

We'll no longer charge:

1. Returned Item Fees when items are declined or returned unpaid because you don't have a sufficient balance in your account.
2. Insufficient Funds Fees when your account balance is overdrawn by \$50 or less at the end of the business day. If you overdraw your account by more than that, we'll charge a \$34 Insufficient Funds Fee per item, beginning with the first item that overdraws your account balance by more than \$50 (maximum of 6 fees per business day, up to \$204).

We pay overdrafts at our discretion so we don't guarantee that we will always pay any type of transaction. As a reminder, overdraft services are only available for qualifying checking accounts. For additional information, please visit chase.com/overdraft.

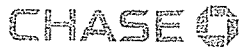
CHECKING SUMMARY Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$92,070.23
Deposits and Additions	7	59,667.71
Checks Paid	3	-58,322.24
Electronic Withdrawals	8	-54,648.40
Ending Balance	18	\$38,767.30

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.



October 30, 2021 through November 30, 2021

Account Number: [REDACTED]

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
11/02	Remote Online Deposit 1	\$1,627.01
11/12	Remote Online Deposit 1	53,289.53
11/12	Remote Online Deposit 1	1,558.00
11/17	Remote Online Deposit 1	1,092.67
11/24	Deposit	190.00
11/24	Deposit	175.00
11/30	Remote Online Deposit 1	1,735.50
Total Deposits and Additions		\$59,667.71

CHECKS PAID

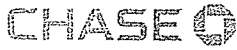
CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
26341 ^		11/05	\$53,289.53
26342 ^		11/04	4,721.00
26343 ^		11/24	311.71
Total Checks Paid			\$58,322.24

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
11/02	Orig CO Name:WA State Dol Orig ID:9160010713 Desc Date:211028 CO Entry Descr:WA St Dmv Sec:CCD Trace#:042000015055727 Eed:211102 Ind ID:Vs0000004388807 Ind Name:Cape George Colony Clu	\$47.25
11/03	Orig CO Name:Centurylink Orig ID:1646140004 Desc Date: CO Entry Descr:Auto Pay Sec:CCD Trace#:021000028949740 Eed:211103 Ind ID:14515082877 Ind Name:Cape George Colony Clu Trn: 3078949740Tc	243.33
11/05	Orig CO Name:WA State Dol Orig ID:9160010713 Desc Date:211102 CO Entry Descr:WA St Dmv Sec:CCD Trace#:042000013763818 Eed:211105 Ind ID:Vs0000004427548 Ind Name:Cape George Colony Clu	105.50
11/08	Orig CO Name:Instamed Orig ID:2201594764 Desc Date: CO Entry Descr:Regence Blsec:CCD Trace#:091000011987660 Eed:211108 Ind ID:091000012367447 Ind Name:Cape George Colony Clu Trn: 3121987660Tc	2,426.14
11/09	Orig CO Name:Chase Credit Crd Orig ID:4760039224 Desc Date:211109 CO Entry Descr:Autopaybussec:PPD Trace#:021000022822993 Eed:211109 Ind ID: Ind Name:Rooney Patrick J Trn: 3132822993Tc	1,636.30
11/16	11/16 Online Transfer To Sav ...5161 Transaction#: 13032696092	50,000.00
11/19	Orig CO Name:Centurylink Orig ID:1646140004 Desc Date: CO Entry Descr:Auto Pay Sec:CCD Trace#:021000025290895 Eed:211119 Ind ID:14518280909 Ind Name:Cape George Colony Clu Trn: 3235290895Tc	129.98
11/19	Orig CO Name:Centurylink Orig ID:1646140004 Desc Date: CO Entry Descr:Auto Pay Sec:CCD Trace#:021000025290894 Eed:211119 Ind ID:14518280863 Ind Name:Cape George Colony Clu Trn: 3235290894Tc	59.90
Total Electronic Withdrawals		\$54,648.40

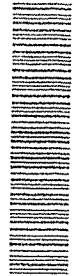


October 30, 2021 through November 30, 2021

Account Number: [REDACTED]

DAILY ENDING BALANCE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
11/02	\$93,649.99	11/08	32,864.49	11/17	37,168.39
11/03	93,406.66	11/09	31,228.19	11/19	36,978.51
11/04	88,685.66	11/12	86,075.72	11/24	37,031.80
11/05	35,290.63	11/16	36,075.72	11/30	38,767.30



SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited Credits	26	Unlimited	0	\$0.40	\$0.00
Non-Electronic Transactions	12	500	0	\$0.40	\$0.00
Branch Deposit - Immediate Verification	\$365	\$25,000	\$0	\$0.0025	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT 000000793361366

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited Credits	26
Non-Electronic Transactions	12
Branch Deposit - Immediate Verification	\$365

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

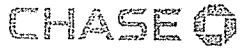
- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

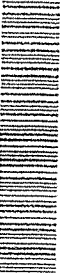
October 30, 2021 through November 30, 2021

Account Number: [REDACTED]

00107304 DRE 702 210 33521 NNNNNNNNNN 1 000000000 61 0000
 CAPE GEORGE COLONY CLUB
 61 CAPE GEORGE DR
 PORT TOWNSEND WA 98368

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: 1-877-425-8100
 Deaf and Hard of Hearing: 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679



SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$50,028.53
Deposits and Additions	2	50,001.27
Ending Balance	2	\$100,029.80
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.27
Interest Paid Year-to-Date		\$17.47

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$50,028.53
11/16	Online Transfer From Chk ... 1366 Transaction#: 13032696092	50,000.00	100,028.53
11/30	Interest Payment	1.27	100,029.80
	Ending Balance		\$100,029.80

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Platinum Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 11/30/2021

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01109 - Reserve Inv Bank	
Bank Statement Balance	\$162,406.15	Account Balance	\$162,406.15
GL Account Balance	\$162,406.15	+ Uncleared Payments	\$0.00
Difference	\$0.00	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$162,406.15
		- Statement Balance	\$162,406.15
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
Totals				\$0.00	\$0.00



PACIFIC PREMIER BANK

STATEMENT OF ACCOUNT ACTIVITY
866-353-1476
www.ppbi.com

CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 1 of 2
Branch 010
Account Number:
Date 11/30/2021
EM

HOA MONEY MARKET Acct 2932000082

Summary of Activity Since Your Last Statement

Table with 3 columns: Description, Date, Amount. Rows include Beginning Balance, Deposits / Misc Credits, Withdrawals / Misc Debits, Ending Balance, Service Charge, Interest Paid Thru 11/30/21, Interest Paid Year To Date, Average Rate / Cycle Days, Enclosures.

Deposits and Credits

Table with 4 columns: Date, Deposits, Withdrawals, Activity Description. Rows show deposits on 11/01 and 11/30, and interest earned on 11/30.

Withdrawals and Debits

Table with 4 columns: Date, Deposits, Withdrawals, Activity Description. Row shows a withdrawal of 979.45 on 11/18.

Checks in Check Number Order

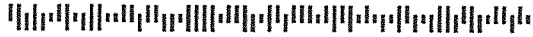
Table with 9 columns: Date, Check No, Amount, Date, Check No, Amount, Date, Check No, Amount. Row shows a check of 53,289.53 on 11/15.

Daily Balance Summary

Table with 6 columns: Date, Balance, Date, Balance, Date, Balance. Rows show balances on 11/01, 11/18, and 11/15.

Pacific Premier Bank
17901 Von Karman Avenue
Suite 150
Irvine, CA 92614

Contact Us
(213) 542-2754



107125-30A
Cape George Colony Club, Inc.
61 Cape George Dr
Port Townsend, WA 98368-9403

Account
Cape George Colony Club, Inc.

Date
11/30/2021

Page
1 of 2

IntraFi® Network DepositsSM Monthly Statement

Demand or Savings Option (formerly known as ICS®)

The following information is a summary of activity in your account(s) for the month of November 2021 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Network Deposits. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

Summary of Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
*****125	Savings	0.01%	\$50,246.50	\$50,246.91
TOTAL			\$50,246.50	\$50,246.91

Date
11/30/2021

07845

Page
2 of 2

DETAILED ACCOUNT OVERVIEW

Account ID: *****125
Account Title: Cape George Colony Club, Inc.



Account Summary - Savings

Statement Period	11/1-11/30/2021	Average Daily Balance	\$50,246.51
Previous Period Ending Balance	\$50,246.50	Interest Rate at End of Statement Period	0.01%
Total Program Deposits	0.00	Statement Period Yield	0.01%
Total Program Withdrawals	(0.00)	YTD Interest Paid	16.71
Interest Capitalized	0.41	YTD Taxes Withheld	0.00
Taxes Withheld	(0.00)		
Current Period Ending Balance	\$50,246.91		

Account Transaction Detail

Date	Activity Type	Amount	Balance
11/30/2021	Interest Capitalization	\$0.41	\$50,246.91

Summary of Balances as of November 30, 2021

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
Pinnacle Bank	Nashville, TN	35583	\$50,246.91



PACIFIC PREMIER BANK

P.O. Box 25171
Santa Ana, CA 92799-9810

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476
www.ppbi.com

00000008-0000015-0001-0001-TIMR8006411031216251

8

CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Certificate of Deposit
Monthly Statement

Statement Period:
From 10-01-21 Thru 10-31-21

Account Number [REDACTED]

DALLAS BRANCH
12001 N CENTRAL EXPRESSWAY STE. 1165
DALLAS, TX 75243

Certificate of Deposit
Monthly Statement

Statement Period:
From 10-01-21 Thru 10-31-21

Account Number [REDACTED]

CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

ACCOUNT INFORMATION

Table with columns: Account Number, Type of Account, Maturity, Current Rate, Ending Balance. Row 1: [REDACTED], HOA CD 180-364, 2-07-22, .2000%, 76,900.72

ACCOUNT BALANCE SUMMARY

Table with columns: Description, Current Period, Year to Date. Rows include: Beginning Balance 10-01-21, Deposits, Interest Credited, Withdrawals, Penalties, Federal/State Withholding, Service Charges/Fees, Ending Balance 10-31-21.

TRANSACTION SUMMARY

Table with columns: Date, Description, Amount, Ending Balance. Row 1: No Transactions this Period

00000008-0000015-0001-0001-TIMR8006411031216251(00000008)-000000017





PACIFIC PREMIER BANK

P.O. Box 25171
Santa Ana, CA 92799-9810

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476
www.ppbi.com

00000009-0000017-0001-0001-TIMR8006411031216251

9

CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Certificate of Deposit
Monthly Statement

Statement Period:
From 10-01-21 Thru 10-31-21

Account Number [REDACTED]

DALLAS BRANCH
12001 N CENTRAL EXPRESSWAY STE. 1165
DALLAS, TX 75243

Certificate of Deposit
Monthly Statement

Statement Period:
From 10-01-21 Thru 10-31-21

Account Number [REDACTED]

CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

ACCOUNT INFORMATION

Table with columns: Account Number, Type of Account, Maturity, Current Rate, Ending Balance. Row 1: [REDACTED], HOA CD 12-23M, 8-11-21, .3500%, 77,213.36

ACCOUNT BALANCE SUMMARY

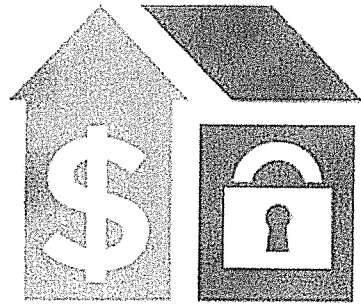
Table with columns: Description, Current Period, Year to Date. Rows include: Beginning Balance 10-01-21, + Deposits, + Interest Credited, - Withdrawals, - Penalties, - Federal Withholding, - State Withholding, - Service Charges/Fees, Ending Balance 10-31-21

TRANSACTION SUMMARY

Table with columns: Date, Description, Amount, Ending Balance. Row 1: No Transactions this Period

00000009-0000017-0001-0001-TIMR8006411031216251(000000009)-000000019





Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

12/01/2021 – 12/31/2021

Prepared by:

**Community
Financials**

001

Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Aged Owner Balance	The list of owners with balances over 30 days.
6	Prepaid Owners	The list of owners with a prepaid balance.
7	Check Register	The list of all checks written for a community during a period of time.
8	Bank Reconciliation	Bank reconciliation history for a given bank account.
9	Bank Reconciliation	Bank reconciliation history for a given bank account.
10	Bank Reconciliation	Bank reconciliation history for a given bank account.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 12/31/2021

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$37,750.25	\$0.00	\$37,750.25
01106-001 OP - PPB 0125 New	\$41,685.37	\$0.00	\$41,685.37
01107-001 Oper Savings - General - Chase 5161	\$100,031.47	\$0.00	\$100,031.47
Operating Cash Total	\$180,027.70	\$0.00	\$180,027.70
Reserve Cash			
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$178,269.82	\$178,269.82
01111-008 ICS Accounts- PPB Bank	\$50,247.33	\$0.00	\$50,247.33
01130-001 RESERVES - CDARS #4236	\$0.00	\$475,000.00	\$475,000.00
01140-001 RESERVES - CDARS #9973	\$0.00	\$400,000.00	\$400,000.00
01150-001 PPB - 6mo CD # 1015 Exp 02/07/2022	\$0.00	\$76,900.72	\$76,900.72
01160-001 PPB - 9mo CD #1023 Exp 08-11-21	\$0.00	\$77,213.36	\$77,213.36
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$48,169.77	\$1,209,461.46	\$1,257,631.23
Current Assets			
01201-001 Accts Receivables General	\$9,971.63	\$0.00	\$9,971.63
01201-002 Accts Receivables Water	\$1,242.00	\$0.00	\$1,242.00
01201-003 Accts Receivables Marina	\$153.00	\$0.00	\$153.00
01201-007 Accts Receivable - Legal	\$6,500.00	\$0.00	\$6,500.00
01201-008 Allowance for Doubtful Accts.	(\$1,444.00)	\$0.00	(\$1,444.00)
01201-099 Acct Rec - Reserve Assessment	\$3,165.97	\$0.00	\$3,165.97
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$606.68	\$0.00	\$606.68
Current Assets Total	\$19,969.28	\$0.00	\$19,969.28
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$68,129.20	\$0.00	\$68,129.20
01406-001 Accum Depletion Land Improv - General	(\$7,839.42)	\$0.00	(\$7,839.42)
01411-001 Buildings General - General	\$818,060.90	\$0.00	\$818,060.90
01415-001 Accum Deprec Blds General - General	(\$574,679.41)	\$0.00	(\$574,679.41)
01421-001 Equip/Veh Assets General	\$116,774.08	\$0.00	\$116,774.08
01425-001 Accum Deprec Equip/Veh Gen	(\$68,574.72)	\$0.00	(\$68,574.72)
01431-002 Water System Improvements	\$1,064,415.08	\$0.00	\$1,064,415.08
01435-005 Accum Deprec Wtr/Grwth	(\$602,335.96)	\$0.00	(\$602,335.96)
01451-011 Roads Special	\$1,103,195.98	\$0.00	\$1,103,195.98
01455-001 Accum Deprec Roads Gen	(\$22,404.00)	\$0.00	(\$22,404.00)
01455-011 Accum Deprec Roads Rds	(\$783,548.41)	\$0.00	(\$783,548.41)
01460-003 Marina Improvements - Marina	\$738,627.84	\$0.00	\$738,627.84
01461-001 Accum Depreciation-Marina - General	(\$23,850.00)	\$0.00	(\$23,850.00)
01461-003 Accum Depreciation-Marina - Marina	(\$179,111.68)	\$0.00	(\$179,111.68)
01490-001 CIP - Construction in Progress - General	\$529.89	\$0.00	\$529.89
Fixed Assets Total	\$1,677,611.53	\$0.00	\$1,677,611.53

1 of 2

003

CAPE GEORGE COLONY CLUB
As of: 12/31/2021

FUND BALANCE SHEET

Account	Operating	Reserves	Total
Other Assets			
01501-001 Prepaid Insurance General - General	\$26,072.15	\$0.00	\$26,072.15
01520-001 Prepaid Med/Dental Insurance - General	(\$3,226.25)	\$0.00	(\$3,226.25)
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41
Other Assets Total	\$24,990.31	\$0.00	\$24,990.31
Total Assets:	\$1,950,768.59	\$1,209,461.46	\$3,160,230.05

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02103-001 Accts Payable Comm Gen - General	\$2,109.88	\$0.00	\$2,109.88
02104-001 Fica/Med/FWH Taxes Payable - General	\$670.68	\$0.00	\$670.68
02105-001 940 PR Tax Payable	\$6.33	\$0.00	\$6.33
02106-001 State Employment Taxes Payable - General	\$1.91	\$0.00	\$1.91
02107-001 Worker's Comp Taxes Payable - General	\$307.52	\$0.00	\$307.52
02109-001 IRA Payable - General	(\$11.00)	\$0.00	(\$11.00)
02111-001 Vacation Payable - General	\$4,449.00	\$0.00	\$4,449.00
02113-001 WA Medical Leave W/H - General	\$47.41	\$0.00	\$47.41
02120-001 Prepaid Income General	\$30,124.10	\$0.00	\$30,124.10
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	(\$1,420.64)	\$0.00	(\$1,420.64)
02510-099 Deferred Income - Reserves	\$33.04	\$0.00	\$33.04
Current Liability Total	\$37,643.23	\$0.00	\$37,643.23
Total Liabilities:	\$37,643.23	\$0.00	\$37,643.23

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,192,631.80	\$1,192,631.80
03005-001 Reserves Fund - General	\$0.00	(\$120,695.32)	(\$120,695.32)
03005-002 Reserves Fund - Water	\$0.00	\$39,228.75	\$39,228.75
03005-003 Reserves Fund - Marina	\$0.00	\$92,316.15	\$92,316.15
03510-001 RESERVE INTEREST: - General	\$0.00	\$5,980.08	\$5,980.08
03600-001 Fund Balance - General	\$1,882,883.79	\$0.00	\$1,882,883.79
Fund Balances Total	\$1,882,883.79	\$1,209,461.46	\$3,092,345.25
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66
Equity Total	\$13,163.68	\$0.00	\$13,163.68
Current Year Net Income/(Loss)	\$17,077.89	\$0.00	\$17,077.89
Total Equity:	\$1,913,125.36	\$1,209,461.46	\$3,122,586.82
Total Liabilities & Equity	\$1,950,768.59	\$1,209,461.46	\$3,160,230.05

2 of 2

004

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 General
 Start: 12/01/2021 | End: 12/31/2021
 Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04101-001 Annual Assess General	26,621.22	26,621.25	(0.03)	319,535.90	319,455.00	80.90	319,455.00
04102-001 Reserve - Assessment General	15,857.10	15,856.75	0.35	190,260.80	190,281.00	(20.20)	190,281.00
04107-001 Lot Mow Fees General - General	0.00	0.00	0.00	10,625.00	11,000.00	(375.00)	11,000.00
04108-001 Comm Center Rental	80.00	0.00	80.00	2,120.00	0.00	2,120.00	0.00
04110-001 Marina Wait List - General	0.00	75.00	(75.00)	1,100.00	900.00	200.00	900.00
04113-001 Late Fee Income	0.00	166.63	(166.63)	1,192.75	2,000.00	(807.25)	2,000.00
04115-001 Other Fees General	0.00	25.00	(25.00)	215.00	300.00	(85.00)	300.00
04301-001 Int Income - Oper General - Ge...	2.09	12.50	(10.41)	36.27	150.00	(113.73)	150.00
04305-001 Int Income - Reserve Gen Oper ...	0.00	125.00	(125.00)	0.00	1,500.00	(1,500.00)	1,500.00
04800-001 Donations & Contributions- Gen...	0.00	125.00	(125.00)	0.00	1,500.00	(1,500.00)	1,500.00
04801-001 Misc Income- General	0.00	83.37	(83.37)	541.58	1,000.00	(458.42)	1,000.00
04805-001 Rental Application Fee - Gener...	0.00	0.00	0.00	240.00	0.00	240.00	0.00
04806-001 Fines - General	500.00	83.37	416.63	7,795.00	1,000.00	6,795.00	1,000.00
04807-001 Access Cards/FOB's - General	0.00	62.50	(62.50)	1,065.00	750.00	315.00	750.00
04808-001 Phone Directories - General	0.00	30.00	(30.00)	522.00	360.00	162.00	360.00
Income Total	43,060.41	43,266.37	(205.96)	535,249.30	530,196.00	5,053.30	530,196.00
Total Income	43,060.41	43,266.37	(205.96)	535,249.30	530,196.00	5,053.30	530,196.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	438.75	1,541.87	1,103.12	11,378.00	18,502.00	7,124.00	18,502.00
05101-001 Wages - Manager- General	2,944.33	5,200.25	2,255.92	62,263.75	62,403.00	139.25	62,403.00
05103-001 Wages-Caretakers- General	2,732.00	2,704.31	(27.69)	24,249.50	32,452.27	8,202.77	32,452.27
05104-001 Wages-Office Admin. General	2,934.26	1,600.25	(1,334.01)	19,503.26	19,203.00	(300.26)	19,203.00
05120-001 Benefits General	8,479.83	2,401.00	(6,078.83)	42,104.76	28,812.00	(13,292.76)	28,812.00
05201-001 Payroll Taxes General	1,360.11	1,370.38	10.27	21,187.17	16,445.00	(4,742.17)	16,445.00
Salaries, Benefits & Tax Total	18,889.28	14,818.06	(4,071.22)	180,686.44	177,817.27	(2,869.17)	177,817.27
Repairs & Maintenance							
05301-001 R & M Buildings- General	680.98	291.63	(389.35)	13,876.98	3,500.00	(10,376.98)	3,500.00
05302-001 R & M Roads & Drainage	0.00	833.37	833.37	13,146.55	10,000.00	(3,146.55)	10,000.00
05303-001 R & M Office Equipment	0.00	20.87	20.87	207.00	250.00	43.00	250.00
05304-001 R & M Vehicles	0.00	183.37	183.37	1,425.95	2,200.00	774.05	2,200.00
05305-001 R & M Equipment	0.00	291.63	291.63	5,403.93	3,500.00	(1,903.93)	3,500.00
05310-001 R & M Grounds	12.00	416.63	404.63	9,145.34	5,000.00	(4,145.34)	5,000.00
05313-001 R & M Swimming Pool -NEW	0.00	83.37	83.37	995.57	1,000.00	4.43	1,000.00
Repairs & Maintenance Total	692.98	2,120.87	1,427.89	44,201.32	25,450.00	(18,751.32)	25,450.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	373.27	208.37	(164.90)	3,087.35	2,500.00	(587.35)	2,500.00
05402-001 Contract Service - Legal - Gen...	1,909.00	1,000.00	(909.00)	2,964.00	12,000.00	9,036.00	12,000.00
05403-001 Contract Service -Accounting -...	1,604.14	1,389.38	(214.76)	19,455.05	16,673.00	(2,782.05)	16,673.00
05404-001 Contract Service - General	0.00	0.00	0.00	1,256.72	0.00	(1,256.72)	0.00
05405-001 Contract Service - Lot Mow	0.00	916.63	916.63	10,228.13	11,000.00	771.87	11,000.00
05406-001 Contract Service-Other General	329.24	83.37	(245.87)	12,732.64	1,000.00	(11,732.64)	1,000.00
05407-001 Contracted Service -Janitorial...	777.50	708.37	(69.13)	5,794.38	8,500.00	2,705.62	8,500.00
05408-001 Contracted Services - Accting ...	0.00	200.00	200.00	1,718.61	2,400.00	681.39	2,400.00

CAPE GEORGE COLONY CLUB
Start: 12/01/2021 | End: 12/31/2021

INCOME STATEMENT

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05409-001 Contracted Service - Pest Cont...	300.03	133.37	(166.66)	736.03	1,600.00	863.97	1,600.00
05410-001 Contracted Service - Sanitatio...	0.00	91.63	91.63	180.00	1,100.00	920.00	1,100.00
05411-001 Contracted Service - Postage E...	0.00	100.00	100.00	258.89	1,200.00	941.11	1,200.00
05412-001 Contracted Service - Cable Int...	78.32	173.00	94.68	834.24	2,076.00	1,241.76	2,076.00
05413-001 Contracted Service - Noxious W...	0.00	83.37	83.37	5,232.00	1,000.00	(4,232.00)	1,000.00
Contracted Services Total	5,371.50	5,087.49	(284.01)	64,478.04	61,049.00	(3,429.04)	61,049.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	25.00	25.00	1,627.35	300.00	(1,327.35)	300.00
05504-001 Common property tax - General	0.00	12.50	12.50	258.17	150.00	(108.17)	150.00
05507-001 Other Tax,License,Fee Gen	107.34	316.63	209.29	1,813.11	3,800.00	1,986.89	3,800.00
05508-001 Federal Income Tax - General	800.00	0.00	(800.00)	(137.50)	0.00	137.50	0.00
Property and other Taxes Total	907.34	354.13	(553.21)	3,561.13	4,250.00	688.87	4,250.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	111.27	125.00	13.73	2,229.19	1,500.00	(729.19)	1,500.00
05604-001 Vehicle Gas & Oil General	262.53	108.37	(154.16)	2,356.10	1,300.00	(1,056.10)	1,300.00
05605-001 Supplies- General	411.52	308.37	(103.15)	6,133.15	3,700.00	(2,433.15)	3,700.00
05606-001 Small Tools & Equip Gen	47.99	375.00	327.01	3,508.55	4,500.00	991.45	4,500.00
05607-001 Supplies General Pool - NEW	30.50	300.00	269.50	3,222.76	3,600.00	377.24	3,600.00
05608-001 Utilities Pool - NEW	1,905.31	1,750.00	(155.31)	19,264.63	21,000.00	1,735.37	21,000.00
05609-001 Misc. Expense Pool - NEW	0.00	125.00	125.00	11,472.56	1,500.00	(9,972.56)	1,500.00
05615-001 Card/Fob Expense - General	0.00	0.00	0.00	216.38	0.00	(216.38)	0.00
Supplies, Small Tools, Etc.. Total	2,769.12	3,091.74	322.62	48,403.32	37,100.00	(11,303.32)	37,100.00
Utilities							
05701-001 Utilities General	498.46	800.00	301.54	5,203.53	9,600.00	4,396.47	9,600.00
05702-001 Telephone- General	242.93	400.00	157.07	4,180.73	4,800.00	619.27	4,800.00
Utilities Total	741.39	1,200.00	458.61	9,384.26	14,400.00	5,015.74	14,400.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	1,967.36	2,000.00	32.64	24,520.98	24,000.00	(520.98)	24,000.00
05705-001 Postage - General	0.00	227.50	227.50	1,822.21	2,730.00	907.79	2,730.00
05707-001 Misc. Expense - General	122.74	833.37	710.63	3,263.02	10,000.00	6,736.98	10,000.00
05708-001 Certification/Education -Gen.	0.00	250.00	250.00	2,060.88	3,000.00	939.12	3,000.00
Insurances, Postage, Education, Misc. Total	2,090.10	3,310.87	1,220.77	31,667.09	39,730.00	8,062.91	39,730.00
Deprec, Interest & Bad Debt							
08010-001 RESERVES UNALLOCATED-GENERAL	7,452.67	3,964.16	(3,488.51)	58,035.70	47,570.25	(10,465.45)	47,570.25
Deprec, Interest & Bad Debt Total	7,452.67	3,964.16	(3,488.51)	58,035.70	47,570.25	(10,465.45)	47,570.25
Total Expense	38,914.38	33,947.32	(4,967.06)	440,417.30	407,366.52	(33,050.78)	407,366.52
Net Income	4,146.03	9,319.05	(5,173.02)	94,832.00	122,829.48	(27,997.48)	122,829.48

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 Water
 Start: 12/01/2021 | End: 12/31/2021
 Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	17,024.00	16,916.63	107.37	205,144.00	203,000.00	2,144.00	203,000.00
04105-002 Water Hookup Fees - Water	0.00	375.00	(375.00)	1,100.00	4,500.00	(3,400.00)	4,500.00
04106-002 Excess Water Use	0.00	229.13	(229.13)	3,335.02	2,750.00	585.02	2,750.00
04305-002 Int Income - Reserve Water Op...	0.00	116.63	(116.63)	0.00	1,400.00	(1,400.00)	1,400.00
Income Total	17,024.00	17,637.39	(613.39)	209,579.02	211,650.00	(2,070.98)	211,650.00

Total Income 17,024.00 17,637.39 (613.39) 209,579.02 211,650.00 (2,070.98) 211,650.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	189.00	208.25	19.25	3,148.61	2,499.00	(649.61)	2,499.00
05101-002 Wages- Manager - Water	1,472.16	2,601.63	1,129.47	31,131.84	31,220.00	88.16	31,220.00
05103-002 Wages-Caretakers-WaterOperator	1,401.00	1,248.25	(152.75)	16,492.81	14,979.00	(1,513.81)	14,979.00
05104-002 Wages-Office Admin. -Water	1,467.13	800.12	(667.01)	9,751.63	9,601.00	(150.63)	9,601.00
05120-002 Benefits - Water	3,650.52	1,200.00	(2,450.52)	18,100.07	14,400.00	(3,700.07)	14,400.00
05201-002 Payroll Taxes Water	527.50	581.12	53.62	6,052.64	6,973.00	920.36	6,973.00
Salaries, Benefits & Tax Total	8,707.31	6,639.37	(2,067.94)	84,677.60	79,672.00	(5,005.60)	79,672.00

Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	83.37	83.37	876.71	1,000.00	123.29	1,000.00
05303-002 R & M Office Equip-Water	0.00	8.37	8.37	0.00	100.00	100.00	100.00
05304-002 R & M Vehicles-Water	0.00	141.63	141.63	0.00	1,700.00	1,700.00	1,700.00
05305-002 R & M Equipment-Water	0.00	166.63	166.63	413.92	2,000.00	1,586.08	2,000.00
05307-002 R & M Wells, Tanks & Pipes - W...	0.00	333.37	333.37	528.53	4,000.00	3,471.47	4,000.00
05310-002 R & M Grounds - Water	0.00	166.63	166.63	0.00	2,000.00	2,000.00	2,000.00
Repairs & Maintenance Total	0.00	900.00	900.00	1,819.16	10,800.00	8,980.84	10,800.00

Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.37	83.37	0.00	1,000.00	1,000.00	1,000.00
05403-002 Contract Service- Acctg- Water	708.85	694.63	(14.22)	8,710.46	8,336.00	(374.46)	8,336.00
05404-002 Contract Service - Water	1,690.00	1,300.00	(390.00)	15,863.79	15,600.00	(263.79)	15,600.00
05405-002 Contract Service - Water	0.00	0.00	0.00	1,300.00	0.00	(1,300.00)	0.00
05406-002 Contract Service- Other Water	3.08	0.00	(3.08)	666.08	0.00	(666.08)	0.00
05408-002 Contracted Services - Accting ...	0.00	100.00	100.00	485.65	1,200.00	714.35	1,200.00
Contracted Services Total	2,401.93	2,178.00	(223.93)	27,025.98	26,136.00	(889.98)	26,136.00

Property and other Taxes							
05501-002 Sales B&O Taxes Water	0.00	2,500.00	2,500.00	3,500.87	10,000.00	6,499.13	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	861.05	900.00	38.95	900.00
05507-002 Other Tax, License, Fee Wtr	0.00	83.37	83.37	29.75	1,000.00	970.25	1,000.00
Property and other Taxes Total	0.00	2,583.37	2,583.37	4,391.67	11,900.00	7,508.33	11,900.00

Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	83.37	83.37	230.73	1,000.00	769.27	1,000.00
05604-002 Vehicle Gas & Oil - Water	0.00	58.37	58.37	774.03	700.00	(74.03)	700.00
05605-002 Supplies- Water	7,146.92	375.00	(6,771.92)	9,381.71	4,500.00	(4,881.71)	4,500.00
05606-002 Small Tools & Equip Water	(268.48)	166.63	435.11	2,179.95	2,000.00	(179.95)	2,000.00

CAPE GEORGE COLONY CLUB
Start: 12/01/2021 | End: 12/31/2021

INCOME STATEMENT

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05607-002 Supplies General Pool - Water	0.00	0.00	0.00	78.45	0.00	(78.45)	0.00
05609-002 Misc. Expense Pool - Water	0.00	0.00	0.00	2,476.48	0.00	(2,476.48)	0.00
Supplies, Small Tools, Etc.. Total	6,878.44	683.37	(6,195.07)	15,121.35	8,200.00	(6,921.35)	8,200.00
Utilities							
05701-002 Utilities Water	678.52	958.37	279.85	11,150.18	11,500.00	349.82	11,500.00
05702-002 Telephone-Water	189.98	25.00	(164.98)	1,688.76	300.00	(1,388.76)	300.00
Utilities Total	868.50	983.37	114.87	12,838.94	11,800.00	(1,038.94)	11,800.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	950.64	966.63	15.99	11,934.48	11,600.00	(334.48)	11,600.00
05705-002 Postage-Water	0.00	25.00	25.00	0.00	300.00	300.00	300.00
05707-002 Misc. Expense - Water	46.00	333.37	287.37	1,327.29	4,000.00	2,672.71	4,000.00
05708-002 Certification/Education -Water	0.00	62.50	62.50	132.66	750.00	617.34	750.00
Insurances, Postage, Education, Misc. Total	996.64	1,387.50	390.86	13,394.43	16,650.00	3,255.57	16,650.00
Deprec, Interest & Bad Debt							
08010-002 RESERVES UNALLOCATED - WATER	6,120.71	2,378.54	(3,742.17)	39,768.75	28,542.15	(11,226.60)	28,542.15
Deprec, Interest & Bad Debt Total	6,120.71	2,378.54	(3,742.17)	39,768.75	28,542.15	(11,226.60)	28,542.15
Total Expense	25,973.53	17,733.52	(8,240.01)	199,037.88	193,700.15	(5,337.73)	193,700.15
Net Income	(8,949.53)	(96.13)	(8,853.40)	10,541.14	17,949.85	(7,408.71)	17,949.85

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
Marina
Start: 12/01/2021 | End: 12/31/2021
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	0.00	583.37	(583.37)	6,950.00	7,000.00	(50.00)	7,000.00
04109-003 Marina Moorage - Marina	0.00	4,583.37	(4,583.37)	57,585.50	55,000.00	2,585.50	55,000.00
04112-003 Ramp Fee	0.00	183.37	(183.37)	2,883.00	2,200.00	683.00	2,200.00
04114-003 Daily Moorage/Ramp Fees	0.00	58.37	(58.37)	225.00	700.00	(475.00)	700.00
04115-003 Marina Amenity Fee - \$25	0.00	150.00	(150.00)	1,900.00	1,800.00	100.00	1,800.00
04305-003 Int Income - Reserve Marina Op...	0.00	16.63	(16.63)	0.00	200.00	(200.00)	200.00
04600-003 Marina Amenity Ramp fee - Mari...	0.00	20.87	(20.87)	320.00	250.00	70.00	250.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	860.00	800.00	60.00	800.00
04803-003 Dock Electric Fee - Marina	0.00	375.00	(375.00)	4,896.00	4,500.00	396.00	4,500.00
04804-003 Small Boats - Marina	0.00	233.37	(233.37)	2,880.00	2,800.00	80.00	2,800.00
Income Total	0.00	6,204.35	(6,204.35)	78,499.50	75,250.00	3,249.50	75,250.00
Total Income	0.00	6,204.35	(6,204.35)	78,499.50	75,250.00	3,249.50	75,250.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	47.25	0.00	(47.25)	787.15	0.00	(787.15)	0.00
05101-003 Wages-Manager-Marina	490.72	866.63	375.91	10,377.28	10,400.00	22.72	10,400.00
05103-003 Wages-Caretaker Marina	467.00	208.00	(259.00)	7,093.71	2,496.00	(4,597.71)	2,496.00
05104-003 Wages-Office Admin. -Marina	489.04	266.63	(222.41)	3,250.54	3,200.00	(50.54)	3,200.00
05120-003 Benefits-Marina	912.62	400.00	(512.62)	4,524.95	4,800.00	275.05	4,800.00
05201-003 Payroll Taxes - Marina	142.01	167.63	25.62	1,629.56	2,012.00	382.44	2,012.00
Salaries, Benefits & Tax Total	2,548.64	1,908.89	(639.75)	27,663.19	22,908.00	(4,755.19)	22,908.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.37	8.37	0.00	100.00	100.00	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	300.00	300.00	300.00
05305-003 R & M Equipment - Marina	434.93	25.00	(409.93)	929.05	300.00	(629.05)	300.00
05308-003 R & M- Docks & Ramps - Marina	0.00	500.00	500.00	2,374.99	6,000.00	3,625.01	6,000.00
05309-003 R & M - Dredging - Marina	0.00	875.00	875.00	13,444.77	10,500.00	(2,944.77)	10,500.00
05310-003 R & M Grounds-Marina	259.84	83.37	(176.47)	259.84	1,000.00	740.16	1,000.00
05311-003 R & M Jetty - Marina	0.00	0.00	0.00	824.05	0.00	(824.05)	0.00
Repairs & Maintenance Total	694.77	1,516.74	821.97	17,832.70	18,200.00	367.30	18,200.00
Contracted Services							
05403-003 Contract Services - Accounting	236.29	231.62	(4.67)	3,005.50	2,779.00	(226.50)	2,779.00
05404-003 Contract Service - Marina	93.00	0.00	(93.00)	369.64	0.00	(369.64)	0.00
05406-003 Contract Service- Other Marina	170.16	208.37	38.21	3,764.36	2,500.00	(1,264.36)	2,500.00
05408-003 Contracted Services - Accting ...	0.00	33.37	33.37	322.73	400.00	77.27	400.00
05410-003 Contracted Service - Sanitatio...	0.00	100.00	100.00	918.64	1,200.00	281.36	1,200.00
Contracted Services Total	499.45	573.36	73.91	8,380.87	6,879.00	(1,501.87)	6,879.00
Property and other Taxes							
05507-003 Other license, fee - marina	0.00	75.00	75.00	0.00	300.00	300.00	300.00
05508-003 Federal Income Tax - Marina	0.00	20.87	20.87	0.00	250.00	250.00	250.00
Property and other Taxes Total	0.00	95.87	95.87	0.00	550.00	550.00	550.00

CAPE GEORGE COLONY CLUB
 Start: 12/01/2021 | End: 12/31/2021

INCOME STATEMENT

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Supplies, Small Tools, Etc..							
05601-003 Office Supplies-Marina	0.00	41.63	41.63	61.76	500.00	438.24	500.00
05604-003 Vehicle Gas & Oil Marina	83.11	12.50	(70.61)	486.94	150.00	(336.94)	150.00
05605-003 Supplies- Marina	0.00	141.63	141.63	1,874.99	1,700.00	(174.99)	1,700.00
05606-003 Small Tools & Equip Marina	0.00	125.00	125.00	193.51	1,500.00	1,306.49	1,500.00
Supplies, Small Tools, Etc.. Total	83.11	320.76	237.65	2,617.20	3,850.00	1,232.80	3,850.00
Utilities							
05701-003 Utilities Marina	767.83	666.63	(101.20)	7,853.24	8,000.00	146.76	8,000.00
Utilities Total	767.83	666.63	(101.20)	7,853.24	8,000.00	146.76	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	775.66	725.00	(50.66)	9,971.00	8,700.00	(1,271.00)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	0.00	300.00	300.00	300.00
05707-003 Misc. Expense - Marina	0.00	50.00	50.00	0.00	600.00	600.00	600.00
05708-003 Cerification/Education -Marina	0.00	8.37	8.37	0.00	100.00	100.00	100.00
Insurances, Postage, Education, Misc. Total	775.66	808.37	32.71	9,971.00	9,700.00	(271.00)	9,700.00
Deprec, Interest & Bad Debt							
08010-003 RESERVES UNALLOCATED - Marina	2,283.37	9,514.05	7,230.68	92,476.55	114,168.60	21,692.05	114,168.60
Deprec, Interest & Bad Debt Total	2,283.37	9,514.05	7,230.68	92,476.55	114,168.60	21,692.05	114,168.60
Total Expense	7,652.83	15,404.67	7,751.84	166,794.75	184,255.60	17,460.85	184,255.60
Net Income	(7,652.83)	(9,200.32)	1,547.49	(88,295.25)	(109,005.60)	20,710.35	(109,005.60)

CAPE GEORGE COLONY CLUB
As of: 12/31/2021

AGED OWNER BALANCE

Report Summary

Code	Account#	Current	Over 30	Over 60	Over 90	Total
01 - Late Fees	01201	(\$20.00)	\$0.00	\$20.00	\$159.50	\$159.50
02 - Insuff Funds Fe	01201	\$0.00	\$25.00	\$0.00	\$0.00	\$25.00
03 - Admin. Fees	01201	\$0.00	\$0.00	\$10.00	\$30.00	\$40.00
05 - 05 Attorney Fees	01201	\$0.00	\$0.00	\$0.00	\$6,500.00	\$6,500.00
21 - Fines	01201	\$500.00	\$100.00	\$0.00	\$3,812.00	\$4,412.00
22 - Access Cards	01201	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00
A1 - A1 Genrl Assesmnt	01201	\$0.00	\$0.00	\$0.00	\$4,229.56	\$4,229.56
C3 - Water Use Fees	01201	\$0.00	\$0.00	\$0.00	\$1,242.00	\$1,242.00
C4 - RESERVE ASSESS	01201	\$0.00	\$0.00	\$0.00	\$3,092.68	\$3,092.68
C6 - C6 LOT MOW	01201	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Grand Total:		\$480.00	\$155.00	\$30.00	\$19,105.74	\$19,770.74

Account#	Account Description	Delinquency Amount
01201 - 001	Accts Receivables - General	\$8,936.06
01201 - 002	Accts Receivables - Water	\$1,242.00
01201 - 007	Accts Receivables - 110aegagReserve	\$6,500.00
01201 - 099	Accts Receivables - Cost Center 099	\$3,092.68
Total:		\$19,770.74

Total Number of Homes: 20

CAPE GEORGE COLONY CLUB
As of: 12/31/2021

PREPAID OWNERS

Owner	Address	Account #	Lot #		Prepaid Balance
				Total	\$288.50
RICHARD & KATHLEEN KEENAN	100 JOHNSON AVE	5000000658	VL1-	PP - General	\$288.50
			5D7B6	Total	\$288.50
				PP - General	\$30,160.27
				PP - 26 - Small Boats	\$60.00
				Total	\$30,220.27

CAPE GEORGE COLONY CLUB
CHECK REGISTER - SUMMARY
 START: 12/01/2021 | END: 12/31/2021

Date	Check	Vendor	Reference	Amount
Pacific Premier Bank OP - PPB 0125 New				
12/29/2021	300010	QW3670 - CENTURY LINK	SVC 12/09/21-01/08/21	\$0.10
12/27/2021	101061	FER002 - FERGUSON WATERWORKS INC		\$5,247.42
12/27/2021	101062	CGCC BR - Brian Ritchie	Reimburse Gas	\$83.11
12/25/2021	300009	QW3670 - CENTURY LINK	SVC 12/05/21-01/05/22	\$59.90
12/25/2021	300011	QW3670 - CENTURY LINK		\$129.98
12/20/2021	101057	G00001 - GOOD MAN SANITATION	SVC 11/09/21-12/05/21	\$93.00
12/20/2021	101058	OLY006 - OLYMPIC SPRINGS	5 Gal Purified	\$17.35
12/20/2021	101059	BenFellows - Ben Fellows	Reimburse dredge project	\$272.85
12/20/2021	101060	PUD001 - PUD #1 OF JEFFERSON COUNTY	SVC 10/28/21-12/03/21	\$3,850.12
12/17/2021	101049	STANLEYS - STANLEY STEEMER CARPET...	Tile Clean	\$225.00
12/17/2021	101050	TON001 - MERELYN (COOKIE) TONKUNAS	Post Inspection	\$65.00
12/17/2021	101051	HEN001 - HENERY HARDWARE	Property Supplies	\$391.06
12/17/2021	101052	UTI001 - UTIL UNDRGRND LOC CENTER		\$3.08
12/17/2021	101053	LLCP - Leahy Legal Consulting PLLC	Legal fees	\$770.00
12/17/2021	101054	NOR006 - NOR'WEST CUSTODIAL SERVICES	Janitorial Services	\$777.50
12/17/2021	101055	JoseEsc - Jose Manuel Escalera-Es...	Service Call	\$1,690.00
12/17/2021	101056	PURCOR - PURCOR PEST SOLUTIONS	Pest Control	\$300.03

CAPE GEORGE COLONY CLUB
Start: 12/01/2021 | End: 12/31/2021

CHECK REGISTER - SUMMARY

Date	Check	Vendor	Reference	Amount
12/16/2021	101048	PST - Peryea Silver Taylor P.S.	Legal Services	\$1,139.00
12/10/2021	101044	MUR002 - MURREYS DISPOSAL CO. INC	November Services	\$417.05
12/10/2021	101045	CEN002 - CENTRAL WELDING SUPPLY	Supplies	\$20.46
12/10/2021	101046	FER002 - FERGUSON WATERWORKS INC		\$155.04
12/10/2021	101047	TWI001 - SPECTRA LABORATORIES - K...	December Services	\$46.00
12/06/2021	101039	MLapointe - Michael Lapointe	Reimburse Expenses	\$542.28
12/06/2021	101040	JEF002 - JEFFERSON CNTY TREASURER	Property Taxes	\$144.44
12/06/2021	101041	UBM001 - UNITED BUSINESS MACHINES...	SVC 12/24/21-01/23/22	\$222.17
12/06/2021	101042	Westside - Westside Marine Inc.		\$434.93
12/06/2021	101043	FER002 - FERGUSON WATERWORKS INC		\$104.02
12/01/2021	300008	REG001 - REGENCE BLUESHIELD	12/01/21-/12/31/21	\$2,426.14
Sub-Total:				\$19,627.03
Total:				\$19,627.03

Aged Open Items

CAPE GEORGE COLONY CLUB
As of: 12/31/2021

Run Date: 01/26/2022
Run Time: 05:01 PM

Item #	Vendor	Invoice	Date	Current	31-60	61-90	Over 90
213628	84634 CCDC-Cascade Columbia Distribution Company 05605 Supplies	825457	12/27/2021	\$873.10	\$0.00	\$0.00	\$0.00
213629	ESTATE-ESTATE OF CHARLES B. WHITTAKER C/O BARBARA NELSON 02120 Account 02120	1213210000065312/13/2021		\$96.17	\$0.00	\$0.00	\$0.00
213630	FER002-FERGUSON WATERWORKS INC 05605 Supplies	1052859-1	12/20/2021	\$767.34	\$0.00	\$0.00	\$0.00
213631	FPM001-FP MAILING FRANCOTYP-POSTALIA 05401 Contract Service Equip	RI105133063	12/28/2021	\$151.10	\$0.00	\$0.00	\$0.00
213634	UBM001-UNITED BUSINESS MACHINESOF WA INC 05401 Contract Service Equip	INV464234	12/28/2021	\$222.17	\$0.00	\$0.00	\$0.00
Total				\$2,109.88	\$0.00	\$0.00	\$0.00
Grand Total						\$2,109.88	

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 12/31/2021

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01106 - OP - PPB 0125 New	
Bank Statement Balance	\$51,572.89	Account Balance	\$41,685.37
GL Account Balance	\$41,685.37	+ Uncleared Payments	\$9,887.52
Difference	\$9,887.52	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$51,572.89
		- Statement Balance	\$51,572.89
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
300010	12/29/2021	206578 QW3670 - CENTURY LINK (CGCC)	Uncleared	0.00	0.10
	12/29/2021	GL 220282 Journal Entry	Uncleared	0.00	397.62
101061	12/27/2021	208206 FER002 - FERGUSON WATERWORKS INC	Uncleared	0.00	5,247.42
101062	12/27/2021	208207 CGCC BR - Brian Ritchie	Uncleared	0.00	83.11
300009	12/25/2021	203855 QW3670 - CENTURY LINK (CGCC)	Uncleared	0.00	59.90
300011	12/25/2021	210095 QW3670 - CENTURY LINK (CGCC)	Uncleared	0.00	129.98
101058	12/20/2021	203852 OLY006 - OLYMPIC SPRINGS Inc.	Uncleared	0.00	17.35
101059	12/20/2021	203853 BenFellows - Ben Fellows	Uncleared	0.00	272.85
101050	12/17/2021	202485 TON001 - MERELYN (COOKIE) TONKUNAS	Uncleared	0.00	65.00
	12/13/2021	GL 220276 Journal Entry	Uncleared	0.00	645.77
101039	12/6/2021	196096 MLapointe - Michael Lapointe	Uncleared	0.00	542.28
300008	12/1/2021	192061 REG001 - REGENCE BLUESHIELD	Uncleared	0.00	2,426.14
Totals				\$0.00	\$9,887.52



PACIFIC PREMIER BANK

STATEMENT OF ACCOUNT ACTIVITY
866-353-1476
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CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 1 of 8
Branch 010
Account Number: [REDACTED]
Date 12/31/2021
EM

HOA NON INT CKG Acct [REDACTED]

Summary of Activity Since Your Last Statement

Beginning Balance	12/01/21	97,051.91
Deposits / Misc Credits	22	11,349.77
Withdrawals / Misc Debits	36	56,828.79
** Ending Balance	12/31/21	51,572.89 **
Service Charge		.00
Enclosures		19

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
12/01	376.02		Community Financ/ACH PMT 1173930 eKlik
12/02	545.68		PayLease.com/Settlement 000013110174761 Community Financials,
12/03	150.00		PayLease.com/Settlement 000013127550185 Community Financials,
12/06	270.34		Community Financ/ACH PMT 1173930 eKlik
12/07	100.00		PayLease.com/Settlement 000013175010473 Community Financials,
12/07	288.50		HOA LOCKBOX DEPOSIT
12/09	87.33		PAYLEASE.COM/CREDIT 235475864 Community Financials,
12/09	315.00		HOA LOCKBOX DEPOSIT
12/09	268.48		REMOTE CAPTURE DEPOSIT
12/13	769.67		Community Financ/ACH PMT 1173930 eKlik
12/16	288.50		PayLease.com/Settlement 000013252417857 Community Financials,
12/17	288.50		Community Financ/ACH PMT 1173930 eKlik
12/22	192.50		HOA LOCKBOX DEPOSIT
12/24	192.50		PayLease.com/Settlement 000013314136013 Community Financials,
12/27	481.00		Community Financ/ACH PMT 1173930 eKlik
12/27	673.25		PayLease.com/Settlement



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BOULDER CO 80303-2668

Page 2 of 8
Branch 010
Account Number:
Date 12/31/2021

EM

Deposits and Credits

Table with 4 columns: Date, Deposits, Withdrawals, Activity Description. Rows include transactions from 12/28 to 12/31 with descriptions like 'Community Financials, PayLease.com/Settlement'.

Withdrawals and Debits

Table with 4 columns: Date, Deposits, Withdrawals, Activity Description. Rows include transactions from 12/01 to 12/14 with descriptions like 'CF Monthly Accounting Fee', 'AVIDPAY SERVICE/AVIDPAY', 'ADP PAYROLL FEES/ADP - FEES'.



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BOULDER CO 80303-2668

Page 3 of 8
Branch 010
Account Number:
Date 12/31/2021

EM

Withdrawals and Debits

Table with columns: Date, Deposits, Withdrawals, Activity Description. Lists transactions from 12/14 to 12/31 including ADP Tax, AVIDPAY SERVICE, and ADP PAYROLL FEES.

Checks in Check Number Order

Table with columns: Date, Check No, Amount. Lists check transactions from 12/02 to 12/15.

* Indicates a break in check number sequence

Daily Balance Summary

Table with columns: Date, Balance. Shows daily balances from 12/01 to 12/13.



PACIFIC PREMIER BANK

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CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 4 of 8
Branch 010
Account Number: [REDACTED]
Date 12/31/2021

EM

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
12/14	77,600.98	12/21	72,688.93	12/28	65,999.17
12/15	77,056.54	12/22	71,191.43	12/29	65,121.64
12/16	77,345.04	12/23	69,635.38	12/30	66,852.64
12/17	77,478.50	12/24	69,726.59	12/31	51,572.89
12/20	76,652.51	12/27	70,655.84		

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 12/31/2021

Reconciliation Summary: 4 - CAPE GEORGE OPER CKG		GL Account: 01104 - Chase #1366	
(Chase)			
Bank Statement Balance	\$37,750.25	Account Balance	\$37,750.25
GL Account Balance	\$37,750.25	+ Uncleared Payments	\$0.00
Difference	\$0.00	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$37,750.25
		- Statement Balance	\$37,750.25
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
				Totals	\$0.00
					\$0.00

CHASE
 JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

December 01, 2021 through December 31, 2021
 Account Number: [REDACTED]

00006692 DRE 702 210 00522 NNNNNNNNNN 1 000000000 U3 0000
 CAPE GEORGE COLONY CLUB
 61 CAPE GEORGE DR
 PORT TOWNSEND WA 98368

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: 1-877-425-8100
 Deaf and Hard of Hearing: 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679



CHECKING SUMMARY Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$38,767.30
Deposits and Additions	2	2,128.97
Electronic Withdrawals	3	-3,146.02
Ending Balance	5	\$37,750.25

- Your Chase Platinum Business Checking account provides:
- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
 - 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
 - \$25,000 in cash deposits per statement cycle
 - Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
12/14	Remote Online Deposit 1	\$2,097.18
12/14	Remote Online Deposit 1	31.79
Total Deposits and Additions		\$2,128.97

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
12/09	Orig CO Name:Chase Credit Crd Orig ID:4760039224 Desc Date:211209 CO Entry Descr:Autopaybussec:PPD Trace#:021000022715981 Eed:211209 Ind ID: Ind Name:Rooney Patrick J Trn: 3432715981Tc	\$2,103.09
12/16	Orig CO Name:Centurylink Orig ID:9Atp027380 Desc Date: CO Entry Descr:Auto Pay Sec:CCD Trace#:021000028918793 Eed:211216 Ind ID:14520746383 Ind Name:Cape George Colony Clu Trn: 3508918793Tc	242.93
12/31	Orig CO Name:Irs Orig ID:3387702000 Desc Date:123121 CO Entry Descr:Usalaxpyrmtsec.CCD Trace#:061036015346570 Eed:211231 Ind ID:270176583913532 Ind Name:Cape George Colony Clu Trn: 3655346570Tc	800.00
Total Electronic Withdrawals		\$3,146.02



December 01, 2021 through December 31, 2021

Account Number: [REDACTED]

DAILY ENDING BALANCE

DATE	AMOUNT
12/09	\$36,664.21
12/14	38,793.18
12/16	38,550.25
12/31	37,750.25

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited Credits	11	Unlimited	0	\$0.40	\$0.00
Non-Electronic Transactions	3	500	0	\$0.40	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT 000000793361366

Other Service Charges:

Electronic Credits					
Electronic Items Deposited Credits	11				
Non-Electronic Transactions	3				

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

December 01, 2021 through December 31, 2021

Account Number: [REDACTED]

00106583 DRE 702 210 00122 NNNNNNNNNN 1 000000000 61 0000
CAPE GEORGE COLONY CLUB
61 CAPE GEORGE DR
PORT TOWNSEND WA 98368

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
Service Center: 1-877-425-8100
Deaf and Hard of Hearing: 1-800-242-7383
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679



0106583010100000021

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$100,029.80
Deposits and Additions	1	1.67
Ending Balance	1	\$100,031.47
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.67
Interest Paid Year-to-Date		\$19.14

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$100,029.80
12/31	Interest Payment	1.67	100,031.47
	Ending Balance		\$100,031.47

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Platinum Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 12/31/2021

Run Date: 01/26/2022
 Run Time: 09:55 PM

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01111 - ICS TEMP	
Bank Statement Balance	\$50,247.33	Account Balance	\$50,247.33
GL Account Balance	\$50,247.33	+ Uncleared Payments	\$0.00
Difference	\$0.00	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$50,247.33
		- Statement Balance	\$50,247.33
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
Totals				\$0.00	\$0.00

07986

Pacific Premier Bank
17901 Von Karman Avenue
Suite 150
Irvine, CA 92614

Contact Us
(213) 542-2754



107593-31A
Cape George Colony Club, Inc.
61 Cape George Dr
Port Townsend, WA 98368-9403

Account
Cape George Colony Club, Inc.

Date
12/31/2021

Page
1 of 2

IntraFi® Network DepositsSM Monthly Statement

Demand or Savings Option (formerly known as ICS®)

The following information is a summary of activity in your account(s) for the month of December 2021 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Network Deposits. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

Summary of Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
*****125	Savings	0.01%	\$50,246.91	\$50,247.33
TOTAL			\$50,246.91	\$50,247.33

Date 12/31/2021 07986
 Page 2 of 2

DETAILED ACCOUNT OVERVIEW
 Account ID: *****125
 Account Title: Cape George Colony Club, Inc.



Account Summary - Savings

Statement Period	12/1-12/31/2021	Average Daily Balance	\$50,246.92
Previous Period Ending Balance	\$50,246.91	Interest Rate at End of Statement Period	0.01%
Total Program Deposits	0.00	Statement Period Yield	0.01%
Total Program Withdrawals	(0.00)	YTD Interest Paid	17.13
Interest Capitalized	0.42	YTD Taxes Withheld	0.00
Taxes Withheld	(0.00)		
Current Period Ending Balance	\$50,247.33		

Account Transaction Detail

Date	Activity Type	Amount	Balance
12/31/2021	Interest Capitalization	\$0.42	\$50,247.33

Summary of Balances as of December 31, 2021

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
Pinnacle Bank	Nashville, TN	35583	\$50,247.33

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 12/31/2021

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01109 - Reserve Inv Bank	
Bank Statement Balance	\$178,269.82	Account Balance	\$178,269.82
GL Account Balance	\$178,269.82	+ Uncleared Payments	\$0.00
Difference	\$0.00	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$178,269.82
		- Statement Balance	\$178,269.82
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
Totals				\$0.00	\$0.00



PACIFIC PREMIER BANK

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COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 1 of 1
Branch 010
Account Number:
Date 12/31/2021
EM

HOA MONEY MARKET Acct

Summary of Activity Since Your Last Statement

Table with 3 columns: Description, Date, Amount. Rows include Beginning Balance (12/01/21, 162,406.15), Deposits / Misc Credits (2, 15,863.67), Withdrawals / Misc Debits (0, .00), Ending Balance (12/31/21, 178,269.82), Service Charge (.00), Interest Paid Thru 12/31/21 (6.92), Interest Paid Year To Date (156.73), Average Rate / Cycle Days (.05000 / 31).

Deposits and Credits

Table with 4 columns: Date, Deposits, Withdrawals, Activity Description. Rows show 12/31 deposits of 15,856.75 and 6.92, with descriptions 'Ref FGOF931 From *0125 Monthly Reserve T' and 'INTEREST EARNED'.

Daily Balance Summary

Table with 6 columns: Date, Balance, Date, Balance, Date, Balance. Row shows 12/31 balance of 178,269.82.

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, December 14, 2021 9:15 am (via ZOOM)

ATTENDANCE: Kyanne Anderson, Varn Brooks, Patty Dunmire, Sue Dunning, Marta Krissovich, Stephen McDevitt, Kitty Rucker, Ruth Ross, Bob Sullivan, Elaine Sullivan, Richard Vandemark, Gina Webber

I. CALL TO ORDER: Steve McDevitt called the meeting to order at 9:19 am.

II. APPROVAL OF MINUTES: Approval of the minutes from the November 2021 meeting was deferred until the next meeting to allow time for their distribution to the committee.

III. FISCAL REPORT: The current balance is \$1383.87, unchanged from last month.

IV. OLD BUSINESS

A. Styrofoam Recycling: is scheduled for January 8. Notices have been distributed to let people know to schedule a time to drop off.

B. Revisions to Cape George tree removal permit: Pat Gulick will follow-up with the Board about the committee's suggestion that information be added to the permit form asking if the property is shoreline and notifying the member that they first need to contact the county for approval or to obtain documentation that county approval is not needed.

C. Clubhouse Landscaping: Patty Dunmire to provide an update after the holidays.

V. NEW BUSINESS

A. Storm Damage Assessment: Jim Johannessen, of Coastal Geologic Services, which designed the original berm, will be submit a preliminary proposal for berm repairs soon to get feedback from the board on how they want him to proceed. Because Pat Rooney, with whom Jim had been working in the past, is no longer the manager, Pat Gulick will need to work with the Board to determine who will serve as contact person for Jim.

B. Oil Spill Preparedness and HAZWOPER Training: Steve continues efforts to obtain information/resources concerning oil spill readiness in our community. Steve and Ruth both completed the HAZWOPER training to serve as volunteers in the event of wildlife impacted by an oil spill.

C. King Tides Initiative/Webinar: Ruth will provide the link to the recording of the webinar to the committee once it is ready.

D. Access to beach over the berm: The committee discussed the need to identify a couple of good places for people to access the beach from the area north of the clubhouse and the placement of a temporary barrier to reduce foot traffic and hence erosion across the berm in other areas, given the recent damage to the berm. The following motion was made by Kitty Rucker and Marta Krissovich, seconded by Gina Webber, and passed unanimously. "To reduce further damage to the berm, we recommended installing a temporary symbolic and environmentally friendly barrier to discourage foot traffic from crossing the berm except at specific designated entrances to the beach." Pat Gulick will present this proposal to the Board to get approval.

The meeting was adjourned at 10:30 am.

Respectfully submitted
Ruth Ross, Secretary

Finance Committee Minutes
December 31, 2021

To: Cape George Board of Trustees, Cape George Office Administrator
From: CG Finance Committee
Attending: Karen Krug, Collette Carpenter, Gail Krentzman, Georgette Semick; Board Members Fayla Schwartz and John Dwyer

Because John Dwyer is now a member of the Board of Trustees, he submitted his resignation as Chair of the Finance Committee. He will stay on as a non-voting member of the Committee.

Motion 1: Karen Krug was nominated as the new Chairperson, subject to approval of the Board. Unanimously approved.

Committee Charter: Georgette discussed the draft Committee Charter that had been previously circulated to members for review. A revision to the Preamble to allow the Board to appoint a second nonvoting Trustee to the Committee was discussed and approved. Subject to final review of that revision, the Charter will be provided to Fayla for transmittal to the Board for review and approval.

Motion 2: The Charter as revised was approved by Committee to send to the Board.

2022 Budget Recommendations for the Board: The Committee considered the draft document called "2022 Budget Recommendations Addendum . . .". It was decided that

- Since the Special Budget Meeting had yet to be scheduled, the less confusing approach would be for the Committee to simply supersede the packet sent to the Board on December 13, 2021 (not distributed to the Membership) with a new recommendations packet based on this memorandum.
- Gail and Georgette will prepare a new draft recommendations package based on the following changes:
 - Adjustment to wages and benefits considering the open Manager position
 - Balanced Operational Budget with increase of 4% to Operations Assessment and 2.5% increase to Reserve Assessment. These increases are both in conformance with the current CG ByLaws.
 - Increase of 10% to Water fees with the intent of adding excess income to water reserve account at the conclusion of the 2022 fiscal year.
 - Increase of 20% to marina fees with the intent of adding any excess income to marina reserve account at the conclusion of the 2022 fiscal year.

The changes will be circulated to the Committee for consideration at a Finance Committee meeting scheduled for January 6 at 10:00 PST

- Fayla will attempt to schedule the Special Board Budget Meeting on or around January 14th.

Update on Other Yearend Tasks: Each member delineated their open questions and pending tasks for closing 2022, including:

- Payroll and benefits corrections needed
- Review of reserve account balances and transfers during 2021 in light of Board minutes
- Request passwords for read only access to the TOPSONE (CF system) for Committee members
- Meeting with CF to include Treasurer and Chair
- Meeting with Newman (auditors) regarding 2020 audit
- Administrative questions:
 - Is old bookkeepers system still available to assist with tracking vendors and contractors?
 - Posting of IRS refund checks
 - Transfer of funds from Marina Reserve Account to operations for completion of North Jetty project.

Submitted By:

Georgette Semick for Finance Committee

January 24, 2022

**Finance Committee Meeting
January 6, 2022**

TO: Cape George Board of Trustees, Cape George Office
FROM: Finance Committee
Attending: Karen Krug, Collette Carpenter, Gail Krentzman, Georgette Semick; Board Members Fayla Schwartz and John Dwyer

The purpose of the meeting was to review the work done by members on the 2022 Budget and make decisions on the final recommendations to the Board in preparation for the anticipated January 14, 2022 Special Board Meeting on 2022 Budget.

- For general operations, water operations and reserve assessments we will use 3 months at 2021 budget levels and 9 months @ proposed 2022 budget. For marina, because of its annual billing cycle, we will use expenses at a 3/9 calculation but will use full 12 months of income at 2022 proposed rates. We believe this is in accordance with our Governing Documents and the RCWs.
- Marina bills will not be sent out until the budget is ratified.
- Increases to 2022 assessments will be 4% General Operations; 10% water usage fee; an average of 20% for marina moorage in accordance with Marina Committee recommended rates; and 2.5% for reserve assessments. We believe these rates are in accordance with our ByLaws and RCWs.
- The draft memorandum about ByLaw increase limitations will be withheld from the budget package and be used as backup discussion.

The group will work with email to compile the Budget Recommendations to go to the Board, hopefully by Monday 1/10/2022.

Other time-critical items for discussion:

- 1099s: Collette had found at least one contractor who needs to receive a 1099 but whose record was not marked to produce one from the AP system. A review of the vendor file will hopefully identify and correct others.
- Discussions with Community Financials indicated that the process and approval for Accounts Payable may need revision to ensure timely and appropriate approvals.
- We still have not received the November 30, 2021 financial reports. The imminent meeting with CF will hopefully determine the holdup and correct it.
- The IRA match for employees was recoded to comply with our stated benefits.
- ADP system will now produce hard copies of check stubs for all employees.

A discussion of Zoom Best Practices and the recommendation to appoint a Zoom-proficient moderator (Not a Board member or the Manager) for Board meetings. At large meetings recognizing speakers is a problem.

The next scheduled Committee Meeting is February 1, 2022 with two primary agenda items:

- Reserve accounts
- End of year financials.

Submitted by: Georgette Semick for Finance Committee
January 24, 2022

Pool Committee Meeting
Jan. 4, 2022
3 pm Clubhouse

Present at the meeting:

Sandi Guilin, Penny Jensen, Patty Dunmire, Kris Edwards, Linda Mollino, Mary Hilfer, Vicki Horton, John Galm, Marta Krissovich

Meeting was called to order by Penny Jensen, Chair

Financial Report: \$925.87 in our account

Old Business: 1. Thanks to Kris Edwards and Linda Mollino for installing bathing cap/shoe signs. 2. Non-slip material is applied to changing room floors. 3. Water temperature goal is 84 degrees.

New Business: 1. After much discussion re virus, we will continue water aerobics class. A sign re no more than 2 swimmers in the changing rooms at a time will be installed by Marta. A sign re keeping the changing room doors propped open will also be installed. 2. Penny Jensen moved and Marta 2nd that we would purchase a \$50 gift certificate for Mike Thorwick for his extraordinary contribution repairing and maintaining our dehumidification and other pool systems. This motion was unanimously approved. 3. Sandi and Jose kindly donated the new beautiful changing room hooks to the pool. Thanks to them. Sandi shared the painting we will install at the entrance the pool. It is BEAUTIFUL!!! Thanks Sandi! 4. Linda Mollino moved, and Patty Dunmire seconded a motion for the committee to purchase a sound system for the Water Aerobics class. It was unanimously approved. 5. Patty Dunmire asked the Committee if anyone would be willing to run for the Board. 6. A creative bathing cap contest will be announced in the February Newsletter. 7. We will start identifying projects for which we can Fund Raise.

Respectfully submitted: Penny Jensen, Chair

MINUTES OF SEARCH COMMITTEE FOR GENERAL MANAGER MEETING
1/4/2021

Attendees via Zoom:

Julie Gertler, Chair
Collette Carpenter
Lynn Terwoerds
Joel Janetski
Susi Feller

1. Julie announced that Susi is taking over as chairperson.

2. GM Job Description:

Discussion:

The capegeorge.org website has extensive documents including a comprehensive job description for the GM. Click Documents, then click Rules & Regs and scroll down to Finance & Employment. Review EMP01, EMP02, EMP08a as well as FIN01 and FIN02. They are all in PDF format and cannot be edited.

Action:

- Lynn will convert the documents into "Word" format and each committee member will make desired changes.
- Collette will forward those documents to the Finance committee members for their input.
- We will finalize our changes at the next meeting and then forward to the Board for their input and final approval.
- Clarify with the Board as to what the expectations are of the GM regarding HOA problems that arise outside of regular working hours.

3. Timeline:

Discussion:

There is consensus that we will try to proceed as efficiently as possible in selecting the final cut of qualified applicants to forward to the Board. However the process should not be rushed at the expense of due diligence.

Action:

- Post the position by 2/1/21.
- Post the position for 4 weeks.
- Limit interviews to qualified candidates only (based on their CVs).
- Complete interviews and reference checks prior to proceeding to background checks.

4. Interviews/Reference Checks:

Discussion:

Create performance based interview questions. Create release of information authorization form for applicant to sign prior to checking references. Terri should be invited to participate in the interview process.

Action:

- Susi will create drafts and forward to committee members for their review and input.
- Finalize documents at next meeting.

5. Applications:

Discussion:

We have already received inquiries and CVs from 3 people. We need to inform applicants that we have received their information and that we will be in touch once our process is finalized.

Action:

- Julie will create a form letter to be sent to prospective applicants.
- Approve letter via e-mail as soon as available and send to applicants.

6. Posting the Position:

Discussion:

Where should the position be posted? How much will it cost? What needs to be included in the posting?

Action:

- Julie will research options as to where. All committee members are asked to forward any ideas they have to Julie.
- The posting should be comprised of a paragraph outlining the position with a hyperlink to our website and documents which include the comprehensive job description. In addition, the posting needs to include EEOC wording.
- Once the job description is completed then we will create the wording for the posting.
- Follow-up at next meeting.

7. Salary:

Discussion:

The prior GM's salary seems to have been higher than the mean salary for our region. There are several options other than a high salary to attract high quality applicants.

Action:

- The search committee does not set the GM's pay. The Board decides the GM's pay. However, the search committee will provide the Board with information and suggestions to assist in this decision making process.
- Lynn and Collette will work together to outline regional salaries for this position and include suggestions as to how to incentivize and attract quality applicants.
- Joel will try to obtain information as to present salaries, benefits and bonuses etc of HOA managers at Kala Point and Port Ludlow.
- Committee members will review above information once available and then forward our recommendations to the Board.

Next meeting: Monday 1/17 at 3:00pm.

Respectfully submitted,
Susi

**MINUTES OF SEARCH COMMITTEE FOR GENERAL MANAGER MEETING
1/17/2021**

Attendees via Zoom:

Julie Gertler

Collette Carpenter

Lynn Terwoerds

Joel Janetski

Susi Feller, Chair

1. Minutes for the meeting on 1/4/21 were approved.

2. Job Description:

Discussion:

Several more changes were made since the last meeting including changing 2 items under "Managing Finances" from Responsibility "A" to "C" (3.f and 3.g). There was consensus that "Community Manager" would be a better title than "General Manager", however since all the other EMP and FIN documents refer to General Manager, this is not the time to change the title since all documents would have to be updated.

Action:

Everyone is encouraged to take another look at all of the "A" designations in the job description to see if any others should be upgraded and provide feedback to Susi by tomorrow. We will then forward to the Board for review and further revisions. We recommend that the Board consider implementing a process to review, update and amend all documents on our website, especially all EMP and FIN documents, and at that time the title for the GM could be changed. A task force or committee may need to be created to accomplish this task.

3. Authorization for Release of Information:

Discussion:

No time for discussion today.

Action:

Review at next meeting.

4. Letters to prospective applicants:

Discussion/Action: Closed. Terri sent out letters.

5. Job Posting:

Discussion:

Julie presented a draft as to the wording of the post. Some suggestions were made and incorporated. The Board approved up to \$1000.- to advertise this position. Much discussion ensued as to whether or not to use "Indeed" as a resource since there are some significant pitfalls with this service. Taking out classified ads in the local papers was discussed and not felt to be of high yield but may yet be considered since our options are limited. Networking locally with various organizations and community members to get the word out would definitely be worthwhile.

Action:

Julie and Susi will finalize the wording of the post and forward to the Board for review. We will advertise using the national CAI website. Julie will further research what local networks we can tap into. We will also engage our community residents. Susi will research local newspaper options and costs. Follow-up next meeting. We will ask Terri to post the vacancy on our website (left hand column) with a link to the job description.

6. Salary:

Discussion:

Collette and Lynn created a white paper "Cape George Compensation Guidelines". This incredibly well outlined and informative document summarizes local data as to HOA manager salaries. It provides data as to the compounding aspects given an annual 3% increase in the salary and how important it is to set an appropriate initial salary. There is no reason to provide a starting salary that is the same as the last GM. Moving expenses have tax implications for both the employee and our organization. About half of the community's operating budget is consumed by salaries. The document provides suggestions as to monetary incentives not related to the salary as well as non-monetary benefits and perks that our community could offer that might entice a candidate to work for us. We are most appreciative of all the work that has gone into this white paper especially on such short notice and while working on other committees for our HOA.

Action:

We will forward the Cape George Compensation Guidelines to the Board for their review. The Board may refer any questions via email, phone or Zoom to Lynn and Collette.

7. Interview Questions:

Discussion/Action:

Deferred until next meeting. Susi will forward a draft of questions which will have to be revised and paired down.

8. Reference Questions:

Discussion/Action:

Deferred to next meeting. Susi will send out a draft.

9. Background Checks:

Discussion/Action: Deferred to next meeting.

10. **Next meeting:** Wednesday February 2nd at 2pm

Respectfully submitted,

Susi

**Cape George Colony Club
Committee Chairs for 2022 and Board Liaisons**

Name of Committee	Chairperson	Telephone #	E-mail address	Board Liaison
Building	Rich Vandemark	425-443-2830	richard@rvla-incps.com	Ray Graves
	John Hanks	360-379-6572	johnthanks@wavecable.com	Joel Janetski
Emergency Preparedness	Thad Bickling	360-531-2421	trbickling@msn.com	Pat Gulick
Election	Joyce Skoien	360-379-9749	rjskoien@gmail.com	Jane Ludwig
Environmental	Steve McDevitt	347-607-1094	joan_steve@earthlink.net	Pat Gulick
Fitness	Mardella Rowland	360-477-7670	mardellasue@gmail.com	
Finance	John Dwyer	360-301-3687	joandjohndwyer@gmail.com	Jane Ludwig
Harbormaster	Mark Thayer	360-302-6873	capegeorgeharbormaster@gmail.com	
Marina	Jim Bodkin	646-957-4719	jldbodkin@gmail.com	
Pool	Penny Jensen	360-385-0242	poodlerower@gmail.com	Fayla Schwartz
Water	Marty Gilmore	360-301-3111	fairview10@yahoo.com	John Dwyer
Workshop	Mike Lapointe	503-977-1893	Mikel.geo@yahoo.com	Ray Graves

Social Club – Cassie Reeves

Welcome Sub Committee Contact – Carol Chandler

Memorial Sub Committee Contact – Jeannie Ramsey or Elieen Pierson

Cape George University – Judith Chambliss or Kyanne Anderson

Contacts for Bridge – Barb Barnhart

Fabric Arts – Marilyn Rogers or Marilee Martin

Exercise – Yolanda Aguirre

Events – Cookie Tonkunas -360-344-2501

Art Wall – Sandi Gulin

RULES AND REGULATIONS – PERSONNEL

CGCC JOB DESCRIPTION

GENERAL MANAGER

JOB DESCRIPTION:

The General Manager (GM) reports to the President and serves under the direction of the Board of Trustees. The GM and is responsible for the overall operations of the Cape George Colony Club (CGCC). The GM shall communicate regularly and freely with the Board and assist and advise them as needed. The GM is responsible for managing all aspects of the Club including governance, service development and management, financial management, community maintenance, supervision, design review, communications, special projects and long-range planning. ~~To manage the day-to-day operation of the Cape George Colony Club including finances, communications, employees, construction projects, and maintenance of property.~~ All activities are to be consistent with the Club's Dedications and Restrictions, Articles of Incorporation, By-Laws, and Rules and Regulations and applicable state and federal laws.

QUALIFICATIONS:

- Organizational skills – self-motivated, and project management oriented with the ability to prioritize tasks, supervise staff, handle a complex budget and a diversity of daily issues and escalations, able to keep track of multiple projects, able to prioritize tasks, able to meet specific deadlines, able to supervise staff, able to handle a large and complex budget, and able to handle varied problems daily.
- Accounting skills – accounts payable, state, and federal taxes, payroll, budget preparation, etc.
- Communication skills - public speaking, interpersonal relations, problem solving, conflict resolution, and effective written and oral communication skills.
- Knowledge of a large plant operation - water system, roads, marina, swimming pool, exercise room, workshop, and community buildings.
- Proficient with office equipment and software - personal computers, word processing software, computerized accounting systems, copy machines, and other office machines.
- ~~Previous homeowner's association management experience highly desirable. Experience with a homeowner's association is desirable.~~

RESPONSIBILITIES:

These include the following specific areas and are organized according to the following Authority Levels:

- A. General Manager performs the task independently and reports action to the Board when there is a problem.
 - B. The General Manager performs the task and then must report the action to the Board.
 - C. The General Manager must develop an action plan and then get Board authorization before acting.
1. **Managing day to day operations.**
- a. CGCC corporations conform to applicable Federal, State, and county laws, codes, and regulations (A)
 - b. CGCC corporation conforms to all covenants, bylaws and regulations (A)
 - c. CGCC operations are conducted in a safe and legal manner (A)
 - d. Off hour problems are responded to in an appropriate manner (A)

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RULES AND REGULATIONS – PERSONNEL

- e. Member complaints, concerns & inquiries are responded to in a timely, courteous, & appropriate and equitable manner. (A)
- f. Comprehensive knowledge of the community, the facilities and its geography, topography and mapping. (A)
- gf. Water system and Pool operations. (A)

2. Managing Assets

- a. Water system runs per code, testing is done as required, records are maintained, reports are filed on time and water supply is reliable. (A)
- b. CG assets (pool, marina, Clubhouse, parks, common areas, equipment, etc.) are maintained in a safe and functional condition. Routine maintenance is performed as appropriate. (A)
- c. Maintain inventory of all assets. (B)
- d. Develop and maintain SOP's for all assets. (B)
- e. Obtain and maintain permits for maintenance of community facilities (B)

3. Managing Finances

- a. Ensures that CGCC Corporation operates per the current approved budget. (A)
- b. Develops the annual budget in cooperation with the accounting service and finance committee for presentation to the Board and Club membership. (C)
- c. Provides oversight ensuring that all Accounts Payable are paid in a timely manner, and all appropriate checks payments are prepared and issued on time. (A)
- d. Maintains the current accounting system with required records. (A)
- e. Recommends financial system improvements to the Board. (C)
- f. Provides oversight ensuring that Payroll records and checks payments are prepared accurately and on time with approval of the treasurer. (A) (C)
- g. Provides oversight ensuring that tax records are maintained in a timely manner. (A) (C)
- h. Reviews and negotiates Insurance coverage in a timely manner to the best advantage of CGCC and ensures seamless coverage. (C)
- i. Oversees all cash and investment accounts to assure optimum return while maintaining necessary cash flow required for month to month Club financial operations. (A)
- j. Performs materials & services purchasing for CGCC projects and activities as needed, within budget, following accepted practices, and in a timely manner. (A for budgeted items and C for non-budgeted items).
- k. Advises the Board of budget deviations & fiscal problems in a timely manner. (C)
- l. Reviews and updates reserve schedule annually. (C)
- m. Provides stringent supervision of Accounts Receivable activities ensuring that all accounts are kept current and that income cash flow is maximized. (A)
- n. Provides oversight of the monthly, quarterly, and year-end financial reports. (A)
- o. Oversees all financial procedures of Administrative Officer and bookkeeping agency office assistant and bookkeeper. (A)
- p. Provides backup for Accounts Receivable, Payroll, and Accounts Payable functions requiring working knowledge of the software program TOPS (existing or future training) and Excel. (A)
- q. Ensures that billing and collection of delinquent accounts are kept current. (A)

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RULES AND REGULATIONS – PERSONNEL

- r. Oversees coding procedures for payable, receivable, and reserve transfers. (A)
- s. Provides oversight of all financial policies and procedures in order to assure their accuracy, timeliness, and conformance with CG By-Laws and Financial Rules and Regulations. (B)
- t. Prepares resolutions for Board approval for all necessary reserve funds transfers, and transfers and/or oversees the transfer process to appropriate reserve accounts. (C)
- u. Works in highly collaborative manner with the finance committee (A)
- v. Works in conjunction with outside accounting service and finance committee review to prepare for annual audit. (B)

4. Construction projects

- a. Project proposals are developed efficiently in a consultation with the Board and appropriate committees (C)
- b. Approved projects are completed in a timely manner with the most long-term, cost effective, and efficient methods of repair, maintenance and construction (BA)
- c. Appropriate permits are obtained and necessary records are kept (BA)
- d. Provides oversight over contractors and vendors and assures quality, timeliness and adherence to the budget (A)

5. Legal issues

- a. All records and violations are kept in a timely and appropriate manner in anticipation of possible legal action (A)
- b. Consultation with legal counsel is coordinated with the Board in a timely and appropriate manner (C)

6. Supervision of employees

- a. Makes sure that employees perform duties in an efficient, safe, courteous, and timely manner (A)
- b. Embraces and adheres to non-discrimination best practices and creates a supportive, collaborative work environment ~~Creates a supportive work environment~~ (A)
- cb. Does an annual performance review of each employee and this is reviewed and signed by the President prior to review with the employee (A)
- d. Addresses performance and conduct issues with the employee in a timely fashion and forwards concerns to the President
- ee. Changes in job descriptions are recommended to Board as needed (C)
- fd. New employees are recruited as needed (B)
- g.
 - i. Employees are trained, educated and mentored in safe and efficient work practices that conform to county, state and federal regulations (A)
- hf. Employee work schedules & assignments are

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RULES AND REGULATIONS – PERSONNEL

prepared in an efficient and timely manner (A)

7. Communication and Governance

- a. Coordinates and attends all Board Meetings, Annual Resident Meetings and other committee meetings as requested. Makes recommendations to the Board, where appropriate, on all matters relating to the Club.....(A)
- b. Assists the Club and its Board in maintaining ongoing compliance with its governing documents and state and federal statutes and regulations.....(A)
- c. Monthly agendas, reports and materials are prepared for the Study Sessions and Board meetings in a timely and appropriate manner (A)
- d. General Manager meets with committee chairpersons and is knowledgeable of and supports current and planned activities (A)
- e. An effective and cordial liaison is maintained with Board members, committees, and CG members (A)

8. Personal Responsibility Skills and Aptitude

- a. Strong planning, leadership, people development and team- building abilities.(A)
- b. Well respected with high degree of integrity, ethical conduct and transparency,(A)
- c. Diplomatic, respectful and timely engagement with others.... (A)
- d. Practices the highest level of discretion....(A)

9. Security

- a. Trespassers are dealt with per policy (A)
- b. Law Enforcement, fire and emergency officials are contacted appropriately (B)
- c. Emergency operations..... (B)

10. Other duties

- a. Other Board designated tasks are performed in a timely and efficient manner (A)
- b. Strategic and Long term planning and operational suggestions are made to the Board in an appropriate and timely manner..... (C)

Approved at Board of Trustees Meeting dated: ~~May 14, 2009.~~

Approved at Executive Session Meeting dated: ~~January 15, 2010.~~

~~Robin Scherling, President~~

~~Richard Poole, Secretary~~

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

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

Donation Acceptance Form

Name of Donor Jim Barr

Address 3590 Cape George Rd

Phone 360 385-3325

Type of Donation:

Monetary Donation Amount \$ _____

In-Kind Donation (other than monetary)

Description of Donation: Thomas - Lawrence Welk
electric organ valued at \$1200.

Donor Acknowledgement – I understand that in donating this item to Cape George Colony Club it becomes a part of the common property of the club subject to the rules and regulations of all Club Property.

Signature of Donor _____

Date Donation Accepted and Received: _____

Received by (Department Representative): _____

Individual items over \$2,000 in estimated value may be added to Reserve Schedule.

Regular Board of Trustees Meeting Agenda

February 24, 2022

3:00 P.M.

Via Zoom

A. President's Comments and Announcements – Ray Graves

B. Action on Minutes –Pat Gulick

1. Approve minutes of the regular Board Meeting dated January 27,2022 and the Budget Ratification Meeting dated February 11, 2022.

C. Membership Report – Pat Gulick

D. Treasurer's Report – Fayla Schwartz

E. Committee Reports

F. Information items or documents submitted to the Trustees at Study Session

1. Letter from member
2. Executive Summary on Reserve Balances

G. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

H. New Business Agenda Items (*Consider approval of the following listed agenda items*)

1. Consider a motion to accept the quote for well cleaning service by Inland Potable Services. - John Dwyer
2. Consider a motion to accept the quote for a telemetry alarm from Correct Equipment for \$6844.92 - John Dwyer
3. Consider a motion to accept of new healthcare program – Fayla Schwartz
4. Consider a motion to establish Dual Control of payroll and benefits plans - Fayla Schwartz
5. Consider a motion to appoint George Martin and Dave Baker as co-chairs of the Building Committee - Joel Janetski
6. Consider a motion to appoint Jim Bodkin as chair of the Ad Hoc Berm Committee - Pat Gulick
7. Consider a motion to grant relief of excess water fees for a member - John Dwyer
8. Ratify Board email approval to purchase of the HR module with ADP - Fayla Schwartz
9. Consider a motion to accept an updated MIS01e Trustee Nomination Form - Jane Ludwig
10. Consider a motion to approve the amended 1120-H IRS filing for 2020 and payment of \$524. -Fayla Schwartz.

I. Open Board Discussion – Trustee Discussion Only

- Discuss Reserve Balances Executive Summary

J. Announcements:

- Reserve Balances meeting - Thursday, March 3, 2022 at 3 pm via Zoom
- Study Session – Monday, March 21, 2022 at 3 pm via Zoom
- Board meeting - Thursday, March 24, 2022 at 3 pm via Zoom

K. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 27, 2022
via ZOOM
DRAFT

The Board Meeting was called to order by Vice President, Ray Graves at 2:50 pm

Fayla Schwartz moved, and Pat Gulick seconded to move to Executive Session to discuss a legal/personnel issue. Passed -5/0

John Dwyer moved, and Joel Janetski seconded to return to the Regular Session at 3:07 pm. Passed - 5/0

Motion 1: Jane Ludwig moved, and Joel Janetski seconded to acknowledge and accept the January 24, 2022 former General Manager's formal response to the January 4, 2022 letter from Cape George Colony. The HOA attorney will be contacted to draft a letter in response to former manager. Passed - 5/0

Announcements: Statement from the trustees.

In response to the inquiries voiced at the end of the Jan. 24th Study Session, the Board would like to make the following statement:

We take the events of the past few months seriously and are very committed to the well-being and advancement of our Cape George community. We made the best decisions we could from the information available to us. We did not act in isolation and sought advice and input from both legal and outside sources. We will use this experience to review, revise and create policies and procedures with the goal of affecting positive change. We stand by the decisions we have voted on as a board and make an appeal to the community to focus on moving forward.

In Attendance: Jane Ludwig, Fayla Schwartz, Ray Graves, Pat Gulick, John Dwyer, and Joel Janetski.

Action on Minutes: Jane Ludwig moved, and Fayla Schwartz seconded to approve the minutes of the regular Board Meeting dated - December 16, 2021. Passed - 5/0

Jane Ludwig moved, and John Dwyer seconded to approve the minutes of the Special Board meeting dated – December 23, 2021. Passed - 5/0

Jane Ludwig moved, and Joel Janetski seconded to approve the minutes of the Special Budget meeting dated- January 14, 2022. Passed - 5/0

Membership Report: Jane Ludwig

Harvey Stone & Fleur Green purchased 31 Dungeness Pl from Britt Litchford & Elaine Jong

Craig & Caroline Erickson purchased lot 8-3 San Juan Dr from Dan Swanson

Treasurer's Report: Fayla Schwartz

For the Year ended December 31, 2021

A summarized unaudited comparative balance sheet and a condensed statement of revenues and expenses are included following this brief narrative. Detailed unaudited statements are not yet available as they are being prepared for audit but will be available on the Cape George website in the future.

Minutes

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 January 27, 2022
 via ZOOM
 DRAFT

2021 BALANCE SHEET COMMENTS

Bank statements for both operating cash and reserve cash have been received, reconciled and reviewed and there are no problems or exceptions. The primary reserve bank account at Pacific Premier Bank was over the FDIC limit on December 31, 2021. This is temporary and will be corrected in February.

Operating cash balances are not as strong as the prior year, due in part to the delay in the 2022 budget coupons being sent out. As a result, fewer Members prepaid their 2022 assessments. This impact is also noticeable in the Prepaid Income line. This slight dip in cash is expected to self-correct during first quarter 2022.

Reserve balances have remained relatively stable over the past year, suggesting that reserve assessments and reserve expenditures are tracking fairly evenly. A full reconciliation of the reserves will be presented near the end of March.

2021 REVENUE AND EXPENSE COMMENTS

Combined operations are performing behind both budget and the prior year. Higher overall labor costs, higher utility costs and higher repair and maintenance expenses in General operations are the primary causes for the unfavorable variances.

As is most often the case, Water operations are performing better than budget. Marina operations are performing at levels nearly identical to their budget.

General operations significantly underperformed both the budget and the prior year. Much higher repair and maintenance costs are the primary cause. The escalating operating losses need to be brought back under control. Clearly an expectation for the new Manager will be a heightened responsiveness to neutralizing unfavorable or unexpected events.

FUTURE FINANCIAL EVENTS

The 2021 financial statements and transactions are currently being prepared to send to the external auditors. It is expected that there will be audit adjustments, but those adjustments are anticipated to be little different from adjustments generated during the 2019 and 2020 audits.

CAPE GEORGE COLONY CLUB						
<i>Balance Sheet as of December 31, 2021 and 2020 - Preliminary Subject to Audit</i>						
Assets	2021	2020		Liabilities and Fund Balances	2021	2020
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking & Petty Cash	\$ 79,996	\$ 129,113	-38%	Accounts Payable & Other Liabilities	\$ 6,586	\$ 19,429
Operating Savings & ICS	148,201	150,233	-1%	Prepaid Income	30,157	81,355
Reserves - General, Water & Marina	1,209,461	1,192,632	1%	Unearned Income Marina Wait List	900	1,900
Total Cash & Equivalents	<u>1,437,658</u>	<u>1,471,978</u>	-2%	Total Current Liabilities	<u>37,643</u>	<u>102,684</u>
Net Accounts Receivable	19,970	10,729	86%	FUND BALANCES:		
Total Net Fixed Assets	1,677,612	1,677,082	0%	Fund Balances & Equity (Combined)	3,105,509	3,024,601
Total Prepaid & Other Assets	<u>24,990</u>	<u>25,983</u>	-4%	Modified Cash Basis Income	<u>17,078</u>	<u>58,487</u>
TOTAL ASSETS	<u>\$3,160,230</u>	<u>\$3,185,772</u>	-1%	TOTAL LIABILITIES & FUND BALANCE	<u>\$3,160,230</u>	<u>\$3,185,772</u>

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 27, 2022
via ZOOM
DRAFT

Summary Revenue and Expense Statements for the periods ended December 31, 2021 and 2020 (Modified cash basis, excludes depreciation)

Preliminary Subject to Audit - Reserve Assessment, Allocations and Interest not included in these Operating Results

2021 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2021 YTD	2020 YTD	Variance	%
General					General				
General Assessment	\$ 319,455	\$ 319,455	-	0%	General Assessment	\$ 319,455	\$ 319,455	\$ -	0%
Revenue - All Other Sources	25,452	18,960	6,492	34%	Revenue - All Other Sources	25,452	22,568	2,884	13%
Total General Revenue	344,907	338,415	6,492		Total General Revenue	344,907	342,023	2,884	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	180,686	177,817	(2,869)	-2%	Salaries, Benefits, PR Tax	180,686	162,513	(8,173)	-11%
Repairs & Maintenance	43,205	24,450	(18,755)	-77%	Repairs & Maintenance	43,205	11,976	(31,229)	-261%
Contracted Services	64,478	61,049	(3,429)	-5%	Contracted Services	64,478	86,990	22,512	26%
Pool Expense & Utilities	31,702	23,500	(8,202)	-35%	Pool Expense & Utilities	31,702	26,084	(5,618)	-22%
Utilities & Insurance	33,906	38,400	4,494	12%	Utilities & Insurance	33,906	33,450	(456)	-1%
Other Expenses (incl taxes)	28,404	34,580	6,176	18%	Other Expenses (incl taxes)	28,404	22,904	(5,500)	-24%
Total General Expenses	382,381	359,796	(25,053)		Total General Expenses	382,381	343,917	(26,890)	
General Net Income	\$ (37,474)	\$ (21,381)	\$ (16,093)	-75%	General Net Income	\$ (37,474)	\$ (1,894)	\$ (35,580)	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 205,144	\$ 203,000	\$ 2,144	1%	Revenue - Water Use Fees	\$ 205,144	\$ 197,718	\$ 7,426	4%
Revenue - All Other Sources	4,435	7,200	(2,765)	-38%	Revenue - All Other Sources	4,435	5,518	(1,083)	-20%
Total Water Revenue	209,579	210,200	(621)		Total Water Revenue	209,579	203,236	6,343	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	84,678	79,672	(5,006)	-6%	Salaries, Benefits, PR Tax	84,678	75,850	(8,828)	-12%
Repairs & Maintenance	1,819	10,800	8,981	83%	Repairs & Maintenance	1,819	4,155	2,336	56%
Contracted Services	27,026	26,136	(890)	-3%	Contracted Services	27,026	28,112	1,086	4%
Utilities & Insurance	24,773	23,400	(1,373)	-6%	Utilities & Insurance	24,773	23,614	(1,159)	-5%
Other Expenses (incl taxes)	20,973	25,100	4,127	16%	Other Expenses (incl taxes)	20,973	19,521	(1,452)	-7%
Total Water Expenses	159,269	165,108	5,839		Total Water Expenses	159,269	151,252	(8,017)	
Water Net Income	\$ 50,310	\$ 45,092	\$ 5,218	12%	Water Net Income	\$ 50,310	\$ 51,984	\$ (1,674)	-3%
Marina					Marina				
Revenue - Moorage/Parking	\$ 64,536	\$ 62,000	\$ 2,536	4%	Revenue - Moorage/Parking	\$ 64,536	\$ 63,029	\$ 1,507	2%
Revenue - All Other Sources	13,964	13,250	714	5%	Revenue - All Other Sources	13,964	14,217	(253)	-2%
Total Marina Revenue	78,500	75,250	3,250		Total Marina Revenue	78,500	77,246	1,254	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	27,663	22,908	(4,755)	-21%	Salaries, Benefits, PR Tax	27,663	26,757	(906)	-3%
Repairs & Maintenance	17,833	18,200	367	2%	Repairs & Maintenance	17,833	12,801	(5,032)	-39%
Contracted Services	8,381	6,879	(1,502)	-22%	Contracted Services	8,381	6,902	(1,479)	-21%
Utilities & Insurance	17,824	16,700	(1,124)	-7%	Utilities & Insurance	17,824	14,953	(2,871)	-19%
Other Expenses (incl taxes)	2,618	5,600	2,982	53%	Other Expenses (incl taxes)	2,618	7,436	4,818	65%
Total Marina Expenses	74,319	70,287	(4,032)		Total Marina Expenses	74,319	68,849	(5,470)	
Marina Net Income	\$ 4,181	\$ 4,963	\$ (782)	-16%	Marina Net Income	\$ 4,181	\$ 8,397	\$ (4,216)	-50%
Net Income/Loss from Combined Operations, exclusive of Reserve activity	\$ 17,017	\$ 28,674	\$ (11,657)	-41%	Net Income/Loss from Combined Operations, exclusive of Reserve activity	\$ 17,017	\$ 58,487	\$ (41,470)	-71%
Reserve Activity					Reserve Activity				
Routine Reserve Assessment	190,261	190,281	(20)	0%	Routine Reserve Revenue	190,261	127,072	63,189	50%
Reserve Interest - all	5,980	3,100	2,880	93%	Reserve Interest - all	5,980	1,347	4,633	>100%
Gross Reserve Activity	\$ 196,241	\$ 193,381	\$ 2,860	1%	Gross Reserve Activity	\$ 196,241	\$ 128,419	\$ 67,822	53%

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 27, 2022
via ZOOM
DRAFT

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental, Finance x 2, Pool, and ad hoc Search Committee x 2. The reports are attached to these minutes and incorporated by reference.

Member participation: none

New Business Action Items:

At the Study Session on January 24, 2022, Fayla Schwartz moved, and John Dwyer seconded to approve the purchase of a laptop for use by the treasurer position. Member will make purchase on account at Costco to double the warranty to 4 years. Member to be reimbursed for \$600 plus tax and shipping. Passed -5/0

Motion 2: Pat Gulick moved, and John Dwyer seconded to approve the creation of an ad hoc committee to oversee the preservation and repair of our current berm. Passed - 5/0

Motion 3: Joel Janetski moved, and Pat Gulick seconded to approve the variance request at lot 15 Quinault Loop with the recommendation of the Roads & Building Committee. Passed - 5/0

Motion 4: John Dwyer moved, and Fayla Schwartz seconded at approve John Dwyer as Board liaison to the Water and Fitness Committee and Joel Janetski as Board liaison to the Building Committee. Passed - 5/0

Motion 5: Jane Ludwig moved, and Joel Janetski seconded to approve the revised Confidentially Agreement as presented at the Jan. 24, 2022 Study Session. Passed - 5/0

Motion 6: Fayla Schwartz moved, and John Dwyer seconded to make the 3% raises for all current Cape George employees retroactive to January 1, 2022. Passed - 5/0

Motion 7: Fayla Schwartz moved to approve increasing ADP payroll processor to include HR services. Motion tabled for further discussion.

Motion 8: Fayla Schwartz moved, and Joel Janetski seconded to ratify moving Terri to Paid Vacation accrual for a 6–14-year employee, retroactive to May 2021. Passed - 5/0

Motion 9: Jane Ludwig moved and Fayla Schwartz seconded to approve the revisions to EMP08a - GM Job Description recommended by the Search Committee and including the changes discussed today. Passed -5/0

Motion 10: Jane Ludwig moved, and John Dwyer seconded to approve the job postings as recommended by the Search Committee. Passed - 5/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

January 27, 2022

via ZOOM

DRAFT

Motion 11: John Dwyer moved to accept the member donation of a Thomas organ, valued at approximately \$1200. Motion failed without a second.

Open Board Discussion: none

Announcements:

- Budget Ratification Meeting - Friday, February 11, 2022 at 3 pm
- Study Session – Tuesday, February 22, 2022 at 3 pm
- Board meeting - Thursday, February 24, 2022 at 3 pm

Adjournment: John Dwyer moved, and Fayla Schwartz seconded to adjourn the meeting at 4:01 pm. Passed - 5/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Ray Graves, Vice President

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, December 14, 2021 9:15 am (via ZOOM)

ATTENDANCE: Kyanne Anderson, Varn Brooks, Patty Dunmire, Sue Dunning, Marta Krissovich, Stephen McDevitt, Kitty Rucker, Ruth Ross, Bob Sullivan, Elaine Sullivan, Richard Vandemark, Gina Webber

I. CALL TO ORDER: Steve McDevitt called the meeting to order at 9:19 am.

II. APPROVAL OF MINUTES: Approval of the minutes from the November 2021 meeting was deferred until the next meeting to allow time for their distribution to the committee.

III. FISCAL REPORT: The current balance is \$1383.87, unchanged from last month.

IV. OLD BUSINESS

- A. Styrofoam Recycling** is scheduled for January 8. Notices have been distributed to let people know to schedule a time to drop off.
- B. Revisions to Cape George tree removal permit:** Pat Gulick will follow-up with the Board about the committee's suggestion that information be added to the permit form asking if the property is shoreline and notifying the member that they first need to contact the county for approval or to obtain documentation that county approval is not needed.
- C. Clubhouse Landscaping:** Patty Dunmire to provide an update after the holidays.

V. NEW BUSINESS

- A. Storm Damage Assessment:** Jim Johannessen, of Coastal Geologic Services, which designed the original berm, will be submit a preliminary proposal for berm repairs soon to get feedback from the board on how they want him to proceed. Because Pat Rooney, with whom Jim had

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 27, 2022
via ZOOM
DRAFT

been working in the past, is no longer the manager, Pat Gulick will need to work with the Board to determine who will serve as contact person for Jim.

- B. Oil Spill Preparedness and HAZWOPER Training:** Steve continues efforts to obtain information/resources concerning oil spill readiness in our community. Steve and Ruth both completed the HAZWOPER training to serve as volunteers in the event of wildlife impacted by an oil spill.
- C. King Tides Initiative/Webinar:** Ruth will provide the link to the recording of the webinar to the committee once it is ready.
- D. Access to beach over the berm:** The committee discussed the need to identify a couple of good places for people to access the beach from the area north of the clubhouse and the placement of a temporary barrier to reduce foot traffic and hence erosion across the berm in other areas, given the recent damage to the berm. The following motion was made by Kitty Rucker and Marta Krissovich, seconded by Gina Webber, and passed unanimously. "To reduce further damage to the berm, we recommended installing a temporary symbolic and environmentally friendly barrier to discourage foot traffic from crossing the berm except at specific designated entrances to the beach." Pat Gulick will present this proposal to the Board to get approval.

The meeting was adjourned at 10:30 am.

Respectfully submitted
Ruth Ross, Secretary

Finance Committee Minutes
December 31, 2021

To: Cape George Board of Trustees, Cape George Office Administrator
From: CG Finance Committee
Attending: Karen Krug, Collette Carpenter, Gail Krentzman, Georgette Semick; Board Members Fayla Schwartz and John Dwyer

Because John Dwyer is now a member of the Board of Trustees, he submitted his resignation as Chair of the Finance Committee. He will stay on as a non-voting member of the Committee.

Motion 1: Karen Krug was nominated as the new Chairperson, subject to approval of the Board. Unanimously approved.

Committee Charter: Georgette discussed the draft Committee Charter that had been previously circulated to members for review. A revision to the Preamble to allow the Board to appoint a second nonvoting Trustee to the Committee was discussed and approved. Subject to final review of that revision, the Charter will be provided to Fayla for transmittal to the Board for review and approval.

Motion 2: The Charter as revised was approved by Committee to send to the Board.

2022 Budget Recommendations for the Board: The Committee considered the draft document called "2022 Budget Recommendations Addendum . . .". It was decided that

- Since the Special Budget Meeting had yet to be scheduled, the less confusing approach would be for the Committee to simply supersede the packet sent to the Board on December 13, 2021

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

January 27, 2022

via ZOOM

DRAFT

(not distributed to the Membership) with a new recommendations packet based on this memorandum.

- Gail and Georgette will prepare a new draft recommendations package based on the following changes:
 - Adjustment to wages and benefits considering the open Manager position
 - Balanced Operational Budget with increase of 4% to Operations Assessment and 2.5% increase to Reserve Assessment. These increases are both in conformance with the current CG ByLaws.
 - Increase of 10% to Water fees with the intent of adding excess income to water reserve account at the conclusion of the 2022 fiscal year.
 - Increase of 20% to marina fees with the intent of adding any excess income to marina reserve account at the conclusion of the 2022 fiscal year.

The changes will be circulated to the Committee for consideration at a Finance Committee meeting scheduled for January 6 at 10:00 PST

- Fayla will attempt to schedule the Special Board Budget Meeting on or around January 14th.

Update on Other Yearend Tasks: Each member delineated their open questions and pending tasks for closing 2022, including:

- Payroll and benefits corrections needed
- Review of reserve account balances and transfers during 2021 in light of Board minutes
- Request passwords for read only access to the TOPSONE (CF system) for Committee members
- Meeting with CF to include Treasurer and Chair
- Meeting with Newman (auditors) regarding 2020 audit
- Administrative questions:
 - Is old bookkeepers' system still available to assist with tracking vendors and contractors?
 - Posting of IRS refund checks
 - Transfer of funds from Marina Reserve Account to operations for completion of North Jetty project.

Submitted By:

Georgette Semick for Finance Committee

January 24, 2022

**Finance Committee Meeting
January 6, 2022**

TO: Cape George Board of Trustees, Cape George Office

FROM: Finance Committee

Attending: Karen Krug, Collette Carpenter, Gail Krentzman, Georgette Semick; Board Members Fayla Schwartz and John Dwyer

The purpose of the meeting was to review the work done by members on the 2022 Budget and make decisions on the final recommendations to the Board in preparation for the anticipated January 14, 2022 Special Board Meeting on 2022 Budget.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

January 27, 2022

via ZOOM

DRAFT

- For general operations, water operations and reserve assessments we will use 3 months at 2021 budget levels and 9 months @ proposed 2022 budget. For marina, because of its annual billing cycle, we will use expenses at a 3/9 calculation but will use full 12 months of income at 2022 proposed rates. We believe this is in accordance with our Governing Documents and the RCWs.
- Marina bills will not be sent out until the budget is ratified.
- Increases to 2022 assessments will be 4% General Operations; 10% water usage fee; an average of 20% for marina moorage in accordance with Marina Committee recommended rates; and 2.5% for reserve assessments. We believe these rates are in accordance with our ByLaws and RCWs.
- The draft memorandum about ByLaw increase limitations will be withheld from the budget package and be used as backup discussion.

The group will work with email to compile the Budget Recommendations to go to the Board, hopefully by Monday 1/10/2022.

Other time-critical items for discussion:

- 1099s: Collette had found at least one contractor who needs to receive a 1099 but whose record was not marked to produce one from the AP system. A review of the vendor file will hopefully identify and correct others.
- Discussions with Community Financials indicated that the process and approval for Accounts Payable may need revision to ensure timely and appropriate approvals.
- We still have not received the November 30, 2021 financial reports. The imminent meeting with CF will hopefully determine the holdup and correct it.
- The IRA match for employees was recoded to comply with our stated benefits.
- ADP system will now produce hard copies of check stubs for all employees.

A discussion of Zoom Best Practices and the recommendation to appoint a Zoom-proficient moderator (Not a Board member or the Manager) for Board meetings. At large meetings recognizing speakers is a problem.

The next scheduled Committee Meeting is February 1, 2022 with two primary agenda items:

- Reserve accounts
- End of year financials.

Submitted by: Georgette Semick for Finance Committee
January 24, 2022

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

January 27, 2022

via ZOOM

DRAFT

Pool Committee Meeting

Jan. 4, 2022

3 pm Clubhouse

Present at the meeting:

Sandi Guilin, Penny Jensen, Patty Dunmire, Kris Edwards, Linda Mollino, Mary Hilfer, Vicki Horton, John Galm, Marta Krissovich

Meeting was called to order by Penny Jensen, Chair

Financial Report: \$925.87 in our account

Old Business: 1. Thanks to Kris Edwards and Linda Mollino for installing bathing cap/shoe signs. 2. Non-slip material is applied to changing room floors. 3. Water temperature goal is 84 degrees.

New Business: 1. After much discussion re virus, we will continue water aerobics class. A sign re no more than 2 swimmers in the changing rooms at a time will be installed by Marta. A sign re keeping the changing room doors propped open will also be installed. 2. Penny Jensen moved and Marta 2nd that we would purchase a \$50 gift certificate for Mike Thorwick for his extraordinary contribution repairing and maintaining our dehumidification and other pool systems. This motion was unanimously approved. 3. Sandi and Jose kindly donated the new beautiful changing room hooks to the pool. Thanks to them. Sandi shared the painting we will install at the entrance the pool. It is BEAUTIFUL!!! Thanks Sandi! 4. Linda Mollino moved, and Patty Dunmire seconded a motion for the committee to purchase a sound system for the Water Aerobics class. It was unanimously approved. 5. Patty Dunmire asked the Committee if anyone would be willing to run for the Board. 6. A creative bathing cap contest will be announced in the February Newsletter. 7. We will start identifying projects for which we can Fund Raise.

Respectfully submitted: Penny Jensen, Chair

**MINUTES OF SEARCH COMMITTEE FOR GENERAL MANAGER MEETING
1/4/2021**

Attendees via Zoom:

Julie Gertler, Chair

Collette Carpenter

Lynn Terwoerds

Joel Janetski

Susi Feller

1. Julie announced that Susi is taking over as chairperson.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 27, 2022
via ZOOM
DRAFT

2. GM Job Description:

Discussion:

The capegeorge.org website has extensive documents including a comprehensive job description for the GM. Click Documents, then click Rules & Regs and scroll down to Finance & Employment. Review EMP01, EMP02, EMP08a as well as FIN01 and FIN02. They are all in PDF format and cannot be edited.

Action:

- Lynn will convert the documents into "Word" format and each committee member will make desired changes.
- Collette will forward those documents to the Finance committee members for their input.
- We will finalize our changes at the next meeting and then forward to the Board for their input and final approval.
- Clarify with the Board as to what the expectations are of the GM regarding HOA problems that arise outside of regular working hours.

3. Timeline:

Discussion:

There is consensus that we will try to proceed as efficiently as possible in selecting the final cut of qualified applicants to forward to the Board. However, the process should not be rushed at the expense of due diligence.

Action:

- Post the position by 2/1/21.
- Post the position for 4 weeks.
- Limit interviews to qualified candidates only (based on their CVs).
- Complete interviews and reference checks prior to proceeding to background checks.

4. Interviews/Reference Checks:

Discussion:

Create performance-based interview questions. Create release of information authorization form for applicant to sign prior to checking references. Terri should be invited to participate in the interview process.

Action:

- Susi will create drafts and forward to committee members for their review and input.
- Finalize documents at next meeting.

5. Applications:

Discussion:

We have already received inquiries and CVs from 3 people. We need to inform applicants that we have received their information and that we will be in touch once our process is finalized.

Action:

- Julie will create a form letter to be sent to prospective applicants.
- Approve letter via e-mail as soon as available and send to applicants.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 27, 2022
via ZOOM
DRAFT

6. Posting the Position:

Discussion:

Where should the position be posted? How much will it cost? What needs to be included in the posting?

Action:

- Julie will research options as to where. All committee members are asked to forward any ideas they have to Julie.
- The posting should be comprised of a paragraph outlining the position with a hyperlink to our website and documents which include the comprehensive job description. In addition, the posting needs to include EEOC wording.
- Once the job description is completed then we will create the wording for the posting.
- Follow-up at next meeting.

7. Salary:

Discussion:

The prior GM's salary seems to have been higher than the mean salary for our region. There are several options other than a high salary to attract high quality applicants.

Action:

- The search committee does not set the GM's pay. The Board decides the GM's pay. However, the search committee will provide the Board with information and suggestions to assist in this decision-making process.
- Lynn and Collette will work together to outline regional salaries for this position and include suggestions as to how to incentivize and attract quality applicants.
- Joel will try to obtain information as to present salaries, benefits and bonuses etc. of HOA managers at Kala Point and Port Ludlow.
- Committee members will review above information once available and then forward our recommendations to the Board.

Next meeting: Monday 1/17 at 3:00pm.

Respectfully submitted,
Susi

**MINUTES OF SEARCH COMMITTEE FOR GENERAL MANAGER MEETING
1/17/2021**

Attendees via Zoom:

Julie Gertler
Collette Carpenter
Lynn Terwoerds
Joel Janetski
Susi Feller, Chair

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

January 27, 2022

via ZOOM

DRAFT

1. Minutes for the meeting on 1/4/21 were approved.

2. Job Description:

Discussion:

Several more changes were made since the last meeting including changing 2 items under "Managing Finances" from Responsibility "A" to "C" (3.f and 3.g). There was consensus that "Community Manager" would be a better title than "General Manager", however since all the other EMP and FIN documents refer to General Manager, this is not the time to change the title since all documents would have to be updated.

Action:

Everyone is encouraged to take another look at all of the "A" designations in the job description to see if any others should be upgraded and provide feedback to Susi by tomorrow. We will then forward to the Board for review and further revisions. We recommend that the Board consider implementing a process to review, update and amend all documents on our website, especially all EMP and FIN documents, and at that time the title for the GM could be changed. A task force or committee may need to be created to accomplish this task.

3. Authorization for Release of Information:

Discussion:

No time for discussion today.

Action:

Review at next meeting.

4. Letters to prospective applicants:

Discussion/Action: Closed. Terri sent out letters.

5. Job Posting:

Discussion:

Julie presented a draft as to the wording of the post. Some suggestions were made and incorporated. The Board approved up to \$1000.- to advertise this position. Much discussion ensued as to whether or not to use "Indeed" as a resource since there are some significant pitfalls with this service. Taking out classified ads in the local papers was discussed and not felt to be of high yield but may yet be considered since our options are limited. Networking locally with various organizations and community members to get the word out would definitely be worthwhile.

Action:

Julie and Susi will finalize the wording of the post and forward to the Board for review. We will advertise using the national CAI website. Julie will further research what local networks we can tap into. We will also engage our community residents. Susi will research local newspaper options and costs. Follow-up next meeting. We will ask Terri to post the vacancy on our website (left hand column) with a link to the job description.

6. Salary:

Discussion:

Collette and Lynn created a white paper "Cape George Compensation Guidelines". This incredibly well outlined and informative document summarizes local data as to HOA manager salaries. It provides data as to the compounding aspects given an annual 3% increase in the salary and how important it is to set an appropriate initial salary. There is no reason to provide a starting salary that is

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

January 27, 2022

via ZOOM

DRAFT

the same as the last GM. Moving expenses have tax implications for both the employee and our organization. About half of the community's operating budget is consumed by salaries. The document provides suggestions as to monetary incentives not related to the salary as well as non-monetary benefits and perks that our community could offer that might entice a candidate to work for us. We are most appreciative of all the work that has gone into this white paper especially on such short notice and while working on other committees for our HOA.

Action:

We will forward the Cape George Compensation Guidelines to the Board for their review. The Board may refer any questions via email, phone or Zoom to Lynn and Collette.

7. Interview Questions:

Discussion/Action:

Deferred until next meeting. Susi will forward a draft of questions which will have to be revised and paired down.

8. Reference Questions:

Discussion/Action:

Deferred to next meeting. Susi will send out a draft.

9. Background Checks:

Discussion/Action: Deferred to next meeting.

10. **Next meeting:** Wednesday February 2nd at 2pm

Respectfully submitted,
Susi

CAPE GEORGE COLONY CLUB
 Budget Ratification Meeting Minutes
 February 11, 2022
 Via ZOOM
 DRAFT

The meeting was called to order by Vice President, Ray Graves, at 3:00 pm.

Trustees in Attendance: Ray Graves, Jane Ludwig, Pat Gulick, John Dwyer, Joel Janetski and Fayla Schwartz

The Election Committee, including the Board Secretary, met on February 10, 2022 at 10:00am in the Cape George office to count appropriately submitted Member ballots for the ratification of the 2022 Budget and Reserve Projects.

Election Results are presented by Secretary, Jane Ludwig as follows:

Of a maximum of 654 possible votes of members in good standing, a total of 305 ballots were received. Fifteen (15) of those could not be counted, six (6) envelopes were not signed, five (5) trust account was not properly identified, one (1) were members not in good standing and one (1) name was not listed as a member, one (1) had no outside envelope, and one (1) envelope was empty.

The voting results are:

Measure	Item	Votes Cast	Approval	Disapproval
1	2022 Operating budget	290	264	26
2	2022 Reserve projects	289	248	41

Secretary, Jane Ludwig announced, as we comply with the Cape George By-laws, the budget is ratified. Vice President, Ray Graves called for questions or comments from those who attended. None came forth.

Adjourn: Pat Gulick moved, and Fayla Schwartz seconded to move to Executive Session to discuss a personnel matter at 3:16 pm. Passed - 5/0

Adjourn: Fayla Schwartz moved, and John Dwyer seconded to move to regular session at 4:46 pm. Passed-5/0

Motion #1: Joel Janetski moved, and John Dwyer seconded that we instruct the Search Committee to post the Cape George General Manager job opening this coming week in the venues discussed in the Executive Session. Passed-5/0

Motion #2: Jane Ludwig moved, and Fayla Schwartz seconded that the acting manager may recruit an individual for a temporary, part time office support position. This part time position will terminate once the Office Administrator position is staffed full time. Passed-5/0

Motion #3: Fayla Schwartz moved, and John Dwyer seconded to extend the workdays of the seasonal employee to November 30, contingent upon work availability. Passed-5/0

CAPE GEORGE COLONY CLUB
Budget Ratification Meeting Minutes
February 11, 2022
Via ZOOM
DRAFT

Motion #4: Pat Gulick moved, and John Dwyer seconded to approve the ad hoc committee to oversee the repair and preservation of the berm.

Committee Members include Varn Brooks, Steve McDevitt, Colleen Brady, Jim Bodkin, Mark VanDeMark, John Hanks with Pat Gulick as Board Liaison.

Passed-5/0

Adjournment: Joel Janetski moved, and John Dwyer seconded to adjourn the Ratification meeting at 5:41 pm.

Passed-5/0.

Submitted by:

Approved by:

Jane Ludwig, Secretary

Ray Graves, Vice President

CAPE GEORGE COLONY CLUB

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New Members for February Meeting

Seth & Dawn Monet purchased 50 Hemlock from Joelle & Jason Boyce

Diori Kreske purchased lot 15-4 Quinault Loop from Patrick & Barb Henry



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

12/01/2021 – 12/31/2021

Prepared by:

Community
 **Financials**

Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Aged Owner Balance	The list of owners with balances over 30 days.
6	Prepaid Owners	The list of owners with a prepaid balance.
7	Check Register	The list of all checks written for a community during a period of time.
8	Bank Reconciliation	Bank reconciliation history for a given bank account.
9	Bank Reconciliation	Bank reconciliation history for a given bank account.
10	Bank Reconciliation	Bank reconciliation history for a given bank account.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 12/31/2021

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$37,750.25	\$0.00	\$37,750.25
01106-001 OP - PPB 0125 New	\$41,685.37	\$0.00	\$41,685.37
01107-001 Oper Savings - General - Chase 5161	\$100,031.47	\$0.00	\$100,031.47
Operating Cash Total	\$180,027.70	\$0.00	\$180,027.70
Reserve Cash			
01108-001 Reserve Invest - General	\$0.00	\$1,795.00	\$1,795.00
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$178,269.82	\$178,269.82
01111-008 ICS Accounts- PPB Bank	\$50,247.33	\$0.00	\$50,247.33
01130-001 RESERVES - CDARS #4236	\$0.00	\$475,000.00	\$475,000.00
01140-001 RESERVES - CDARS #9973	\$0.00	\$400,000.00	\$400,000.00
01150-001 PPB - 6mo CD # 1015 Exp 02/07/2022	\$0.00	\$76,900.72	\$76,900.72
01160-001 PPB - 9mo CD #1023 Exp 08-11-21	\$0.00	\$77,213.36	\$77,213.36
01195-001 Due to / from Reserves -General	\$0.00	(\$49,232.00)	(\$49,232.00)
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-001 Due From / TO Operating - General	\$49,232.00	\$0.00	\$49,232.00
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$97,401.77	\$1,162,024.46	\$1,259,426.23
Current Assets			
01201-001 Accts Receivables General	\$9,971.63	\$0.00	\$9,971.63
01201-002 Accts Receivables Water	\$1,242.00	\$0.00	\$1,242.00
01201-003 Accts Receivables Marina	\$153.00	\$0.00	\$153.00
01201-007 Accts Receivable - Legal	\$6,500.00	\$0.00	\$6,500.00
01201-008 Allowance for Doubtful Accts.	(\$8,083.00)	\$0.00	(\$8,083.00)
01201-000 Accts Receivables - Income Tax	\$1,420.00	\$0.00	\$1,420.00
01201-099 Acct Rec - Reserve Assessment	\$3,165.97	\$0.00	\$3,165.97
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$606.68	\$0.00	\$606.68
Current Assets Total	\$14,750.28	\$0.00	\$14,750.28
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$68,129.20	\$0.00	\$68,129.20
01406-001 Accum Depletion Land Improv - General	(\$124,036.42)	\$0.00	(\$124,036.42)
01407-001 Depreciation Exp	\$116,197.00	\$0.00	\$116,197.00
01411-001 Buildings General - General	\$818,060.90	\$0.00	\$818,060.90
01415-001 Accum Deprec Blds General - General	(\$574,679.41)	\$0.00	(\$574,679.41)
01421-001 Equip/Veh Assets General	\$116,774.08	\$0.00	\$116,774.08
01425-001 Accum Deprec Equip/Veh Gen	(\$68,574.72)	\$0.00	(\$68,574.72)
01431-002 Water System Improvements	\$1,064,415.08	\$0.00	\$1,064,415.08
01435-005 Accum Deprec Wtr/Grwth	(\$602,335.96)	\$0.00	(\$602,335.96)
01451-011 Roads Special	\$1,103,195.98	\$0.00	\$1,103,195.98
01455-001 Accum Deprec Roads Gen	(\$22,404.00)	\$0.00	(\$22,404.00)
01455-011 Accum Deprec Roads Rds	(\$783,548.41)	\$0.00	(\$783,548.41)
01460-003 Marina Improvements - Marina	\$738,627.84	\$0.00	\$738,627.84

Account	Operating	Reserves	Total
01461-001 Accum Depreciation-Marina - General	(\$23,850.00)	\$0.00	(\$23,850.00)
01461-003 Accum Depreciation-Marina - Marina	(\$179,111.68)	\$0.00	(\$179,111.68)
01490-001 CIP - Construction in Progress - General	\$529.89	\$0.00	\$529.89
Fixed Assets Total	\$1,677,611.53	\$0.00	\$1,677,611.53
Other Assets			
01501-001 Prepaid Insurance General - General	\$22,331.15	\$0.00	\$22,331.15
01520-001 Prepaid Med/Dental Insurance - General	(\$3,226.25)	\$0.00	(\$3,226.25)
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41
Other Assets Total	\$21,249.31	\$0.00	\$21,249.31
Total Assets:	\$1,991,040.59	\$1,162,024.46	\$3,153,065.05

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02101-001 Accts Payable Gen - General	\$8,077.00	\$0.00	\$8,077.00
02103-001 Accts Payable Comm Gen - General	\$2,109.88	\$0.00	\$2,109.88
02104-001 Fica/Med/FWH Taxes Payable - General	\$670.68	\$0.00	\$670.68
02105-001 940 PR Tax Payable	\$6.33	\$0.00	\$6.33
02106-001 State Employment Taxes Payable - General	\$1.91	\$0.00	\$1.91
02107-001 Worker's Comp Taxes Payable - General	\$307.52	\$0.00	\$307.52
02109-001 IRA Payable - General	(\$11.00)	\$0.00	(\$11.00)
02111-001 Vacation Payable - General	\$4,449.00	\$0.00	\$4,449.00
02113-001 WA Medical Leave W/H - General	\$47.41	\$0.00	\$47.41
02120-001 Prepaid Income General	\$30,124.10	\$0.00	\$30,124.10
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	(\$1,420.64)	\$0.00	(\$1,420.64)
02130-004 Income Tax Payable	\$353.00	\$0.00	\$353.00
02130-003 Interest Rec Reserves	\$0.00	(\$841.00)	(\$841.00)
02510-099 Deferred Income - Reserves	\$33.04	\$0.00	\$33.04
Current Liability Total	\$46,073.23	(\$841.00)	\$45,232.23
Total Liabilities:	\$46,073.23	(\$841.00)	\$45,232.23

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,152,574.80	\$1,152,574.80
03002-002 Prior Year Reserves	\$0.00	(\$68,249.00)	(\$68,249.00)
03002-999 Prior Year Reserves - ADJ	\$0.00	(\$10,796.00)	(\$10,796.00)
03005-001 Reserves Fund - General	\$0.00	(\$120,695.32)	(\$120,695.32)
03005-002 Reserves Fund - Water	\$0.00	\$39,228.75	\$39,228.75
03005-003 Reserves Fund - Marina	\$0.00	\$92,316.15	\$92,316.15
03510-001 RESERVE INTEREST: - General	\$0.00	\$5,980.08	\$5,980.08
03600-001 Fund Balance - General	\$1,914,725.79	\$0.00	\$1,914,725.79
03600-002 Fund Balance - Water	\$0.00	\$72,506.00	\$72,506.00
Fund Balances Total	\$1,914,725.79	\$1,162,865.46	\$3,077,591.25

Account	Operating	Reserves	Total
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66
Equity Total	\$13,163.68	\$0.00	\$13,163.68
Current Year Net Income/(Loss)	\$17,077.89	\$0.00	\$17,077.89
Total Equity:	\$1,944,967.36	\$1,162,865.46	\$3,107,832.82
Total Liabilities & Equity	\$1,991,040.59	\$1,162,024.46	\$3,153,065.05

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

General

Start: 12/01/2021 | End: 12/31/2021

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04101-001 Annual Assess General	26,621.22	26,621.25	(0.03)	319,535.90	319,455.00	80.90	319,455.00
04102-001 Reserve - Assessment General	15,857.10	15,856.75	0.35	190,260.80	190,281.00	(20.20)	190,281.00
04107-001 Lot Mow Fees General - General	0.00	0.00	0.00	10,625.00	11,000.00	(375.00)	11,000.00
04108-001 Comm Center Rental	80.00	0.00	80.00	2,120.00	0.00	2,120.00	0.00
04110-001 Marina Wait List - General	0.00	75.00	(75.00)	1,100.00	900.00	200.00	900.00
04113-001 Late Fee Income	0.00	166.63	(166.63)	1,192.75	2,000.00	(807.25)	2,000.00
04115-001 Other Fees General	0.00	25.00	(25.00)	215.00	300.00	(85.00)	300.00
04301-001 Int Income - Oper General - Ge...	2.09	12.50	(10.41)	36.27	150.00	(113.73)	150.00
04305-001 Int Income - Reserve Gen Oper ...	0.00	125.00	(125.00)	0.00	1,500.00	(1,500.00)	1,500.00
04800-001 Donations & Contributions- Gen...	0.00	125.00	(125.00)	0.00	1,500.00	(1,500.00)	1,500.00
04801-001 Misc Income- General	0.00	83.37	(83.37)	541.58	1,000.00	(458.42)	1,000.00
04805-001 Rental Application Fee - Gener...	0.00	0.00	0.00	240.00	0.00	240.00	0.00
04806-001 Fines - General	500.00	83.37	416.63	7,795.00	1,000.00	6,795.00	1,000.00
04807-001 Access Cards/FOB's - General	0.00	62.50	(62.50)	1,065.00	750.00	315.00	750.00
04808-001 Phone Directories - General	0.00	30.00	(30.00)	522.00	360.00	162.00	360.00
Income Total	43,060.41	43,266.37	(205.96)	535,249.30	530,196.00	5,053.30	530,196.00
Total Income	43,060.41	43,266.37	(205.96)	535,249.30	530,196.00	5,053.30	530,196.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	438.75	1,541.87	1,103.12	11,378.00	18,502.00	7,124.00	18,502.00
05101-001 Wages - Manager- General	2,944.33	5,200.25	2,255.92	62,263.75	62,403.00	139.25	62,403.00
05103-001 Wages-Caretakers- General	2,732.00	2,704.31	(27.69)	24,249.50	32,452.27	8,202.77	32,452.27
05104-001 Wages-Office Admin. General	2,934.26	1,600.25	(1,334.01)	19,503.26	19,203.00	(300.26)	19,203.00
05120-001 Benefits General	8,479.83	2,401.00	(6,078.83)	42,104.76	28,812.00	(13,292.76)	28,812.00
05201-001 Payroll Taxes General	1,360.11	1,370.38	10.27	21,187.17	16,445.00	(4,742.17)	16,445.00
Salaries, Benefits & Tax Total	18,889.28	14,818.06	(4,071.22)	180,686.44	177,817.27	(2,869.17)	177,817.27
Repairs & Maintenance							
05301-001 R & M Buildings- General	680.98	291.63	(389.35)	13,876.98	3,500.00	(10,376.98)	3,500.00
05302-001 R & M Roads & Drainage	0.00	833.37	833.37	13,146.55	10,000.00	(3,146.55)	10,000.00
05303-001 R & M Office Equipment	0.00	20.87	20.87	207.00	250.00	43.00	250.00
05304-001 R & M Vehicles	0.00	183.37	183.37	1,425.95	2,200.00	774.05	2,200.00
05305-001 R & M Equipment	0.00	291.63	291.63	5,403.93	3,500.00	(1,903.93)	3,500.00
05310-001 R & M Grounds	12.00	416.63	404.63	9,145.34	5,000.00	(4,145.34)	5,000.00
05313-001 R & M Swimming Pool -NEW	0.00	83.37	83.37	995.57	1,000.00	4.43	1,000.00
Repairs & Maintenance Total	692.98	2,120.87	1,427.89	44,201.32	25,450.00	(18,751.32)	25,450.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	373.27	208.37	(164.90)	3,087.35	2,500.00	(587.35)	2,500.00
05402-001 Contract Service - Legal - Gen...	1,909.00	1,000.00	(909.00)	2,964.00	12,000.00	9,036.00	12,000.00
05403-001 Contract Service -Accounting -...	1,604.14	1,389.38	(214.76)	19,455.05	16,673.00	(2,782.05)	16,673.00
05404-001 Contract Service - General	0.00	0.00	0.00	1,256.72	0.00	(1,256.72)	0.00
05405-001 Contract Service - Lot Mow	0.00	916.63	916.63	10,228.13	11,000.00	771.87	11,000.00
05406-001 Contract Service-Other General	329.24	83.37	(245.87)	12,732.64	1,000.00	(11,732.64)	1,000.00
05407-001 Contract Service -Janitorial...	777.50	708.37	(69.13)	5,794.38	8,500.00	2,705.62	8,500.00
05408-001 Contracted Services - Accting ...	0.00	200.00	200.00	1,718.61	2,400.00	681.39	2,400.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05409-001 Contracted Service - Pest Cont...	300.03	133.37	(166.66)	736.03	1,600.00	863.97	1,600.00
05410-001 Contracted Service - Sanitatio...	0.00	91.63	91.63	180.00	1,100.00	920.00	1,100.00
05411-001 Contracted Service - Postage E...	0.00	100.00	100.00	258.89	1,200.00	941.11	1,200.00
05412-001 Contracted Service - Cable Int...	78.32	173.00	94.68	834.24	2,076.00	1,241.76	2,076.00
05413-001 Contracted Service - Noxious W...	0.00	83.37	83.37	5,232.00	1,000.00	(4,232.00)	1,000.00
Contracted Services Total	5,371.50	5,087.49	(284.01)	64,478.04	61,049.00	(3,429.04)	61,049.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	25.00	25.00	1,627.35	300.00	(1,327.35)	300.00
05504-001 Common property tax - General	0.00	12.50	12.50	258.17	150.00	(108.17)	150.00
05507-001 Other Tax,License,Fee Gen	107.34	316.63	209.29	1,813.11	3,800.00	1,986.89	3,800.00
05508-001 Federal Income Tax - General	800.00	0.00	(800.00)	(137.50)	0.00	137.50	0.00
Property and other Taxes Total	907.34	354.13	(553.21)	3,561.13	4,250.00	688.87	4,250.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	111.27	125.00	13.73	2,229.19	1,500.00	(729.19)	1,500.00
05604-001 Vehicle Gas & Oil General	262.53	108.37	(154.16)	2,356.10	1,300.00	(1,056.10)	1,300.00
05605-001 Supplies- General	411.52	308.37	(103.15)	6,133.15	3,700.00	(2,433.15)	3,700.00
05606-001 Small Tools & Equip Gen	47.99	375.00	327.01	3,508.55	4,500.00	991.45	4,500.00
05607-001 Supplies General Pool - NEW	30.50	300.00	269.50	3,222.76	3,600.00	377.24	3,600.00
05608-001 Utilities Pool - NEW	1,905.31	1,750.00	(155.31)	19,264.63	21,000.00	1,735.37	21,000.00
05609-001 Misc. Expense Pool - NEW	0.00	125.00	125.00	11,472.56	1,500.00	(9,972.56)	1,500.00
05615-001 Card/Fob Expense - General	0.00	0.00	0.00	216.38	0.00	(216.38)	0.00
Supplies, Small Tools, Etc.. Total	2,769.12	3,091.74	322.62	48,403.32	37,100.00	(11,303.32)	37,100.00
Utilities							
05701-001 Utilities General	498.46	800.00	301.54	5,203.53	9,600.00	4,396.47	9,600.00
05702-001 Telephone- General	242.93	400.00	157.07	4,180.73	4,800.00	619.27	4,800.00
Utilities Total	741.39	1,200.00	458.61	9,384.26	14,400.00	5,015.74	14,400.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	1,967.36	2,000.00	32.64	24,520.98	24,000.00	(520.98)	24,000.00
05705-001 Postage - General	0.00	227.50	227.50	1,822.21	2,730.00	907.79	2,730.00
05707-001 Misc. Expense - General	122.74	833.37	710.63	3,263.02	10,000.00	6,736.98	10,000.00
05708-001 Certification/Education -Gen.	0.00	250.00	250.00	2,060.88	3,000.00	939.12	3,000.00
Insurances, Postage, Education, Misc. Total	2,090.10	3,310.87	1,220.77	31,667.09	39,730.00	8,062.91	39,730.00
Deprec, Interest & Bad Debt							
08010-001 RESERVES UNALLOCATED-GENERAL	7,452.67	3,964.16	(3,488.51)	58,035.70	47,570.25	(10,465.45)	47,570.25
Deprec, Interest & Bad Debt Total	7,452.67	3,964.16	(3,488.51)	58,035.70	47,570.25	(10,465.45)	47,570.25
Total Expense	38,914.38	33,947.32	(4,967.06)	440,417.30	407,366.52	(33,050.78)	407,366.52
Net Income	4,146.03	9,319.05	(5,173.02)	94,832.00	122,829.48	(27,997.48)	122,829.48

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Water

Start: 12/01/2021 | End: 12/31/2021

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	17,024.00	16,916.63	107.37	205,144.00	203,000.00	2,144.00	203,000.00
04105-002 Water Hookup Fees - Water	0.00	375.00	(375.00)	1,100.00	4,500.00	(3,400.00)	4,500.00
04106-002 Excess Water Use	0.00	229.13	(229.13)	3,335.02	2,750.00	585.02	2,750.00
04305-002 Int Income - Reserve Water Op...	0.00	116.63	(116.63)	0.00	1,400.00	(1,400.00)	1,400.00
Income Total	17,024.00	17,637.39	(613.39)	209,579.02	211,650.00	(2,070.98)	211,650.00
Total Income	17,024.00	17,637.39	(613.39)	209,579.02	211,650.00	(2,070.98)	211,650.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	189.00	208.25	19.25	3,148.61	2,499.00	(649.61)	2,499.00
05101-002 Wages- Manager - Water	1,472.16	2,601.63	1,129.47	31,131.84	31,220.00	88.16	31,220.00
05103-002 Wages-Caretakers-WaterOperator	1,401.00	1,248.25	(152.75)	16,492.81	14,979.00	(1,513.81)	14,979.00
05104-002 Wages-Office Admin. -Water	1,467.13	800.12	(667.01)	9,751.63	9,601.00	(150.63)	9,601.00
05120-002 Benefits - Water	3,650.52	1,200.00	(2,450.52)	18,100.07	14,400.00	(3,700.07)	14,400.00
05201-002 Payroll Taxes Water	527.50	581.12	53.62	6,052.64	6,973.00	920.36	6,973.00
Salaries, Benefits & Tax Total	8,707.31	6,639.37	(2,067.94)	84,677.60	79,672.00	(5,005.60)	79,672.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	83.37	83.37	876.71	1,000.00	123.29	1,000.00
05303-002 R & M Office Equip-Water	0.00	8.37	8.37	0.00	100.00	100.00	100.00
05304-002 R & M Vehicles-Water	0.00	141.63	141.63	0.00	1,700.00	1,700.00	1,700.00
05305-002 R & M Equipment-Water	0.00	166.63	166.63	413.92	2,000.00	1,586.08	2,000.00
05307-002 R & M Wells, Tanks & Pipes - W...	0.00	333.37	333.37	528.53	4,000.00	3,471.47	4,000.00
05310-002 R & M Grounds - Water	0.00	166.63	166.63	0.00	2,000.00	2,000.00	2,000.00
Repairs & Maintenance Total	0.00	900.00	900.00	1,819.16	10,800.00	8,980.84	10,800.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.37	83.37	0.00	1,000.00	1,000.00	1,000.00
05403-002 Contract Service- Acctg- Water	708.85	694.63	(14.22)	8,710.46	8,336.00	(374.46)	8,336.00
05404-002 Contract Service - Water	1,690.00	1,300.00	(390.00)	15,863.79	15,600.00	(263.79)	15,600.00
05405-002 Contract Service - Water	0.00	0.00	0.00	1,300.00	0.00	(1,300.00)	0.00
05406-002 Contract Service- Other Water	3.08	0.00	(3.08)	666.08	0.00	(666.08)	0.00
05408-002 Contracted Services - Accting ...	0.00	100.00	100.00	485.65	1,200.00	714.35	1,200.00
Contracted Services Total	2,401.93	2,178.00	(223.93)	27,025.98	26,136.00	(889.98)	26,136.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	0.00	2,500.00	2,500.00	3,500.87	10,000.00	6,499.13	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	861.05	900.00	38.95	900.00
05507-002 Other Tax, License, Fee Wtr	0.00	83.37	83.37	29.75	1,000.00	970.25	1,000.00
Property and other Taxes Total	0.00	2,583.37	2,583.37	4,391.67	11,900.00	7,508.33	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	83.37	83.37	230.73	1,000.00	769.27	1,000.00
05604-002 Vehicle Gas & Oil - Water	0.00	58.37	58.37	774.03	700.00	(74.03)	700.00
05605-002 Supplies- Water	7,146.92	375.00	(6,771.92)	9,381.71	4,500.00	(4,881.71)	4,500.00
05606-002 Small Tools & Equip Water	(268.48)	166.63	435.11	2,179.95	2,000.00	(179.95)	2,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05607-002 Supplies General Pool - Water	0.00	0.00	0.00	78.45	0.00	(78.45)	0.00
05609-002 Misc. Expense Pool - Water	0.00	0.00	0.00	2,476.48	0.00	(2,476.48)	0.00
Supplies, Small Tools, Etc.. Total	6,878.44	683.37	(6,195.07)	15,121.35	8,200.00	(6,921.35)	8,200.00
Utilities							
05701-002 Utilities Water	678.52	958.37	279.85	11,150.18	11,500.00	349.82	11,500.00
05702-002 Telephone-Water	189.98	25.00	(164.98)	1,688.76	300.00	(1,388.76)	300.00
Utilities Total	868.50	983.37	114.87	12,838.94	11,800.00	(1,038.94)	11,800.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	950.64	966.63	15.99	11,934.48	11,600.00	(334.48)	11,600.00
05705-002 Postage-Water	0.00	25.00	25.00	0.00	300.00	300.00	300.00
05707-002 Misc. Expense - Water	46.00	333.37	287.37	1,327.29	4,000.00	2,672.71	4,000.00
05708-002 Certification/Education -Water	0.00	62.50	62.50	132.66	750.00	617.34	750.00
Insurances, Postage, Education, Misc. Total	996.64	1,387.50	390.86	13,394.43	16,650.00	3,255.57	16,650.00
Deprec, Interest & Bad Debt							
08010-002 RESERVES UNALLOCATED - WATER	6,120.71	2,378.54	(3,742.17)	39,768.75	28,542.15	(11,226.60)	28,542.15
Deprec, Interest & Bad Debt Total	6,120.71	2,378.54	(3,742.17)	39,768.75	28,542.15	(11,226.60)	28,542.15
Total Expense	25,973.53	17,733.52	(8,240.01)	199,037.88	193,700.15	(5,337.73)	193,700.15
Net Income	(8,949.53)	(96.13)	(8,853.40)	10,541.14	17,949.85	(7,408.71)	17,949.85

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Marina

Start: 12/01/2021 | End: 12/31/2021

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	0.00	583.37	(583.37)	6,950.00	7,000.00	(50.00)	7,000.00
04109-003 Marina Moorage - Marina	0.00	4,583.37	(4,583.37)	57,585.50	55,000.00	2,585.50	55,000.00
04112-003 Ramp Fee	0.00	183.37	(183.37)	2,883.00	2,200.00	683.00	2,200.00
04114-003 Daily Moorage/Ramp Fees	0.00	58.37	(58.37)	225.00	700.00	(475.00)	700.00
04115-003 Marina Amenity Fee - \$25	0.00	150.00	(150.00)	1,900.00	1,800.00	100.00	1,800.00
04305-003 Int Income - Reserve Marina Op...	0.00	16.63	(16.63)	0.00	200.00	(200.00)	200.00
04600-003 Marina Amenity Ramp fee - Mari...	0.00	20.87	(20.87)	320.00	250.00	70.00	250.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	860.00	800.00	60.00	800.00
04803-003 Dock Electric Fee - Marina	0.00	375.00	(375.00)	4,896.00	4,500.00	396.00	4,500.00
04804-003 Small Boats - Marina	0.00	233.37	(233.37)	2,880.00	2,800.00	80.00	2,800.00
Income Total	0.00	6,204.35	(6,204.35)	78,499.50	75,250.00	3,249.50	75,250.00
Total Income	0.00	6,204.35	(6,204.35)	78,499.50	75,250.00	3,249.50	75,250.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	47.25	0.00	(47.25)	787.15	0.00	(787.15)	0.00
05101-003 Wages-Manager-Marina	490.72	866.63	375.91	10,377.28	10,400.00	22.72	10,400.00
05103-003 Wages-Caretaker Marina	467.00	208.00	(259.00)	7,093.71	2,496.00	(4,597.71)	2,496.00
05104-003 Wages-Office Admin. -Marina	489.04	266.63	(222.41)	3,250.54	3,200.00	(50.54)	3,200.00
05120-003 Benefits-Marina	912.62	400.00	(512.62)	4,524.95	4,800.00	275.05	4,800.00
05201-003 Payroll Taxes - Marina	142.01	167.63	25.62	1,629.56	2,012.00	382.44	2,012.00
Salaries, Benefits & Tax Total	2,548.64	1,908.89	(639.75)	27,663.19	22,908.00	(4,755.19)	22,908.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.37	8.37	0.00	100.00	100.00	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	300.00	300.00	300.00
05305-003 R & M Equipment - Marina	434.93	25.00	(409.93)	929.05	300.00	(629.05)	300.00
05308-003 R & M- Docks & Ramps - Marina	0.00	500.00	500.00	2,374.99	6,000.00	3,625.01	6,000.00
05309-003 R & M - Dredging - Marina	0.00	875.00	875.00	13,444.77	10,500.00	(2,944.77)	10,500.00
05310-003 R & M Grounds-Marina	259.84	83.37	(176.47)	259.84	1,000.00	740.16	1,000.00
05311-003 R & M Jetty - Marina	0.00	0.00	0.00	824.05	0.00	(824.05)	0.00
Repairs & Maintenance Total	694.77	1,516.74	821.97	17,832.70	18,200.00	367.30	18,200.00
Contracted Services							
05403-003 Contract Services - Accounting	236.29	231.62	(4.67)	3,005.50	2,779.00	(226.50)	2,779.00
05404-003 Contract Service - Marina	93.00	0.00	(93.00)	369.64	0.00	(369.64)	0.00
05406-003 Contract Service- Other Marina	170.16	208.37	38.21	3,764.36	2,500.00	(1,264.36)	2,500.00
05408-003 Contracted Services - Accting ...	0.00	33.37	33.37	322.73	400.00	77.27	400.00
05410-003 Contracted Service - Sanitatio...	0.00	100.00	100.00	918.64	1,200.00	281.36	1,200.00
Contracted Services Total	499.45	573.36	73.91	8,380.87	6,879.00	(1,501.87)	6,879.00
Property and other Taxes							
05507-003 Other license, fee - marina	0.00	75.00	75.00	0.00	300.00	300.00	300.00
05508-003 Federal Income Tax - Marina	0.00	20.87	20.87	0.00	250.00	250.00	250.00
Property and other Taxes Total	0.00	95.87	95.87	0.00	550.00	550.00	550.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Supplies, Small Tools, Etc..							
05601-003 Office Supplies-Marina	0.00	41.63	41.63	61.76	500.00	438.24	500.00
05604-003 Vehicle Gas & Oil Marina	83.11	12.50	(70.61)	486.94	150.00	(336.94)	150.00
05605-003 Supplies- Marina	0.00	141.63	141.63	1,874.99	1,700.00	(174.99)	1,700.00
05606-003 Small Tools & Equip Marina	0.00	125.00	125.00	193.51	1,500.00	1,306.49	1,500.00
Supplies, Small Tools, Etc.. Total	83.11	320.76	237.65	2,617.20	3,850.00	1,232.80	3,850.00
Utilities							
05701-003 Utilities Marina	767.83	666.63	(101.20)	7,853.24	8,000.00	146.76	8,000.00
Utilities Total	767.83	666.63	(101.20)	7,853.24	8,000.00	146.76	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	775.66	725.00	(50.66)	9,971.00	8,700.00	(1,271.00)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	0.00	300.00	300.00	300.00
05707-003 Misc. Expense - Marina	0.00	50.00	50.00	0.00	600.00	600.00	600.00
05708-003 Cerification/Education -Marina	0.00	8.37	8.37	0.00	100.00	100.00	100.00
Insurances, Postage, Education, Misc. Total	775.66	808.37	32.71	9,971.00	9,700.00	(271.00)	9,700.00
Deprec, Interest & Bad Debt							
08010-003 RESERVES UNALLOCATED - Marina	2,283.37	9,514.05	7,230.68	92,476.55	114,168.60	21,692.05	114,168.60
Deprec, Interest & Bad Debt Total	2,283.37	9,514.05	7,230.68	92,476.55	114,168.60	21,692.05	114,168.60
Total Expense	7,652.83	15,404.67	7,751.84	166,794.75	184,255.60	17,460.85	184,255.60
Net Income	(7,652.83)	(9,200.32)	1,547.49	(88,295.25)	(109,005.60)	20,710.35	(109,005.60)

Report Summary

Code	Account#	Current	Over 30	Over 60	Over 90	Total
01 - Late Fees	01201	(\$20.00)	\$0.00	\$20.00	\$159.50	\$159.50
02 - Insuff Funds Fe	01201	\$0.00	\$25.00	\$0.00	\$0.00	\$25.00
03 - Admin. Fees	01201	\$0.00	\$0.00	\$10.00	\$30.00	\$40.00
05 - 05 Attorney Fees	01201	\$0.00	\$0.00	\$0.00	\$6,500.00	\$6,500.00
21 - Fines	01201	\$500.00	\$100.00	\$0.00	\$3,812.00	\$4,412.00
22 - Access Cards	01201	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00
A1 - A1 Genrl Assesmnt	01201	\$0.00	\$0.00	\$0.00	\$4,229.56	\$4,229.56
C3 - Water Use Fees	01201	\$0.00	\$0.00	\$0.00	\$1,242.00	\$1,242.00
C4 - RESERVE ASSESS	01201	\$0.00	\$0.00	\$0.00	\$3,092.68	\$3,092.68
C6 - C6 LOT MOW	01201	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Grand Total:		\$480.00	\$155.00	\$30.00	\$19,105.74	\$19,770.74

Account#	Account Description	Delinquency Amount
01201 - 001	Accts Receivables - General	\$8,936.06
01201 - 002	Accts Receivables - Water	\$1,242.00
01201 - 007	Accts Receivables - 110aegagReserve	\$6,500.00
01201 - 099	Accts Receivables - Cost Center 099	\$3,092.68
Total:		\$19,770.74

Total Number of Homes: 20

Owner	Address	Account #	Lot #		Prepaid Balance
				Total	\$288.50
		5000000658	VL1-	PP - General	\$288.50
			5D7B6	Total	\$288.50
				PP - General	\$30,160.27
				PP - 26 - Small Boats	\$60.00
				Total	\$30,220.27

CAPE GEORGE COLONY CLUB
CHECK REGISTER - SUMMARY
START: 12/01/2021 | END: 12/31/2021

Date	Check	Vendor	Reference	Amount
Pacific Premier Bank OP - PPB 0125 New				
12/29/2021	300010	QW3670 - CENTURY LINK	SVC 12/09/21-01/08/21	\$0.10
12/27/2021	101061	FER002 - FERGUSON WATERWORKS INC		\$5,247.42
12/27/2021	101062	CGCC BR - Brian Ritchie	Reimburse Gas	\$83.11
12/25/2021	300009	QW3670 - CENTURY LINK	SVC 12/05/21-01/05/22	\$59.90
12/25/2021	300011	QW3670 - CENTURY LINK		\$129.98
12/20/2021	101057	G00001 - GOOD MAN SANITATION	SVC 11/09/21-12/05/21	\$93.00
12/20/2021	101058	OLY006 - OLYMPIC SPRINGS	5 Gal Purified	\$17.35
12/20/2021	101059	BenFellows - Ben Fellows	Reimburse dredge project	\$272.85
12/20/2021	101060	PUD001 - PUD #1 OF JEFFERSON COUNTY	SVC 10/28/21-12/03/21	\$3,850.12
12/17/2021	101049	STANLEYS - STANLEY STEEMER CARPET...	Tile Clean	\$225.00
12/17/2021	101050	TON001 - MERELYN (COOKIE) TONKUNAS	Post Inspection	\$65.00
12/17/2021	101051	HEN001 - HENERY HARDWARE	Property Supplies	\$391.06
12/17/2021	101052	UTI001 - UTIL UNDRGRND LOC CENTER		\$3.08
12/17/2021	101053	LLCP - Leahy Legal Consulting PLLC	Legal fees	\$770.00
12/17/2021	101054	NOR006 - NOR'WEST CUSTODIAL SERVICES	Janitorial Services	\$777.50
12/17/2021	101055	JoseEsc - Jose Manuel Escalera-Es...	Service Call	\$1,690.00
12/17/2021	101056	PURCOR - PURCOR PEST SOLUTIONS	Pest Control	\$300.03

Date	Check	Vendor	Reference	Amount
12/16/2021	101048	PST - Peryea Silver Taylor P.S.	Legal Services	\$1,139.00
12/10/2021	101044	MUR002 - MURREYS DISPOSAL CO. INC	November Services	\$417.05
12/10/2021	101045	CEN002 - CENTRAL WELDING SUPPLY	Supplies	\$20.46
12/10/2021	101046	FER002 - FERGUSON WATERWORKS INC		\$155.04
12/10/2021	101047	TWI001 - SPECTRA LABORATORIES - K...	December Services	\$46.00
12/06/2021	101039	MLapointe - Michael Lapointe	Reimburse Expenses	\$542.28
12/06/2021	101040	JEF002 - JEFFERSON CNTY TREASURER	Property Taxes	\$144.44
12/06/2021	101041	UBM001 - UNITED BUSINESS MACHINES...	SVC 12/24/21-01/23/22	\$222.17
12/06/2021	101042	Westside - Westside Marine Inc.		\$434.93
12/06/2021	101043	FER002 - FERGUSON WATERWORKS INC		\$104.02
12/01/2021	300008	REG001 - REGENCE BLUESHIELD	12/01/21-/12/31/21	\$2,426.14

Sub-Total: \$19,627.03

Total: \$19,627.03

Aged Open Items

CAPE GEORGE COLONY CLUB
As of: 12/31/2021

Run Date: 01/26/2022
Run Time: 05:01 PM

Item #	Vendor	Invoice	Date	Current	31-60	61-90	Over 90
213628	84634 CCDC-Cascade Columbia Distribution Company 05605 Supplies	825457	12/27/2021	\$873.10	\$0.00	\$0.00	\$0.00
213629	ESTATE-ESTATE OF CHARLES B. WHITTAKER C/O BARBARA NELSON 02120 Account 02120	1213210000065312	12/13/2021	\$96.17	\$0.00	\$0.00	\$0.00
213630	FER002-FERGUSON WATERWORKS INC 05605 Supplies	1052859-1	12/20/2021	\$767.34	\$0.00	\$0.00	\$0.00
213631	FPM001-FP MAILING FRANCOTYP-POSTALIA 05401 Contract Service Equip	RI105133063	12/28/2021	\$151.10	\$0.00	\$0.00	\$0.00
213634	UBM001-UNITED BUSINESS MACHINESOF WA INC 05401 Contract Service Equip	INV464234	12/28/2021	\$222.17	\$0.00	\$0.00	\$0.00
Total				\$2,109.88	\$0.00	\$0.00	\$0.00
Grand Total						\$2,109.88	

CAPE GEORGE COLONY CLUB
BANK RECONCILIATION
Statement Date: 12/31/2021

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01106 - OP - PPB 0125 New	
Bank Statement Balance	\$51,572.89	Account Balance	\$41,685.37
GL Account Balance	\$41,685.37	+ Uncleared Payments	\$9,887.52
Difference	\$9,887.52	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$51,572.89
		- Statement Balance	\$51,572.89
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
300010	12/29/2021	206578 QW3670 - CENTURY LINK (CGCC)	Uncleared	0.00	0.10
	12/29/2021	GL 220282 Journal Entry	Uncleared	0.00	397.62
101061	12/27/2021	208206 FER002 - FERGUSON WATERWORKS INC	Uncleared	0.00	5,247.42
101062	12/27/2021	208207 CGCC BR - Brian Ritchie	Uncleared	0.00	83.11
300009	12/25/2021	203855 QW3670 - CENTURY LINK (CGCC)	Uncleared	0.00	59.90
300011	12/25/2021	210095 QW3670 - CENTURY LINK (CGCC)	Uncleared	0.00	129.98
101058	12/20/2021	203852 OLY006 - OLYMPIC SPRINGS Inc.	Uncleared	0.00	17.35
101059	12/20/2021	203853 BenFellows - Ben Fellows	Uncleared	0.00	272.85
101050	12/17/2021	202485 TON001 - MERELYN (COOKIE) TONKUNAS	Uncleared	0.00	65.00
	12/13/2021	GL 220276 Journal Entry	Uncleared	0.00	645.77
101039	12/6/2021	196096 MLapointe - Michael Lapointe	Uncleared	0.00	542.28
300008	12/1/2021	192061 REG001 - REGENCE BLUESHIELD	Uncleared	0.00	2,426.14
Totals				\$0.00	\$9,887.52



CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 1 of 8
Branch 010
Account Number: [REDACTED]
Date 12/31/2021

EM

HOA NON INT CKG Acct [REDACTED]

Summary of Activity Since Your Last Statement

Beginning Balance	12/01/21	97,051.91	
Deposits / Misc Credits	22	11,349.77	
Withdrawals / Misc Debits	36	56,828.79	
** Ending Balance	12/31/21	51,572.89	**
Service Charge		.00	
Enclosures		19	

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
12/01	376.02		Community Financ/ACH PMT 1173930 eKlik
12/02	545.68		PayLease.com/Settlement 000013110174761 Community Financials,
12/03	150.00		PayLease.com/Settlement 000013127550185 Community Financials,
12/06	270.34		Community Financ/ACH PMT 1173930 eKlik
12/07	100.00		PayLease.com/Settlement 000013175010473 Community Financials,
12/07	288.50		HOA LOCKBOX DEPOSIT
12/09	87.33		PAYLEASE.COM/CREDIT 235475864 Community Financials,
12/09	315.00		HOA LOCKBOX DEPOSIT
12/09	268.48		REMOTE CAPTURE DEPOSIT
12/13	769.67		Community Financ/ACH PMT 1173930 eKlik
12/16	288.50		PayLease.com/Settlement 000013252417857 Community Financials,
12/17	288.50		Community Financ/ACH PMT 1173930 eKlik
12/22	192.50		HOA LOCKBOX DEPOSIT
12/24	192.50		PayLease.com/Settlement 000013314136013 Community Financials,
12/27	481.00		Community Financ/ACH PMT 1173930 eKlik
12/27	673.25		PayLease.com/Settlement



PACIFIC PREMIER BANK

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476

www.ppbi.com

CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 2 of 8
Branch 010
Account Number: ██████████
Date 12/31/2021

EM

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
12/28	3,562.00		000013323048473 Community Financials, PayLease.com/Settlement
12/29	192.50		000013332442205 Community Financials, Community Financ/ACH PMT 1173930 eKlik
12/30	577.00		PayLease.com/Settlement
12/30	1,154.00		000013356473309 Community Financials, PAYLEASE.COM/CREDIT
12/31	288.50		236774372 Community Financials, Community Financ/ACH PMT 1173930 eKlik
12/31	288.50		PayLease.com/Settlement 000013371567809 Community Financials,

Withdrawals and Debits

Date	Deposits	Withdrawals	Activity Description
12/01		2,362.86	CF Monthly Accounting Fee
12/01		186.00	CF Monthly Accounting Fee AVIDPAY SERVICE/AVIDPAY REF*CK*101038*211130*GOOD MAN SANITATI \\75464391\22236436\75464391 CK101038 CAPE GEORGE COLONY CLU
12/01		417.05	AVIDPAY SERVICE/AVIDPAY REF*CK*101036*211130*MURREYS DISPOSAL INC\75464381\22236433\75464381 CK101036 CAPE GEORGE COLONY CLU
12/03		88.21	ADP PAYROLL FEES/ADP - FEES 2RY9T 4478371 Cape George Colony Clu
12/07		222.17	AVIDPAY SERVICE/AVIDPAY REF*CK*101041*211206*UNITED BUSINESS M HINES\75848392\22610698\75848392 CK101041 CAPE GEORGE COLONY CLU
12/08		5.40	HEALTH EQUITY INC/HealthEqui 2778788 Cape George Colony Clu
12/13		46.00	AVIDPAY SERVICE/AVIDPAY REF*CK*101047*211210*SPECTRA LABORATOR S KITSAP\76313791\23050409\76313791 CK101047 CAPE GEORGE COLONY CLU
12/13		11,607.45	ADP WAGE PAY/WAGE PAY 335060276304Y9T CAPE GEORGE COLONY CLU
12/14		78.32	WAVE/INTERNET



CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 3 of 8
Branch 010
Account Number:
Date 12/31/2021

EM

Withdrawals and Debits

Table with 4 columns: Date, Deposits, Withdrawals, Activity Description. Lists various transactions including ADP Tax, AVIDPAY SERVICE, and Monthly Reserve T.

Checks in Check Number Order

Table with 9 columns: Date, Check No, Amount, Date, Check No, Amount, Date, Check No, Amount. Lists check transactions with dates and amounts.

* indicates a break in check number sequence

Daily Balance Summary

Table with 6 columns: Date, Balance, Date, Balance, Date, Balance. Shows daily balance snapshots for 12/01, 12/02, and 12/03.



PACIFIC PREMIER BANK

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476

www.ppbi.com

CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 4 of 8
Branch 010
Account Number: [REDACTED]
Date 12/31/2021

EM

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
12/14	77,600.98	12/21	72,688.93	12/28	65,999.17
12/15	77,056.54	12/22	71,191.43	12/29	65,121.64
12/16	77,345.04	12/23	69,635.38	12/30	66,852.64
12/17	77,478.50	12/24	69,726.59	12/31	51,572.89
12/20	76,652.51	12/27	70,655.84		

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 12/31/2021

Reconciliation Summary: 4 - CAPE GEORGE OPER CKG		GL Account: 01104 - Chase # [REDACTED]	
(Chase)			
Bank Statement Balance	\$37,750.25	Account Balance	\$37,750.25
GL Account Balance	\$37,750.25	+ Uncleared Payments	\$0.00
Difference	\$0.00	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$37,750.25
		- Statement Balance	\$37,750.25
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
Totals				\$0.00	\$0.00



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

December 01, 2021 through December 31, 2021

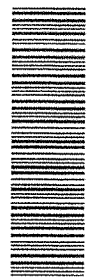
Account Number: [REDACTED]

00006692 DRE 702 210 00522 NNNNNNNNNNN 1 000000000 D3 0000

CAPE GEORGE COLONY CLUB
 61 CAPE GEORGE DR
 PORT TOWNSEND WA 98368

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: 1-877-425-8100
 Deaf and Hard of Hearing: 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679



000066920101000000021

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$38,767.30
Deposits and Additions	2	2,128.97
Electronic Withdrawals	3	-3,146.02
Ending Balance	5	\$37,750.25

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
12/14	Remote Online Deposit 1	\$2,097.18
12/14	Remote Online Deposit 1	31.79
Total Deposits and Additions		\$2,128.97

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
12/09	Orig CO Name:Chase Credit Crd Orig ID:4760039224 Desc Date:211209 CO Entry Descr:Autopaybussec:PPD Trace#:021000022715981 Eed:211209 Ind ID: Ind Name:Rooney Patrick J Trn: 3432715981Tc	\$2,103.09
12/16	Orig CO Name:Centurylink Orig ID:9Atp027380 Desc Date: CO Entry Descr:Auto Pay Sec:CCD Trace#:021000028918793 Eed:211216 Ind ID:14520746383 Ind Name:Cape George Colony Clu Trn: 3508918793Tc	242.93
12/31	Orig CO Name:Irs Orig ID:3387702000 Desc Date:123121 CO Entry Descr:Usatxpymtsec:CCD Trace#:061036015346570 Eed:211231 Ind ID:270176583913532 Ind Name:Cape George Colony Clu Trn: 3655346570Tc	800.00
Total Electronic Withdrawals		\$3,146.02



December 01, 2021 through December 31, 2021

Account Number: [REDACTED]

DAILY ENDING BALANCE

DATE	AMOUNT
12/09	\$36,664.21
12/14	38,793.18
12/16	38,550.25
12/31	37,750.25

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited	11	Unlimited	0	\$0.40	\$0.00
Credits					
Non-Electronic Transactions	3	500	0	\$0.40	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT 000000793361366

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	11
Credits	
Non-Electronic Transactions	3

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

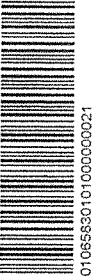
December 01, 2021 through December 31, 2021

Account Number: [REDACTED]

00106583 DRE 702 210 00122 NNNNNNNNNN 1 000000000 61,0000
 CAPE GEORGE COLONY CLUB
 61 CAPE GEORGE DR
 PORT TOWNSEND WA 98368

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: 1-877-425-8100
 Deaf and Hard of Hearing: 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679



010658301000000021

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$100,029.80
Deposits and Additions	1	1.67
Ending Balance	1	\$100,031.47
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.67
Interest Paid Year-to-Date		\$19.14

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$100,029.80
12/31	Interest Payment	1.67	100,031.47
	Ending Balance		\$100,031.47

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Platinum Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 12/31/2021

Run Date: 01/26/2022
 Run Time: 09:55 PM

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01111 - ICS TEMP	
Bank Statement Balance	\$50,247.33	Account Balance	\$50,247.33
GL Account Balance	\$50,247.33	+ Uncleared Payments	\$0.00
Difference	\$0.00	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$50,247.33
		- Statement Balance	\$50,247.33
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
				Totals	\$0.00
					\$0.00

Pacific Premier Bank
 17901 Von Karman Avenue
 Suite 150
 Irvine, CA 92614

Contact Us
 (213) 542-2754



107593-31A
 Cape George Colony Club, Inc.
 61 Cape George Dr
 Port Townsend, WA 98368-9403

Account
 Cape George Colony Club, Inc.

Date
 12/31/2021

Page
 1 of 2

IntraFi® Network DepositsSM Monthly Statement

Demand or Savings Option (formerly known as ICS®)

The following information is a summary of activity in your account(s) for the month of December 2021 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Network Deposits. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

Summary of Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
██████████	Savings	0.01%	\$50,246.91	\$50,247.33
TOTAL			\$50,246.91	\$50,247.33

Date
12/31/2021

07986

Page
2 of 2

DETAILED ACCOUNT OVERVIEW

Account ID: ██████████
Account Title: Cape George Colony Club, Inc.



Account Summary - Savings

Statement Period	12/1-12/31/2021	Average Daily Balance	\$50,246.92
Previous Period Ending Balance	\$50,246.91	Interest Rate at End of Statement Period	0.01%
Total Program Deposits	0.00	Statement Period Yield	0.01%
Total Program Withdrawals	(0.00)	YTD Interest Paid	17.13
Interest Capitalized	0.42	YTD Taxes Withheld	0.00
Taxes Withheld	(0.00)		
Current Period Ending Balance			
	\$50,247.33		

Account Transaction Detail

Date	Activity Type	Amount	Balance
12/31/2021	Interest Capitalization	\$0.42	\$50,247.33

Summary of Balances as of December 31, 2021

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
Pinnacle Bank	Nashville, TN	35583	\$50,247.33

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 12/31/2021

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01109 - ██████████	
Bank Statement Balance	\$178,269.82	Account Balance	\$178,269.82
GL Account Balance	\$178,269.82	+ Uncleared Payments	\$0.00
Difference	\$0.00	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$178,269.82
		- Statement Balance	\$178,269.82
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
Totals				\$0.00	\$0.00



PACIFIC PREMIER BANK

STATEMENT OF ACCOUNT ACTIVITY
866-353-1476
www.ppbi.com

CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 1 of 1
Branch 010
Account Number: [REDACTED]
Date 12/31/2021
EM

HOA MONEY MARKET Acct [REDACTED]

Summary of Activity Since Your Last Statement

Table with 3 columns: Description, Date, Amount. Rows include Beginning Balance (12/01/21, 162,406.15), Deposits / Misc Credits (2, 15,863.67), Withdrawals / Misc Debits (0, .00), Ending Balance (12/31/21, 178,269.82), Service Charge (.00), Interest Paid Thru 12/31/21 (6.92), Interest Paid Year To Date (156.73), Average Rate / Cycle Days (.05000 / 31).

Deposits and Credits

Table with 4 columns: Date, Deposits, Withdrawals, Activity Description. Rows show 12/31 deposits of 15,856.75 and 6.92, with descriptions 'Ref FGOF931 From *0125 Monthly Reserve T' and 'INTEREST EARNED'.

Daily Balance Summary

Table with 6 columns: Date, Balance, Date, Balance, Date, Balance. Row shows 12/31 balance of 178,269.82.

Building and Roads Committee

Meeting Minutes 2/4/22

Members in Attendance:

Richard VanDeMark

George Martin

Mike Hinojos

Dave Baker

Bob Holtz

Joel Janetski

- 1) Discussion about berm project and environmental committee involvement. Possible expertise on the building committee.
- 2) Two lots on Hemlock were visited for setback checks with the contractor. They were informed that the setbacks were from the eaves and not the foundation. Setbacks appeared to be less than the 5' required. Property corners were estimated by the contractors and incorrect. Suggested getting a survey and recommended a local surveyor used extensively in Cape George.
- 3) Two shed permits were approved: 51 Sunset and 66 N Palmer Dr.
- 4) 13 San Juan Drive had started earthworks on the property without a Cape George Permit. They had a county permit but unaware of the need for a Cape George Permit. That permit has since been submitted but the drawing prints lacked the detail of the ridge height of the structure. We requested such prints before we proceed to permitting. We will also request that road protection be employed when the track hoe returns as some asphalt scaring did occur.
- 5) The committee discussed the co-chair approach to committee leadership and agreed that it was the best choice for this committee as it spreads the workload for the combined committee. After the discussion, Dave Baker and George Martin agreed to be the co-chairs and the committee voted accept them as such. Joel Janetski will be informing the Board of Trustees at the next Study Session for Board approval.

Addendum:

13 San Juan submitted proper paperwork and the building permit was approved.

Earthworks permit issued for 81 W Vancouver for septic replacement.

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, January 11, 2022 9:15 am (via ZOOM)

ATTENDANCE: Jo Blaire, Diane Boushek, Varn Brooks, Christine Buzzard, Lori Cameron, Pat Gulick, Stephen McDevitt, Ruth Ross, Bob Sullivan

I. CALL TO ORDER: Steve McDevitt called the meeting to order at 9:19 am.

II. APPROVAL OF MINUTES: Pat Gulick requested a correction to attendance in the December 2021 minutes as she did not attend that meeting. Varn moved/ Bob seconded that the November & December 2021 minutes as corrected be approved. The motion passed unanimously.

III. FISCAL REPORT: The current balance is \$1383.87, unchanged from last month.

IV. OLD BUSINESS

- A. **Styrofoam Recycling:** Joe Blaire reported that only 3 people had scheduled times for Styrofoam drop off Styrofoam, so January 8 collection was canceled. Joe collected Styrofoam from those individuals and brought it to Fort Worden. Going forward, the committee will consider whether we should try to schedule a later recycling event or just provide community members with information on where and when to drop off their Styrofoam at the bunker in Fort Worden.
- B. **Berm Damage and Johannessen Proposal:** Coastal Geologic Proposal has been distributed to the Board. Varn moved and Lori seconded that Pat Gulick, our Board liaison, present the information at the Study Session on January 24, asking the Board to review and approve the proposal. Motion passed unanimously.
- C. **Adhoc Committee:** Varn moved and Lori seconded that Pat Gulick request that the Board appoint an ad hoc committee to assist the Board with review of the Coastal Geologic Proposal, provide oversight of the project, and act as an ongoing liaison between Coastal Geologic and the Board and acting General Manager Terri Brown. It was suggested this committee might have as members Steve McDevitt, Chair of the Environmental Committee, Varn Brooks, and Pat Gulick, as well as members from the Roads and Building Committee and the Marina Committee, and the Harbormaster. Motion passed unanimously.
- D. **Temporary Berm Fencing:** Varn moved and Lori seconded that Pat Gulick present and ask for Board approval of the proposal to install protective symbolic fencing for the berm at the Jan 24 study session and ask the Board to approve up to \$200 in funds for the Environmental Committee to purchase materials that cannot be obtained through member donations. Motion passed unanimously
- E. **Oil Spill Preparedness/Geographic Response Plan for Cape George and Protection Island:** Steve continues to investigate this issue. To obtain a response kit, Cape George will need to partner with Chief Black of the fire department. Steve with contact Lorna Smith, who is now a member of the Washington Fish and Wildlife Commission, to see if she can provide any additional information.
- F. **Landscaping at the Clubhouse:** Patty Dunmire has notified the committee that she will provide an update at the February 2022 meeting.

V. NEW BUSINESS

- A. **Post-Snow/Windstorm Damage Reports:** The committee will continue to assess the damage to common areas of the community.

The meeting was adjourned at 10:25 am.

Respectfully submitted
Ruth Ross, Secretary

**Finance Committee Meeting
February 1, 2022**

TO: Cape George Board of Trustees, Cape George Office
FROM: Finance Committee
Attending: Karen Krug, Collette Carpenter, Gail Krentzman, Georgette Semick;
Board Members Fayla Schwartz and John Dwyer

NOTE: Recommendations to the Treasurer are formatted in italics.

1. Nominating Committee: Nancy Carpentier addressed the FinComm on the search for new Board of Trustees candidates for the upcoming elections. No action required by the Committee.
2. Reserve Balances: The Committee discussed the working draft document prepared by Karen Krug concerning the past distribution of reserve funds among the three accounts. The Committee agreed to develop a Board recommendation, based on the working draft, to redistribute the reserve into the 3 reserve accounts. The FinComm members will meet on February 16th to review the draft recommendation. On the longer term, the Committee discussed options for the handling of reserve accounts. Such a recommendation would likely involve changes to the current CG Rules and perhaps the ByLaws.
3. The Committee also agreed to develop Board recommendations concerning the 2022 accounts, namely: create a Reserve cost center in the Operating Fund and map both the 4201 and 8010 accounts to that cost center, thus removing them from actual operations. Additionally, in the short term we recommend that:
 - a. *The Treasurer work with Community Financials to set up a cost center for 2022 fiscal year to capture Reserve Assessment Income and Interest. This will simplify financial reporting by separating reserves from the operating centers' P&L.*
 - b. *The Treasurer and Finance Committee reconcile the reserve assessment income and expenses to the 3 cost centers quarterly and distribute cash at year end.*
4. 2021 Yearend Financials: *The Committee recommends that the Treasurer close the 2021 Fiscal Year as it stands and begin the 2021 audit process.*
5. Labor Distribution Tracking: Collette showed a timesheet she developed to be used by all staff. Its purpose is to not only track hours worked/leave but also to help determine time spent on marina and water operations duties. By the end of 2022 this should better support distribution of wage/ benefit/tax allocations to the 3 cost centers for 2023 budgeting purposes. It also will assist with calculating overtime and leave balances. As part of this process, the definition of "workweek" for overtime purposes was reconfigured.
The Finance Committee recommends the Treasurer implement the new timesheet for 2022.
6. 2022 Fiscal Year Accounting: To assist the Treasurer with the 2022 accounting and financial reporting, we recommend that the budget, once ratified, be transmitted to CF with instructions to set up a new cost center for reserves. Additionally, we should transmit the ratified annual budget in a format CF can readily access, instructing them to "divide by 12".
7. FinComm Interactions with Committees: After some discussion about whether committees needed a contact on the Financial Committee in addition to their

Board Liaison, it was decided that the Treasurer would be the appropriate contact about financial questions, with assistance from Committee members as needed.

8. Cash Management and FDIC Limits: *FinComm recommends that the Treasurer cash the next CD maturing and invest approximately \$100,000 in a shortterm (26 week) CDARS.* This was a concern of the Auditor, so prompt action is appropriate.
9. Other Matters and Updates:
 - a. *FinComm strongly recommends setting up a password protected "Members Only" section of the website.* There is too much financial information included in our minutes, financial reporting, and archives.
 - b. Collette updated the Committee on the status of HR issues including the Board's approval of acquiring ADP's HR module and the restructuring the CG employee benefit plans.
 - c. Payroll related tasks, including recalculating accruals and liabilities, are still in process.
 - d. The Board's 1/27/2022 decision to provide a retroactive increase of 3% for staff will be acted on with the next payroll.

The Committee members will work together to draft recommendations to the Board related to item #2 Reserves above and scheduled a February 16th meeting to discuss those documents.

Submitted by:

Georgette Semick for Finance Committee
2/22/2022

**Finance Committee Work Session
February 16, 2022**

TO: Cape George Board of Trustees, Cape George Office
FROM: Finance Committee
Attending: Karen Krug, Collette Carpenter, Gail Krentzman, Georgette Semick

1. The primary purpose of the meeting was to review the Reserve Balances White Paper prepared by Karen Krug. It was agreed that aside from a final edit, the paper and recommendations were ready to submit to the rest of the FinComm with the request that it be submitted to the Board for consideration at the February 22nd Study Session. Delaying the Board review of the white paper for another month will only make corrections more complicated. The Committee agreed to devote the intense effort needed to edit and deliver the final document to our Board Liaison by the 17th so it could be included in the Study Session agenda and information packet
2. As discussed at the February 1st meeting, FinComm recommends that the Treasurer seeks a motion from the Board in next week's meeting *"to ask Community Financials to set up a cost center to capture Reserve Assessment Income and Interest beginning in 2022 fiscal year."* This will simplify financial reporting by separating reserves from the operating centers' P&L.
3. Collette Carpenter requested that we review her memo on IRA Contributions. FinComm agreed that an Executive Session might be appropriate to discuss the findings and appropriate actions.

Submitted By:
Georgette Semick for Finance Committee
2/22/2022

Fitness Center (FC) Committee Meeting Minutes
February 16, 2022 @ 11 am Clubhouse

Welcome and Sign-In:

Attendees: Mardella Rowland, John Dwyer (Liaison to Cape George Board), Nancy Charpentier (Nominating Committee for CG Board), Bill Sery, Fred Miercort, Mike Hinojos, Robin Scherting, Dick, Huffman, Betsy Coddington, Phyllis Ballough, Terri Brown (Acting CG General Manager)

John Dwyer was introduced as the FC's new Board of Trustees Liaison. We're grateful to have him onboard as an advocate and communicator. Nancy Charpentier spoke towards nominations for two open positions on the Board and encouraged all committees and CG members to become involved in this process. Should you wish to nominate someone or are interested in these positions, please contact the CG Nominating Committee. Ballots will be sent out circa the 3rd week of May.

Phyllis Ballough reported on our current February Fundraising event. At mid-month, approximately \$1,450 has been received. Thank you to all who have donated. We still have two more weeks; so spread the word, and chip in what you can. Envelopes are in the office. The FC Committee, as promised, will be using funds to replace the old elliptical machine on the East wall asap per Board approval.

Follow-up business: FC front doors and security have been repaired. Therapeutic resistance bands bought and installed. Inventory taken and supplies ordered. Nautilus leg lift tightened. Jan 13-Jan 31st survey revealed over 219 people used the FC; however, as people ignore surveys, we agreed that number is much higher.

New Business and Discussions:

- 1) As soon as Mardella gets the specs and cost for the elliptical replacement, she'll ask Terri to place it on the CG Board agenda for approval with a request towards the FC Reserve account and/or ours as well. John Dwer acknowledged this process.
- 2) After much discussion concerning Occupancy within the FC; it was decided, since we are still under Covid protocols, to enforce six people at a time within the facility per square footage available. Per the survey, maximum usage appears to be between 9-11am. As Covid protocols lighten up, this may be resolved. Mardella and Terri will re-sign the front door as to this information and other concerns.
- 3) It was unanimously agreed that Members have Priority usage of the FC over guests. Without having to change numerous by-laws, we ask members to be courteous in limiting guests to two at a time.
- 4) A member requested we install a pull-up bar. Given limited space and existing equipment, it was denied. We also discussed an ADA ramp at the entrance for future improvements; however, it would require DNR permits and extensive excavation to do this. Access to the FC for ADA via the pool door can be coordinated via the office.

- 5) Please CHANGE YOUR SHOES! Sand in the equipment is very damaging. Also, CLOSE THE WINDOWS & SHUT OFF LIGHTS. The FC fans will thank you.
- 6) As many members have expressed the desire to workout on Saturday mornings, Mardella will work with Terri to see if Amy (thank you) might be able to clean at another time, possibly a week-day evening. This is pending Amy's availability.

Meeting adjourned at 12:10 pm with potential reconvening in late May 2022.

All Cape George members are encouraged to join the FC Committee by merely showing up.

Respectfully submitted,

Mardella Rowland

Marina Committee Meeting, 2 February 2022 Agenda and Minutes

11am Cape George Clubhouse

Attendees: B. Ritchie, R. Tilley, C. Reeves, P. Serafin, M. Heckinger, R. Anderson, T. Cawrse, B. Hamilton, D. Nail, R. Schlentner B. Fellows, A. Brookfield, R. Keller, M. Thorwick, S. Melton, D. Webber, B. Dunning P. Happel, J. Bodkin

Introduction

The chair commended marina volunteers for pulling hundreds of floating logs and driftwood out of the marina, pressure-washing the docks and clearing a pathway over the berm to the beach.

The chair reported that the entrance channel depth has been reduced to about minus 1.5 feet, posing a hazard to boaters navigating the entrance. The channel markers will be moved when tides permit. The committee discussed the possibility of adding navigation lights and/or overhead light to help boaters find their way into the marina after dark.

Cassie Reeves reported that the annual marina sale has been scheduled for the weekend of June 17-18-19. Dick Poole and John Hanks have agreed to manage the sale.

Agenda items

1. 2022 Marina registration renewal letters will be sent out to members on 14 February. Applications and payments will be due not later than 15 March, 2022. It is especially important this year for members to assure that applications are complete and correct and that fees are submitted as soon as possible. Late applications may be subjected to penalties.

Cassie Reeves agreed to assist marina users in completing their applications

2. Power washing of docks. Substantial progress has been made, despite some adverse working conditions. A 2nd gas power washer was donated by Cassie Reeves and a new electric washer will be purchased for members use this month. Thanks to the members and volunteers doing the dirty work.
3. Signup Genius will be added to the marina webpage this spring to coordinate vessel owners willing to take community members on vessel excursions and community members wanting some time and experience on the water in Discovery Bay.
4. Thanks to all the members that helped in clearing what looked to be a log transfer site in the marina for much of the early winter.
5. Please exercise caution when transiting the marina, some shoaling has occurred, and the entrance channel will be sounded at the next opportunity. Current channel depth is estimated to be approximately -1.5' at a zero tidal elevation.

Next meeting will be Tuesday, March 8th, 11 am.

NOMINATING COMMITTEE MINUTES

Meeting of February 17, 2022

In Attendance: Ross Anderson (Chair), Stan Russell, Patty Dunmire, Dianne Tamblyn, Nancy Charpentier

1. Reviewed status of candidates. We have 4 confirmed and 1 possible for two openings.
2. Reviewed revisions made to documents. The Nominations Form and the guidelines provided in the Informational Statements to Nominees were finalized for submission to the Board. We hope to have approval at February's meeting so we can distribute them to the existing candidates, and have them ready to send to other members who may step forward to run for election. The Poster was reviewed but not finalized. We'll be looking for an eye catching graphic to draw attention to it when posted on the community bulletin boards.
3. The (very excellent!) Newsletter article was discussed and approved for inclusion in the March Newsletter.
4. A general discussion was held regarding the impression that exists among many that only those with sophisticated corporate resumes are eligible to serve. We discussed how to break down those assumptions so that they don't discourage good candidates from stepping forward to serve because they think themselves unable to perform. The issue of diversity touched on this topic, as well as the lack of candidates from the Highlands, and just one from the Village. While not in competition, each community is unique with it's own policies and needs for governance and as we go forward we want to lay the groundwork to expand representation.
5. Meeting was adjourned; the next meeting is not yet scheduled.

Pool Comm Meeting Report
Feb 1, 2022

In Attendance:

Terri, Fayla, Linda, Kris, Robin, Marta, Mike, Penny

1. Gift certificate given to Mike Thorwick
2. Water aerobics headset is coming
3. Fund raising: Great discussion. Discussed what items we need at the pool, May is the target month-water safety month with info in the April Newsletter. A t-shirt will be designed by the Gulin boys. We'll explore small lockers for the changing rooms. No date set for painting benches or repairing pool deck floor. We discussed hanging hooks for towels, etc., inside the pool area.
4. Next meeting March 1, 2022 - Clubhouse, 3 pm

**Cape George Water Advisory Committee
Meeting Report February 1 2022**

The meeting was held at 4 PM February 1, 2022, in the Clubhouse. Present: Acting Cape George Manager Terri Brown, Board Liaison John Dwyer, Carl Berger, Stew Pugh, Scott Carpenter, Thad Bickling, and Chair Marty Gilmore.

The January 4 meeting of the Water Advisory Committee was cancelled.

Jose will obtain two updated quotes, one for the tank farm telemetry system and another for the diver that will inspect and clean the tanks. At Terri's request, Marty will work with Jose to present the quotes for approval later this month.

Highlands booster pump operation is still inconsistent. The control system is being reviewed to determine what actions are needed.

The tank farm property lines have not been surveyed, although it was previously reported that they had been. John will discuss with his contact to see if he can determine an approximate location for the east boundary of the tank farm. We need to locate the property line to determine whether the filter backflush pond is contained within Cape George property. If it is not possible to obtain an approximate location, Cape George will require a survey.

Water leak report for December:

29 leaks

113 connections used less than 30 gpd

We will know about broken pipes from the freeze when Feb 7 readings are taken.

2021 Average water use per connection, by month, in gallons per day.

December 94

November 79

October 84

September 129

August 208

July 235

June 184

May 157

April 117

March 86

Feb 83

January 86

For the year 2021, 37 households have been billed for excess water use.

The next scheduled meeting will be Tuesday, March 1, 2022, at 4 PM in the clubhouse.

Letter to the Cape George Board of Trustees and Community,

I would like to address and clarify a couple of critical issues related to Pat Rooney's resignation.

First and foremost, what Pat did was wrong. He acted without the express Board ratification vote that is a clear violation of our governing By Laws which state:

"No motion, or other action adopted, passed, or agreed to in closed session may become effective unless the Board, following the closed session, reconvenes in open meeting and votes in the open meeting on such motion or other action that is reasonably identified. "(Bylaws of the Cape George Colony, Article VI. Meetings, Section B. Meeting of Board, Subsection 3, Paragraph 3).

You don't have to take my word for it; our own HOA lawyer agreed and informed the Board that what Pat did was a termination for cause offense.

Secondly, I would like to rectify some information concerning the petition to remove Pat Rooney immediately for cause.

It was recently alleged that community members were somehow lured under false pretenses or coerced to participate, and that personal contact info was collected and misused. This is blatantly false and quite frankly insulting to the intelligence and integrity of the participating members. I and over 170 members signed this petition willingly without reservation, and petitions only included names, signatures and addresses.

We cherish our wonderful community at Cape George and value our democratic process that allows members to voice their questions and comments in public meetings. However, misinformation and conspiracy theories such as these are harmful and divisive to the community. We are better than this, and I encourage our members to objectively research the facts and champion the truth in all matters; especially when speaking in public.

We have experienced a challenging episode in our history, and I exhort us to acknowledge the truth, put our personal feelings aside and work together to restore Cape George to the amazing home we all love and cherish.

Lovingly,

Steven Duniho

Reserve Balances – Executive Summary

The white paper that follows reviews recent changes to the calculation of reserve balances and some of the consequences of those changes. Based on a review of Board minutes, those changes to the calculations were never formally approved by the Board. The most noticeable of the consequences from the unapproved changes is that the 2021 RCL reserve study assigned a categorization of “high risk for potential future special assessments” to the Cape George Water Reserve.

The changes that started in late 2019 resulted in what we will refer to here as an “Alternative Method” for calculating reserve allocations and balances. This Alternative Method is a material departure from the historical, previously approved method (hereinafter “Approved Method”) employed for nearly a decade and the Alternative Method does not appear to be consistent with the existing Bylaws and Rules.

The changes are a result of a number of complicated factors. None of the changes is known to be required by any regulatory groups.

As is explained in more detail in the five-pages of narrative and two-pages of detailed display that follow, the Alternative Method changes resulted in a significant redistribution of reserve balances among the three accounts.

The balance in the Water Reserve was effectively decreased by nearly half a million-dollars while the other two reserve balances were increased.

Comparison of Reserve Balances as of December 31, 2020

	General	Water	Marina	Total
12/31/2020 reserve balances calculated using the Approved Method	\$321,127 24%	\$909,613 69%	\$81,217 7%	\$1,321,957 100%
12/31/2020 reserve balances (unaudited) per Treasurer’s Report published March 2021*	\$560,537 47%	\$460,356 39%	\$171,739 14%	\$1,192,632 100%
Difference Alternative Method to Approved Method	\$239,410	\$(449,257)	\$90,522	See the two detailed displays for reconciliations of the Total Balances

* As calculated by Treasurer by applying original 2014 RDA pro-rata percentages to GL balance.

The Finance Committee recommends that the Board approve recalculating the three reserve account balances based on the Approved Method, as set forth in our current Rules and Bylaws.

The background and suggestions for the way forward are provided in the following pages.

Reserve Balances

The 2021 RCL Reserve Studies, especially that of Water, raised concern over the adequacy of the Water reserves and the potential future need for special assessments. It is positive that more individuals are paying attention to all three reserve studies and to their importance to the long-term financial health and operations of Cape George.

Risk potential for Special Assessment

Provider & Year	General Reserve	Water Reserve	Marina Reserve
2014 RDA – Level 1	No risk assigned	No risk assigned	No risk assigned
2015 & 2016 RDA Updates	No risk assigned	No risk assigned	No risk assigned
2017 – RCL Level 1	Adequate	Adequate	Adequate
2018 – RCL Level 3	Moderate	Moderate	High
2019 – No update	N/A	N/A	N/A
2020 – RCL Level 2	Moderate	Moderate	High
2021 – RCL Level 3**	Moderate	High	Moderate

Source: Published Reserve Studies

Reserve studies and the results they produce are highly sensitive to basic data inputs. Several of the most critical input elements are supplied by management and include the beginning reserve balances, the remaining current contributions, whether or not additional income is to be considered and of course the dollar value and timing of expenditures from those reserves. Reserve consultants take management’s input and apply a series of mathematical computations projected over a 30-year time frame to come up with potential outcomes.

Working with reserves i.e., what to call them, how to account for them, how to spend them and how to keep Member/Owners informed is a complex area. Past approved methods (“the Approved Method”) were designed to provide Members with a way to actually “see” where their money was going and how it was spent.

Background

Between late 2019 and 2020 tracking and reporting of reserve accounts were made more difficult by Cape George’s efforts to simultaneously (1) transition to a partial Fund Balance accounting system and (2) attempt to have financial reporting mirror the audited financial statement. There are no known regulatory requirements for those changes.

Cape George has since at least the 1990s, maintained three distinct reserves accounts – General, Water and Marina. Prior to 2015, the three reserves were funded entirely through year-end excess cash from the respective operations of each cost center. Expenditures from those reserves have generally followed capital asset guidelines.

In 2014, Members approved a specific Reserve Assessment that was to be distinct from the General Assessment. The Members were also told that the distribution of this new assessment would be dispersed into the three reserves using the Approved Method that

had been in place for nearly a decade. In response to the Members' approval, changes were made to the Bylaws and several finance rules, all of which remain unchanged today.

Funding for the new Reserve Assessment started in January 2015. The process is as follows:

- Start with the prior year's audited balance,
- Add the respective excess cash income for each cost center and interest for the year,
- Add the respective allocated portion, or pro-rata, of the Reserve Assessment for the year as recommended by the reserve consultants,
- Reduce the reserve for respective Board approved expenditures, and
- Finally, add or subtract for things like loans, pay-backs and corrections.

The pro-rata reserve allocations have historically been based on the most recent Level 1 reserve study and used the recommended funding percentages from that study to calculate the percentage distribution of the reserve assessment to the three reserve accounts. The first external professional study was completed in 2014. The pro-rata was to change once every three years with the new Level 1 study. There has not been a Level 1 study completed since 2017.

The table below provides cumulative values of the major funding and expenditures activities for the three reserves over slightly less than a decade.

Cumulative Major Reserve Activities *

	General	Water	Marina	Total
Excess cash income contributions - 2012-June 2019	\$335,335 30%	\$566,017 50%	\$219,627 20%	\$1,120,979 100%
Pro-Rata reserve allocations 2016-June 2019	\$205,837 43%	\$205,717 43%	\$71,561 14%	\$483,115 100%
Reserve expenditures 2013-June 2019	\$(244,193) 47%	\$(51,569) 10%	\$(224,617) 43%	\$(520,379) 100%

*2012 thru June 2019 from Treasurer's Annual Reports. Loans, pay-backs and corrections not included in the above.

The emergence of the Alternate Method

Sometime during the last half of 2020, the method for calculating and allocating reserve balances changed materially. The change was first published in a summarized, restated December 31, 2020 Treasurer's Report in the March 2021 Board material. No documented formal Board action or discussion has been found approving the Alternate Method of distributing reserve balances. There is no known regulatory or audit requirement for the changes and the changes appear inconsistent with existing Bylaws and Rules.

The difference between the two methods is due to a simultaneous series of changes including the adoption of a form of Fund Balance accounting and an attempt to mirror the presentation of audited financial statements. It also appears that the distribution of excess cost center income and the pro-rata reserve assessment was treated as fully discretionary which, again, is inconsistent with existing Bylaws and Rules.

The summary table that follows compares the reserve balances as of December 31, 2020 if they had been calculated using the traditional Approved Method and how they actually now appear in published reports. The summary table is accompanied by two very detailed displays included at the end of this white paper that provide a detailed comparison view of the reserve activities of late 2019 and 2020.

In the detailed displays, the comparison between the two years provides very different results and balances. This is due to the multitude of simultaneous changes mentioned above. The two balances can be reconciled, as shown in the notes included at the end of each comparison year.

Understanding the different values generated by the two methods and the reasons for those differences is not easy. *The major differences in the two methods comes down to the attribution, or lack thereof, of excess cost center income to its respective reserve balance and the distribution, or lack thereof, of the pro-rata share of the reserve assessment to the respective reserve balance.*

Comparison of Reserve Balances as of December 31, 2020

	General	Water	Marina	Total
12/31/2020 reserve balances calculated using the Approved Method	\$321,127 24%	\$909,613 69%	\$81,217 7%	\$1,321,957 100%
12/31/2020 reserve balances (unaudited) per Treasurer's Report published March 2021*	\$560,537 47%	\$460,356 39%	\$171,739 14%	\$1,192,632 100%
Difference Alternative Method to Approved Method	\$239,410	\$(449,257)	\$90,522	See the two detailed displays for reconciliations of Total Reserve balances

* A calculated by Treasurer by applying original 2014 RDA pro-rata percentages to the total GL balance.

Clearly there is a major disparity between the reserve balances calculated by the traditional Approved Method and the Alternative Method. It is the nearly half a million-

dollar difference in the calculated Water reserve balance, coupled with management inputs for future funding levels that are the primary causes for the risk assessment category currently assigned to the Water Reserve.

The Alternative Method reserve balances, labeled “as of December 31, 2020”, that were first presented in March 2021, have remained unchanged in the prior Treasurer’s Reports through October 2021. No reserve balance information has been presented since then.

What can be done?

The first option, and the one being recommended by the Finance Committee, is to revert to the Approved Method of calculation, i.e., those used through mid-June 2019.

This first option will redistribute the reserve balances to what the Finance Committee feels are the correct, approved balances as they should have appeared as of December 31, 2020. This option should also include the Board rescinding two prior motions from October 2020, one of which never happened and the other which seems to conflict with existing Bylaws and Rules.

The first option should also include an immediate re-run of the 2021 RCL Reserve Studies changing only the basic management inputs to those calculated using the Approved Method. This will dispel misunderstanding of the relative risk assessment for the Water Reserve and present a historically balanced picture of the long-term financial health of the three reserves. It will also replace any published studies that perhaps mislead conclusions regarding the financial health of the essential Water Reserve. Concomitantly, the General and Marina will return to a higher risk of need for special assessment.

The second option might be to pick and choose which changes to let stand and which actions to modify or correct but only on a go-forward basis. This seems akin to “cherry picking” and bypasses the issue that the Approved Method is in concert with existing Bylaws and Rules while the Alternative Method does not appear consistent with those Bylaws and Rules. This is not an option recommended by the Finance Committee.

The third option is to simply do nothing. This is also not an option recommended by the Finance Committee.

What are the next steps?

Once the Board selects which reserve balance method is to be used and the option of how to proceed – to be formally determined or reaffirmed by the Board -- attention can focus on designing, communicating and approving the fundamental accounting

approach used by Cape George for its reserves and internal accounting statements for fiscal year 2022 reporting and beyond.

Doing so will help prevent future confusion and misunderstandings. The next steps may also involve some minor modifications to the Bylaws, which would need Member approval. There may also be some minor modifications desired to several Financial Rules, which would be changed only after appropriate notice to Members followed by Board approval.

None of the above next steps should be undertaken until the basic determination of reserve method is decided. The longer it takes to determine or reaffirm the reserve approach, the more difficult any future actions will be.

The following two pages provide the Financial Committee's detailed comparison of the Approved vs. Alternative Methods. They are provided as drafts.

Cape George Reserve Methods Comparison -December 2018 thru December 2019

Approved Historical Method	General	Water	Marina	Unallocated Reserves	Total Reserves
Audited Balance 12/31/2018	279,605	672,802	37,998	0	990,405
Remaining 2018 Excess (3/14/2019)	12,000	11,000	12,019		35,019
Remaining 2018 Pro-Rata (3/14/19)	485	862	252		1,599
2019 6 mo interest allocation	344	616	34		994
Less Expenditures	(7,740)	-	(14,020)		-21,760
Calculated 6/30/2019 Balances	284,694	685,280	36,583	65,519	1,072,076
July 2019 - Dec 2019					
Deposits of 2019 Audit Adj. Excess Income	0	45,786	14,189		59,975
Remainder-2019 Reserve Assessment \$127,204	0	0	0	61,685	61,685
Interest - allocated per 2018 EB	921	2,217	125		3,263
Expenditures Jul-Dec	0	0	0		0
Allocated 2019 Rsrv Assmnt (2017 L1)	38,670	58,563	19,971	(127,204)	0
Calculated 12/31/2019 Balance	324,285	791,846	70,868	0	1,196,999

Alternative Method (Source: Financial Statement Detail)	General	Water	Marina	Unallocated Reserves	Total Reserves
Audited Balance 12/31/2018	279,605	672,802	37,998	0	990,405
6/30/2019 (BS & FBS OOB 2-11-22 run)	284,694	685,280	36,583	65,519	1,072,076
7/31/2019	284,697	685,287	36,283	69,398	1,075,665
8/31/2019	284,700	685,295	36,283	71,854	1,078,132
9/30/2019 (Run date 10/08/2019)	284,704	685,305	36,284	72,739	1,079,032
10/31/2019 (No FS-Oct 2020 TreasRept Only)	285,024	686,074	36,325	75,838	1,083,261
11/30/2019 (CG website - no run date)	285,028	686,084	36,325	78,785	1,086,222
12/31/2019 (GL Run date 2/12/2020)	285,033	686,095	36,326	79,931	1,087,385

Difference 12/31/2019 GL to Approved Method 12/31/2019:

12/31/2019 Unaudited GL		1,087,385
12/31/2019 Calculated Balance		(1,196,999)
	Difference	(109,614)
Remaining Reserve allocation (127,204-79,931)		47,273
Adj. Water excess		58,563
Adj. Marina excess		14,189
Interest Income		3,263
CIP Asset Purchase (2020 Prior Pd. Audit)		(10,796)
	Unreconciled Difference	2,878

2019 Reserve Balance per 2019 Audit	1,090,741
<i>Invst=1025000; Cash=62410;AR-237;IntRcv=3094</i>	
12/31/19 GL Reserve Balance	1,087,385
Difference - GL to Audit	3,356

Unexplained difference Approved Method to Audit 478

Cape George Reserve Methods Comparison -December 2020

Approved Historical Method	General	Water	Marina	Unallocated Reserves	Total Reserves
Calculated Balance 12/31/2019	324,285	791,846	70,868	0	1,196,999
January 2020 - December 2020					
Deposits of 2020 Audit Adj. Excess Income	-	48,692	10,174	0	58,866
2020 Reserve Assmnt = \$130,282				130,282	130,282
Allocate Rsrv Assmnt (2017 L1)	39,606	70,222	20,454	(130,282)	-
Interest Allocation (2020 Audit)	1,146	2,757	156		4,059
Expenditures (2020 Audit)	(43,910)	(3,904)	(20,435)		(68,249)
Calculated 12/31/2020 Balance	321,127	909,613	81,217	-	1,321,957

Alternative Method (Source: Financial Statement Detail)	General	Water	Marina	Unallocated Reserves	Total Reserves
12/31/2019 GL Unaudited	285,033	686,095	36,326	79,931	1,087,385
Fiscal Year 2020					
1/31/2020	285,048	686,130	36,328	83,114	1,090,619
2/28/2020	285,052	686,141	36,328	85,484	1,093,006
3/31/2020 (2019 xcass-W-6248;M-10847)	285,055	692,396	47,176	86,206	1,110,833
4/30/2020 (JE 31715 Incorrect coding)	285,978	665,598	29,697	93,379	1,074,652
4/30/2020 (JE 31715 - CORRECT coding)	271,698	678,824	30,750	93,379	1,074,652
5/31/2020	285,980	665,604	29,698	95,979	1,077,260
6/30/2020	285,982	665,606	29,698	96,913	1,078,199
7/31/2020	285,983	665,611	29,698	99,634	1,080,926
8/31/2020	285,985	665,615	29,698	101,972	1,083,270
9/30/2020	285,987	665,619	29,698	102,607	1,083,911
10/31/2020	497,685	408,737	152,482	33,072	1,095,394
11/30/2020	497,685	408,737	152,482	193,956	1,181,188
12/31/2020 *	48,027	0	2,078	1,142,527	1,192,632
12/31/2020 - Treasurers Rept. Allocation**	560,537	460,356	171,739	0	1,192,632

* 2020 audit entries not posted

Difference 12/31/2020 GL to Approved Method 12/31/2020

12/31/2020 Unaudited GL Balance	1,192,632
12/31/2020 Calculated Balance	1,321,957
Difference	<u>(129,325)</u>
Reserve allocation Recognized (130,282 - 64,091)	66,091
2020 Adj. Water excess	48,692
2020 Adj. Marina excess	10,174
Interest Income	3,094
Unreconciled Difference	<u>(1,274)</u>

** Method applied 2014 RDA pro-rata percentages to the total balance; from Treasurer's Report.

2020 Reserve Balance per audit	1,146,036
<i>Invst=1025000; Cash=167,553;IntRcv=841; Due to Ops(47,358)</i>	
12/31/2020 GL Balance	1,192,632
Difference GL to Audit	<u><u>(46,596)</u></u>

Unexplained difference Approved Method to Audit -47,870

After further discussion with Collette, Terri and Jane, I believe that adding the HR module in the ADP platform will be distinctly to our advantage, especially as we are searching for a new general manager. For a relatively small monthly fee we will have access to Zip Recruiter (which Collette says is the best job recruiting software to use because it does not charge us every time someone clicks on our announcement). We will also have access to HR experts who can answer our questions at any time, a training module for us (and the new GM) to use to learn about HR policies and procedures, and a myriad of forms and other resources. It is critical that we act quickly on this so that we can utilize the recruitment resources before spending more money on alternatives. I would like to see us try this for a year and re-evaluate at the end of that time. The alternative SHRM association offers some of these resources, but without the Zip Recruiter and without the people to help us choose the correct resources. SHRM is an individual membership organization for HR professionals, whereas ADP serves many companies and organizations.

Can I make a motion now, and take a vote by email? The vote could then be ratified at our Feb 11 meeting (or sooner if we have another exec. session).

I move that we purchase the additional HR service from ADP, for a cost of \$48, payroll or \$1152/year.

Please respond with your vote and/or comments.

Thanks
Fayla

CAPE GEORGE COLONY

Board of Trustees
Nomination Form

Name _____ Telephone _____

Mailing Address _____

Cape George Address (if different) _____ Length of Ownership _____

Please create a Biographical Sketch Document, which will be distributed in our newsletter and accompany the ballots when they're mailed to the membership. Suggestions as to content are listed on the attached document entitled "*Informational Statements from Nominees*".

In becoming a candidate for the office of Trustee of Cape George Colony Club Board of Trustees you are to be commended for your interest in the affairs and well being of our community, and by your willingness to participate in its governance. As a nominee for the Board of Trustees you are encouraged to attend the regular Study Sessions and Board Meetings prior to the election. You will be provided with copies of pertinent documents for study and asked to attend and participate in "meet the candidates" sessions so the community may get to know you.

Since the duties of a Trustee involve certain commitments, the following agreement gives each Trustee an equal share in the responsibilities in the governance of the Club.

As a nominee for election to the Board of Trustees, if elected I agree to:

1. To the best of my ability, attend all regular and special Board meetings
2. Notify the Board through the Secretary or President if I am unable to attend a Board meeting
3. Serve three years if elected for that period in accordance with Club By-Laws
4. Serve for and in the best interests of the Club membership
5. Accept special service assignments for the Club as I am able to assist in the success of special projects deemed needed by the Board.
6. Serve as Liaison to at least one active Committee for the HOA
7. Learn and abide by the policies outlined in our governing documents, reviewing and revising if needed to represent needs of the Community

Signature

Date

INFORMATIONAL STATEMENTS FROM NOMINEES

Please prepare a statement that will be distributed to the membership. This is your first contact with residents who may not know you to acquaint them with who you are, so feel free to be thorough. A suggestion is to keep to one typewritten page if possible. Remember there will be opportunities to meet with the membership during Candidate Forums.

Not sure where to start? Below is a list of suggested topics that may help you formulate your introduction, however feel free to deviate as you wish.

- The reason you've chosen to run for the Board of Trustees
- Any experiences which have specifically prepared you to serve in a leadership capacity in our community
- Any volunteer or committee work that you have done, either at Cape George or outside the community
- Anything specific you would like to help implement to enhance the quality of life for Cape George residents
- Ways in which you foresee managing change as we grow
- Work and educational background if you feel it provides insight into your candidacy
- Any additional information would you like your neighbors to know about you

Regular Board of Trustees Meeting Agenda

March 24, 2022

3:00 P.M.

Via Zoom

A. President's Comments and Announcements – Ray Graves

B. Action on Minutes –Pat Gulick

1. Approve minutes of the regular Board Meeting dated February 24, 2022, and the Special Board Meeting dated March 3, 2022.

C. Manager's Report - Terri Brown

D. Treasurer's Report – Fayla Schwartz

E. Committee Reports

F. Information items or documents submitted to the Trustees at Study Session

1. Letter from member regarding pickleball

G. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

H. New Business Agenda Items (*Consider approval of the following listed agenda items*)

1. Accept/reject the proposal from Whitworth Excavating for the costs of annual dredging of the Marina entry.. – Joel Janetski
2. Accept/reject the proposal from Whitworth Excavating for the costs to add additional rock at the north Marina jetty.– Joel Janetski
3. Accept/reject the resignation of Colette Carpenter from the Finance Committee, as stated in her letter to the Board dated March 13, 2022. – Fayla Schwartz
4. Accept/reject the seven Due Date Adjustment request letters from members, effective April 2022. – Fayla Schwartz
5. Accept/reject to install a convex mirror at the entrance to the Highlands at Cape George Road. – John Dwyer
6. Consider the acceptance of a new healthcare plan for employees. – Jane Ludwig
7. Consider the installation of a sound mitigation test plan at the pickleball courts. – Kris Easterday
8. Accept/reject rescinding 2 votes made at Oct. 2020 Board meeting, as recommended in the Finance Com. Reserves proposal, option 1 presented at the Special Board Meeting, March 3, 2022. – Fayla Schwartz
9. Move to ratify the \$0.28/hour increase in the caretaker's salary. – Fayla Schwartz
10. Consider proposal for a new website design. – Kris Easterday
11. Accept/reject waive late fees for the first quarter of 2022 assessments. – Fayla Schwartz

I. Open Board Discussion – Trustee Discussion Only

J. Announcements:

- Study Session – Monday, April 25, 2022 at 3 pm via Zoom
- Board meeting - Thursday, April 28, 2022 at 3 pm via Zoom

K. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 24, 2022
via ZOOM
DRAFT

The Board Meeting was called to order by President, Ray Graves at 3:01 pm

In Attendance: Ray Graves, Jane Ludwig, Fayla Schwartz, Kris Easterday, Pat Gulick, John Dwyer, and Joel Janetski.

Action on Minutes: Jane Ludwig moved, and Fayla Schwartz seconded to approve the minutes of the regular Board Meeting dated - January 27, 2022. Passed - 6/0

Jane Ludwig moved, and Pat Gulick seconded to approve the minutes of the Budget Ratification meeting dated – February 11, 2022. Passed - 6/0

Membership Report: Jane Ludwig

Seth & Dawn Monet purchased 50 Hemlock from Joelle & Jason Boyce

Diori Kreske purchased lot 15-4 Quinault Loop from Patrick & Barb Henry

Treasurer's Report: Fayla Schwartz

See the full amended financial report for December in the February Board packet, available online.

The January and February financials will be available by the next Board meeting in March.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Building & Roads, Environmental, Finance x 2, Fitness, Marina, Nominating, Pool, and Water. The reports are attached to these minutes and incorporated by reference.

Member participation: no actions were discussed.

New Business Action Items:

Motion 1: John Dwyer moved, and Joel Janetski seconded to accept the quote from Inland Potable Services for well tank cleaning. Passed- 6/0

Motion 2: John Dwyer moved, and Fayla Schwartz seconded to accept the quote for a telemetry alarm from Correct Equipment for \$6844.92. Passed - 6/0

Motion 3: Fayla Schwartz moved, and Jane Ludwig seconded to withdraw the motion for a new healthcare program until a later date. Passed - 6/0

Motion 4: Fayla Schwartz moved, and John Dwyer seconded to establish dual trustee controls for all company financial institutions including ADP payroll, Community Financial services, TOPS, WA State DOR, Newman auditors, American Funds IRA accounts, and employee health care plans. Passed - 6/0

Motion 5: Joel Janetski moved, and Pat Gulick seconded to approve the appointment of George Martin and Dave Baker as co-chairs of the Building & Roads Committee. Passed - 6/0

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 24, 2022
via ZOOM
DRAFT

Motion 6: Pat Gulick moved, and Joel Janetski seconded to approve the appointment of Jim Bodkin as chair of the Ad Hoc Berm Committee. Passed-5/0

Kris Easterday stepped away from the meeting.

Motion 7: John Dwyer moved to grant relief of excess water fees for a member. Motion failed to receive a second, motion failed.

Motion 8: Fayla Schwartz moved, and Jane seconded to ratify the email vote approving the purchase of the HR module with ADP. Passed- 5/0

Motion 9: Jane Ludwig moved, and Fayla Schwartz seconded to accept the updated MIS01e Trustee Nomination Form submitted by the Nominating Committee. Passed – 5/0

Motion 10: Fayla Schwartz moved, and John Dwyer seconded to approve the amended 2020 IRS form 1120-H to be submitted with payment of \$524. Passed - 5/0

Open Board Discussion:

Motion 11: Fayla Schwartz moved, and John Dwyer seconded to approve the instruction of Community Financials to create a separate cost center for reserves to capture interest and reserves. The reserve cost center would begin in January of the 2022 calendar year. Passed – 5/0

Motion 12: John Dwyer moved, and Joel Janetski seconded to authorize the purchase of a replacement commercial grade Elliptical machine for the fitness center. \$3000. carried over from unused membership approved 2021 Reserve Projects funds will be applied to the purchase. Passed-5/0

Announcements:

- Reserve Balances Meeting - Thursday, March 3, 2022, 3 pm via Zoom
- Study Session – Monday, March 21, 2022, 3 pm via Zoom
- Board Meeting - Thursday, March 24, 2022, 3 pm via Zoom

Adjournment: John Dwyer moved, and Pat Gulick seconded to adjourn the meeting at 4:04 pm. Passed -5/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Ray Graves, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 24, 2022
via ZOOM
DRAFT

Building and Roads Committee

Meeting Minutes 2/4/22

Members in Attendance:

Richard VanDeMark

Mike Hinojos

Bob Holtz

George Martin

Dave Baker

Joel Janetski

- 1) Discussion about berm project and environmental committee involvement. Possible expertise on the building committee.
- 2) Two lots on Hemlock were visited for setback checks with the contractor. They were informed that the setbacks were from the eaves and not the foundation. Setbacks appeared to be less than the 5' required. Property corners were estimated by the contractors and incorrect. Suggested getting a survey and recommended a local surveyor used extensively in Cape George.
- 3) Two shed permits were approved: 51 Sunset and 66 N Palmer Dr.
- 4) 13 San Juan Drive had started earthworks on the property without a Cape George Permit. They had a county permit but unaware of the need for a Cape George Permit. That permit has since been submitted but the drawing prints lacked the detail of the ridge height of the structure. We requested such prints before we proceed to permitting. We will also request that road protection be employed when the track hoe returns as some asphalt scaring did occur.
- 5) The committee discussed the co-chair approach to committee leadership and agreed that it was the best choice for this committee as it spreads the workload for the combined committee. After the discussion, Dave Baker and George Martin agreed to be the co-chairs and the committee voted accept them as such. Joel Janetski will be informing the Board of Trustees at the next Study Session for Board approval.

Addendum:

13 San Juan submitted proper paperwork and the building permit was approved.

Earthworks permit issued for 81 W Vancouver for septic replacement.

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, January 11, 2022 9:15 am (via ZOOM)

ATTENDANCE: Jo Blaire, Diane Boushek, Varn Brooks, Christine Buzzard, Lori Cameron, Pat Gulick, Stephen McDevitt, Ruth Ross, Bob Sullivan

I. CALL TO ORDER: Steve McDevitt called the meeting to order at 9:19 am.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 24, 2022
via ZOOM
DRAFT

II. APPROVAL OF MINUTES: Pat Gulick requested a correction to attendance in the December 2021 minutes as she did not attend that meeting. Varn moved/ Bob seconded that the November & December 2021 minutes as corrected be approved. The motion passed unanimously.

III. FISCAL REPORT: The current balance is \$1383.87, unchanged from last month.

IV. OLD BUSINESS

- A. Styrofoam Recycling:** Joe Blaire reported that only 3 people had scheduled times for Styrofoam drop off Styrofoam, so January 8 collection was canceled. Joe collected Styrofoam from those individuals and brought it to Fort Worden. Going forward, the committee will consider whether we should try to schedule a later recycling event or just provide community members with information on where and when to drop off their Styrofoam at the bunker in Fort Worden.
- B. Berm Damage and Johannessen Proposal:** Coastal Geologic Proposal has been distributed to the Board. Varn moved and Lori seconded that Pat Gulick, our Board liaison, present the information at the Study Session on January 24, asking the Board to review and approve the proposal. Motion passed unanimously.
- C. Adhoc Committee:** Varn moved and Lori seconded that Pat Gulick request that the Board appoint an ad hoc committee to assist the Board with review of the Coastal Geologic Proposal, provide oversight of the project, and act as an ongoing liaison between Coastal Geologic and the Board and acting General Manager Terri Brown. It was suggested this committee might have as members Steve McDevitt, Chair of the Environmental Committee, Varn Brooks, and Pat Gulick, as well as members from the Roads and Building Committee and the Marina Committee, and the Harbormaster. Motion passed unanimously.
- D. Temporary Berm Fencing:** Varn moved and Lori seconded that Pat Gulick present and ask for Board approval of the proposal to install protective symbolic fencing for the berm at the Jan 24 study session and ask the Board to approve up to \$200 in funds for the Environmental Committee to purchase materials that cannot be obtained through member donations. Motion passed unanimously
- E. Oil Spill Preparedness/Geographic Response Plan for Cape George and Protection Island:** Steve continues to investigate this issue. To obtain a response kit, Cape George will need to partner with Chief Black of the fire department. Steve with contact Lorna Smith, who is now a member of the Washington Fish and Wildlife Commission, to see if she can provide any additional information.
- F. Landscaping at the Clubhouse:** Patty Dunmire has notified the committee that she will provide an update at the February 2022 meeting.

V. NEW BUSINESS

- A. Post-Snow/Windstorm Damage Reports:** The committee will continue to assess the damage to common areas of the community.

The meeting was adjourned at 10:25 am.

Respectfully submitted Ruth Ross, Secretary

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

February 24, 2022

via ZOOM

DRAFT

**Finance Committee Meeting
February 1, 2022**

TO: Cape George Board of Trustees, Cape George Office
FROM: Finance Committee
Attending: Karen Krug, Collette Carpenter, Gail Krentzman, Georgette Semick.
Board Members Fayla Schwartz and John Dwyer

NOTE: Recommendations to the Treasurer are formatted in italics.

1. Nominating Committee: Nancy Charpentier addressed the FinComm on the search for new Board of Trustees candidates for the upcoming elections. No action required by the Committee.
2. Reserve Balances: The Committee discussed the working draft document prepared by Karen Krug concerning the past distribution of reserve funds among the three accounts. The Committee agreed to develop a Board recommendation, based on the working draft, to redistribute the reserve into the 3 reserve accounts. The FinComm members will meet on February 16th to review the draft recommendation. On the longer term, the Committee discussed options for the handling of reserve accounts. Such a recommendation would likely involve changes to the current CG Rules and perhaps the ByLaws.
3. The Committee also agreed to develop Board recommendations concerning the 2022 accounts, namely: create a Reserve cost center in the Operating Fund and map both the 4201 and 8010 accounts to that cost center, thus removing them from actual operations. Additionally, in the short term we recommend that:
 - a. *The Treasurer work with Community Financials to set up a cost center for 2022 fiscal year to capture Reserve Assessment Income and Interest. This will simplify financial reporting by separating reserves from the operating centers' P&L.*
 - b. *The Treasurer and Finance Committee reconcile the reserve assessment income and expenses to the 3 cost centers quarterly and distribute cash at year end.*
4. 2021 Yearend Financials: *The Committee recommends that the Treasurer close the 2021 Fiscal Year as it stands and begin the 2021 audit process.*
5. Labor Distribution Tracking: Collette showed a timesheet she developed to be used by all staff. Its purpose is to not only track hours worked/leave but also to help determine time spent on marina and water operations duties. By the end of 2022 this should better support distribution of wage/ benefit/tax allocations to the 3 cost centers for 2023 budgeting purposes. It also will assist with calculating overtime and leave balances. As part of this process, the definition of "workweek" for overtime purposes was reconfigured.
The Finance Committee recommends the Treasurer implement the new timesheet for 2022.
6. 2022 Fiscal Year Accounting: To assist the Treasurer with the 2022 accounting and financial reporting, we recommend that the budget, once ratified, be transmitted to CF with instructions to set up a new cost center for reserves. Additionally, we should transmit the ratified annual budget in a format CF can readily access, instructing them to "divide by 12".

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 24, 2022
via ZOOM
DRAFT

7. FinComm Interactions with Committees: After some discussion about whether committees needed a contact on the Financial Committee in addition to their Board Liaison, it was decided that the Treasurer would be the appropriate contact about financial questions, with assistance from Committee members as needed.
8. Cash Management and FDIC Limits: *FinComm recommends that the Treasurer cash the next CD maturing and invest approximately \$100,000 in a short-term (26 week) CDARS.* This was a concern of the Auditor, so prompt action is appropriate.
9. Other Matters and Updates:
 - a. *FinComm strongly recommends setting up a password protected "Members Only" section of the website.* There is too much financial information included in our minutes, financial reporting, and archives.
 - b. Collette updated the Committee on the status of HR issues including the Board's approval of acquiring ADP's HR module and the restructuring the CG employee benefit plans.
 - c. Payroll related tasks, including recalculating accruals and liabilities, are still in process.
 - d. The Board's 1/27/2022 decision to provide a retroactive increase of 3% for staff will be acted on with the next payroll.

The Committee members will work together to draft recommendations to the Board related to item #2 Reserves above and scheduled a February 16th meeting to discuss those documents.

Submitted by:
Georgette Semick for Finance Committee
2/22/2022

**Finance Committee Work Session
February 16, 2022**

TO: Cape George Board of Trustees, Cape George Office
FROM: Finance Committee
Attending: Karen Krug, Collette Carpenter, Gail Krentzman, Georgette Semick

1. The primary purpose of the meeting was to review the Reserve Balances White Paper prepared by Karen Krug. It was agreed that aside from a final edit, the paper and recommendations were ready to submit to the rest of the FinComm with the request that it be submitted to the Board for consideration at the February 22nd Study Session. Delaying the Board review of the white paper for another month will only make corrections more complicated. The Committee agreed to devote the intense effort needed to edit and deliver the final document to our Board Liaison by the 17th so it could be included in the Study Session agenda and information packet
2. As discussed at the February 1st meeting, FinComm recommends that the Treasurer seeks a motion from the Board in next week's meeting "to ask Community Financials to set up a cost center to capture Reserve Assessment Income and Interest beginning in 2022 fiscal year." This will simplify financial reporting by separating reserves from the operating centers' P&L.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

February 24, 2022

via ZOOM

DRAFT

3. Collette Carpenter requested that we review her memo on IRA Contributions. FinComm agreed that an Executive Session might be appropriate to discuss the findings and appropriate actions.

Submitted By:

Georgette Semick for Finance Committee
2/22/2022

Fitness Center (FC) Committee Meeting Minutes
February 16, 2022 @ 11 am Clubhouse

Welcome and Sign-In:

Attendees: Mardella Rowland, John Dwyer (Liaison to Cape George Board), Nancy Charpentier (Nominating Committee for CG Board), Bill Sery, Fred Miercort, Mike Hinojos, Robin Scherting, Dick, Huffman, Betsy Coddington, Phyllis Ballough, Terri Brown (Acting CG General Manager)

John Dwyer was introduced as the FC's new Board of Trustees Liaison. We're grateful to have him onboard as an advocate and communicator. Nancy Charpentier spoke towards nominations for two open positions on the Board and encouraged all committees and CG members to become involved in this process. Should you wish to nominate someone or are interested in these positions, please contact the CG Nominating Committee. Ballots will be sent out circa the 3rd week of May.

Phyllis Ballough reported on our current February Fundraising event. At mid-month, approximately \$1,450 has been received. Thank you to all who have donated. We still have two more weeks; so spread the word, and chip in what you can. Envelopes are in the office. The FC Committee, as promised, will be using funds to replace the old elliptical machine on the East wall asap per Board approval.

Follow-up business: FC front doors and security have been repaired. Therapeutic resistance bands bought and installed. Inventory taken and supplies ordered. Nautilus leg lift tightened. Jan 13-Jan 31st survey revealed over 219 people used the FC; however, as people ignore surveys, we agreed that number is much higher.

New Business and Discussions:

- 1) As soon as Mardella gets the specs and cost for the elliptical replacement, she'll ask Terri to place it on the CG Board agenda for approval with a request towards the FC Reserve account and/or ours as well. John Dwyer acknowledged this process.
- 2) After much discussion concerning Occupancy within the FC; it was decided, since we are still under Covid protocols, to enforce six people at a time within the facility per square

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 24, 2022
via ZOOM
DRAFT

footage available. Per the survey, maximum usage appears to be between 9-11am. As Covid protocols lighten up, this may be resolved. Mardella and Terri will re-sign the front door as to this information and other concerns.

- 3) It was unanimously agreed that Members have Priority usage of the FC over guests. Without having to change numerous by-laws, we ask members to be courteous in limiting guests to two at a time.
- 4) A member requested we install a pull-up bar. Given limited space and existing equipment, it was denied. We also discussed an ADA ramp at the entrance for future improvements; however, it would require DNR permits and extensive excavation to do this. Access to the FC for ADA via the pool door can be coordinated via the office.
- 5) Please CHANGE YOUR SHOES! Sand in the equipment is very damaging. Also, CLOSE THE WINDOWS & SHUT OFF LIGHTS. The FC fans will thank you.
- 6) As many members have expressed the desire to workout on Saturday mornings, Mardella will work with Terri to see if Amy (thank you) might be able to clean at another time, possibly a week-day evening. This is pending Amy's availability.

Meeting adjourned at 12:10 pm with potential reconvening in late May 2022.

All Cape George members are encouraged to join the FC Committee by merely showing up.

Respectfully submitted,
Mardella Rowland

Marina Committee Meeting, 2 February 2022 Agenda and Minutes

11am Cape George Clubhouse

Attendees: B. Ritchie, R. Tilley, C. Reeves, P. Serafin, M. Heckinger, R. Anderson, T. Cawrse, B. Hamilton, D. Nail, R. Schlentner B. Fellows, A. Brookfield, R. Keller, M. Thorwick, S. Melton, D. Webber, B. Dunning P. Happel, J. Bodkin

Introduction

The chair commended marina volunteers for pulling hundreds of floating logs and driftwood out of the marina, pressure-washing the docks and clearing a pathway over the berm to the beach.

The chair reported that the entrance channel depth has been reduced to about minus 1.5 feet, posing a hazard to boaters navigating the entrance. The channel markers will be moved when tides permit. The committee discussed the possibility of adding navigation lights and/or overhead light to help boaters find their way into the marina after dark.

Cassie Reeves reported that the annual marina sale has been scheduled for the weekend of June 17-18-19. Dick Poole and John Hanks have agreed to manage the sale.

Agenda items

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 24, 2022
via ZOOM
DRAFT

1. 2022 Marina registration renewal letters will be sent out to members on 14 February. Applications and payments will be due not later than 15 March, 2022. It is especially important this year for members to assure that applications are complete and correct and that fees are submitted as soon as possible. Late applications may be subjected to penalties.

Cassie Reeves agreed to assist marina users in completing their applications

2. Power washing of docks. Substantial progress has been made, despite some adverse working conditions. A 2nd gas power washer was donated by Cassie Reeves and a new electric washer will be purchased for members use this month. Thanks to the members and volunteers doing the dirty work.
3. Signup Genius will be added to the marina webpage this spring to coordinate vessel owners willing to take community members on vessel excursions and community members wanting some time and experience on the water in Discovery Bay.
4. Thanks to all the members that helped in clearing what looked to be a log transfer site in the marina for much of the early winter.
5. Please exercise caution when transiting the marina, some shoaling has occurred, and the entrance channel will be sounded at the next opportunity. Current channel depth is estimated to be approximately -1.5' at a zero tidal elevation.

Next meeting will be Tuesday, March 8th, 11 am.

NOMINATING COMMITTEE MINUTES
Meeting of February 17, 2022

In Attendance: Ross Anderson (Chair), Stan Russell, Patty Dunmire, Dianne Tamblyn, Nancy Charpentier

1. Reviewed status of candidates. We have 4 confirmed and 1 possible for two openings.
2. Reviewed revisions made to documents. The Nominations Form and the guidelines provided in the Informational Statements to Nominees were finalized for submission to the Board. We hope to have approval at February's meeting so we can distribute them to the existing candidates, and have them ready to send to other members who may step forward to run for election. The Poster was reviewed but not finalized. We'll be looking for an eye-catching graphic to draw attention to it when posted on the community bulletin boards.
3. The (very excellent!) Newsletter article was discussed and approved for inclusion in the March Newsletter.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 24, 2022
via ZOOM
DRAFT

4. A general discussion was held regarding the impression that exists among many that only those with sophisticated corporate resumes are eligible to serve. We discussed how to break down those assumptions so that they don't discourage good candidates from stepping forward to serve because they think themselves unable to perform. The issue of diversity touched on this topic, as well as the lack of candidates from the Highlands, and just one from the Village. While not in competition, each community is unique with its own policies and needs for governance and as we go forward we want to lay the groundwork to expand representation.
5. Meeting was adjourned; the next meeting is not yet scheduled.

Pool Comm Meeting Report
Feb 1, 2022

In Attendance:

Terri, Fayla, Linda, Kris, Robin, Marta, Mike, Penny

1. Gift certificate given to Mike Thorwick
2. Water aerobics headset is coming
3. Fund raising: Great discussion. Discussed what items we need at the pool, May is the target month-water safety month with info in the April Newsletter. A t-shirt will be designed by the Gulin boys. We'll explore small lockers for the changing rooms. No date set for painting benches or repairing pool deck floor. We discussed hanging hooks for towels, etc., inside the pool area.
4. Next meeting March 1, 2022 - Clubhouse, 3 pm

**Cape George Water Advisory Committee
Meeting Report February 1, 2022**

The meeting was held at 4 PM February 1, 2022, in the Clubhouse. Present: Acting Cape George Manager Terri Brown, Board Liaison John Dwyer, Carl Berger, Stew Pugh, Scott Carpenter, Thad Bickling, and Chair Marty Gilmore.

The January 4 meeting of the Water Advisory Committee was cancelled.

Jose will obtain two updated quotes, one for the tank farm telemetry system and another for the diver that will inspect and clean the tanks. At Terri's request, Marty will work with Jose to present the quotes for approval later this month.

Highlands booster pump operation is still inconsistent. The control system is being reviewed to determine what actions are needed.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

February 24, 2022

via ZOOM

DRAFT

The tank farm property lines have not been surveyed, although it was previously reported that they had been. John will discuss with his contact to see if he can determine an approximate location for the east boundary of the tank farm. We need to locate the property line to determine whether the filter backflush pond is contained within Cape George property. If it is not possible to obtain an approximate location, Cape George will require a survey.

Water leak report for December:

29 leaks

113 connections used less than 30 gpd

We will know about broken pipes from the freeze when Feb 7 readings are taken.

2021 Average water use per connection, by month, in gallons per day.

December 94

November 79

October 84

September 129

August 208

July 235

June 184

May 157

April 117

March 86

Feb 83

January 86

For the year 2021, 37 households have been billed for excess water use.

The next scheduled meeting will be Tuesday, March 1, 2022, at 4 PM in the clubhouse.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
March 3, 2022
via ZOOM
DRAFT

The Special Board meeting was called to order by President, Ray Graves, at 3:00 pm

The purpose of this meeting is to review Reserve Balance calculations as presented by the Finance Committee. There will be an Executive Session at the end of this meeting to discuss personnel matters.

In Attendance: Ray Graves, Jane Ludwig, Fayla Schwartz, Pat Gulick, Joel Janetski, Kris Easterday and John Dwyer

Treasurer Fayla Schwartz introduced members of the Finance Committee to present their Executive Summary White Paper on Reserve Balances.

Committee Chair, Karen Krug, and Georgette Semick of the Finance Committee made the presentation.

New Business Items:

Motion 1: Fayla Schwartz moved, and John Dwyer seconded to approve option 1 as recommended by the Finance Committee, to revert to the approved method of calculations of reserve balances used in mid-June 2019. Passed - 6/0

Adjourn to Executive Session: Kris Easterday moved, and Fayla Schwartz seconded to move to Executive Session to discuss personnel matters at 4:32 pm. Passed - 6/0

Adjourn to Regular Meeting: Jane Ludwig moved, and Joel Janetski seconded to adjourn the Executive session and return to the regular meeting at 5:23 pm. Passed - 6/0

Motion 2: Jane Ludwig moved, and Joel Janetski seconded to accept the resignation of Board President, Lad Burgin effective January 11, 2022. Passed - 6/0

Motion 3: Fayla Schwartz moved, and John Dwyer seconded to accept the resignation of Gail Krentzman and to accept the nomination of Nancy Charpentier to the Finance Committee. Passed - 6/0

A sincere thank you to Gail Krentzman for the work and time committed in the Finance Committee's efforts.

Adjournment: John Dwyer moved, and Kris Easterday seconded to adjourn the meeting at 5:28 pm. Passed - 6/0

Pat Gulick, Secretary

Ray Graves, President

Managers' Report

1st quarter of 2022

It has been a rough start to the new year and not just the winter weather, although we did have our fair share of ice, snow and wind. We lost our manager and gained three new trustees and still managed to approve a budget. There were more Zoom meetings than I care to count. The community is headed in the right direction thanks to members stepping up and becoming involved. Thank you to those who answered the call and for those offering encouragement and support.

Administration:

1. The 2nd quarter assessment invoices were mailed from Community Financials on March 11th
2. A new elliptical machine has been purchased for the fitness room and it has been delivered. This was paid with a combination of Reserve project funds and fitness committee fund raising.
3. The well tank cleaning contract has been issued and we are waiting on a scheduled start date. The interior of the holding tanks at the tank farm are cleaned every five years by divers.
4. A new telemetry system has been purchased for the tank farm and will be scheduled for installation shortly. This is a wireless alarm system which stays active during power outages.
5. This year's program for our lot mowing contractor has been mailed. Please return your completed forms by April 1st to enroll for brush hog mowing of vacant lots.
6. The marina registration forms were mailed to renewing members on February 14th. March 15th was the last day for renewals. The harbormaster will handle all new slip assignments for 2022.
7. Cassie Reeves has been retained for 2 hours per day to help in the office and cover lunch. A big thank goes to her for taking point on the marina renewal paperwork.

Maintenance:

1. Our seasonal employee, Aimee Garret started back to work on February 14. She has been busy cleaning up downed branches from recent storms and clearing ditches in prep for the spring growing season.
2. The electronic lock at the pool entrance has been replaced after a couple of weeks of malfunction. The locksmith noted the lock had been tampered with, causing it to fail.
3. Donnie took on the task of removing dirt and growth from the road signs throughout the community.
4. The pool changing rooms had cause to flood twice in the last 3 months. The 1st time the outside restroom faucet was left on for several hours and overwhelmed the drainage system. The second time is under investigation, but it's believed to be a combination of strong wind action and extreme high tides.
Please do not flush anything other than toilet paper down the toilets. Flushing of disinfecting wipes caused our septic pumps to fail last year ending in a pump replacement.

5. Septic screens for the facilities were cleaned and found the tanks require pumping. Service scheduled for March 25th.
6. All fire extinguishers have been certified for 2022 and the missing pool extinguisher replaced.

Complaints & Reports

1. There were several reports of broken water pipes this winter, including here at the office.
2. Leaning and distressed trees have been removed, one behind the mail kiosk in the Village and another hanging low over Johnson Ave in the Highlands.
3. One other tree fell on a member's fence on Vancouver Dr. The tree has since been removed and we are awaiting a quote for the fence repair.
4. A pothole has been addressed on Cole Ave.
5. Reports of an abandoned vehicle on Marine View Dr. The car was tagged for towing and the sheriff's department called to determine if it was reported as stolen. The vehicle was removed before the tow company arrived.
6. The office email account was locked from receiving and sending emails for a couple of days the week of March 14th because of suspicious behavior on our account. This has been fixed as of Friday, March 18th.

TREASURER'S REPORT
As of January 31, 2022. Submitted March 23, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

Many of the comments that follow are result of a combination of factors. The transition of management staff impacted the finalization of the budget which in turn resulted in delays in billing Q1 2022 assessments and Community Financials processing of financial data.

The Finance Committee and I have been working with Newman CPA auditors and Community Financials to close the books for 2021, load the 2022 budget at Community Financials and revise Reserve account coding for 2022. Due to the number of parties involved and the blended 2021-2022 budget for this year, this was a slow process, but all tasks we asked for have finally been accomplished. Community Financials has had time to generate the January Financial statements (attached, and which we believe to be correct), but not February.

2022 BALANCE SHEET COMMENTS

All bank accounts have been received, reconciled and reviewed. The PPBI bank accounts were over the FDIC limit, but action has been taken to correct this temporary issue.

As the condensed balance sheet on the next page highlights, between January 2021 and January 2022, there has been a moderate change in cash, receivable and payable accounts. These changes are temporary and are directly related to the delay in the 2022 budget. In some cases items may take until the end of March for the changes to fully correct.

2022 REVENUE AND EXPENSE COMMENTS

Revenue and expense items in January have also been impacted by the late start in the budget.

In revenues, the impact of this late budget start is most evident in Marina revenue. In a typical year, nearly all Marina revenue has been billed and collected by the end of January. This year, Marina bills were not sent out until February 14, 2022 and that collection process will take until the end of March to complete.

For most expenses, the late start to the budget coupled with the Cape George transition in management also resulted in activities at Community Financials being a bit behind. There are likely a few January bills, mostly in Repairs and Maintenance, that may end up in February activities. Again, as with revenues, these out-of-sync events will work through the systems by the end of March.

Across all cost centers, the positive, or favorable variance in Salaries, benefits and payroll taxes, is due to not yet having a new General Manager. This has not been without it's negative impacts however. Changes to labor arrangements made after the budget was approved, are having a less than favorable impact on actual expenses. Since labor is the largest single expense category at Cape George, this is an area that will be closely watch throughout the year.

In Contracted Services General, legal services cost more than we had expected. Some of this expense is for services rendered in December 2021, which will be brought to the auditors' attention to be corrected.

CAPE GEORGE COLONY CLUB

Balance Sheet as of January 31, 2022 and 2021 - Preliminary Subject to Audit

Assets	2022	2021		Liabilities and Fund Balances	2022	2021	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 255,611	\$ 379,980	-33%	Accounts Payable & Other Liabilities	\$ 10,667	\$ 23,635	-55%
Operating Savings & ICS	50,248	50,235	0%	Prepaid Income	21,047	82,424	-74%
Reserves - General, Water & Marina	1,225,405	1,208,431	1%	Unearned Income Marina Wait List	900	1,900	-53%
Total Cash & Equivalents	<u>1,531,264</u>	<u>1,638,646</u>	-7%	Total Current Liabilities	<u>32,614</u>	<u>107,959</u>	-70%
Net Accounts Receivable	58,485	25,346	131%	FUND BALANCES:			
Total Net Fixed Assets	1,677,612	1,677,082	0%	Fund Balances & Equity (Combined)	3,243,089	3,195,643	1%
Total Prepaid & Other Assets	<u>17,556</u>	<u>27,224</u>	-36%	Modified Cash Basis Income	<u>9,214</u>	<u>64,696</u>	-86%
TOTAL ASSETS	<u>\$3,284,917</u>	<u>\$3,368,298</u>	-2%	TOTAL LIABILITIES & FUND BALANCE	<u>\$ 3,284,917</u>	<u>\$ 3,368,298</u>	-2%

Summary Revenue and Expense Statements for the periods ended December 31, 2022 and 2021 (Modified cash basis, excludes depreciation)

*Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

2022 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2022 YTD	2021 YTD**	Variance	%
General					General				
General Assessment	\$ 26,621	\$ 26,621	-	0%	General Assessment	\$ 26,621	\$ 26,621	\$ -	0%
Revenue - All Other Sources	465	1,617	(1,152)	-71%	Revenue - All Other Sources	465	1,832	(1,367)	-75%
Total General Revenue	<u>27,086</u>	<u>28,238</u>	<u>(1,152)</u>		Total General Revenue	<u>27,086</u>	<u>28,453</u>	<u>(1,367)</u>	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	10,264	13,304	3,040	23%	Salaries, Benefits, PR Tax	10,264	15,801	5,537	35%
Repairs & Maintenance	714	2,405	1,691	70%	Repairs & Maintenance	714	3,263	2,549	78%
Contracted Services	10,583	5,772	(4,811)	-83%	Contracted Services	10,583	3,727	(6,856)	-184%
Pool Expense & Utilities	1,712	1,469	(243)	-17%	Pool Expense & Utilities	1,712	1,437	(275)	-19%
Utilities & Insurance	2,826	2,944	118	4%	Utilities & Insurance	2,826	3,276	450	14%
Other Expenses (incl taxes)	3,149	2,640	(509)	-19%	Other Expenses (incl taxes)	3,149	3,018	(131)	-4%
Total General Expenses	<u>29,248</u>	<u>28,534</u>	<u>(80)</u>		Total General Expenses	<u>29,248</u>	<u>30,522</u>	<u>1,230</u>	
General Net Income	<u>\$ (2,162)</u>	<u>\$ (296)</u>	<u>\$ (1,866)</u>	-630%	General Net Income	<u>\$ (2,162)</u>	<u>\$ (2,069)</u>	<u>\$ (93)</u>	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 17,120	\$ 16,917	\$ 203	1%	Revenue - Water Use Fees	\$ 17,120	\$ 17,024	\$ 96	1%
Revenue - All Other Sources	5,440	545	4,895	898%	Revenue - All Other Sources	5,440	3,335	2,105	63%
Total Water Revenue	<u>22,560</u>	<u>17,462</u>	<u>5,098</u>		Total Water Revenue	<u>22,560</u>	<u>20,359</u>	<u>2,201</u>	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	2,580	6,631	4,051	61%	Salaries, Benefits, PR Tax	2,580	6,193	3,613	58%
Repairs & Maintenance	0	825	825	100%	Repairs & Maintenance	-	507	507	100%
Contracted Services	2,163	2,176	13	1%	Contracted Services	2,163	2,650	487	18%
Utilities & Insurance	1,808	1,986	178	9%	Utilities & Insurance	1,808	2,007	199	10%
Other Expenses (incl taxes)	69	928	859	93%	Other Expenses (incl taxes)	69	1,716	1,647	96%
Total Water Expenses	<u>6,620</u>	<u>12,546</u>	<u>5,926</u>		Total Water Expenses	<u>6,620</u>	<u>13,073</u>	<u>6,453</u>	
Water Net Income	<u>\$ 15,940</u>	<u>\$ 4,916</u>	<u>\$ 11,024</u>	224%	Water Net Income	<u>\$ 15,940</u>	<u>\$ 7,286</u>	<u>\$ 8,654</u>	119%
Marina					Marina				
Revenue - Moorage/Parking	\$ -	\$ 7,620	\$ (7,620)	-100%	Revenue - Moorage/Parking	\$ -	\$ 54,023	\$ (54,023)	-100%
Revenue - All Other Sources	-	-	-	#DIV/0!	Revenue - All Other Sources	-	9,831	(9,831)	-100%
Total Marina Revenue	<u>-</u>	<u>7,620</u>	<u>(7,620)</u>		Total Marina Revenue	<u>-</u>	<u>63,854</u>	<u>(63,854)</u>	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	863	2,146	1,283	60%	Salaries, Benefits, PR Tax	863	1,923	1,060	55%
Repairs & Maintenance	0	1,542	1,542	100%	Repairs & Maintenance	-	0	0	0%
Contracted Services	446	530	84	16%	Contracted Services	446	807	361	45%
Utilities & Insurance	1,593	1,392	(201)	-14%	Utilities & Insurance	1,593	1,515	(78)	-5%
Other Expenses (incl taxes)	1,308	563	(745)	-132%	Other Expenses (incl taxes)	1,308	132	(1,176)	-891%
Total Marina Expenses	<u>4,210</u>	<u>6,173</u>	<u>1,963</u>		Total Marina Expenses	<u>4,210</u>	<u>4,377</u>	<u>167</u>	
Marina Net Income	<u>\$ (4,210)</u>	<u>\$ 1,447</u>	<u>\$ (5,657)</u>	-391%	Marina Net Income	<u>\$ (4,210)</u>	<u>\$ 59,477</u>	<u>\$ (63,687)</u>	-107%
Net Income/Loss from Combined Operations, No Reserve Activity	<u>\$ 9,568</u>	<u>\$ 6,067</u>	<u>\$ 3,501</u>	58%	Net Income/Loss from Combined Operations, No Reserve Activity	<u>\$ 9,568</u>	<u>\$ 64,694</u>	<u>\$ (55,126)</u>	-85%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	15,857	16,115	(258)	-2%	Routine Reserve Revenue	15,857	15,857	0	0%
Reserve Interest - all	8	188	(180)	-96%	Reserve Interest - all	8	-	8	>100%
Less: Reserve Offset**	16,219	16,219	-		Less: Reserve Offset	16,219	15,857	362	
Net Reserve Activity	<u>\$ 32,084</u>	<u>\$ 32,522</u>	<u>\$ (438)</u>	-1%	Gross Reserve Activity	<u>\$ 32,084</u>	<u>\$ 31,714</u>	<u>\$ 370</u>	1%

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, February 8, 2022 9:15 am (via ZOOM)

ATTENDANCE: Jo Blaire, Terri Brown, Lori Cameron, Patty Dunmire, Sue Dunning, Pat Gulick, Stephen McDevitt, Ruth Ross, Fayla Schwartz, Bob Sullivan, Lori Vandemark

I. CALL TO ORDER: Steve McDevitt called the meeting to order at 9:19 am.

II. APPROVAL OF MINUTES: Sue moved and Patty seconded that the minutes of the January meeting be approved and the motion passed unanimously.

III. FISCAL REPORT: The current balance is \$1383.87, unchanged from last month.

IV. OLD BUSINESS

- A. Berm Damage and Johannessen Proposal:** Pat Gulick, the Board's Environmental Committee liaison, presented the proposal to the Board and requested that the Board appoint an ad hoc committee to assist with review of the Coastal Geologic Proposal, provide oversight, and act as a liaison between Coastal Geologic and the Board and acting General Manager Terri Brown. An article for the March newsletter will discuss issues related to the berm.
- B. Adhoc Berm Committee:** The Board has approved the creation of this ad hoc committee and Pat Gulick will notify the Environmental Committee when the first meeting is scheduled. The ad hoc committee will consider whether fencing or notifications concerning where to cross the berm should be done. *[Note: The Board approved the following members of the committee on February 11, 2022: Varn Brooks, Steve McDevitt, Colleen Brady, Jim Bodkin, Richard VanDeMark, John Hanks with Pat Gulick as Board Liaison.]*
- C. Styrofoam Recycling:** Jo Blaire will provide information going forward about when Styrofoam recycling will take place, either here in Cape George or when individuals can bring their Styrofoam to the collection site at Fort Worden.
- D. Landscaping at the Clubhouse:** Patty Dunmire notified the committee that several individuals with gardening expertise, some of whom were involved in the original landscaping at the clubhouse, have agreed to help with overhauling the landscaping. Plants that need to be removed have been tagged with pink ribbons. The plan is to replace some of the plants with plants that are lower maintenance and require less watering during the dry season once established. Patty says they are planning to hold a work party/pruning class probably in March or April.

V. NEW BUSINESS

- A. Complaints About People Feeding Sea Gulls in the Village and Potential Adverse Effects (eg, gulls on solar panels, poor nutrition for gulls).** Sue Dunning agreed to draft an article for the newsletter. *[Note: Sue drafted a short article for the newsletter to be signed by the committee if the committee approves. Article is attached for us to review and discuss at the next meeting.]*
- B. Suds in the Ravine Creek:** What appear to be non-natural suds have been observed in the ravine creek. Concerns were expressed about lack of regulations in Cape George concerning grey water release. The committee will investigate having the County Health Department do testing to determine the content of the water in the creek.

The meeting was adjourned at 10:15 am.

Respectfully submitted
Ruth Ross, Secretary

Finance Committee Meeting

March 10, 2022

TO: Cape George Board of Trustees, Cape George Office

FROM: Finance Committee

Attending: Karen Krug, Nancy Charpentier, Georgette Semick; Fayla Schwartz and John Dwyer, Board members

*[NOTE: Recommended actions for the Treasurer to take to the BOT are noted below in **bold**.]*

Welcome to new member Nancy Charpentier.

1. Finance Committee recruitment. Discussed a draft of a “Call for Volunteers” to be published in the April newsletter. A revised draft will be recirculated to Committee members for comment before submitting to the Office.
2. FIN 17 Delegation of Authority. The unintended consequences of the 3/2020 Rule were discussed. Basically, this rule put the fund raising and memorial accounts overseen by the independently operated Social Club under the purview of Cape George Colony Club again. This is not desirable both from the Committees’ and CGCC, Inc. perspective. FinComm recommends to the Board: **Rule 17 regarding Delegation of Authority for Cape George Community property be deleted in its entirety**. Important provisions regarding authority and community property are still covered in FIN01, CP15 and CP20. To avoid resurrection of this or any other rule, we would suggest that whenever a rule is deleted or superseded by a new rule, a notation be made to the list on the website.
3. FIN 11 Records Retention. Karen called attention to this rule that atypically allowed for the deletion and destruction of tax returns, rather than retaining them permanently in either digitized or hard copy form. We also questioned the deletion of Personnel and Payroll Records after 4 years. A revised version of the current rule will be recommended to the Board for its next Study Session.
4. Future Meetings and CF Financial Cycle. Because Fayla is still awaiting information from CF on the month cycle of needed inputs and subsequent production of reports, this item was postponed.
5. New Cost Center for Reserves and Other 2022 CF updates. Fayla reported that CF provided the following updates:
 - a. The new Cost Center to separate reserve assessment income and other transactions has been established.
 - b. 2021 has been closed
 - c. The information to load the 2022 Budget has been provided to CF. There is no indication as to when it would be available for us to check.
 - d. CF referred us to “The Workbook” in response to our questions about

- which specific transactions we needed to supply them monthly and when. Karen will recirculate the version she received late in 2021.
- e. We did not receive a reply to our question about how CF receives data on payroll. This question will remain open for a CF response and Nancy will communicate with Collette about her understanding of how PR data is transmitted to CF.
 - f. Regarding questions to the PPB bank about our CDARS, Fayla was told that the bank could only communicate with CF regarding their status. In that case, it was recommended that ***The Treasurer communicate with the CF President to request scanned copies of these bank statements immediately upon receipt*** rather than wait for the monthly statements. It was further suggested that the original papers establishing these bank accounts were in the main files or, hopefully, in the safe and could be checked regarding the terms of the CDARS accounts.
6. Status of Quarterly Statements and AR. CF was asked to produce and mail out the statements for the second quarterly assessments. Terri would be a good/better source for other questions regarding Lockbox and AR processes, late fees and status.
7. Reserve Balances Redistribution next steps. Karen recommended that finalizing the transactions needed to redistribute reserve funds would best occur after the 2021 audit which will hopefully be completed in a few months. We have also requested that RCL rerun the 2021 L3 study based on the recalculated "Approved Method" through YE 2020.
- a. It was further discussed that 2022 should be a year of another L3 reserve study since the time commitment involved from a new manager would be onerous for any new manager. ***Finance Committee recommends that a Level 1 Reserve Study be delayed until 2023.***
 - b. Whatever the results from the revised 2021 L3 study, for 2022 assessments the pro rata distribution to the 3 accounts should remain at the pro rata proposed as part of the 2022 Budget and ratified by the members (cf, Exhibit F of the 2022 budget package).
8. Other Updates:
- a. PR/HR updates were provided by email by Collette because she was unable to attend today's meeting.
 - b. 2021 Audit . Karen and Fayla reported that financial material was sent to Neumann last week; Board minutes and other non-financial material also has been submitted. Fayla and Karen were hoping to communicate with Neumann after the conclusion of our meeting regarding some questions about our submissions. Karen also suggested that 2023 might be a good time to consider whether to issue an RFP for our auditing firm. This should be done periodically.

Submitted By: Georgette Semick for Finance Committee
3/18/2022

Finance Committee Meeting

March 17, 2022

TO: Cape George Board of Trustees, Cape George Office

FROM: Finance Committee

Attending: Karen Krug, Nancy Charpentier, Georgette Semick; Fayla Schwartz and John Dwyer, Board members; Terri Brown

The primary purpose of the meeting was to discuss what was currently known about the process and timing of the financial cycle and interactions with Community Financials. Updates on other Business deadlines (e.g., excise taxes) were also to be discussed preliminary to recreating the Business Calendar.

1. Updates on 2022 Financial Reporting.

- a. 2022 has been loaded by CF and checked by Karen and Nancy
- b. Our CF contact understands the transactions for the new deferred income accounts based on the new reserve cost center.
- c. Quarter 1 Accounts Receivables appear to be correct.
- d. Quarter 2 member statements have been mailed and Committee members reported receiving theirs. Note that we need to request the production and mailing of statements for each quarter 5 days in advance.

2. Late Fees.

The Finance Committee recommends that the Board ***waives late fees for first quarter overdue 2022 payments due to the unusual billing and budget circumstances this year.***

- ### 3. Tentative Financial Reporting and Regular FInComm Meeting Schedule.
- The Committee is standing by in hopes of receiving January financial reports before the weekend in order to turn corrections around in time for the Board meeting on the 24th. January will need to be "cleared" before we can expect February.

Thereafter, we understand CF target schedule to provide us with final financial reports is the 20th of the month. Therefore, in the interest of reviewing preliminary financials and turning around any questions or corrections before finals, the Committee hopes to receive preliminary monthly reports by the 13th of each month. In light of this target schedule the next regularly scheduled Finance Committee meeting was set for April 14th at 10:30 a.m.

Fayla also stated that the deadline for excise tax filings and payments is the 25th of the month for the previous month. While January has been filed, it will need an amendment once the final January financials are received.

4. Marina Committee Question. John brought up a question posed by the Harbormaster about reserve funding for the completion of the North Jetty rock laying approved by the Board in October 2021. We understand that the project was not completed in 2021 due to increasing tides, but also there is an unused balance of funds in the amount approved. The Committee advised that it was within the Board's discretion to approve the amount needed to complete the project. We also pointed out Article VIII, 5-c) as a reference on how overruns can be handled.

Submitted By: Georgette Semick for Finance Committee
3/19/2022

Marina Committee Meeting, 1 March 2022 Agenda & Minutes

11am Cape George Clubhouse

Attendees: 20 members

Introduction

The entrance channel depth has been reduced to about minus 1.5 feet, posing a hazard to boaters navigating the entrance. The channel markers will be moved when tides permit. Please exercise caution when transiting the marina, some shoaling has occurred adjacent to the north jetty, and the entrance channel will be sounded at the next opportunity. Current channel depth is estimated to be approximately -1.5' at a zero tidal elevation, but the channel markers are no longer accurate. The channel currently runs from center channel at the terminus of the south sea wall and runs in a nearly straight line to immediately south of the western most red (south) channel marker.

The annual marina sale has been scheduled for the weekend of June 17-18-19. Dick Poole and John Hanks have agreed to manage the sale (volunteers needed). Please consider appropriate donations to the sale. Marina volunteers can assist in transport.

Agenda items

1. 2022 Marina registration renewal letters have been sent out to members. Applications and payments will be due not later than 15 March, 2022. It is especially important this year for members to assure that applications are complete and correct and that fees are submitted as soon as possible. Late applications may be subjected to penalties.

Much thanks to Cassie Reeves for assisting in registrations at the office, available from 11-1 pm M-F.

2. Dredging of the marina channel scheduled for 14-16 June, plan accordingly. Competitive bids requested, and one bid received. We will be completing placement of the remainder of the rock on the North jetty, possibly at this same low tide series. We need an approximate estimate of the number of tons required.
3. The 2022 Marina Festival: Optimum tides for a regatta occur on 20 and 21 (Sat and Sun) August. Although the 2021 Festival was a great success, several marina members have proposed a return to the traditional marina festival with an open boat event, a regatta and a BBQ. Open discussion.

Meeting adjourned 11:45 am

Open Floor

Harbormaster Mark Thayer announced that the south boat parking area will be reconfigured this spring and all parking will be assigned.

Next meeting will be Tuesday 5 April, 11 am.

Pool Committee Meeting

3/1/2022

Called to order at 3pm by Chair Penny Jensen

Attendees: Penny Jensen, Chair; Kriss Edwards; Marta Krissovich; Linda Mollino; John Galt, Robin Scherting; CG Interim Manager-Terri Brown.

Financial Report-was reviewed by Penny: current balance: \$875.87

Old Business:

Pool Deck: one section at a time for repair, Jose to give a bid.

Cape George Reserve info will be requested from the pool.

We have approximately \$5000 to repair the pool deck. Funds won't be available until we have a new manager.

Changing Room Benches: We'll paint them blue when we have a chance.

Water Aerobics: Water Aerobics is going well with a very good turn-out. Audio equipment that was purchased by the pool committee has been a success.

Marta spoke with past Medical Director for Jefferson County who said that masks in the pool are not necessary. Vaccine cards still required. We will drop the requirement when mandate is lifted

Mask mandate for Washington to be lifted on 3/11/2022 at 11:59 pm and Jefferson County to follow state directive.

New Business:

Marta presented the idea of a "**suggestion box**" that could be used for suggestions and donations to the "pool fundraiser" Discussion about who will retrieve the information from the boxes. Cassie to be contacted about the easiest way to receive the donations for the "pool fundraiser" through the suggestion/donation box or being brought to the Cape George Office. Proposal was put forth to purchase the box, all agreed. Marta to make final section of the box and send selection information to Terry for purchase.

There was a proposal from Marta to purchase "**clean bags**" for hanging art prints and other information. The proposal was agreed by all. Marta to purchase the items.

Extensive discussion about purchasing **lockers** for the woman's and men's locker/changing rooms. Field trip about where the lockers would be placed. All agreed that two lockers would be purchased for each locker/changing room

Pool Fundraiser: Kriss will donate tee-shirts for our Fund Raiser, and Sandi and Jose's boys will be designing them. Kriss presented some design ideas. The tee-shirts will be on a first-come basis. Discussion about having them at the CG office for when people brought in their donations or possibly an event like a wine tasting.

Next Meeting : April 5, 2022, 3 pm at the Clubhouse

**Cape George Water Advisory Committee
Meeting Report March 1 2022**

The meeting was held at 4 PM March 1, 2022, in the Clubhouse. Present: Acting Cape George Manager Terri Brown, Board Liaison John Dwyer, Water Manager Jose Escalera, Carl Berger, Steve King, Stew Pugh, Scott Carpenter, and Chair Marty Gilmore.

Last week the Board approved two quotes, one for the tank farm telemetry system and another for the diver that will inspect and clean the tanks. Both vendors have been notified of approval and work is expected to be completed in four to six weeks.

Highlands booster pump operation is still under review. A bad pressure sensor has been replaced and controls will be re-tested.

Several committee members and Jose have walked the area where the filter backflush water discharges. The discharge enters a large area that appears to be a seasonal wetland, and the channel from the discharge to the water is defined and dry. The volume of water in the wetland is far too large to be caused by filter backflush discharge. The adjacent property owner reports that the water level drops in summer and that they have not had any problem with flooding. We will continue to monitor the discharge area.

An old berm extends from the tank farm into the wetland. This is fill dirt from other construction and is not part of the water system operation.

Six houses in the community had pipes freeze during the cold spell in January. In January we had 548 connections. The leak report:

22 leaks

124 connections < 30 gpd

Average usage 79 gpd Last year same month 86 gpd average.

Avg daily pumped 43330 gallons

Cape George documents will be reviewed to see what information is given to homeowners about the division of responsibility between Cape George and the homeowner for water supply to residences.

Terri has directed that all water blowoff pipes and hydrants be cleaned and re-painted. Blowoff pipes will be painted blue for identification. Hydrants will retain the same color on top to indicate the flow capacity of the hydrant.

The next scheduled meeting will be Tuesday, April 5, 2022, at 4 PM in the clubhouse.

Whitworth Excavating, Inc.

PO Box 194

Hansville, WA 98340

office@whitwortheexcavatinginc.com



COMPLETE SITE PREP & LAND DEVELOPMENT

Office (360) 638-2300 • Fax (360) 638-1028

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Cape George Colony Club, Inc.

61 Cape George Drive

Port Townsend, WA 98368

PROPOSAL

Date Estimate #

3/22/2022 21-813

Office #	Fax #	Job name / Description	Terms	
360-638-2300	360-638-1028	Site Work	Bal Due Upon Completion	
Estimate Description			Qty	Rate
Mobilize Excavator & front loader to relocate sand from marine channel to area south of marine. Price includes up to 16hrs. on each machine			1	8,300.00
Equipment rates for (2) machines for an additional 8hrs. if needed			1	3,600.00
NOTE: Rates are subject to change depending on fuel pricing				
Thanks Jim!				
TERMS: Initial down payment of requested amount on bid due upon signing of proposal and contract. Thereafter job will be billed in installments for payment due on 10th of each month with final payment due upon completion of job. Please review separate contract document to see what applies for your project. CONDITIONS: Prices quoted in this contract are based upon present prices and upon condition that the proposal will be accepted within THIRTY days. If this account falls into default, the customer shall be liable for all collection costs, attorney fees, and all other charges owing on this account. Interest is at 2% per day or 24% per annum, Any modifications or changes to this contract will require a change order to be signed by both parties. By signing this proposal customer agrees to all terms and conditions set forth.			Subtotal	\$11,900.00
			Sales Tax (9.1%)	\$1,082.90
			Total	\$12,982.90
Customer Signature: _____ Date: _____				

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Cape George Colony Club, Inc.
 61 Cape George Drive
 Port Townsend, WA 98368

PROPOSAL

Date Estimate #

3/22/2022 21-814

Office #	Fax #	Job name / Description	Terms	
360-638-2300	360-638-1028	Jetty Construction	Bal Due Upon Completion	
<i>Estimate Description</i>			<i>Qty</i>	<i>Rate</i>
Deliver & place up to 200 Tons 3-4 Man Basalt rock to build up existing Jetty at a rate of \$75.00 Ton, to include rock delivery, cost of rock, & placement with excavator while machine is on site. there will be an additional mobilization charge if work is not performed while dredging work is taking place. NOTE: Rates are subject to change do to possible increase in material costs as well as fuel pricing Thanks Jim!			1	15,000.00
TERMS: Initial down payment of requested amount on bid due upon signing of proposal and contract. Thereafter job will be billed in installments for payment due on 10th of each month with final payment due upon completion of job. Please review separate contract document to see what applies for your project. CONDITIONS: Prices quoted in this contract are based upon present prices and upon condition that the proposal will be accepted within THIRTY days. If this account falls into default, the customer shall be liable for all collection costs, attorney fees, and all other charges owing on this account. Interest is at 2% per day or 24% per annum, Any modifications or changes to this contract will require a change order to be signed by both parties. By signing this proposal customer agrees to all terms and conditions set forth.			Subtotal	\$15,000.00
			Sales Tax (9.1%)	\$1,365.00
			Total	\$16,365.00
Customer Signature: _____ Date: _____				



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

01/01/2022 – 01/31/2022

Prepared by:

Community
 **Financials**

Table of Contents

Section	Report	Description
1	Balance Sheet - By Range	The financial summary of a community or other business entity at a point in time.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Budget - Profit & Loss by Range	General ledger accounts and their budgets.
6	Aged Owner Balance	The list of owners with balances over 30 days.
7	Prepaid Owners	The list of owners with a prepaid balance.
8	Check Register	The list of all checks written for a community during a period of time.
9	Bank Reconciliation	Bank reconciliation history for a given bank account.
10	Bank Reconciliation	Bank reconciliation history for a given bank account.
11	Bank Reconciliation	Bank reconciliation history for a given bank account.
12	Bank Reconciliation	Bank reconciliation history for a given bank account.

CAPE GEORGE COLONY CLUB

BALANCE SHEET

As of: 01/31/2022

Assets

Account #	Account Name	Total
Operating Cash		
01103-001	Petty Cash	\$560.61
01104-001	Chase #1366 New Chase checking	\$58,797.70
01106-001	OP - PPB 0125 New	\$96,220.03
01107-001	Oper Savings - General - Chase 5161	\$100,033.14
	OPERATING CASH TOTAL:	\$255,611.48
Reserve Cash		
01108-001	Reserve Invest - General	\$1,795.00
01109-001	Reserve Inv Bank 0082 - General	\$194,496.47
01111-008	ICS Accounts- PPB Bank	\$50,247.75
01130-001	RESERVES - CDARS #4236	\$475,000.00
01140-001	RESERVES - CDARS #9973	\$400,000.00
01150-001	PPB - 6mo CD # 1015 Exp 02/07/2022	\$76,900.72
01160-001	PPB - 9mo CD #1023 Exp 08-11-21	\$77,213.36
01195-001	Due to / from Reserves -General	(\$49,232.00)
01195-003	Due to / from - Reserves - Marina	\$2,077.56
01199-001	Due From / TO Operating - General	\$49,232.00
01199-003	Due From / TO Operating - Marina	(\$2,077.56)
	RESERVE CASH TOTAL:	\$1,275,653.30
Current Assets		
01201-000	Accts Receivables - Income Tax	\$1,420.00
01201-001	Accts Receivables General	\$29,154.42
01201-002	Accts Receivables Water	\$16,916.43
01201-003	Accts Receivables Marina	\$153.00
01201-007	Accts Receivable - Legal	\$3,250.00
01201-008	Allowance for Doubtful Accts.	(\$8,083.00)
01201-099	Acct Rec - Reserve Assessment	\$15,293.49
01201-100	Allow. Uncollectible Reserve	(\$226.00)
01202-001	Accts Receivables Other - General	\$606.68
	CURRENT ASSETS TOTAL:	\$58,485.02
Fixed Assets		
01401-001	Land General - General	\$30,222.16
01405-001	Land Improvements - General	\$68,129.20
01406-001	Accum Depletion Land Improv - General	(\$124,036.42)
01407-001	Depreciation Exp	\$116,197.00
01411-001	Buildings General - General	\$818,060.90
01415-001	Accum Deprec Blds General - General	(\$574,679.41)
01421-001	Equip/Veh Assets General	\$116,774.08
01425-001	Accum Deprc Equip/Veh Gen	(\$68,574.72)
01431-002	Water System Improvements	\$1,064,415.08
01435-005	Accum Deprec Wtr/Grwth	(\$602,335.96)
01451-011	Roads Special	\$1,103,195.98
01455-001	Accum Deprec Roads Gen	(\$22,404.00)
01455-011	Accum Deprec Roads Rds	(\$783,548.41)

Account #	Account Name	Total
01460-003	Marina Improvements - Marina	\$738,627.84
01461-001	Accum Depreciation-Marina - General	(\$23,850.00)
01461-003	Accum Depreciation-Marina - Marina	(\$179,111.68)
01490-001	CIP - Construction in Progress - General	\$529.89
	FIXED ASSETS TOTAL:	\$1,677,611.53
Other Assets		
01501-001	Prepaid Insurance General - General	\$18,637.49
01520-001	Prepaid Med/Dental Insurance - General	(\$3,226.25)
01530-001	Exchange	\$2,144.41
	OTHER ASSETS TOTAL:	\$17,555.65
	TOTAL ASSETS:	\$3,284,916.98

Liabilities

Account #	Account Name	Total
Current Liability		
02101-001	Accts Payable Gen - General	\$8,077.00
02104-001	Fica/Med/FWH Taxes Payable - General	\$670.68
02105-001	940 PR Tax Payable	\$6.33
02106-001	State Employment Taxes Payable - General	\$1.91
02107-001	Worker's Comp Taxes Payable - General	\$307.52
02109-001	IRA Payable - General	(\$11.00)
02111-001	Vacation Payable - General	\$4,449.00
02113-001	WA Medical Leave W/H - General	\$47.41
02120-001	Prepaid Income General	\$20,621.97
02122-001	Security Deposit- General	\$825.00
02122-002	Security / Waiting - Unused Water	(\$400.00)
02122-003	Wait List - Marina	\$900.00
02130-001	Chase Credit Card	(\$2,394.35)
02130-003	Interest Rec Reserves	(\$841.00)
02130-004	Income Tax Payable	\$353.00
02510-001	Deferred Income - General	\$53,242.46
02510-002	Deferred Income - Water	\$34,048.00
02510-099	Deferred Income - Reserves	\$31,747.26
	CURRENT LIABILITY TOTAL:	\$151,651.19
	TOTAL LIABILITIES:	\$151,651.19

Equity

Account #	Account Name	Total
Fund Balances		
03002-001	Prior Year Reserves -ALL	\$1,152,574.80
03002-002	Prior Year Reserves	(\$68,249.00)
03002-999	Prior Year Reserves - ADJ	(\$10,796.00)
03005-001	Reserves Fund - General	(\$116,153.98)
03005-002	Reserves Fund - Water	\$46,527.34
03005-003	Reserves Fund - Marina	\$96,695.30

Account #	Account Name	Total
03510-001	RESERVE INTEREST: - General	\$5,980.08
03600-001	Fund Balance - General	\$1,931,803.68
03600-002	Fund Balance - Water	\$72,506.00
	FUND BALANCES TOTAL:	\$3,110,888.22
Equity		
03800-001	Retained Earnings - General	\$10,763.02
03800-002	Retained Earnings - Water	\$2,400.66
	EQUITY TOTAL:	\$13,163.68
	Current Year Net Income/(Loss)	\$9,213.89
	TOTAL EQUITY:	\$3,133,265.79
	TOTAL LIABILITIES AND EQUITY:	\$3,284,916.98

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

General

Start: 01/01/2022 | End: 01/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04101-001 Annual Assess General	26,621.22	26,621.23	(0.01)	26,621.22	26,621.23	(0.01)	329,038.58
04107-001 Lot Mow Fees General - General	0.00	916.67	(916.67)	0.00	916.67	(916.67)	11,000.00
04108-001 Comm Center Rental	265.00	93.75	171.25	265.00	93.75	171.25	1,125.00
04110-001 Marina Wait List - General	0.00	120.92	(120.92)	0.00	120.92	(120.92)	1,451.00
04113-001 Late Fee Income	0.00	129.17	(129.17)	0.00	129.17	(129.17)	1,550.00
04115-001 Other Fees General	0.00	25.00	(25.00)	0.00	25.00	(25.00)	300.00
04301-001 Int Income - Oper General - Ge...	2.09	4.67	(2.58)	2.09	4.67	(2.58)	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	0.00	44.75	(44.75)	537.00
04801-001 Misc Income- General	0.00	83.33	(83.33)	0.00	83.33	(83.33)	1,000.00
04806-001 Fines - General	0.00	95.83	(95.83)	0.00	95.83	(95.83)	1,150.00
04807-001 Access Cards/FOB's - General	115.00	62.50	52.50	115.00	62.50	52.50	750.00
04808-001 Phone Directories - General	83.00	40.33	42.67	83.00	40.33	42.67	484.00
Income Total	27,086.31	28,238.15	(1,151.84)	27,086.31	28,238.15	(1,151.84)	348,441.58
Total Income	27,086.31	28,238.15	(1,151.84)	27,086.31	28,238.15	(1,151.84)	348,441.58

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries,Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	109.55	974.67	865.12	109.55	974.67	865.12	11,696.00
05101-001 Wages - Manager- General	0.00	4,638.58	4,638.58	0.00	4,638.58	4,638.58	55,663.00
05103-001 Wages-Caretakers- General	3,583.32	2,710.67	(872.65)	3,583.32	2,710.67	(872.65)	32,528.00
05104-001 Wages-Office Admin. General	3,880.61	1,898.17	(1,982.44)	3,880.61	1,898.17	(1,982.44)	22,778.00
05120-001 Benefits General	1,881.10	1,812.92	(68.18)	1,881.10	1,812.92	(68.18)	21,755.00
05201-001 Payroll Taxes General	809.11	1,268.58	459.47	809.11	1,268.58	459.47	15,223.00
Salaries,Benefits & Tax Total	10,263.69	13,303.59	3,039.90	10,263.69	13,303.59	3,039.90	159,643.00
Repairs & Maintenance							
05301-001 R & M Buildings- General	60.00	385.42	325.42	60.00	385.42	325.42	4,625.00
05302-001 R & M Roads & Drainage	592.79	833.33	240.54	592.79	833.33	240.54	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	36.50	36.50	438.00
05304-001 R & M Vehicles	0.00	183.33	183.33	0.00	183.33	183.33	2,200.00
05305-001 R & M Equipment	0.00	229.17	229.17	0.00	229.17	229.17	2,750.00
05310-001 R & M Grounds	61.58	560.42	498.84	61.58	560.42	498.84	6,725.00
05313-001 R & M Swimming Pool -NEW	0.00	177.08	177.08	0.00	177.08	177.08	2,125.00
Repairs & Maintenance Total	714.37	2,405.25	1,690.88	714.37	2,405.25	1,690.88	28,863.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	441.79	239.58	(202.21)	441.79	239.58	(202.21)	2,875.00
05402-001 Contract Service - Legal - Gen...	6,753.00	1,000.00	(5,753.00)	6,753.00	1,000.00	(5,753.00)	12,000.00
05403-001 Contract Service -Accounting - ...	1,909.73	1,784.83	(124.90)	1,909.73	1,784.83	(124.90)	21,418.00
05405-001 Contract Service - Lot Mow	0.00	916.67	916.67	0.00	916.67	916.67	11,000.00
05406-001 Contract Service-Other General	517.10	20.83	(496.27)	517.10	20.83	(496.27)	250.00
05407-001 Contracted Service -Janitorial...	583.13	739.58	156.45	583.13	739.58	156.45	8,875.00
05408-001 Contracted Services - Accting ...	0.00	125.00	125.00	0.00	125.00	125.00	1,500.00
05409-001 Contracted Service - Pest Cont...	300.03	102.08	(197.95)	300.03	102.08	(197.95)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	135.42	135.42	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	87.50	87.50	1,050.00
05412-001 Contracted Service - Cable Int...	78.32	193.25	114.93	78.32	193.25	114.93	2,319.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05413-001 Contracted Service - Noxious W...	0.00	427.08	427.08	0.00	427.08	427.08	5,125.00
Contracted Services Total	10,583.10	5,771.82	(4,811.28)	10,583.10	5,771.82	(4,811.28)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	17.17	17.17	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	40.67	40.67	488.00
05507-001 Other Tax,License,Fee Gen	0.00	172.92	172.92	0.00	172.92	172.92	2,075.00
Property and other Taxes Total	0.00	230.76	230.76	0.00	230.76	230.76	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	169.11	187.50	18.39	169.11	187.50	18.39	2,250.00
05604-001 Vehicle Gas & Oil General	339.70	152.08	(187.62)	339.70	152.08	(187.62)	1,825.00
05605-001 Supplies- General	1,109.25	327.08	(782.17)	1,109.25	327.08	(782.17)	3,925.00
05606-001 Small Tools & Equip Gen	71.96	360.00	288.04	71.96	360.00	288.04	4,320.00
05607-001 Supplies General Pool - NEW	110.40	200.00	89.60	110.40	200.00	89.60	2,400.00
05608-001 Utilities Pool - NEW	1,711.86	1,468.75	(243.11)	1,711.86	1,468.75	(243.11)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	189.42	189.42	2,273.00
Supplies, Small Tools, Etc.. Total	3,512.28	2,884.83	(627.45)	3,512.28	2,884.83	(627.45)	34,618.00
Utilities							
05701-001 Utilities General	593.24	543.75	(49.49)	593.24	543.75	(49.49)	6,525.00
05702-001 Telephone- General	283.13	443.75	160.62	283.13	443.75	160.62	5,325.00
Utilities Total	876.37	987.50	111.13	876.37	987.50	111.13	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	1,949.93	1,956.25	6.32	1,949.93	1,956.25	6.32	23,475.00
05705-001 Postage - General	1,309.79	244.42	(1,065.37)	1,309.79	244.42	(1,065.37)	2,933.00
05707-001 Misc. Expense - General	39.00	550.17	511.17	39.00	550.17	511.17	6,602.00
05708-001 Certification/Education -Gen.	0.00	200.00	200.00	0.00	200.00	200.00	2,400.00
Insurances, Postage, Education, Misc. Total	3,298.72	2,950.84	(347.88)	3,298.72	2,950.84	(347.88)	35,410.00
Total Expense	29,248.53	28,534.59	(713.94)	29,248.53	28,534.59	(713.94)	342,415.00
Net Income	(2,162.22)	(296.44)	(1,865.78)	(2,162.22)	(296.44)	(1,865.78)	6,026.58

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Water

Start: 01/01/2022 | End: 01/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	17,120.00	16,916.67	203.33	17,120.00	16,916.67	203.33	218,225.00
04105-002 Water Hookup Fees - Water	0.00	300.00	(300.00)	0.00	300.00	(300.00)	3,600.00
04106-002 Excess Water Use	5,440.00	244.83	5,195.17	5,440.00	244.83	5,195.17	2,938.00
Income Total	22,560.00	17,461.50	5,098.50	22,560.00	17,461.50	5,098.50	224,763.00
Total Income	22,560.00	17,461.50	5,098.50	22,560.00	17,461.50	5,098.50	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	22.82	349.08	326.26	22.82	349.08	326.26	4,189.00
05101-002 Wages- Manager - Water	0.00	2,333.58	2,333.58	0.00	2,333.58	2,333.58	28,003.00
05103-002 Wages-Caretakers-WaterOperator	704.34	1,337.67	633.33	704.34	1,337.67	633.33	16,052.00
05104-002 Wages-Office Admin. -Water	694.71	955.25	260.54	694.71	955.25	260.54	11,463.00
05120-002 Benefits - Water	1,004.29	1,046.75	42.46	1,004.29	1,046.75	42.46	12,561.00
05201-002 Payroll Taxes Water	153.90	608.25	454.35	153.90	608.25	454.35	7,299.00
Salaries, Benefits & Tax Total	2,580.06	6,630.58	4,050.52	2,580.06	6,630.58	4,050.52	79,567.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	145.83	145.83	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	8.33	8.33	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	129.17	129.17	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	104.17	104.17	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	0.00	270.83	270.83	0.00	270.83	270.83	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	166.67	166.67	2,000.00
Repairs & Maintenance Total	0.00	825.00	825.00	0.00	825.00	825.00	9,900.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00
05403-002 Contract Service- Acctg- Water	519.83	573.67	53.84	519.83	573.67	53.84	6,884.00
05404-002 Contract Service - Water	1,626.00	1,300.00	(326.00)	1,626.00	1,300.00	(326.00)	15,600.00
05406-002 Contract Service- Other Water	16.94	218.75	201.81	16.94	218.75	201.81	2,625.00
Contracted Services Total	2,162.77	2,175.75	12.98	2,162.77	2,175.75	12.98	26,109.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	0.00	0.00	900.00
05507-002 Other Tax, License, Fee Wtr	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00
Property and other Taxes Total	0.00	83.33	83.33	0.00	83.33	83.33	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	89.58	89.58	0.00	89.58	89.58	1,075.00
05604-002 Vehicle Gas & Oil - Water	69.70	170.83	101.13	69.70	170.83	101.13	2,050.00
05605-002 Supplies- Water	0.00	250.00	250.00	0.00	250.00	250.00	3,000.00
05606-002 Small Tools & Equip Water	0.00	72.92	72.92	0.00	72.92	72.92	875.00
Supplies, Small Tools, Etc.. Total	69.70	583.33	513.63	69.70	583.33	513.63	7,000.00

Utilities

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05701-002 Utilities Water	604.43	989.58	385.15	604.43	989.58	385.15	11,875.00
05702-002 Telephone-Water	244.24	35.92	(208.32)	244.24	35.92	(208.32)	431.00
Utilities Total	848.67	1,025.50	176.83	848.67	1,025.50	176.83	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	958.63	960.42	1.79	958.63	960.42	1.79	11,525.00
05705-002 Postage-Water	0.00	131.25	131.25	0.00	131.25	131.25	1,575.00
05707-002 Misc. Expense - Water	0.00	114.58	114.58	0.00	114.58	114.58	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	15.67	15.67	188.00
Insurances, Postage, Education, Misc. Total	958.63	1,221.92	263.29	958.63	1,221.92	263.29	14,663.00
Total Expense	6,619.83	12,545.41	5,925.58	6,619.83	12,545.41	5,925.58	161,445.00
Net Income	15,940.17	4,916.09	11,024.08	15,940.17	4,916.09	11,024.08	63,318.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Marina

Start: 01/01/2022 | End: 01/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	0.00	625.00	(625.00)	0.00	625.00	(625.00)	7,500.00
04109-003 Marina Moorage - Marina	0.00	5,645.83	(5,645.83)	0.00	5,645.83	(5,645.83)	67,750.00
04112-003 Ramp Fee	0.00	308.33	(308.33)	0.00	308.33	(308.33)	3,700.00
04114-003 Daily Moorage/Ramp Fees	0.00	58.33	(58.33)	0.00	58.33	(58.33)	700.00
04803-003 Dock Electric Fee - Marina	0.00	648.75	(648.75)	0.00	648.75	(648.75)	7,785.00
04804-003 Small Boats - Marina	0.00	333.33	(333.33)	0.00	333.33	(333.33)	4,000.00
Income Total	0.00	7,619.57	(7,619.57)	0.00	7,619.57	(7,619.57)	91,435.00
Total Income	0.00	7,619.57	(7,619.57)	0.00	7,619.57	(7,619.57)	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	7.63	99.67	92.04	7.63	99.67	92.04	1,196.00
05101-003 Wages-Manager-Marina	0.00	781.33	781.33	0.00	781.33	781.33	9,376.00
05103-003 Wages-Caretaker Marina	236.34	396.08	159.74	236.34	396.08	159.74	4,753.00
05104-003 Wages-Office Admin. -Marina	233.11	320.00	86.89	233.11	320.00	86.89	3,840.00
05120-003 Benefits-Marina	335.80	352.42	16.62	335.80	352.42	16.62	4,229.00
05201-003 Payroll Taxes - Marina	49.73	196.25	146.52	49.73	196.25	146.52	2,355.00
Salaries, Benefits & Tax Total	862.61	2,145.75	1,283.14	862.61	2,145.75	1,283.14	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	8.33	8.33	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	25.00	25.00	300.00
05305-003 R & M Equipment - Marina	0.00	18.75	18.75	0.00	18.75	18.75	225.00
05308-003 R & M- Docks & Ramps - Marina	0.00	281.25	281.25	0.00	281.25	281.25	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	0.00	1,125.00	1,125.00	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00
Repairs & Maintenance Total	0.00	1,541.66	1,541.66	0.00	1,541.66	1,541.66	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	212.66	239.92	27.26	212.66	239.92	27.26	2,879.00
05404-003 Contract Service - Marina	93.00	52.08	(40.92)	93.00	52.08	(40.92)	625.00
05406-003 Contract Service- Other Marina	140.32	168.75	28.43	140.32	168.75	28.43	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	0.00	68.75	68.75	825.00
Contracted Services Total	445.98	529.50	83.52	445.98	529.50	83.52	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	933.85	6.25	(927.60)	933.85	6.25	(927.60)	75.00
05507-003 Other license, fee - marina	0.00	130.25	130.25	0.00	130.25	130.25	1,563.00
Property and other Taxes Total	933.85	136.50	(797.35)	933.85	136.50	(797.35)	1,638.00
Supplies, Small Tools, Etc..							
05601-003 Office Supplies-Marina	0.00	38.58	38.58	0.00	38.58	38.58	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	0.00	50.00	50.00	600.00
05604-003 Vehicle Gas & Oil Marina	0.00	3.17	3.17	0.00	3.17	3.17	38.00
05605-003 Supplies- Marina	330.42	185.42	(145.00)	330.42	185.42	(145.00)	2,225.00
05606-003 Small Tools & Equip Marina	43.62	93.75	50.13	43.62	93.75	50.13	1,125.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Supplies, Small Tools, Etc.. Total	374.04	370.92	(3.12)	374.04	370.92	(3.12)	4,451.00
Utilities							
05701-003 Utilities Marina	808.07	666.67	(141.40)	808.07	666.67	(141.40)	8,000.00
Utilities Total	808.07	666.67	(141.40)	808.07	666.67	(141.40)	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	785.10	725.00	(60.10)	785.10	725.00	(60.10)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	0.00	25.00	25.00	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	0.00	31.25	31.25	375.00
Insurances, Postage, Education, Misc. Total	785.10	781.25	(3.85)	785.10	781.25	(3.85)	9,375.00
Total Expense	4,209.65	6,172.25	1,962.60	4,209.65	6,172.25	1,962.60	74,067.00
Net Income	(4,209.65)	1,447.32	(5,656.97)	(4,209.65)	1,447.32	(5,656.97)	17,368.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 Cost Center 900 - RESERVE ASSESSMENT
 Start: 01/01/2022 | End: 01/31/2022
 Income

Run Date: 03/22/2022
 Run Time: 12:31 PM

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 REserve Income ALL	15,857.10	16,115.00	(257.90)	15,857.10	16,115.00	(257.90)	194,629.00
04055-900 Reserve Interest ALI	7.57	187.50	(179.93)	7.57	187.50	(179.93)	2,250.00
Income Total	15,864.67	16,302.50	(437.83)	15,864.67	16,302.50	(437.83)	196,879.00
Total Income	15,864.67	16,302.50	(437.83)	15,864.67	16,302.50	(437.83)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	16,219.08	16,219.08	0.00	16,219.08	16,219.08	0.00	194,629.00
Deprec, Interest & Bad Debt Total	16,219.08	16,219.08	0.00	16,219.08	16,219.08	0.00	194,629.00
Total Expense	16,219.08	16,219.08	0.00	16,219.08	16,219.08	0.00	194,629.00
Net Income	(354.41)	83.42	(437.83)	(354.41)	83.42	(437.83)	2,250.00

Report Summary

Code	Account#	Current	Over 30	Over 60	Over 90	Total
01 - Late Fees	01201	(\$20.00)	\$0.00	\$0.00	\$179.50	\$159.50
02 - Insuff Funds Fe	01201	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00
03 - Admin. Fees	01201	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
05 - 05 Attorney Fees	01201	\$0.00	\$0.00	\$0.00	\$3,250.00	\$3,250.00
16 - Comm Ctr Rent	01201	\$185.00	\$0.00	\$0.00	\$0.00	\$185.00
21 - Fines	01201	\$0.00	\$0.00	\$100.00	\$4,100.50	\$4,200.50
24 - Excess Water	01201	\$4,308.16	\$0.00	\$0.00	\$0.00	\$4,308.16
A1 - A1 Genrl Assesmnt	01201	\$20,291.11	\$0.00	\$0.00	\$3,177.74	\$23,468.85
C3 - Water Use Fees	01201	\$11,846.27	\$0.00	\$0.00	\$762.00	\$12,608.27
C4 - RESERVE ASSESS	01201	\$12,734.92	\$0.00	\$0.00	\$2,485.28	\$15,220.20
C6 - C6 LOT MOW	01201	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Grand Total:		\$49,345.46	\$0.00	\$125.00	\$14,035.02	\$63,505.48

Account#	Account Description	Delinquency Amount
01201 - 001	Accts Receivables - General	\$28,118.85
01201 - 002	Accts Receivables - Water	\$16,916.43
01201 - 007	Accts Receivables - 110aegagReserve	\$3,250.00
01201 - 099	Accts Receivables - Cost Center 099	\$15,220.20
Total:		\$63,505.48

Total Number of Homes: 201

CAPE GEORGE COLONY CLUB
CHECK REGISTER - SUMMARY
 START: 01/01/2022 | END: 01/31/2022

Date	Check	Vendor	Reference	Amount
Pacific Premier Bank OP - PPB 0125 New				
01/31/2022	101086	HEN001 - HENERY HARDWARE	Property Supplies	\$717.10
01/31/2022	101087	UBM001 - UNITED BUSINESS MACHINES...	02/04/22-03/23/22	\$328.71
01/31/2022	101088	STA001 - STAPLES	Property Supplies	\$393.50
01/31/2022	101089	TERRI - TERRI BROWN	Reimburse Postage Ink	\$169.11
01/31/2022	101090	FPM001 - FP MAILING FRANCO TYP- PO...	Postbase Meter	\$113.08
01/31/2022	101091	PURCOR - PURCOR PEST SOLUTIONS	Monthly Pest Control	\$163.65
01/31/2022	300014	QW3670 - CENTURY LINK		\$42.21
01/27/2022	101085	PURCOR - PURCOR PEST SOLUTIONS	Monthly Pest Control	\$136.38
01/26/2022	300012	QW3670 - CENTURY LINK		\$59.46
01/26/2022	300013	QW3670 - CENTURY LINK		\$142.57
01/24/2022	101083	NOR006 - NOR'WEST CUSTODIAL SERVICES	December Janitorial	\$583.13
01/24/2022	101084	UTI001 - UTIL UNDRGRND LOC CENTER		\$10.78
01/20/2022	101082	PST - Peryea Silver Taylor P.S.	Legal Services	\$6,753.00
01/18/2022	101078	TWI001 - SPECTRA LABORATORIES - K...		\$46.00
01/18/2022	101079	PUD001 - PUD #1 OF JEFFERSON COUNTY	SVC 11/29/21-12/27/21	\$3,717.60
01/18/2022	101080	HEN001 - HENERY HARDWARE	Property Supplies	\$80.69
01/18/2022	101081	OLY006 - OLYMPIC SPRINGS		\$43.37
01/11/2022	101077	JoseEsc - Jose Manuel Escalera-Es...	December Services	\$1,300.00

Date	Check	Vendor	Reference	Amount
01/10/2022	101070	GOO001 - GOOD MAN SANITATION	SVC 12/07/21-01/02/22	\$93.00
01/10/2022	101071	CEN001 - CHS Northwest	Salt Bags	\$29.42
01/10/2022	101072	HEN001 - HENERY HARDWARE	Property Supplies	\$592.79
01/10/2022	101073	UTI001 - UTIL UNDRGRND LOC CENTER		\$6.16
01/10/2022	101074	MUR002 - MURREYS DISPOSAL CO. INC	December Services	\$412.26
01/10/2022	101075	TON001 - MERELYN (COOKIE) TONKUNAS	Club House Cleaning	\$65.00
01/10/2022	101076	CEN002 - CENTRAL WELDING SUPPLY		\$20.46
01/07/2022	101063	FER002 - FERGUSON WATERWORKS INC		\$767.34
01/07/2022	101064	UBM001 - UNITED BUSINESS MACHINES...	SVC 01/24/22-02/23/22	\$222.17
01/07/2022	101065	ESTATE - ESTATE OF CHARLES B. WHI...	Refund	\$96.17
01/07/2022	101066	TWI001 - SPECTRA LABORATORIES - K...		\$280.00
01/07/2022	101067	FPM001 - FP MAILING FRANCO TYP- PO...	Supplies	\$151.10
01/07/2022	101068	84634 CCDC - Cascade Columbia Dis...		\$873.10
01/07/2022	101069	CGCC - Stephen R Morris	Repairs	\$60.00

Sub-Total: \$18,469.31

Total: \$18,469.31

CAPE GEORGE COLONY CLUB
BANK RECONCILIATION
Statement Date: 1/31/2022

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01106 - OP - PPB 0125 New	
Bank Statement Balance	\$120,150.08	Account Balance	\$96,220.03
GL Account Balance	\$96,220.03	+ Uncleared Payments	\$23,930.05
Difference	\$23,930.05	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$120,150.08
		- Statement Balance	\$120,150.08
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
	1/31/2022	GL 221250	Monthly Rsv Transfer	0.00	16,219.08
101086	1/31/2022	221510	HEN001 - HENERY HARDWARE	0.00	717.10
101087	1/31/2022	221511	UBM001 - UNITED BUSINESS MACHI...	0.00	328.71
101088	1/31/2022	221512	STA001 - STAPLES	0.00	393.50
101089	1/31/2022	221513	TERRI - TERRI BROWN	0.00	169.11
101090	1/31/2022	221514	FPM001 - FP MAILING FRANCO TYP...	0.00	113.08
101091	1/31/2022	221515	PURCOR - PURCOR PEST SOLUTIONS	0.00	163.65
300014	1/31/2022	221665	QW3670 - CENTURY LINK (CGCC)	0.00	42.21
	1/28/2022	GL 229305	Journal Entry	0.00	240.53
101085	1/27/2022	221224	PURCOR - PURCOR PEST SOLUTIONS	0.00	136.38
300012	1/26/2022	218699	QW3670 - CENTURY LINK (CGCC)	0.00	59.46
300013	1/26/2022	218827	QW3670 - CENTURY LINK (CGCC)	0.00	142.57
101083	1/24/2022	219634	NOR006 - NOR'WEST CUSTODIAL SE...	0.00	583.13
101084	1/24/2022	219635	UTI001 - UTIL UNDRGRND LOC CENTER	0.00	10.78
101080	1/18/2022	217067	HEN001 - HENERY HARDWARE	0.00	80.69
	1/13/2022	GL 225759	Journal Entry	0.00	328.28
300010	12/29/2021	206578	QW3670 - CENTURY LINK (CGCC)	0.00	0.10
	12/29/2021	GL 220282	Journal Entry	0.00	397.62
300009	12/25/2021	203855	QW3670 - CENTURY LINK (CGCC)	0.00	59.90
300011	12/25/2021	210095	QW3670 - CENTURY LINK (CGCC)	0.00	129.98
	12/13/2021	GL 220276	Journal Entry	0.00	645.77
101039	12/6/2021	196096	MLapointe - Michael Lapointe	0.00	542.28
300008	12/1/2021	192061	REG001 - REGENCE BLUESHIELD	0.00	2,426.14

<u>Check #</u>	<u>Date</u>	<u>Source / Batch Reference</u>	<u>Status</u>	<u>Deposits</u>	<u>Payments</u>	
				Totals	\$0.00	\$23,930.05



CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 1 of 9
Branch 010
Account Number: [REDACTED]
Date 01/31/2022

EM

HOA NON INT CKG Acct [REDACTED]

Summary of Activity Since Your Last Statement

Beginning Balance	1/01/22	51,572.89
Deposits / Misc Credits	61	104,078.06
Withdrawals / Misc Debits	34	35,500.87
** Ending Balance	1/31/22	120,150.08 **
Service Charge		.00
Enclosures		17

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
1/03	87.52		Community Financ/ACH PMT 1173930 eKlik
1/03	577.00		PayLease.com/Settlement 000013379723645 Community Financials,
1/04	288.50		PAYLEASE.COM/CREDIT 238296508 Community Financials,
1/04	865.50		Community Financ/ACH PMT 1173930 eKlik
1/04	7,809.75		PayLease.com/Settlement 000013410365977 Community Financials,
1/04	292.84		HOA LOCKBOX DEPOSIT
1/05	288.50		Community Financ/ACH PMT 1173930 eKlik
1/05	2,312.00		PayLease.com/Settlement 000013433939781 Community Financials,
1/06	302.50		Community Financ/ACH PMT 1173930 eKlik
1/06	1,442.50		PayLease.com/Settlement 000013449449109 Community Financials,
1/06	1,635.00		PAYLEASE.COM/CREDIT 239147684 Community Financials,
1/07	288.50		Community Financ/ACH PMT 1173930 eKlik



CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 2 of 9
Branch 010
Account Number: [REDACTED]
Date 01/31/2022

EM

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
1/07	288.50		PAYLEASE.COM/CREDIT 239475621 Community Financials,
1/07	1,897.84		PayLease.com/Settlement 000013462636505 Community Financials,
1/10	288.50		PAYLEASE.COM/CREDIT 239663884 Community Financials,
1/10	448.84		Community Financ/ACH PMT 1173930 eKlik
1/10	1,128.34		PayLease.com/Settlement 000013474639189 Community Financials,
1/10	769.50		HOA LOCKBOX DEPOSIT
1/11	288.50		Community Financ/ACH PMT 1173930 eKlik
1/11	1,539.00		PayLease.com/Settlement 000013488686373 Community Financials,
1/11	1,346.00		HOA LOCKBOX DEPOSIT
1/12	481.00		PayLease.com/Settlement 000013501632745 Community Financials,
1/12	1,058.00		Community Financ/ACH PMT 1173930 eKlik
1/12	577.00		HOA LOCKBOX DEPOSIT
1/13	388.50		PAYLEASE.COM/CREDIT 240179299 Community Financials,
1/13	731.50		PayLease.com/Settlement 000013513757549 Community Financials,
1/13	885.67		Community Financ/ACH PMT 1173930 eKlik
1/13	1,154.00		HOA LOCKBOX DEPOSIT
1/14	288.50		PayLease.com/Settlement 000013525527277 Community Financials,
1/14	2,692.75		Community Financ/ACH PMT 1173930 eKlik
1/14	1,058.50		HOA LOCKBOX DEPOSIT
1/18	15.26		CAPE GEORGE COLO/AVIDPAY REF*CK*101016*211108*HADLOCK BUILDING SU PPLY\74091703\25213597\78370770 CK101016 CAPE GEORGE COLONY CLU
1/18	2,019.73		Community Financ/ACH PMT 1173930 eKlik



CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page

3 of 9

Branch

010

Account Number:

[REDACTED]

Date

01/31/2022

EM

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
1/18	5,058.50		HOA LOCKBOX DEPOSIT
1/19	288.50		Community Financ/ACH PMT 1173930 eKlik
1/19	1,154.50		PayLease.com/Settlement 000013545275269 Community Financials,
1/19	2,019.50		HOA LOCKBOX DEPOSIT
1/20	288.50		PayLease.com/Settlement 000013562433445 Community Financials,
1/20	2,444.52		Community Financ/ACH PMT 1173930 eKlik
1/20	9,526.50		HOA LOCKBOX DEPOSIT
1/21	262.84		PAYLEASE.COM/CREDIT 240666792 Community Financials,
1/21	288.50		PayLease.com/Settlement 000013572531793 Community Financials,
1/21	577.00		Community Financ/ACH PMT 1173930 eKlik
1/21	4,713.00		HOA LOCKBOX DEPOSIT
1/24	262.84		PayLease.com/Settlement 000013580051005 Community Financials,
1/24	577.00		Community Financ/ACH PMT 1173930 eKlik
1/24	19,844.50		HOA LOCKBOX DEPOSIT
1/25	481.00		PayLease.com/Settlement 000013591627637 Community Financials,
1/25	770.50		Community Financ/ACH PMT 1173930 eKlik
1/25	4,362.72		HOA LOCKBOX DEPOSIT
1/26	97.00		PayLease.com/Settlement 000013604529337 Community Financials,
1/26	1,499.00		Community Financ/ACH PMT 1173930 eKlik
1/26	3,858.00		HOA LOCKBOX DEPOSIT
1/27	32.50		Community Financ/ACH PMT 1173930 eKlik
1/27	4,423.60		HOA LOCKBOX DEPOSIT
1/28	288.50		PayLease.com/Settlement 000013625026161 Community Financials,
1/28	865.50		Community Financ/ACH PMT



CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 4 of 9
Branch 010
Account Number: [REDACTED]
Date 01/31/2022

EM

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
			1173930 eKlik
1/28	288.50		HOA LOCKBOX DEPOSIT
1/31	288.50		PayLease.com/Settlement
1/31	1,058.00		000013627304085 Community Financials, Community Financ/ACH PMT
1/31	2,923.00		1173930 eKlik HOA LOCKBOX DEPOSIT

Withdrawals and Debits

Date	Deposits	Withdrawals	Activity Description
1/03		2,362.86	CF Monthly Accounting Fee CF Monthly Accounting Fee
1/07		93.45	ADP PAYROLL FEES/ADP - FEES 2RY9T 6261141 Cape George Colony Clu
1/10		222.17	AVIDPAY SERVICE/AVIDPAY REF*CK*101064*220107*UNITED BUSINESS M HINESOF WA IN\78033627\24792767\780336
1/10		280.00	CK101064 CAPE GEORGE COLONY CLU AVIDPAY SERVICE/AVIDPAY REF*CK*101066*220107*SPECTRA LABORATOR S KITSAP\78033642\24792775\78033642
1/11		93.00	CK101066 CAPE GEORGE COLONY CLU AVIDPAY SERVICE/AVIDPAY REF*CK*101070*220110*GOOD MAN SANITATI \78115649\24890459\78115649
1/11		592.79	CK101070 CAPE GEORGE COLONY CLU AVIDPAY SERVICE/AVIDPAY REF*CK*101072*220110*HENERY HARDWARE\7 15662\24890464\78115662
1/12		1,495.49	CK101072 CAPE GEORGE COLONY CLU ADP Tax/ADP Tax R5Y9T 011301A01 CAPE GEORGE COLONY CLU
1/12		3,992.63	ADP WAGE PAY/WAGE PAY 733046865833Y9T CAPE GEORGE COLONY CLU
1/13		78.32	WAVE/INTERNET
1/19		43.37	AVIDPAY SERVICE/AVIDPAY REF*CK*101081*220118*OLYMPIC SPRINGS\7 76999\25446644\78676999
1/19		46.00	CK101081 CAPE GEORGE COLONY CLU AVIDPAY SERVICE/AVIDPAY REF*CK*101078*220118*SPECTRA LABORATOR



CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 5 of 9
Branch 010
Account Number: [REDACTED]
Date 01/31/2022

EM

Withdrawals and Debits

Date	Deposits	Withdrawals	Activity Description
			S KITSAP\78676970\25446637\78676970
1/19		933.85	CK101078 CAPE GEORGE COLONY CLU WA DEPT REVENUE/TAX PYMT
1/19		3,717.60	7866503 CAPE GEORGE COLONY CLU AVIDPAY SERVICE/AVIDPAY
			REF*CK*101079*220118*PUD 1 OF JEFFERSO COUNTY\78676987\25446642\78676987
1/21		98.21	CK101079 CAPE GEORGE COLONY CLU ADP PAYROLL FEES/ADP - FEES
1/26		87.70	2RY9T 9868249 Cape George Colony Clu ADP PAYROLL FEES/ADP - FEES
1/27		1,397.77	2RY9T 2258735 Cape George Colony Clu ADP Tax/ADP Tax
1/27		3,745.92	R5Y9T 012802A01 CAPE GEORGE COLONY CLU ADP WAGE PAY/WAGE PAY
			767081659243Y9T CAPE GEORGE COLONY CLU

Checks in Check Number Order

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
1/05	101050	65.00	1/27	101065*	96.17	1/21	101074	412.26
1/10	101058*	17.35	1/20	101067*	151.10	1/27	101075	65.00
1/06	101059	272.85	1/19	101068	873.10	1/20	101076	20.46
1/06	101061*	5,247.42	1/20	101069	60.00	1/24	101077	1,300.00
1/12	101062	83.11	1/21	101071*	29.42	1/27	101082*	6,753.00
1/13	101063	767.34	1/24	101073*	6.16			

* indicates a break in check number sequence

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
1/03	49,874.55	1/12	63,055.90	1/24	111,059.32
1/04	59,131.14	1/13	65,369.91	1/25	116,673.54
1/05	61,666.64	1/14	69,409.66	1/26	122,039.84
1/06	59,526.37	1/18	76,503.15	1/27	114,438.08
1/07	61,907.76	1/19	74,351.73	1/28	115,880.58
1/10	64,023.42	1/20	86,379.69	1/31	120,150.08
1/11	66,511.13	1/21	91,681.14		

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 1/31/2022

Reconciliation Summary: 4 - CAPE GEORGE OPER CKG		GL Account: 01104 - Chase #1366	
(Chase)			
Bank Statement Balance	\$58,260.04	Account Balance	\$58,797.70
GL Account Balance	\$58,797.70	+ Uncleared Payments	\$0.00
Difference	(\$537.66)	- Uncleared Deposits	\$537.66
		Reconciling Balance	\$58,260.04
		- Statement Balance	\$58,260.04
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
	1/28/2022	221280 Cash Receipts - Miscellaneous	Uncleared	40.00	0.00
	1/28/2022	AR 221281 Cash Receipts - Manual	Uncleared	497.66	0.00
Totals				\$537.66	\$0.00



JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

January 01, 2022 through January 31, 2022

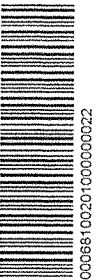
Account Number: XXXXXXXXXXXXXXXXXXXX

00006810 DRE 702 210 03422 NNNNNNNNNNN 1 000000000 D3 0000

CAPE GEORGE COLONY CLUB
61 CAPE GEORGE DR
PORT TOWNSEND WA 98368

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
Service Center: 1-877-425-8100
Deaf and Hard of Hearing: 1-800-242-7383
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679



0000681002010000000022

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$37,750.25
Deposits and Additions	7	26,668.67
Electronic Withdrawals	4	-6,158.88
Ending Balance	11	\$58,260.04

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION		AMOUNT
01/10	Remote Online Deposit	1	\$4,839.16
01/13	Remote Online Deposit	1	4,411.34
01/13	Deposit		790.00
01/13	Deposit		105.00
01/13	Deposit		40.00
01/20	Remote Online Deposit	1	8,186.67
01/27	Remote Online Deposit	1	8,296.50
Total Deposits and Additions			\$26,668.67



January 01, 2022 through January 31, 2022

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT	
01/06	Orig CO Name:Instamed Descr:Regence Blsec:CCD ID:091000011297934	CO Entry Trace#:091000012241354 Eed:220106 Ind Ind Name:Cape George Colony Clu Trn: 0062241354Tc	\$2,505.74
01/10	Orig CO Name:Chase Credit Crd Descr:Autopaybussec:PPD Ind Name:Rooney Patrick J Trn: 0104666391Tc	CO Entry Trace#:021000024666391 Eed:220110 Ind ID:	2,060.22
01/18	Orig CO Name:Centurylink Pay Sec:PPD Name:Cape George Colony Clu Trn: 0183211669Tc	CO Entry Descr:Auto Trace#:021000023211669 Eed:220118 Ind ID: Ind	283.13
01/24	Orig CO Name:Postalia Descr:Tdcpostagesec:CCD Ind Name:Cape George Colony Clu Trn: 0243270822Tc	CO Entry Trace#:028000083270822 Eed:220124 Ind ID:106000695861	1,309.79
Total Electronic Withdrawals		\$6,158.88	

DAILY ENDING BALANCE

DATE	AMOUNT
01/06	\$35,244.51
01/10	38,023.45
01/13	43,369.79
01/18	43,086.66
01/20	51,273.33
01/24	49,963.54
01/27	58,260.04

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited	84	Unlimited	0	\$0.40	\$0.00
Credits					
Non-Electronic Transactions	7	500	0	\$0.40	\$0.00
Branch Deposit - Immediate Verification	\$935	\$25,000	\$0	\$0.0025	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT 000000793361366

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	84
Credits	
Non-Electronic Transactions	7
Branch Deposit - Immediate Verification	\$935

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 1/31/2022

Reconciliation Summary: CHASE - CHASE		GL Account: 01107 - Oper Savings - General	
Bank Statement Balance	\$100,033.14	Account Balance	\$100,033.14
GL Account Balance	\$100,033.14	+ Uncleared Payments	\$0.00
Difference	\$0.00	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$100,033.14
		- Statement Balance	\$100,033.14
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
Totals				\$0.00	\$0.00



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

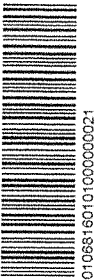
January 01, 2022 through January 31, 2022

Account Number: XXXXXXXXXXXXXXXXXXXX

00106816 DRE 702 210 03222 NNNNNNNNNNN 1 000000000 61 0000
 CAPE GEORGE COLONY CLUB
 61 CAPE GEORGE DR
 PORT TOWNSEND WA 98368

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: 1-877-425-8100
 Deaf and Hard of Hearing: 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679



SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$100,031.47
Deposits and Additions	1	1.67
Ending Balance	1	\$100,033.14
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.67
Interest Paid Year-to-Date		\$1.67

Interest paid in 2021 for account 000002950165161 was \$19.14.

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$100,031.47
01/31	Interest Payment	1.67	100,033.14
	Ending Balance		\$100,033.14

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Platinum Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

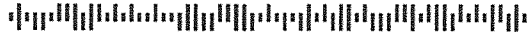
CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 1/31/2022

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01111 - ICS TEMP	
Bank Statement Balance	\$50,247.75	Account Balance	\$50,247.75
GL Account Balance	\$50,247.75	+ Uncleared Payments	\$0.00
Difference	\$0.00	- Uncleared Deposits	\$0.00
		Reconciling Balance	\$50,247.75
		- Statement Balance	\$50,247.75
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
Totals				\$0.00	\$0.00

Pacific Premier Bank
17901 Von Karman Avenue
Suite 150
Irvine, CA 92614

Contact Us



108110-31A
Cape George Colony Club, Inc.
61 Cape George Dr
Port Townsend, WA 98368-9403

Account

Cape George Colony Club, Inc.

Date

01/31/2022

Page

1 of 2

IntraFi® Network DepositsSM Monthly Statement

Demand or Savings Option (formerly known as ICS®)

The following information is a summary of activity in your account(s) for the month of January 2022 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Network Deposits. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

Summary of Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
*****125	Savings	0.01%	\$50,247.33	\$50,247.75
TOTAL			\$50,247.33	\$50,247.75

Date
01/31/2022

Page
2 of 2

DETAILED ACCOUNT OVERVIEW

Account ID: *****125
Account Title: Cape George Colony Club, Inc.

Account Summary - Savings

Statement Period	1/1-1/31/2022	Average Daily Balance	\$50,247.34
Previous Period Ending Balance	\$50,247.33	Interest Rate at End of Statement Period	0.01%
Total Program Deposits	0.00	Statement Period Yield	0.01%
Total Program Withdrawals	(0.00)	YTD Interest Paid	0.42
Interest Capitalized	0.42	YTD Taxes Withheld	0.00
Taxes Withheld	(0.00)		
Current Period Ending Balance	\$50,247.75		

Account Transaction Detail

Date	Activity Type	Amount	Balance
01/31/2022	Interest Capitalization	\$0.42	\$50,247.75

Summary of Balances as of January 31, 2022

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
Pinnacle Bank	Nashville, TN	35583	\$50,247.75

CAPE GEORGE COLONY CLUB
 BANK RECONCILIATION
 Statement Date: 1/31/2022

Reconciliation Summary: PPBI - Pacific Premier Bank		GL Account: 01109 - Reserve Inv Bank	
Bank Statement Balance	\$178,277.39	Account Balance	\$194,496.47
GL Account Balance	\$194,496.47	+ Uncleared Payments	\$0.00
Difference	(\$16,219.08)	- Uncleared Deposits	\$16,219.08
		Reconciling Balance	\$178,277.39
		- Statement Balance	\$178,277.39
		Difference	\$0.00

Check #	Date	Source / Batch Reference	Status	Deposits	Payments
	1/31/2022	GL 221250 Monthly Rsv Transfer	Uncleared	16,219.08	0.00
Totals				\$16,219.08	\$0.00



PACIFIC PREMIER BANK

STATEMENT OF ACCOUNT ACTIVITY
866-353-1476
www.ppbi.com

CAPE GEORGE COLONY CLUB
COMMUNITY FINANCIALS, INC.
4770 BASELINE RD STE 200
BOULDER CO 80303-2668

Page 1 of 1
Branch 010
Account Number: [REDACTED]
Date 01/31/2022
EM

HOA MONEY MARKET Acct [REDACTED]

Summary of Activity Since Your Last Statement

Table with 3 columns: Description, Date, Amount. Rows include Beginning Balance (178,269.82), Deposits (7.57), Withdrawals (.00), Ending Balance (178,277.39), Service Charge (.00), Interest Paid Thru (7.57), Interest Paid Year To Date (7.57), Average Rate / Cycle Days (.05000 / 31).

Deposits and Credits

Table with 4 columns: Date, Deposits, Withdrawals, Activity Description. Row for 1/31 showing 7.57 in Deposits and INTEREST EARNED.

Daily Balance Summary

Table with 6 columns: Date, Balance, Date, Balance, Date, Balance. Row for 1/31 showing a balance of 178,277.39.

Regular Board of Trustees Meeting Agenda

April 28, 2022

3:00 P.M.

Via Zoom

A. Vice President's Comments and Announcements – Jane Ludwig

1. There will be an Executive Session at the end of this meeting to discuss member violations and personnel matters.

B. Action on Minutes –Pat Gulick

1. Approve minutes of the regular Board Meeting dated March 24, 2022, and the Special Board Meeting dated April 7, 2022.

C. New members – Pat Gulick

D. Treasurer's Report – Fayla Schwartz

E. Committee Reports

F. Information items or documents submitted to the Trustees at Study Session

G. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

H. New Business Agenda Items (*Consider approval of the following listed agenda items*)

1. Accept/reject that we revise FIN 011 to state that federal tax returns, WA excise tax filings and CG election results certified by the secretary will be retained indefinitely, while personnel and payroll records, including timecards, will be kept for a period of 6 years – Fayla Schwartz
2. Accept/reject that we delete FIN 017, Delegation of Authority to the General Manager– Fayla Schwartz
3. Accept/reject the installation of additional Mammal Stranding signage along beach – Pat Gulick
4. Accept/reject obtaining a permit from Jefferson County to do maintenance on the berm– Pat Gulick
5. Accept/reject that we accept the Fitness Committee donation of \$2212.79 towards purchase of a new elliptical machine for the Fitness Room– Fayla Schwartz
6. Accept/ reject increasing the Caretaker's employee credit card limit to \$1500 -Fayla Schwartz
7. Accept/reject opening a new account at First Security Bank in Port Townsend, with the new manager, the treasurer, and the vice president as account owners– Fayla Schwartz
8. Accept/reject allowing the Social Club to pursue a temporary solution to erect a wind barrier at the gazebo– Kris Easterday

9. Accept/reject cancellation of any reserve study for 2022 and schedule a level 1 study to start in 2023- Fayla Schwartz
10. Accept/reject that the Board will revert to Board-approved rules and regulations for handling the approval and accounting of reserve projects and the transfer of reserve funds, as described in FIN04 and FIN 05 Capitalization and Depreciation of Assets- Fayla Schwartz

I. Open Board Discussion – Trustee Discussion Only

J. Executive Session

K. Announcements:

- Study Session – Monday, May 23, 2022 at 3 pm via Zoom
- Board meeting - Thursday, May 26, 2022 at 3 pm via Zoom

L. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 24, 2022
via ZOOM
DRAFT

The Board Meeting was called to order by President, Ray Graves at 3:02 pm

The Search Committee has received 12 applications for the manager position so far. One interview has taken place and if reference checks are passed the trustees will interview them in the next couple of weeks.

In Attendance: Ray Graves, Jane Ludwig, Fayla Schwartz, Kris Easterday, Pat Gulick, John Dwyer, and Joel Janetski.

Action on Minutes: Pat Gulick moved, and Joel Janetski seconded to approve the minutes of the regular Board Meeting dated - February 24, 2022. Passed - 6/0

Pat Gulick moved, and Fayla Schwartz seconded to approve the minutes of the Special Board meeting dated – March 3, 2022. Passed - 6/0

Manager's Report: Terri Brown

1st quarter of 2022

It has been a rough start to the new year and not just the winter weather, although we did have our fair share of ice, snow, and wind. We lost our manager and gained three new trustees and still managed to approve a budget. There were more Zoom meetings than I care to count. The community is headed in the right direction thanks to members stepping up and becoming involved. Thank you to those who answered the call and for those offering encouragement and support.

Administration:

1. The 2nd quarter assessment invoices were mailed from Community Financials on March 11th
2. A new elliptical machine has been purchased for the fitness room and it has been delivered. This was paid with a combination of Reserve project funds and fitness committee fund raising.
3. The well tank cleaning contract has been issued and we are waiting on a scheduled start date. The interior of the holding tanks at the tank farm are cleaned every five years by divers.
4. A new telemetry system has been purchased for the tank farm and will be scheduled for installation shortly. This is a wireless alarm system which stays active during power outages.
5. This year's program for our lot mowing contractor has been mailed. Please return your completed forms by April 1st to enroll for brush hog mowing of vacant lots.
6. The marina registration forms were mailed to renewing members on February 14th. March 15th was the last day for renewals. The harbormaster will handle all new slip assignments for 2022.
7. Cassie Reeves has been retained for 2 hours per day to help in the office and cover lunch. A big thank goes to her for taking point on the marina renewal paperwork.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 24, 2022
via ZOOM
DRAFT

Maintenance:

1. Our seasonal employee, Aimee Garret started back to work on February 14. She has been busy cleaning up downed branches from recent storms and clearing ditches in prep for the spring growing season.
2. The electronic lock at the pool entrance has been replaced after a couple of weeks of malfunction. The locksmith noted the lock had been tampered with, causing it to fail.
3. Donnie took on the task of removing dirt and growth from the road signs throughout the community.
4. The pool changing rooms had cause to flood twice in the last 3 months. The 1st time the outside restroom faucet was left on for several hours and overwhelmed the drainage system. The second time is under investigation, but it's believed to be a combination of strong wind action and extreme high tides.
Please do not flush anything other than toilet paper down the toilets. Flushing of disinfecting wipes caused our septic pumps to fail last year ending in a pump replacement.
5. Septic screens for the facilities were cleaned and found the tanks require pumping. Service is scheduled for March 25th.
6. All fire extinguishers have been certified for 2022 and the missing pool extinguisher replaced.

Complaints & Reports

1. There were several reports of broken water pipes this winter, including here at the office.
2. Leaning and distressed trees have been removed, one behind the mail kiosk in the Village and another hanging low over Johnson Ave in the Highlands.
3. One other tree fell on a member's fence on Vancouver Dr. The tree has since been removed and we are awaiting a quote for the fence repair.
4. A pothole has been addressed on Cole Ave.
5. Reports of an abandoned vehicle on Marine View Dr. The car was tagged for towing and the sheriff's department called to determine if it was reported as stolen. The vehicle was removed before the tow company arrived.
6. The office email account was locked from receiving and sending emails for a couple of days the week of March 14th due to suspicious behavior on our account. Email has been fixed as of Friday, March 18th.

Treasurer's Report: Fayla Schwartz

The January financial report is below, the February financials will be available by the next Board meeting in April.

As of January 31, 2022. Submitted March 23, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 24, 2022
via ZOOM
DRAFT

Many of the comments that follow are result of a combination of factors. The transition of management staff impacted the finalization of the budget which in turn resulted in delays in billing Q1 2022 assessments and Community Financials processing of financial data.

The Finance Committee and I have been working with Newman CPA auditors and Community Financials to close the books for 2021, load the 2022 budget at Community Financials and revise Reserve account coding for 2022. Due to the number of parties involved and the blended 2021-2022 budget for this year, this was a slow process, but all tasks we asked for have finally been accomplished. Community Financials has had time to generate the January Financial statements (attached, and which we believe to be correct), but not February.

2022 BALANCE SHEET COMMENTS

All bank accounts have been received, reconciled, and reviewed. The PPBI bank accounts were over the FDIC limit, but action has been taken to correct this temporary issue.

As the condensed balance sheet on the next page highlights, between January 2021 and January 2022, there has been a moderate change in cash, receivable, and payable accounts. These changes are temporary and are directly related to the delay in the 2022 budget. In some cases, items may take until the end of March for the changes to fully correct.

2022 REVENUE AND EXPENSE COMMENTS

Revenue and expense items in January have also been impacted by the late start in the budget.

In revenues, the impact of this late budget start is most evident in Marina revenue. In a typical year, nearly all Marina revenue has been billed and collected by the end of January. This year, Marina bills were not sent out until February 14, 2022 and that collection process will take until the end of March to complete.

For most expenses, the late start to the budget coupled with the Cape George transition in management also resulted in activities at Community Financials being a bit behind. There are likely a few January bills, mostly in Repairs and Maintenance, that may end up in February activities. Again, as with revenues, these out-of-sync events will work through the systems by the end of March.

Across all cost centers, the positive, or favorable variance in Salaries, benefits, and payroll taxes, is due to not yet having a new General Manager. This has not been without its negative impacts, however. Changes to labor arrangements made after the budget was approved, are having a less than favorable impact on actual expenses. Since labor is the largest single expense category at Cape George, this is an area that will be closely watch throughout the year.

In Contracted Services General, legal services cost more than we had expected. Some of this expense is for services rendered in December 2021, which will be brought to the auditors' attention to be corrected.

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

March 24, 2022

via ZOOM

DRAFT

On the summarized cost center operations presented on the next page, note that the January 2021 values are presented with the Reserve Assessment activities removed from General, Water and Marina and presented in the Reserve Activity at the bottom of the display. This was done to provide a better comparison to 2022 operating activity.

OTHER FINANCIAL ACTIVITIES

Fiscal year 2021 has been sent to the auditors. We do not yet know when the audit will be completed but are working with the audit firm with a goal to a much earlier completion data than last year.

CAPE GEORGE COLONY CLUB						
<i>Balance Sheet as of January 31, 2022 and 2021 - Preliminary Subject to Audit</i>						
Assets	2022	2021		Liabilities and Fund Balances	2022	2021
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking & Petty Cash	\$ 255,611	\$ 379,980	-33%	Accounts Payable & Other Liabilities	\$ 10,667	\$ 23,635
Operating Savings & ICS	50,248	50,235	0%	Prepaid Income	21,047	82,424
Reserves - General, Water & Marina	1,225,405	1,208,431	1%	Unearned Income Marina Wait List	900	1,900
Total Cash & Equivalents	1,531,264	1,638,646	-7%	Total Current Liabilities	32,614	107,959
Net Accounts Receivable	58,485	25,346	131%	FUND BALANCES:		
Total Net Fixed Assets	1,677,612	1,677,082	0%	Fund Balances & Equity (Combined)	3,243,089	3,195,643
Total Prepaid & Other Assets	17,556	27,224	-36%	Modified Cash Basis Income	9,214	64,696
TOTAL ASSETS	\$3,284,917	\$3,368,298	-2%	TOTAL LIABILITIES & FUND BALANCE	\$3,284,917	\$3,368,298

*Summary Revenue and Expense Statements for the periods ended December 31, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

2022 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2022 YTD	2021 YTD**	Variance	%
General					General				
General Assessment	\$ 26,621	\$ 26,621	-	0%	General Assessment	\$ 26,621	\$ 26,621	-	0%
Revenue - All Other Sources	465	1,617	(1,152)	-71%	Revenue - All Other Sources	465	1,832	(1,367)	-75%
Total General Revenue	27,086	28,238	(1,152)		Total General Revenue	27,086	28,453	(1,367)	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	10,264	13,304	3,040	23%	Salaries, Benefits, PR Tax	10,264	15,801	5,537	35%
Repairs & Maintenance	714	2,405	1,691	70%	Repairs & Maintenance	714	3,263	2,549	78%
Contracted Services	10,583	5,772	(4,811)	-83%	Contracted Services	10,583	3,727	(6,856)	-184%
Pool Expense & Utilities	1,712	1,469	(243)	-17%	Pool Expense & Utilities	1,712	1,437	(275)	-19%
Utilities & Insurance	2,826	2,944	118	4%	Utilities & Insurance	2,826	3,276	450	14%
Other Expenses (incl taxes)	3,149	2,640	(509)	-19%	Other Expenses (incl taxes)	3,149	3,018	(131)	-4%
Total General Expenses	29,248	28,534	(80)		Total General Expenses	29,248	30,522	1,230	
General Net Income	\$ (2,162)	\$ (296)	\$ (1,866)	-530%	General Net Income	\$ (2,162)	\$ (2,069)	\$ (93)	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 17,120	\$ 16,917	\$ 203	1%	Revenue - Water Use Fees	\$ 17,120	\$ 17,024	\$ 96	1%
Revenue - All Other Sources	5,440	545	4,895	898%	Revenue - All Other Sources	5,440	3,335	2,105	63%
Total Water Revenue	22,560	17,462	5,098		Total Water Revenue	22,560	20,359	2,201	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	2,580	6,631	4,051	61%	Salaries, Benefits, PR Tax	2,580	6,193	3,613	58%
Repairs & Maintenance	0	825	825	100%	Repairs & Maintenance	-	507	507	100%
Contracted Services	2,163	2,176	13	1%	Contracted Services	2,163	2,650	487	18%
Utilities & Insurance	1,808	1,986	178	9%	Utilities & Insurance	1,808	2,007	199	10%
Other Expenses (incl taxes)	69	928	859	93%	Other Expenses (incl taxes)	69	1,716	1,647	96%
Total Water Expenses	6,620	12,546	5,926		Total Water Expenses	6,620	13,073	6,453	
Water Net Income	\$ 15,940	\$ 4,916	\$ 11,024	224%	Water Net Income	\$ 15,940	\$ 7,286	\$ 8,654	119%

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 24, 2022
via ZOOM
DRAFT

<u>Marina</u>					<u>Marina</u>				
Revenue - Moorage/Parking	\$ -	\$ 7,620	\$ (7,620)	-100%	Revenue - Moorage/Parking	\$ -	\$ 54,023	\$ (54,023)	-100%
Revenue - All Other Sources	-	-	\$ -	#DIV/0!	Revenue - All Other Sources	-	9,831	(9,831)	-100%
Total Marina Revenue	-	7,620	(7,620)		Total Marina Revenue	-	63,854	(63,854)	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	863	2,146	1,283	60%	Salaries, Benefits, PR Tax	863	1,923	1,060	55%
Repairs & Maintenance	0	1,542	1,542	100%	Repairs & Maintenance	-	0	0	0%
Contracted Services	446	530	84	16%	Contracted Services	446	807	361	45%
Utilities & Insurance	1,593	1,392	(201)	-14%	Utilities & Insurance	1,593	1,515	(78)	-5%
Other Expenses (incl taxes)	1,308	563	(745)	-132%	Other Expenses (incl taxes)	1,308	132	(1,176)	-891%
Total Marina Expenses	4,210	6,173	1,963		Total Marina Expenses	4,210	4,377	167	
Marina Net Income	\$ (4,210)	\$ 1,447	\$ (5,657)	-391%	Marina Net Income	\$ (4,210)	\$ 59,477	\$ (63,687)	-107%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 9,568	\$ 6,067	\$ 3,501	58%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 9,568	\$ 64,694	\$ (55,126)	-85%
<u>Reserve Activity</u>					<u>**Reserve Activity</u>				
Routine Reserve Assessment	15,857	16,115	(258)	-2%	Routine Reserve Revenue	15,857	15,857	0	0%
Reserve Interest - all	8	188	(180)	-96%	Reserve Interest - all	8	-	8	>100%
Less: Reserve Offset**	16,219	16,219	-		Less: Reserve Offset	16,219	15,857	362	
Net Reserve Activity	\$ 32,084	\$ 32,522	\$ (438)	-1%	Gross Reserve Activity	\$ 32,084	\$ 31,714	\$ 370	1%

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental, Finance x 2, Fitness, Marina, Pool, and Water. The reports are attached to these minutes and incorporated by reference.

Member participation: none

New Business Action Items:

Motion 1: Joel Janetski moved, and Fayla Schwartz seconded to accept the proposal from Whitworth Excavating for the costs of annual dredging of the Marina entry. Passed - 6-0

Motion 2: Joel Janetski moved, and Kris Easterday seconded to accept the proposal from Whitworth Excavating for the costs to add additional rock at the north Marina jetty. Passed - 6/0

Motion 3: Fayla Schwartz moved, and John Dwyer seconded to accept the resignation of Colette Carpenter from the Finance Committee, as stated in her letter to the Board dated March 13, 2022. Passed - 6/0

Motion 4: Fayla Schwartz moved, and Kris Easterday seconded to accept the seven Due Date Adjustment request letters from members, effective April 2022. Passed - 6/0

Motion 5: John Dwyer moved, and Joel Janetski seconded to approve the installation of a convex mirror at the entrance to the Highlands at Cape George Road. Passed - 6/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

March 24, 2022

via ZOOM

DRAFT

Motion 6: Jane Ludwig moved, and John Dwyer seconded to approve Cape George Colony Club replace the employee health benefit plan from the current group health plan to an Individual Coverage Health Reimbursement Account (ICHRA). Passed - 6/0

Motion 7: Kris Easterday moved, and Pat Gulick seconded to consider a sound mitigation plan at the pickle ball court. Passed - 6/0

Motion 8: Fayla Schwartz moved, and John Dwyer seconded to rescind votes on Motions 3 and 4 from the Oct. 20, 2020 Board of Trustees meeting. Passed- 6/0

Motion 9: Fayla Schwartz moved, and Jane Ludwig seconded to ratify the \$0.28/hour increase in the caretaker's salary. Passed – 6/0

Motion 10: Kris Easterday moved, and Fayla Schwartz seconded to consider a proposal for a new web design with Assai Web Design Company pending funding. Passed - 6/0

Motion 11: Fayla Schwartz moved, and Joel Janetski seconded that Cape George waive late fees for the first quarter of 2022 assessments. Passed - 6/0

Open Board Discussion:

Announcements:

Study Session – Monday, April 25, 2022, 3 pm via Zoom

Board Meeting - Thursday, April 28, 2022, 3 pm via Zoom

Adjournment: Fayla Schwartz moved, and Kris Easterday seconded to adjourn the meeting at 3:40 pm.
Passed -6/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Ray Graves, President

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

March 24, 2022

via ZOOM

DRAFT

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, February 8, 2022 9:15 am (via ZOOM)

ATTENDANCE: Jo Blaire, Terri Brown, Lori Cameron, Patty Dunmire, Sue Dunning, Pat Gulick, Stephen McDevitt, Ruth Ross, Fayla Schwartz, Bob Sullivan, Lori VanDeMark

I. CALL TO ORDER: Steve McDevitt called the meeting to order at 9:19 am.

II. APPROVAL OF MINUTES: Sue moved and Patty seconded that the minutes of the January meeting be approved and the motion passed unanimously.

III. FISCAL REPORT: The current balance is \$1383.87, unchanged from last month.

IV. OLD BUSINESS

- A. Berm Damage and Johannessen Proposal:** Pat Gulick, the Board's Environmental Committee liaison, presented the proposal to the Board and requested that the Board appoint an ad hoc committee to assist with review of the Coastal Geologic Proposal, provide oversight, and act as a liaison between Coastal Geologic and the Board and acting General Manager Terri Brown. An article for the March newsletter will discuss issues related to the berm.
- B. Adhoc Berm Committee:** The Board has approved the creation of this ad hoc committee and Pat Gulick will notify the Environmental Committee when the first meeting is scheduled. The ad hoc committee will consider whether fencing or notifications concerning where to cross the berm should be done. *[Note: The Board approved the following members of the committee on February 11, 2022: Varn Brooks, Steve McDevitt, Colleen Brady, Jim Bodkin, Richard VanDeMark, John Hanks with Pat Gulick as Board Liaison.]*
- C. Styrofoam Recycling:** Jo Blaire will provide information going forward about when Styrofoam recycling will take place, either here in Cape George or when individuals can bring their Styrofoam to the collection site at Fort Worden.
- D. Landscaping at the Clubhouse:** Patty Dunmire notified the committee that several individuals with gardening expertise, some of whom were involved in the original landscaping at the clubhouse, have agreed to help with overhauling the landscaping. Plants that need to be removed have been tagged with pink ribbons. The plan is to replace some of the plants with plants that are lower maintenance and require less watering during the dry season once established. Patty says they are planning to hold a work party/pruning class probably in March or April.

V. NEW BUSINESS

- A. Complaints About People Feeding Sea Gulls in the Village and Potential Adverse Effects (eg, gulls on solar panels, poor nutrition for gulls).** Sue Dunning agreed to draft an article for the newsletter. *[Note: Sue drafted a short article for the newsletter to be signed by the committee if the committee approves. Article is attached for us to review and discuss at the next meeting.]*
- B. Suds in the Ravine Creek:** What appear to be non-natural suds have been observed in the ravine creek. Concerns were expressed about lack of regulations in Cape George concerning grey water release. The committee will investigate having the County Health Department do testing to determine the content of the water in the creek.

The meeting was adjourned at 10:15 am.

Respectfully submitted
Ruth Ross, Secretary

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

March 24, 2022

via ZOOM

DRAFT

Finance Committee Meeting

March 10, 2022

TO: Cape George Board of Trustees, Cape George Office

FROM: Finance Committee

Attending: Karen Krug, Nancy Charpentier, Georgette Semick; Fayla Schwartz and John Dwyer, Board members

*[NOTE: Recommended actions for the Treasurer to take to the BOT are noted below in **bold.**]*

Welcome to new member Nancy Charpentier.

1. Finance Committee recruitment. Discussed a draft of a "Call for Volunteers" to be published in the April newsletter. A revised draft will be recirculated to Committee members for comment before submitting to the Office.
2. FIN 17 Delegation of Authority. The unintended consequences of the 3/2020 Rule were discussed. Basically, this rule put the fund raising and memorial accounts overseen by the independently operated Social Club under the purview of Cape George Colony Club again. This is not desirable both from the Committees' and CGCC, Inc. perspective. FinComm recommends to the Board: **Rule 17 regarding Delegation of Authority for Cape George Community property be deleted in its entirety.** Important provisions regarding authority and community property are still covered in FIN01, CP15 and CP20. To avoid resurrection of this or any other rule, we would suggest that whenever a rule is deleted or superseded by a new rule, a notation be made to the list on the website.
3. FIN 11 Records Retention. Karen called attention to this rule that atypically allowed for the deletion and destruction of tax returns, rather than retaining them permanently in either digitized or hard copy form. We also questioned the deletion of Personnel and Payroll Records after 4 years. A revised version of the current rule will be recommended to the Board for its next Study Session.
4. Future Meetings and CF Financial Cycle. Because Fayla is still awaiting information from CF on the month cycle of needed inputs and subsequent production of reports, this item was postponed.
5. New Cost Center for Reserves and Other 2022 CF updates. Fayla reported that CF provided the following updates:
 - a. The new Cost Center to separate reserve assessment income and other transactions has been established.
 - b. 2021 has been closed

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

March 24, 2022

via ZOOM

DRAFT

- c. The information to load the 2022 Budget has been provided to CF. There is no indication as to when it would be available for us to check.
 - d. CF referred us to "The Workbook" in response to our questions about which specific transactions we needed to supply them monthly and when. Karen will recirculate the version she received late in 2021.
 - e. We did not receive a reply to our question about how CF receives data on payroll. This question will remain open for a CF response and Nancy will communicate with Collette about her understanding of how PR data is transmitted to CF.
 - f. Regarding questions to the PPB bank about our CDARS, Fayla was told that the bank could only communicate with CF regarding their status. In that case, it was recommended that ***The Treasurer communicate with the CF President to request scanned copies of these bank statements immediately upon receipt*** rather than wait for the monthly statements. It was further suggested that the original papers establishing these bank accounts were in the main files or, hopefully, in the safe and could be checked regarding the terms of the CDARS accounts.
6. Status of Quarterly Statements and AR. CF was asked to produce and mail out the statements for the second quarterly assessments. Terri would be a good/better source for other questions regarding Lockbox and AR processes, late fees and status.
7. Reserve Balances Redistribution next steps. Karen recommended that finalizing the transactions needed to redistribute reserve funds would best occur after the 2021 audit which will hopefully be completed in a few months. We have also requested that RCL rerun the 2021 L3 study based on the recalculated "Approved Method" through YE 2020.
- a. It was further discussed that 2022 should be a year of another L3 reserve study since the time commitment involved from a new manager would be onerous for any new manager. ***Finance Committee recommends that a Level 1 Reserve Study be delayed until 2023.***
 - b. Whatever the results from the revised 2021 L3 study, for 2022 assessments the pro rata distribution to the 3 accounts should remain at the pro rata proposed as part of the 2022 Budget and ratified by the members (cf, Exhibit F of the 2022 budget package).
8. Other Updates:
- a. PR/HR updates were provided by email by Collette because she was unable to attend today's meeting.
 - b. 2021 Audit . Karen and Fayla reported that financial material was sent to Neumann last week; Board minutes and other non-financial material also has been submitted. Fayla and Karen were hoping to communicate with Neumann

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

March 24, 2022

via ZOOM

DRAFT

after the conclusion of our meeting regarding some questions about our submissions. Karen also suggested that 2023 might be a good time to consider whether to issue an RFP for our auditing firm. This should be done periodically.

Submitted By: Georgette Semick for Finance Committee
3/18/2022

Finance Committee Meeting

March 17, 2022

TO: Cape George Board of Trustees, Cape George Office

FROM: Finance Committee

Attending: Karen Krug, Nancy Charpentier, Georgette Semick; Fayla Schwartz and John Dwyer, Board members; Terri Brown

The primary purpose of the meeting was to discuss what was currently known about the process and timing of the financial cycle and interactions with Community Financials. Updates on other Business deadlines (e.g., excise taxes) were also to be discussed preliminary to recreating the Business Calendar.

1. Updates on 2022 Financial Reporting.

- a. 2022 has been loaded by CF and checked by Karen and Nancy
- b. Our CF contact understands the transactions for the new deferred income accounts based on the new reserve cost center.
- c. Quarter 1 Accounts Receivables appear to be correct.
- d. Quarter 2 member statements have been mailed and Committee members reported receiving theirs. Note that we need to request the production and mailing of statements for each quarter 5 days in advance.

2. Late Fees.

The Finance Committee recommends that the Board ***waives late fees for first quarter overdue 2022 payments due to the unusual billing and budget circumstances this year.***

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

March 24, 2022

via ZOOM

DRAFT

3. Tentative Financial Reporting and Regular FInComm Meeting Schedule. The Committee is standing by in hopes of receiving January financial reports before the weekend in order to turn corrections around in time for the Board meeting on the 24th. January will need to be “cleared” before we can expect February.

Thereafter, we understand CF target schedule to provide us with final financial reports is the 20th of the month. Therefore, in the interest of reviewing preliminary financials and turning around any questions or corrections before finals, the Committee hopes to receive preliminary monthly reports by the 13th of each month. In light of this target schedule the next regularly scheduled Finance Committee meeting was set for April 14th at 10:30 a.m.

Fayla also stated that the deadline for excise tax filings and payments is the 25th of the month for the previous month. While January has been filed, it will need an amendment once the final January financials are received.

4. Marina Committee Question. John brought up a question posed by the Harbormaster about reserve funding for the completion of the North Jetty rock laying approved by the Board in October 2021. We understand that the project was not completed in 2021 due to increasing tides, but also there is an unused balance of funds in the amount approved. The Committee advised that it was within the Board’s discretion to approve the amount needed to complete the project. We also pointed out Article VIII, 5-c) as a reference on how overruns can be handled.

Submitted By: Georgette Semick for Finance Committee
3/19/2022

Marina Committee Meeting, 1 March 2022 Agenda & Minutes

11am Cape George Clubhouse
Attendees: 20 members

Introduction

The entrance channel depth has been reduced to about minus 1.5 feet, posing a hazard to boaters navigating the entrance. The channel markers will be moved when tides permit.

Please exercise caution when transiting the marina, some shoaling has occurred adjacent to the north jetty, and the entrance channel will be sounded at the next opportunity. Current channel depth is estimated to be approximately -1.5’ at a zero tidal elevation, but the channel markers are no longer accurate. The channel currently runs from center channel at the terminus of the south sea wall and runs in a nearly straight line to immediately south of the western most red (south) channel marker.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

March 24, 2022

via ZOOM

DRAFT

The annual marina sale has been scheduled for the weekend of June 17-18-19. Dick Poole and John Hanks have agreed to manage the sale (volunteers needed). Please consider appropriate donations to the sale. Marina volunteers can assist in transport.

Agenda items

1. 2022 Marina registration renewal letters have been sent out to members. Applications and payments will be due not later than 15 March, 2022. It is especially important this year for members to assure that applications are complete and correct and that fees are submitted as soon as possible. Late applications may be subjected to penalties.

Much thanks to Cassie Reeves for assisting in registrations at the office, available from 11-1 pm M-F.

2. Dredging of the marina channel scheduled for 14-16 June, plan accordingly. Competitive bids requested, and one bid received. We will be completing placement of the remainder of the rock on the North jetty, possibly at this same low tide series. We need an approximate estimate of the number of tons required.
3. The 2022 Marina Festival: Optimum tides for a regatta occur on 20 and 21 (Sat and Sun) August. Although the 2021 Festival was a great success, several marina members have proposed a return to the traditional marina festival with an open boat event, a regatta and a BBQ. Open discussion.

Meeting adjourned 11:45 am

Open Floor

Harbormaster Mark Thayer announced that the south boat parking area will be reconfigured this spring and all parking will be assigned.

Next meeting will be Tuesday 5 April, 11 am.

Pool Committee Meeting

3/1/2022

Called to order at 3pm by Chair Penny Jensen

Attendees: Penny Jensen, Chair; Kriss Edwards; Marta Krissovich; Linda Mollino; John Galt, Robin Scherting; CG Interim Manager-Terri Brown.

Financial Report-was reviewed by Penny: current balance: \$875.87

Old Business:

Pool Deck: one section at a time for repair, Jose to give a bid.

Cape George Reserve info will be requested from the pool.

We have approximately \$5000 to repair the pool deck. Funds won't be available until we have a new manager.

Changing Room Benches: We'll paint them blue when we have a chance.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

March 24, 2022

via ZOOM

DRAFT

Water Aerobics: Water Aerobics is going well with a very good turn-out. Audio equipment that was purchased by the pool committee has been a success.

Marta spoke with past Medical Director for Jefferson County who said that masks in the pool are not necessary. Vaccine cards still required. We will drop the requirement when mandate is lifted
Mask mandate for Washington to be lifted on 3/11/2022 at 11:59 pm and Jefferson County to follow state directive.

New Business:

Marta presented the idea of a “**suggestion box**” that could be used for suggestions and donations to the “pool fundraiser” Discussion about who will retrieve the information from the boxes. Cassie to be contacted about the easiest way to receive the donations for the “pool fundraiser” through the suggestion/donation box or being brought to the Cape George Office.

Proposal was put forth to purchase the box, all agreed. Marta to make final section of the box and send selection information to Terry for purchase.

There was a proposal from Marta to purchase “**clean bags**” for hanging art prints and other information. The proposal was agreed by all. Marta to purchase the items.

Extensive discussion about purchasing **lockers** for the woman’s and men’s locker/changing rooms.

Field trip about where the lockers would be placed. All agreed that two lockers would be purchased for each locker/changing room

Pool Fundraiser: Kriss will donate tee-shirts for our Fund Raiser, and Sandi and Jose’s boys will be designing them. Kriss presented some design ideas. The tee-shirts will be on a first-come basis.

Discussion about having them at the CG office for when people brought in their donations or possibly an event like a wine tasting.

Next Meeting : April 5, 2022, 3 pm at the Clubhouse

**Cape George Water Advisory Committee
Meeting Report March 1 2022**

The meeting was held at 4 PM March 1, 2022, in the Clubhouse. Present: Acting Cape George Manager Terri Brown, Board Liaison John Dwyer, Water Manager Jose Escalera, Carl Berger, Steve King, Stew Pugh, Scott Carpenter, and Chair Marty Gilmore.

Last week the Board approved two quotes, one for the tank farm telemetry system and another for the diver that will inspect and clean the tanks. Both vendors have been notified of approval and work is expected to be completed in four to six weeks.

Highlands booster pump operation is still under review. A bad pressure sensor has been replaced and controls will be re-tested.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

March 24, 2022

via ZOOM

DRAFT

Several committee members and Jose have walked the area where the filter backflush water discharges. The discharge enters a large area that appears to be a seasonal wetland, and the channel from the discharge to the water is defined and dry. The volume of water in the wetland is far too large to be caused by filter backflush discharge. The adjacent property owner reports that the water level drops in summer and that they have not had any problem with flooding. We will continue to monitor the discharge area.

An old berm extends from the tank farm into the wetland. This is fill dirt from other construction and is not part of the water system operation.

Six houses in the community had pipes freeze during the cold spell in January. In January we had 548 connections. The leak report:

22 leaks

124 connections < 30 gpd

Average usage 79 gpd Last year same month 86 gpd average.

Avg daily pumped 43330 gallons

Cape George documents will be reviewed to see what information is given to homeowners about the division of responsibility between Cape George and the homeowner for water supply to residences.

Terri has directed that all water blowoff pipes and hydrants be cleaned and re-painted. Blowoff pipes will be painted blue for identification. Hydrants will retain the same color on top to indicate the flow capacity of the hydrant.

The next scheduled meeting will be Tuesday, April 5, 2022, at 4 PM in the clubhouse.

CAPE GEORGE COLONY CLUB
EXECUTIVE SESSION BOARD OF TRUSTEES MEETING MINUTES
April 7, 2022
Via ZOOM
DRAFT

Call to Order: The meeting was called to order by President, Ray Graves at 10:00 am.

In Attendance: Ray Graves, Fayla Schwartz, Jane Ludwig, Joel Janetski, and John Dwyer.

Joel Janetski moved, and Fayla Schwartz seconded to move to Executive Session at 10:01am to discuss legal/personnel issue. Passed -4/0

John Dwyer moved, and Joel Janetski seconded to return to the Regular Session 11:19 am.
Passed - 4/0

Announcements:

- Ray Graves announced that the Trustees interviewed a candidate for the position of General Manager and will move forward with this candidate to the next step.
- Study Session – April 25, 2022 – 3 pm via Zoom
- Board Meeting – April 28, 2022 – 3 pm via Zoom

Adjournment: Fayla Schwartz moved, and Joel Janetski seconded to adjourn the meeting at 11:22 am.
Passed 4/0.

CAPE GEORGE COLONY CLUB

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New Members for April Meeting

Geoff McMichael & April Ottey purchased lot 23-7 Colman Dr from Ann Mecklenburg
Kathryn Tarkington purchased lot 27-3 Spruce Dr from Habitat for Humanity
Stori, LLC purchased 41 Alder Dr from Mabel Spencer
Kirsty Carey purchased 11 Quinault Loop from Jonah Trole & Saige Esmaili
Bee Redfield purchased 481 Dennis Blvd from Misty-Marie Polat

Cape George Treasurer's Report

March 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

2022 BALANCE SHEET COMMENTS

All bank accounts have been received, reconciled, and reviewed.

Balances at both Chase and PPBI (Pacific Premier Bank Inc) are over the insurance limit for FDIC. Our accounts at Chase Bank are only a bit over the FDIC limit. At PPBI, where Cape George currently maintains both operating funds and reserve funds, our accounts are nearly double the FDIC limit. As mentioned in previous Treasurer's Reports, this is a known issue and one that the Treasurer and Finance Committee are working to implement long-term corrections.

The current preliminary corrective action plan involves preparing a 3–5-year item specific reserve cash flow projection and simultaneously beginning to transfer a large portion of the reserve funds from PPBI to a local financial institution that has the ability to provide checking, savings, local CDs and CDARS accounts (which are not counted in the FDIC limit because they utilize multiple banking institutions) through the IntraFi network. The cash flow projection is advisable so that appropriate timed CDARS ladders can be managed.

Today the Board will be voting on a motion to open a new account at First Security Bank in Port Townsend. The treasurer and the Finance Committee will work with the new manager to complete the changes described above.

It was originally anticipated that all Balance Sheet reconciliations would be completed by the end of this first quarter but that has not happened. There are still several smaller accounts including prepaid medical, the exchange account, and the credit card liability account that require reconciliation. A preliminary investigation indicates that most of this work will be identifying past entries that were recorded in incorrect accounts. Reconciliation of the fixed asset accounts is a much larger task and has not yet been started.

2022 REVENUE AND EXPENSE COMMENTS

While all the cost centers are performing better than their budget, the favorable outcomes are due to only two primary factors: the favorable labor variance and recognition of about 95% of the Marina's total annual revenue.

Favorable labor variances across all cost centers will begin to dwindle with the arrival of the new Manager, so it is too early to begin to consider these as "spendable" variances

The marina's year-to-date (YTD) revenue of \$85,655 represents about 95% of their total annual revenue. The marina's total annual actual operating expenses are expected to be around \$74,000. While this still

leaves the Marina with a projected favorable year-end outcome, unexpected things can happen in the next nine months.

After the first quarter of 2022, it is clear that there are some expenditures that are on track to exceed the anticipated annual budget amount. This raises the likelihood that as we go forward reviewing expenditures, we should remain mindful of areas where we can possibly postpone further expenditures until the 2023 budget cycle.

DRAFT 2-- CAPE GEORGE COLONY CLUB -- DRAFT 2

4/27/2022

Balance Sheet as of March 31, 2022 and 2021 - Preliminary Subject to Audit

Assets	2022	2021		Liabilities and Fund Balances	2022	2021	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 283,182	\$ 261,861	8%	Accounts Payable & Other Liabilities	\$ 13,671	\$ 17,096	-20%
Operating Savings & ICS	197,439	175,119	13%	Prepaid Income	113,856	169,254	-33%
Reserves - General, Water & Marina	1,204,405	1,213,529	-1%	Unearned Income Marina Wait List	900	1,900	-53%
Total Cash & Equivalents	1,685,026	1,650,509	2%	Total Current Liabilities	128,427	188,250	-32%
Net Accounts Receivable	12,985	11,208	16%	FUND BALANCES:			
Total Net Fixed Assets	1,677,612	1,677,082	0%	Fund Balances & Equity (Combined)	3,150,214	3,102,066	2%
Total Prepaid & Other Assets	7,742	15,801	-51%	Modified Cash Basis Income	104,724	64,284	63%
TOTAL ASSETS	\$3,383,365	\$3,354,600	1%	TOTAL LIABILITIES & FUND BALANCE	\$ 3,383,365	\$ 3,354,600	1%

Summary Revenue and Expense Statements for the periods ended March 31, 2022 and 2021 (Modified cash basis, excludes depreciation)

Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022

2022 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2022 YTD	2021 YTD**	Variance	%
General					General				
General Assessment	\$ 79,864	\$ 79,864	-	0%	General Assessment	\$ 79,864	\$ 79,864	\$ -	0%
Revenue - All Other Sources	5,992	4,850	1,142	24%	Revenue - All Other Sources	5,992	5,629	363	6%
Total General Revenue	85,856	84,714	1,142		Total General Revenue	85,856	85,493	363	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	26,259	39,911	13,652	34%	Salaries, Benefits, PR Tax	26,259	45,349	19,090	42%
Repairs & Maintenance	6,460	6,685	225	3%	Repairs & Maintenance	6,460	10,966	4,506	41%
Contracted Services	22,225	17,315	(4,910)	-28%	Contracted Services	22,225	14,703	(7,522)	-51%
Pool Expense & Utilities	5,972	4,937	(1,035)	-21%	Pool Expense & Utilities	5,972	12,696	6,724	53%
Utilities & Insurance	8,581	8,831	250	3%	Utilities & Insurance	8,581	9,177	596	6%
Other Expenses (incl taxes)	8,249	7,924	(325)	-4%	Other Expenses (incl taxes)	8,249	9,171	922	10%
Total General Expenses	77,746	85,603	8,867		Total General Expenses	77,746	102,062	16,074	
General Net Income	\$ 8,110	\$ (889)	\$ 8,999	1012%	General Net Income	\$ 8,110	\$ (16,569)	\$ 24,679	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 51,168	\$ 50,750	\$ 418	1%	Revenue - Water Use Fees	\$ 51,168	\$ 51,448	\$ (280)	-1%
Revenue - All Other Sources	5,440	1,634	3,806	233%	Revenue - All Other Sources	5,440	3,335	2,105	63%
Total Water Revenue	56,608	52,384	4,224		Total Water Revenue	56,608	54,783	1,825	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	14,443	19,892	5,449	27%	Salaries, Benefits, PR Tax	14,443	19,125	4,682	24%
Repairs & Maintenance	0	2,475	2,475	100%	Repairs & Maintenance	-	507	507	100%
Contracted Services	6,270	6,527	257	4%	Contracted Services	6,270	5,503	(767)	-14%
Utilities & Insurance	5,126	5,957	831	14%	Utilities & Insurance	5,126	5,538	412	7%
Other Expenses (incl taxes)	7,011	6,185	(826)	-13%	Other Expenses (incl taxes)	7,011	3,579	(3,432)	-96%
Total Water Expenses	32,850	41,036	8,186		Total Water Expenses	32,850	34,252	1,402	
Water Net Income	\$ 23,758	\$ 11,348	\$ 12,410	109%	Water Net Income	\$ 23,758	\$ 20,531	\$ 3,227	16%
Marina					Marina				
Revenue - Moorage/Parking	\$ 72,295	\$ 18,812	\$ 53,483	284%	Revenue - Moorage/Parking	\$ 72,295	\$ 63,135	\$ 9,160	15%
Revenue - All Other Sources	13,360	4,047	9,313	230%	Revenue - All Other Sources	13,360	12,605	755	6%
Total Marina Revenue	85,655	22,859	62,796		Total Marina Revenue	85,655	75,740	9,915	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	4,830	6,437	1,607	25%	Salaries, Benefits, PR Tax	4,830	7,523	2,693	36%
Repairs & Maintenance	5	4,625	4,620	100%	Repairs & Maintenance	5	0	(5)	0%
Contracted Services	2,434	1,588	(846)	-53%	Contracted Services	2,434	1,538	(896)	-58%
Utilities & Insurance	5,156	4,175	(981)	-23%	Utilities & Insurance	5,156	4,974	(182)	-4%
Other Expenses (incl taxes)	374	1,692	1,318	78%	Other Expenses (incl taxes)	374	843	469	56%
Total Marina Expenses	12,799	18,517	5,718		Total Marina Expenses	12,799	14,878	2,079	
Marina Net Income	\$ 72,856	\$ 4,342	\$ 68,514	1578%	Marina Net Income	\$ 72,856	\$ 60,862	\$ 11,994	20%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 104,724	\$ 14,801	\$ 89,923	608%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 104,724	\$ 64,824	\$ 39,900	62%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	47,571	48,345	(774)	-2%	Routine Reserve Revenue	47,571	47,570	1	0%
Reserve Interest - all **	-	562	(562)	-100%	Reserve Interest - all	-	-	0	>100%
Less: Reserve Offset***	(47,571)	(48,657)	1,086		Less: Reserve Offset	(47,571)	(48,110)	539	
Net Reserve Activity	\$ -	\$ 250	\$ (250)	-100%	Gross Reserve Activity	\$ -	\$ (540)	\$ 540	-100%

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, March 8, 2022 9:15 am (via ZOOM)

ATTENDANCE: Varn Brooks, Terri Brown, Lori Cameron, Patty Dunmire, Marty Gilmore, Pat Gulick, Chuck Hommel, Keith Knol, Marta Krissovich, Ruth Ross, Fayla Schwartz, Bob Sullivan, Richard Vandemark, Lori Vandemark

I. CALL TO ORDER: Stephen McDevitt had a last-minute emergency and asked Ruth Ross as secretary to preside over this meeting. Ruth called the meeting to order at 9:18 am.

II. APPROVAL OF MINUTES: The minutes of the February meeting were reviewed, and a typo was corrected. Marta then moved and Patty seconded that the minutes as corrected be approved, and the motion passed unanimously.

III. FISCAL REPORT: The current balance is approximately \$1500.00, reflected some sales of booklets. With regard to fundraising, the committee discussed notifying the community that copies of the Flowers of Cape George booklet are available for sale now that spring is starting. It was noted that new members would probably be interested in purchasing booklets. Fayla will update the article we ran in the newsletter in April 2021 for the April 2022 newsletter and posting on the bulletin boards.

IV. OLD BUSINESS

- A. Berm Repair:** Richard Vandemark reported that the Ad Hoc Committee has researched and found that the original permit for the berm included a requirement to maintain the berm as built. Thus, no new permit is required although requests will need to be filed under the existing permit. However, the current permit only allows for the berm to be repaired as originally built and to the same height. Richard noted that the committee will be pursuing this option and also moving forward with Global Coastal to obtain proposals for other future options to consider. The committee is also investigating to see if Donnie would be able to move large logs on the beach that could be used in the repair with our available equipment.
- B. Styrofoam Recycling:** Ruth reported that no Styrofoam recycling will take place until April because the truck to take the material to Kent is not available until then. The community will be notified when Styrofoam recycling resumes. Individuals are encouraging to save clean dry Styrofoam for later this spring.
- C. Landscaping at the Clubhouse:** Patty Dunmire reported that one or more pruning workshops will be held at the clubhouse in the second half of March to trim plantings at the clubhouse and educate interested members on how to prune their own plantings. Interested members should notify Patty if they want to participate (pattydunmire@yahoo.com, 253-332-4779).
- D. Article re feeding seagulls.** In response to discussion at the February meeting, Sue Dunning created an initial draft about the problem of feeding seagulls, who roost on neighboring houses and solar panels. Marta Krissovich suggested some edits to make the piece suitable for submission by the committee, rather than an individual. After discussion, it was decided that the article should be further revised to be appropriate for submission by the committee and should also include education about not feeding other wildlife in the neighborhood such as raccoons, crows, and deer. Ruth and Varn will work on a revised draft to be reviewed at the next meeting and submitted for the May 2022 newsletter.

V. NEW BUSINESS

- A. Ravine Issues.** What may be non-natural suds have been observed in the ravine creek. The committee will ask the County Health Department to test the content

of the water in the creek. Chuck Hommel will submit a report concerning their work group plans and issues related to the ravine [*Addendum: see attached supplemental report*].

- B. Problems with plumbing and septic at the pool.** The committee discussed the septic backups that have occurred in the bathrooms twice in recent months, once because a faucet in the outside bathroom was left on and overwhelmed the system and once due to high winds and tides. The pump on the system had to be replaced last year because of sanitizing wipes being flushed in the toilets. Terri Brown, our acting manager, will include a note in her upcoming report in the newsletter concerning these matters and remind members not to flush wipes.
- C. March Clean-up Work Days.** The committee will be planning workdays for the spring for the rain garden and common areas. Steve will organize dates.
- D. PTMSC April Earth Day Beach Clean-up.** Steve is coordinating with the PTMSC to have a clean-up here on CG beaches on April 22 that would involve only members of the CG community. He will notify members of details as they are finalized.
- E. Tree removal on common CG property.** Terri Brown asked the committee to provide some recommendations for how to handle requests from members for pruning or removal of trees on CG common property. The committee asked for more time to discuss this at a future meeting, given lack of time at this meeting.

The meeting was adjourned at 10:25 am.

Respectfully submitted
Ruth Ross, Secretary

March 18, 2022
Ravine trail notes and call for volunteers

Here is an update on the ravine trail:

1. Village trail. The steps to the Village, put in last year have held up very well this winter. No major problems. I would like to organize a work party to rake the leaves off the steps and then fill in the steps with crushed rock where the rock has settled. If we have someone willing to pick up/deliver the rock (Donny did it last year), it is probably a three hour job for three or four volunteers.

2. Huckleberry Place trail. The ravine trail to Huckleberry place is in bad shape. I propose a project to replace the old steps and add more in the steep/slippery spots. This is much like the Village steps project from last year. I propose we ask for volunteers. As a first step, a couple of volunteers could meet at the trail, discuss options, measure things, make estimates and come up with a plan.

3. Foam/discoloration in creek runoff. The creek in the ravine is discolored and contains foam. This contamination, whatever it is, is coming from a location above the trail junction (where the creek goes underground at the grate). Foam at the grate and upstream is readily apparent. I have many pictures to document the problem.

This phenomenon has existed for at least 3 years. I have noticed it before and it seemed 'seasonal' - occurring mostly in winter after a heavy rain. This year it is constant. The creek has shown discoloration and foaming all winter, since at least December.

A sample collected showed discoloration. A tawny brown to dark brown color which persists. Foam dissipated quickly. Only sediment was a few grains of sand. I could not detect any odor.

Other drainages nearby show no such color or foam.

In January, Steve McDevitt and I climbed up the creek a long way and still encountered foam and discoloration, so the source is well up the creek. Steve took pictures and has GPS coordinates, I think.

At the last Environmental Committee meeting, I think we decided to request a water analysis from Jefferson County. I think Steve is doing that.

4. Slash cleanup. Over the winter, the ravine trail is bombarded with leaves, limbs, and fallen trees. This year, two large trees fell across the trail. A large maple fell and Bernt Ericksen was good enough to cut it up so that the trail was passable again. Then shortly thereafter, a cedar fell and someone (I don't know who) cleared it. Thanks to Bernt and the unknown woodcutter for keeping the trail clear. There still remain many branches piled along the trail.

Last fall some energetic folks cut back a lot of the Himalayan blackberries invading the trail from the beach end. The blackberry canes, which were climbing 30 or 40 feet into the cedars, were cut at the base. Thanks to those who did that.

Those canes are dead now and many have been pulled down and piled by the trail. We will probably never get rid of all the berry plants, but this effort surely saved some trees. Thanks to those who did it.

With fallen limbs, cut up trees, blackberries, we have a lot of slash to deal with. I think we could haul out two or three pickup loads, a two or three hour job.

Volunteer opportunities. Note that this is heavy, physical work. Anyone can help, but digging, hauling and lifting is involved.

:

Village trail maintenance - three or four volunteers, a few hours

Huckleberry Place trail repair - two or three volunteers to plan, a couple of hours

- several volunteers over several days, two or three

hours a day (last year, we had about 6 people who worked 2 hours each Monday over about 10 weeks).

Slash cleanup - three or four volunteers, one pickup truck for two or three hours.

Anyone interested can contact me, Chuck Hommel, at chommel60@gmail.com

Finance Committee Minutes

To: Cape George Board of Trustees, Cape George Office
From: CG Finance Committee
Attending: Karen Krug, Nancy Charpentier, Georgette Semick; Board Members Fayla Schwartz and John Dwyer
Subject: Finance Committee Meeting April 14, 2022

1. Financial Report Updates: CF indicates February financial reports should be available by April 15 and March reports by the 20-25th normal deadlines. It was noted that we have been unsuccessful in getting CF to change the 2022 CF budget to reflect two of our 3/9 income projections, Reserve Assessment and Water Fees. The monthly differences are minor and will mostly self-correct throughout the year. It may be something the Treasurer may choose to report on each month. Corrections have been forwarded to CF but we have yet to see if they will be acted upon.
2. Routine FinComm Meeting Schedule: Hopefully, can begin scheduling between 20th and the monthly Board Meeting to provide input to Treasurer's Report.
3. Finance Committee Recruitment: No responses have been received as a result of the newsletter call for volunteers. An email to members has been drafted and will be sent to Fayla and Terri for final review and posting. John had one candidate as a suggestion and will pursue that person. Georgette will also contact other Board members to see if they have any additional suggestions.
4. Community Financials Interactions and Existing Contract Terms: Members reviewed the salient points of interactions and due dates.
5. Financial Review Processes: Nancy's draft of financial review schedules and materials for monthly, quarterly, yearend and post-audit reports was discussed and will be updated.
6. Other Updates:
 - a. Discussed how approved reserve project expenses could be captured as CIP (capital improvement projects) and coded for subsequent transfer from reserve accounts.
 - b. Vacation accruals will be checked at the end of Q1 this year; rechecked at Q2; with the main, final accrual at Q4.
 - c. There is an issue with the forgiveness of a debt and whether a 1099-C tax statement will be issued to the debtor.
7. Next meetings: Given the anticipated release of February Financials by April 15th, the Committee agreed to schedule work sessions 9:00 Wednesday, April 20th and another to be determine following the delivery of the March financial report to review results unless comments and questions can be handled by email beforehand.

Submitted By: Georgette Semick for Finance Committee
April 22, 2022

11am Cape George Clubhouse

Attendees: 24 members

Introduction

The entrance channel depth remains restricted in depth and breadth. At last measurement the channel was narrow but remained fairly deep at about +2.0' below the zero tidal level. The channel markers will be moved when the next tides permits, 16-18 April. Mariners should exercise caution when navigating through the entrance.

The channel currently runs from center channel at the terminus of the south sea wall and runs in a nearly straight line to immediately south of the western most red (south) channel marker.

The annual marina sale has been scheduled for the weekend of June 17-18-19. Dick Poole and John Hanks have agreed to manage the sale (volunteers still needed). Please consider appropriate donations to the sale. Marina volunteers can assist in transport.

Agenda items

1. Marina renewals and assignments. Harbormaster Mark Thayer reported that moorage and parking fees have been received. However, nine members failed to renew their waiting list fees.

Thanks to Cassie Reeves for assisting in renewals at the office, available from 11-1 pm M-F.

2. A member suggested the following text be incorporated into the Marina Rules:

Current rule

1.3. Marina fees are on a yearly basis payable January 1st and delinquent thirty (30) days after. The marina year runs from January 1st to December 31st. Members assigned moorage shall pay a full year's fee if entering before September 1st. Members entering after September 1st shall pay a half year's fee.

Proposed addition

1.3.a Delinquent submission of all required documentation or payment of fees shall result in the automatic, immediate loss of slip or parking privileges. A member losing privileges may register for listing at the bottom of the appropriate wait list. Vacated space shall be promptly offered to the senior position on the appropriate wait list.

No action was taken on the proposed addition

3. Dredging of the marina channel scheduled for 14-16 June, plan accordingly. The CG Board has approved contracts to Whitworth excavating for dredging the channel and completing rock placement on the north jetty. Work in channel and jetty will be completed consecutively

4. The 2022 Marina Festival:

In recognition and appreciation of the support the Cape George community provides to the marina, the marina committee agreed to sponsor the Waterfront Festival on the weekend of 20/21 August. The committee discussed various options for the 2021 festival. A motion was made, seconded and approved that the marina committee allocate up to \$3500 for this year's festival. As always, the money would come from the memorial fund, most of which is raised at the annual marina sale.

Open Floor

The Harbormaster proposed that the committee spend up to \$1500 from the memorial fund for new, high quality string mowers and other tools for grounds maintenance. The committee approved the motion.

Next meeting will be Tuesday 3 May, 11 am.

Meeting adjourned 12:20

Pool Committee Meeting Minutes - April 5, 2022, 3pm

Attending: Penny Jensen, Marta Krissovich, Patty Dunmire, John Galm, Sandra Gulin, Linda Mollino, Robin Scherting, Fayla Schwartz.

GUEST: Mardella Rowland. ABSENT: Mary Hilfer, Kris Edwards

1. Financial Report - \$875.87 in account

2. Old Business:

A. PARTY DAY – May 14

- Clubhouse is reserved on 5/14 from 3:30 – 6:30 pm.
- Water safety brochures will be available during both events below – Patty D. & Sandi G. will coordinate this.
- 11am – 1 pm Kids Party – outside hot dogs & lemonade, inside pool games. We will try to keep food out of pool building

- Amber Mallory will provide music at pool and talk to other parents about the event.
- 4-6 pm Adult Wine and appetizer Sharing
 - Mostly outside but clubhouse is reserved from 3:30 - 6:30 pm.
 - Each person/family will bring wine and finger food to share.
 - Penny & Mack will set up tables outside and, if needed tables inside.
 - See below for fund raising activities during this day

B. Fund Raising – PLANS AND ASSIGNMENTS

- Purpose– to fund pool toys for kids plus support for water aerobics and other pool enhancements. The goal is making the pool more inviting to even more Cape George members.
- Penny will announce the fund-raising events in the newsletter.
- Money Collection – TASKS
 - Marta will order blue donation box asap . It will have a pocket for envelopes. She'll work w/ Terri to get it mounted by Donnie
 - Checks **MUST** be written to Cape George Social Club w/ "Pool" in the memo line
 - Linda M. will create envelopes w/ stickers that have instructions for writing checks and ask if a T-Shirt is desired plus list the sizes to be circled to be circled by donors. She will ensure they are put on the side pocket on the pool donation box.
 - Checks can be dropped off, w/ or w/o the pre-written envelope, in donation box at pool or at the office. If at office, Terry will put in a "Pool Donation Folder or Envelope."

- Patty D. will pick checks/envelopes up at office and at pool. They are delivered to Cassie.
 - Patty will create & keep a list of donors and, if donor wants T-shirt, will list the size that is requested.
 - Marta K. & Patty D. will work together to distribute T-shirts to the 1st 50 donors who request the sizes that are still available.
 - Robin S. will write Thank You notes to donors.
 - T-shirts – Kris Edwards donated 50 and they will be printed with a drawing created by Sandi G's children..
All posters, envelopes, articles etc. make explicit that T-shirts are available, by request, to 1st 50 donors
 - Publicity – advertise everywhere, as often as possible per Penny.
 - Posters to be printed with color: Linda M. will get 4 printed in 11 x 16" for bulletin boards near each neighborhood's mailbox.
 - She will also print some 8.5 x 11" posters for lesser bulletin boards. Penny will print & place extra posters & post at mailboxes. Sandi G. has sticky stuff that might help Penny with this.
 - Party Day – May 14
 - A Donation Box will be placed at hot dog stand & on wine table.
 - Guests will be asked to bring their jars of small change. A small pool will be set up for the jars to be put into. John G., Linda M & Kris E. will coordinate this.
 - Lee Jensen will roll any change that is acquired so it can be deposited in the bank.
- C. Bathing cap contest – 2 entries so far.
Penny will post again in newsletter.
Patty will announce it at several Water Aerobics sessions.
Linda will announce winners during May 14th Adult Party
- D. Paint Benches – Penny & Kris will do this when they have time
- E. New faucet for outside bathroom – may have been ordered.
It's needed b/c it may have helped create recent water backups.
- F. New manager not in place to begin pool deck repair - unchanged
- G. Suggestion/Donation Box - Marta K. will order asap
3. New Business:
- A. Pool chemicals volunteers – 10 persons.
Some willing to learn but not all willing to fill in when Donnie is out.
 - B. Barbara Glenn & Susan Nivert cleaned the pool windows.
 - C. Windows at parking side of pool failed. Request for replacement needs to be submitted by sometime in summer for 2023 budget.

- D. Pool Noodles – group approved purchase of 8 by Marta K. for \$4.00 each at Don's Pharmacy.
- E. Clock at pool not working – it runs backwards.
Sandi G. will look int replacements.
- F. Other-how are we doing? - not directly addressed.
- G. Next meeting will be April 26 at 3pm. It's early to tie up loose ends for Fund Raising and for the April 14th events.
At that meeting, it will be decided whether our standard 1st Tuesday meeting in May is needed.

2022 April 5 Workshop Committee Meeting Minutes

Meeting began about 9:20 AM in the workshop.

Attendees: Mike Lapointe (chairperson), Paul Serafin, Dow Webber, Nick Muzik, Bill Hamilton, Tom Cawrse, Jim Bodkin, Sam Melton, George Martin, Mark Thayer

Salmon BBQ:

- Event will be held in late September on Saturday the 24th. Time of day TBD.
- Set a limit of 170 tickets, and a serving window of 2 hours, to limit load on grill crew.
- Severe burn bans, as experienced in 2021, are likely to recur. This means propane cooking. We could rent large propane grills as we did in 2021, at a cost in the area of \$300. George discussed constructing a propane insert out of commercially available burners. Sam pointed out that the cast iron burners used in the crab shack sometimes fail in periods as short as three years. If that failure is due to weathering, any insert would have to be removable to prevent premature failure. The cost of such an insert is not yet determined. If the insert were available for the larger community, perhaps the cost would not have to be borne by the Workshop Committee alone.
- Bill proposed that this year, sides be provided with the salmon - no potluck. This idea was very popular. Perhaps some sides could be provided by volunteers, as has occurred in the past. Several people suggested Costco for sides. The price of tickets could reasonably increase slightly to compensate, as attendees feel they are getting something tangible for their money.
- Hiring a band is of interest, but it's not considered a requirement. Spending a lot of money for a band isn't compelling. Mark opined that a cheap band is not worth the price, good bands cost. George recommended a rockabilly band he knows and will send a link to their music.
- Regardless of whether a band is hired, a public address system is valuable to communicate with people to provide information. An emcee can help engage people.

Table saw is closer to working; motor is repaired. Some re-assembly required, which will hopefully be completed next Tuesday.

Workshop classes: Multiple members have expressed a desire to learn how to use tools in the shop. Generally speaking, an informed tool user is a safer tool user than an ignorant one. Mike is interested in having classes, and even teaching introductory classes. George remarked that teaching people how to use the tools could present a potential liability for Cape George, and that this problem prompted the board of trustees to prevent kayaking classes from being taught in the past. On the other hand, there is a longstanding policy of a liability waiver for workshop use, so perhaps it is not impossible. Mike will make inquiries.

3D printing is a technology that is new to many workshop users, and the workshop currently has no 3D printing capability. However, the county library has a 3D printer available to library patrons who know how to prepare computer files for it. Teaching members how to prepare computer files entails no risks save puzzlement and boredom, and so Mike asked for volunteer students for a trial class to see whether it was useful enough to offer to the wider community. Bill, Tom, Paul, and Dow volunteered.

The meeting ended around 10:15.

**Cape George Water Advisory Committee
Meeting Report April 5 2022**

The meeting was held at 4 PM April 5, 2022, in the Clubhouse. Present: Acting Cape George Manager Terri Brown, Water Manager Jose Escalera, Carl Berger, Thad Bickling, Scott Carpenter, and Chair Marty Gilmore.

Approved vendors for the tank farm telemetry system and for the diver who will inspect and clean the tanks have been notified and we are waiting for scheduling.

Terri will review insurance in place and will determine the extent of coverage for the water system.

The committee will develop educational materials for individual homeowners about plumbing Cross Connections and the compliance requirements for those who have cross-connections. The community currently has 548 connections to the water system and 64 identified cross-connections. The materials will be included in the package of documents that is sent to all Cape George owners in June.

Cape George will ensure that its own cross connections are tested annually as required by law.

The committee reviewed Cape George Rule CP08, Water System, and developed a proposed addition to CP08a, the Water Connection and Use Permit Application. The proposed addition clarifies the division of responsibility between Cape George and the homeowner for water supply to residences. An additional clarification regarding cross-connections will be developed before revised CP08a is submitted to the Board for approval.

Rule CP08, Water System, was last revised in 2019.

Terri has directed that all water blowoff pipes and hydrants be cleaned and repainted this coming summer. Blowoff pipes will be painted blue for identification. Hydrants will retain the same color on top to indicate hydrant flow capacity.

The next scheduled meeting will be Tuesday, May 3, 2022, at 4 PM in the clubhouse.



Basic Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

02/01/2022 – 02/28/2022

Detail Prepared by:

Community
 **Financials**

Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 02/28/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$103,029.89	\$0.00	\$103,029.89
01106-001 OP - PPB 0125 New	\$87,442.81	\$0.00	\$87,442.81
01107-001 Oper Savings - General - Chase 5161	\$100,034.65	\$0.00	\$100,034.65
Operating Cash Total	\$291,067.96	\$0.00	\$291,067.96
Reserve Cash			
01108-001 Reserve Invest - General	\$0.00	\$1,795.00	\$1,795.00
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$204,785.65	\$204,785.65
01111-008 ICS Accounts- PPB Bank	\$50,248.13	\$0.00	\$50,248.13
01130-001 RESERVES - CDARS #4236	\$0.00	\$475,000.00	\$475,000.00
01140-001 RESERVES - CDARS #9973	\$0.00	\$400,000.00	\$400,000.00
01150-001 PPB - 6mo CD # 1015 Exp 02/07/2022	\$0.00	\$76,900.72	\$76,900.72
01160-001 PPB - 9mo CD #1023 Exp 08-11-21	\$0.00	\$77,213.36	\$77,213.36
01195-001 Due to / from Reserves -General	\$0.00	(\$49,232.00)	(\$49,232.00)
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-001 Due From / TO Operating - General	\$49,232.00	\$0.00	\$49,232.00
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$97,402.57	\$1,188,540.29	\$1,285,942.86
Current Assets			
01201-001 Accts Receivables General	\$9,681.60	\$0.00	\$9,681.60
01201-002 Accts Receivables Water	\$2,905.32	\$0.00	\$2,905.32
01201-003 Accts Receivables Marina	\$153.00	\$0.00	\$153.00
01201-007 Accts Receivable - Legal	\$3,250.00	\$0.00	\$3,250.00
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-000 Accts Receivables - Income Tax	\$1,420.00	\$0.00	\$1,420.00
01201-099 Acct Rec - Reserve Assessment	\$5,152.80	\$0.00	\$5,152.80
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$606.68	\$0.00	\$606.68
Current Assets Total	\$18,568.40	\$0.00	\$18,568.40
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$68,129.20	\$0.00	\$68,129.20
01406-001 Accum Depletion Land Improv - General	(\$124,036.42)	\$0.00	(\$124,036.42)
01407-001 Depreciation Exp	\$116,197.00	\$0.00	\$116,197.00
01411-001 Buildings General - General	\$818,060.90	\$0.00	\$818,060.90
01415-001 Accum Deprec Blds General - General	(\$574,679.41)	\$0.00	(\$574,679.41)
01421-001 Equip/Veh Assets General	\$116,774.08	\$0.00	\$116,774.08
01425-001 Accum Deprec Equip/Veh Gen	(\$68,574.72)	\$0.00	(\$68,574.72)
01431-002 Water System Improvements	\$1,064,415.08	\$0.00	\$1,064,415.08
01435-005 Accum Deprec Wtr/Grwth	(\$602,335.96)	\$0.00	(\$602,335.96)
01451-011 Roads Special	\$1,103,195.98	\$0.00	\$1,103,195.98
01455-001 Accum Deprec Roads Gen	(\$22,404.00)	\$0.00	(\$22,404.00)
01455-011 Accum Deprec Roads Rds	(\$783,548.41)	\$0.00	(\$783,548.41)
01460-003 Marina Improvements - Marina	\$738,627.84	\$0.00	\$738,627.84

Account	Operating	Reserves	Total
01461-001 Accum Depreciation-Marina - General	(\$23,850.00)	\$0.00	(\$23,850.00)
01461-003 Accum Depreciation-Marina - Marina	(\$179,111.68)	\$0.00	(\$179,111.68)
01490-001 CIP - Construction in Progress - General	\$529.89	\$0.00	\$529.89
Fixed Assets Total	\$1,677,611.53	\$0.00	\$1,677,611.53
Other Assets			
01501-001 Prepaid Insurance General - General	\$14,943.83	\$0.00	\$14,943.83
01520-001 Prepaid Med/Dental Insurance - General	(\$3,226.25)	\$0.00	(\$3,226.25)
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41
Other Assets Total	\$13,861.99	\$0.00	\$13,861.99
Total Assets:	\$2,098,512.45	\$1,188,540.29	\$3,287,052.74

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02101-001 Accts Payable Gen - General	\$8,077.00	\$0.00	\$8,077.00
02103-001 Accts Payable Comm Gen - General	\$1,616.78	\$0.00	\$1,616.78
02104-001 Fica/Med/FWH Taxes Payable - General	\$670.68	\$0.00	\$670.68
02105-001 940 PR Tax Payable	\$6.33	\$0.00	\$6.33
02106-001 State Employment Taxes Payable - General	\$1.91	\$0.00	\$1.91
02107-001 Worker's Comp Taxes Payable - General	\$307.52	\$0.00	\$307.52
02109-001 IRA Payable - General	\$321.02	\$0.00	\$321.02
02111-001 Vacation Payable - General	\$4,449.00	\$0.00	\$4,449.00
02113-001 WA Medical Leave W/H - General	\$47.41	\$0.00	\$47.41
02120-001 Prepaid Income General	\$29,755.80	\$0.00	\$29,755.80
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	(\$3,804.54)	\$0.00	(\$3,804.54)
02130-004 Income Tax Payable	\$353.00	\$0.00	\$353.00
02130-003 Interest Rec Reserves	\$0.00	(\$841.00)	(\$841.00)
02510-001 Deferred Income - General	\$26,621.23	\$0.00	\$26,621.23
02510-002 Deferred Income - Water	\$17,024.00	\$0.00	\$17,024.00
02510-099 Deferred Income - Reserves	\$31,747.26	\$0.00	\$31,747.26
02510-999 Deferred Income - General - ADJ	(\$15,857.11)	\$0.00	(\$15,857.11)
Current Liability Total	\$102,662.29	(\$841.00)	\$101,821.29
Total Liabilities:	\$102,662.29	(\$841.00)	\$101,821.29

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,152,574.80	\$1,152,574.80
03002-002 Prior Year Reserves	\$0.00	(\$68,249.00)	(\$68,249.00)
03002-999 Prior Year Reserves - ADJ	\$0.00	(\$10,796.00)	(\$10,796.00)
03005-001 Reserves Fund - General	\$0.00	(\$111,815.34)	(\$111,815.34)
03005-002 Reserves Fund - Water	\$0.00	\$53,500.15	\$53,500.15
03005-003 Reserves Fund - Marina	\$0.00	\$100,878.98	\$100,878.98
03050-001 RESERVE EXPENSE - General	\$0.00	(\$5,212.79)	(\$5,212.79)

Account	Operating	Reserves	Total
03510-001 RESERVE INTEREST: - General	\$0.00	\$5,994.49	\$5,994.49
03600-001 Fund Balance - General	\$1,931,803.68	\$0.00	\$1,931,803.68
03600-002 Fund Balance - Water	\$0.00	\$72,506.00	\$72,506.00
Fund Balances Total	\$1,931,803.68	\$1,189,381.29	\$3,121,184.97
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66
Equity Total	\$13,163.68	\$0.00	\$13,163.68
Current Year Net Income/(Loss)	\$50,882.80	\$0.00	\$50,882.80
Total Equity:	\$1,995,850.16	\$1,189,381.29	\$3,185,231.45
Total Liabilities & Equity	\$2,098,512.45	\$1,188,540.29	\$3,287,052.74

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

General

Start: 02/01/2022 | End: 02/28/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04101-001 Annual Assess General	26,621.23	26,621.23	0.00	53,242.45	53,242.46	(0.01)	329,038.58
04107-001 Lot Mow Fees General - General	0.00	916.67	(916.67)	0.00	1,833.34	(1,833.34)	11,000.00
04108-001 Comm Center Rental	80.00	93.75	(13.75)	345.00	187.50	157.50	1,125.00
04110-001 Marina Wait List - General	800.00	120.92	679.08	800.00	241.84	558.16	1,451.00
04113-001 Late Fee Income	780.00	129.17	650.83	780.00	258.34	521.66	1,550.00
04115-001 Other Fees General	40.00	25.00	15.00	40.00	50.00	(10.00)	300.00
04301-001 Int Income - Oper General - Ge...	1.89	4.67	(2.78)	3.98	9.34	(5.36)	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	0.00	89.50	(89.50)	537.00
04801-001 Misc Income- General	0.00	83.33	(83.33)	0.00	166.66	(166.66)	1,000.00
04806-001 Fines - General	0.00	95.83	(95.83)	0.00	191.66	(191.66)	1,150.00
04807-001 Access Cards/FOB's - General	95.00	62.50	32.50	210.00	125.00	85.00	750.00
04808-001 Phone Directories - General	0.00	40.33	(40.33)	83.00	80.66	2.34	484.00
Income Total	28,418.12	28,238.15	179.97	55,504.43	56,476.30	(971.87)	348,441.58
Total Income	28,418.12	28,238.15	179.97	55,504.43	56,476.30	(971.87)	348,441.58

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries,Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	510.53	974.67	464.14	589.64	1,949.34	1,359.70	11,696.00
05101-001 Wages - Manager- General	(425.76)	4,638.58	5,064.34	(425.76)	9,277.16	9,702.92	55,663.00
05103-001 Wages-Caretakers- General	2,732.15	2,710.67	(21.48)	5,437.50	5,421.34	(16.16)	32,528.00
05104-001 Wages-Office Admin. General	3,038.40	1,898.17	(1,140.23)	5,913.84	3,796.34	(2,117.50)	22,778.00
05120-001 Benefits General	1,696.87	1,812.92	116.05	3,516.84	3,625.84	109.00	21,755.00
05201-001 Payroll Taxes General	3,253.08	1,268.58	(1,984.50)	3,871.87	2,537.16	(1,334.71)	15,223.00
Salaries,Benefits & Tax Total	10,805.27	13,303.59	2,498.32	18,903.93	26,607.18	7,703.25	159,643.00
Repairs & Maintenance							
05301-001 R & M Buildings- General	3,469.24	385.42	(3,083.82)	3,529.24	770.84	(2,758.40)	4,625.00
05302-001 R & M Roads & Drainage	(592.79)	833.33	1,426.12	0.00	1,666.66	1,666.66	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	73.00	73.00	438.00
05304-001 R & M Vehicles	0.00	183.33	183.33	0.00	366.66	366.66	2,200.00
05305-001 R & M Equipment	0.00	229.17	229.17	0.00	458.34	458.34	2,750.00
05310-001 R & M Grounds	0.00	560.42	560.42	61.58	1,120.84	1,059.26	6,725.00
05313-001 R & M Swimming Pool -NEW	304.60	177.08	(127.52)	304.60	354.16	49.56	2,125.00
Repairs & Maintenance Total	3,181.05	2,405.25	(775.80)	3,895.42	4,810.50	915.08	28,863.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	0.00	239.58	239.58	441.79	479.16	37.37	2,875.00
05402-001 Contract Service - Legal - Gen...	1,727.50	1,000.00	(727.50)	8,480.50	2,000.00	(6,480.50)	12,000.00
05403-001 Contract Service -Accounting -...	1,984.34	1,784.83	(199.51)	3,894.07	3,569.66	(324.41)	21,418.00
05405-001 Contract Service - Lot Mow	0.00	916.67	916.67	0.00	1,833.34	1,833.34	11,000.00
05406-001 Contract Service-Other General	299.62	20.83	(278.79)	816.72	41.66	(775.06)	250.00
05407-001 Contracted Service -Janitorial...	849.00	739.58	(109.42)	1,432.13	1,479.16	47.03	8,875.00
05408-001 Contracted Services - Actcing ...	1,419.94	125.00	(1,294.94)	1,419.94	250.00	(1,169.94)	1,500.00
05409-001 Contracted Service - Pest Cont...	0.00	102.08	102.08	300.03	204.16	(95.87)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	270.84	270.84	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	175.00	175.00	1,050.00
05412-001 Contracted Service - Cable Int...	73.32	193.25	119.93	151.64	386.50	234.86	2,319.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05413-001 Contracted Service - Noxious W...	0.00	427.08	427.08	0.00	854.16	854.16	5,125.00
Contracted Services Total	6,353.72	5,771.82	(581.90)	16,936.82	11,543.64	(5,393.18)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	34.34	34.34	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	81.34	81.34	488.00
05507-001 Other Tax,License,Fee Gen	468.11	172.92	(295.19)	468.11	345.84	(122.27)	2,075.00
Property and other Taxes Total	468.11	230.76	(237.35)	468.11	461.52	(6.59)	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	45.19	187.50	142.31	214.30	375.00	160.70	2,250.00
05604-001 Vehicle Gas & Oil General	0.00	152.08	152.08	339.70	304.16	(35.54)	1,825.00
05605-001 Supplies- General	58.43	327.08	268.65	1,167.68	654.16	(513.52)	3,925.00
05606-001 Small Tools & Equip Gen	567.32	360.00	(207.32)	639.28	720.00	80.72	4,320.00
05607-001 Supplies General Pool - NEW	40.33	200.00	159.67	150.73	400.00	249.27	2,400.00
05608-001 Utilities Pool - NEW	2,038.94	1,468.75	(570.19)	3,750.80	2,937.50	(813.30)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	378.84	378.84	2,273.00
Supplies, Small Tools, Etc.. Total	2,750.21	2,884.83	134.62	6,262.49	5,769.66	(492.83)	34,618.00
Utilities							
05701-001 Utilities General	602.26	543.75	(58.51)	1,195.50	1,087.50	(108.00)	6,525.00
05702-001 Telephone- General	274.55	443.75	169.20	557.68	887.50	329.82	5,325.00
Utilities Total	876.81	987.50	110.69	1,753.18	1,975.00	221.82	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	1,949.93	1,956.25	6.32	3,899.86	3,912.50	12.64	23,475.00
05705-001 Postage - General	0.00	244.42	244.42	1,309.79	488.84	(820.95)	2,933.00
05707-001 Misc. Expense - General	916.49	550.17	(366.32)	955.49	1,100.34	144.85	6,602.00
05708-001 Certification/Education -Gen.	0.00	200.00	200.00	0.00	400.00	400.00	2,400.00
Insurances, Postage, Education, Misc. Total	2,866.42	2,950.84	84.42	6,165.14	5,901.68	(263.46)	35,410.00
Total Expense	27,301.59	28,534.59	1,233.00	54,385.09	57,069.18	2,684.09	342,415.00
Net Income	1,116.53	(296.44)	1,412.97	1,119.34	(592.88)	1,712.22	6,026.58

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Water

Start: 02/01/2022 | End: 02/28/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	17,024.00	16,916.67	107.33	34,144.00	33,833.34	310.66	218,225.00
04105-002 Water Hookup Fees - Water	0.00	300.00	(300.00)	0.00	600.00	(600.00)	3,600.00
04106-002 Excess Water Use	0.00	244.83	(244.83)	5,440.00	489.66	4,950.34	2,938.00
Income Total	17,024.00	17,461.50	(437.50)	39,584.00	34,923.00	4,661.00	224,763.00
Total Income	17,024.00	17,461.50	(437.50)	39,584.00	34,923.00	4,661.00	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	294.58	349.08	54.50	340.22	698.16	357.94	4,189.00
05101-002 Wages- Manager - Water	0.00	2,333.58	2,333.58	0.00	4,667.16	4,667.16	28,003.00
05103-002 Wages-Caretakers-WaterOperator	1,375.22	1,337.67	(37.55)	2,736.94	2,675.34	(61.60)	16,052.00
05104-002 Wages-Office Admin. -Water	1,638.59	955.25	(683.34)	3,085.93	1,910.50	(1,175.43)	11,463.00
05120-002 Benefits - Water	979.08	1,046.75	67.67	2,029.18	2,093.50	64.32	12,561.00
05201-002 Payroll Taxes Water	327.12	608.25	281.13	624.86	1,216.50	591.64	7,299.00
Salaries, Benefits & Tax Total	4,614.59	6,630.58	2,015.99	8,817.13	13,261.16	4,444.03	79,567.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	291.66	291.66	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	16.66	16.66	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	258.34	258.34	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	208.34	208.34	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	0.00	270.83	270.83	0.00	541.66	541.66	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	333.34	333.34	2,000.00
Repairs & Maintenance Total	0.00	825.00	825.00	0.00	1,650.00	1,650.00	9,900.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00
05403-002 Contract Service- Acctg- Water	519.83	573.67	53.84	1,039.66	1,147.34	107.68	6,884.00
05404-002 Contract Service - Water	3,006.00	1,300.00	(1,706.00)	4,632.00	2,600.00	(2,032.00)	15,600.00
05406-002 Contract Service- Other Water	15.40	218.75	203.35	32.34	437.50	405.16	2,625.00
Contracted Services Total	3,541.23	2,175.75	(1,365.48)	5,704.00	4,351.50	(1,352.50)	26,109.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	933.85	0.00	(933.85)	933.85	0.00	(933.85)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	900.00	900.00	0.00	900.00	900.00	900.00
05507-002 Other Tax, License, Fee Wtr	861.05	83.33	(777.72)	861.05	166.66	(694.39)	1,000.00
Property and other Taxes Total	1,794.90	983.33	(811.57)	1,794.90	1,066.66	(728.24)	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	89.58	89.58	0.00	179.16	179.16	1,075.00
05604-002 Vehicle Gas & Oil - Water	0.00	170.83	170.83	69.70	341.66	271.96	2,050.00
05605-002 Supplies- Water	0.00	250.00	250.00	0.00	500.00	500.00	3,000.00
05606-002 Small Tools & Equip Water	0.00	72.92	72.92	0.00	145.84	145.84	875.00
Supplies, Small Tools, Etc.. Total	0.00	583.33	583.33	69.70	1,166.66	1,096.96	7,000.00
Utilities							

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05701-002 Utilities Water	775.25	989.58	214.33	1,379.68	1,979.16	599.48	11,875.00
05702-002 Telephone-Water	0.00	35.92	35.92	244.24	71.84	(172.40)	431.00
Utilities Total	775.25	1,025.50	250.25	1,623.92	2,051.00	427.08	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	958.63	960.42	1.79	1,917.26	1,920.84	3.58	11,525.00
05705-002 Postage-Water	0.00	131.25	131.25	0.00	262.50	262.50	1,575.00
05707-002 Misc. Expense - Water	0.00	114.58	114.58	0.00	229.16	229.16	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	31.34	31.34	188.00
Insurances, Postage, Education, Misc. Total	958.63	1,221.92	263.29	1,917.26	2,443.84	526.58	14,663.00
Total Expense	11,684.60	13,445.41	1,760.81	19,926.91	25,990.82	6,063.91	161,445.00
Net Income	5,339.40	4,016.09	1,323.31	19,657.09	8,932.18	10,724.91	63,318.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
Marina
Start: 02/01/2022 | End: 02/28/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	4,140.00	625.00	3,515.00	4,140.00	1,250.00	2,890.00	7,500.00
04109-003 Marina Moorage - Marina	28,935.00	5,645.83	23,289.17	28,935.00	11,291.66	17,643.34	67,750.00
04112-003 Ramp Fee	1,100.00	308.33	791.67	1,100.00	616.66	483.34	3,700.00
04114-003 Daily Moorage/Ramp Fees	0.00	58.33	(58.33)	0.00	116.66	(116.66)	700.00
04802-003 Dock Boxes - Marina	280.00	0.00	280.00	280.00	0.00	280.00	0.00
04803-003 Dock Electric Fee - Marina	2,500.00	648.75	1,851.25	2,500.00	1,297.50	1,202.50	7,785.00
04804-003 Small Boats - Marina	880.00	333.33	546.67	880.00	666.66	213.34	4,000.00
Income Total	37,835.00	7,619.57	30,215.43	37,835.00	15,239.14	22,595.86	91,435.00
Total Income	37,835.00	7,619.57	30,215.43	37,835.00	15,239.14	22,595.86	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	98.49	99.67	1.18	113.75	199.34	85.59	1,196.00
05101-003 Wages-Manager-Marina	0.00	781.33	781.33	0.00	1,562.66	1,562.66	9,376.00
05103-003 Wages-Caretaker Marina	461.45	396.08	(65.37)	918.37	792.16	(126.21)	4,753.00
05104-003 Wages-Office Admin. -Marina	550.83	320.00	(230.83)	1,036.48	640.00	(396.48)	3,840.00
05120-003 Benefits-Marina	327.36	352.42	25.06	678.48	704.84	26.36	4,229.00
05201-003 Payroll Taxes - Marina	105.71	196.25	90.54	201.92	392.50	190.58	2,355.00
Salaries, Benefits & Tax Total	1,543.84	2,145.75	601.91	2,949.00	4,291.50	1,342.50	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	16.66	16.66	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	50.00	50.00	300.00
05305-003 R & M Equipment - Marina	0.00	18.75	18.75	0.00	37.50	37.50	225.00
05308-003 R & M- Docks & Ramps - Marina	0.00	281.25	281.25	0.00	562.50	562.50	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	0.00	2,250.00	2,250.00	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00
Repairs & Maintenance Total	0.00	1,541.66	1,541.66	0.00	3,083.32	3,083.32	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	212.66	239.92	27.26	425.32	479.84	54.52	2,879.00
05404-003 Contract Service - Marina	186.00	52.08	(133.92)	279.00	104.16	(174.84)	625.00
05406-003 Contract Service- Other Marina	173.35	168.75	(4.60)	313.67	337.50	23.83	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	0.00	137.50	137.50	825.00
Contracted Services Total	572.01	529.50	(42.51)	1,017.99	1,059.00	41.01	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	(933.85)	6.25	940.10	0.00	12.50	12.50	75.00
05507-003 Other license, fee - marina	0.00	130.25	130.25	0.00	260.50	260.50	1,563.00
Property and other Taxes Total	(933.85)	136.50	1,070.35	0.00	273.00	273.00	1,638.00
Supplies, Small Tools, Etc..							
05601-003 Office Supplies-Marina	0.00	38.58	38.58	0.00	77.16	77.16	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	0.00	100.00	100.00	600.00
05604-003 Vehicle Gas & Oil Marina	0.00	3.17	3.17	0.00	6.34	6.34	38.00
05605-003 Supplies- Marina	0.00	185.42	185.42	330.42	370.84	40.42	2,225.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05606-003 Small Tools & Equip Marina	0.00	93.75	93.75	43.62	187.50	143.88	1,125.00
Supplies, Small Tools, Etc.. Total	0.00	370.92	370.92	374.04	741.84	367.80	4,451.00
Utilities							
05701-003 Utilities Marina	1,009.33	666.67	(342.66)	1,817.40	1,333.34	(484.06)	8,000.00
Utilities Total	1,009.33	666.67	(342.66)	1,817.40	1,333.34	(484.06)	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	785.10	725.00	(60.10)	1,570.20	1,450.00	(120.20)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	0.00	50.00	50.00	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	0.00	62.50	62.50	375.00
Insurances, Postage, Education, Misc. Total	785.10	781.25	(3.85)	1,570.20	1,562.50	(7.70)	9,375.00
Total Expense	2,976.43	6,172.25	3,195.82	7,728.63	12,344.50	4,615.87	74,067.00
Net Income	34,858.57	1,447.32	33,411.25	30,106.37	2,894.64	27,211.73	17,368.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 Reserve Activity
 Start: 02/01/2022 | End: 02/28/2022
 Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 REserves Income ALL	15,857.11	16,115.00	(257.89)	31,714.21	32,230.00	(515.79)	194,629.00
04055-900 Reserve Interest ALL	(7.57)	187.50	(195.07)	0.00	375.00	(375.00)	2,250.00
Income Total	15,849.54	16,302.50	(452.96)	31,714.21	32,605.00	(890.79)	196,879.00
Total Income	15,849.54	16,302.50	(452.96)	31,714.21	32,605.00	(890.79)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	15,495.13	16,219.08	723.95	31,714.21	32,438.16	723.95	194,629.00
Deprec, Interest & Bad Debt Total	15,495.13	16,219.08	723.95	31,714.21	32,438.16	723.95	194,629.00
Total Expense	15,495.13	16,219.08	723.95	31,714.21	32,438.16	723.95	194,629.00
Net Income	354.41	83.42	270.99	0.00	166.84	(166.84)	2,250.00



Basic Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

03/01/2022 – 03/31/2022

Detail Prepared by:

**Community
Financials™**

Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	General Cost Center - The income minus the expenses of the cost center over a period of time compared to budget.
3	Detailed Income Statement - By Range	Water Cost Center - The income minus the expenses of a cost center over a period of time compared to budgets.
4	Detailed Income Statement - By Range	Marina Cost Center - The income minus the expenses of a cost center over a period of time compared to budgets.
5	Detailed Income Statement - By Range A	Reserve Activity - The activities of the reserve assessment over a period of time compared to budgets.

Note: Additional detailed information supporting these basic March 2022 Financial Statements is available for review in the Cape George office.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 03/31/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$161,386.69	\$0.00	\$161,386.69
01106-001 OP - PPB 0125 New	\$121,233.60	\$0.00	\$121,233.60
01107-001 Oper Savings - General - Chase 5161	\$100,036.32	\$0.00	\$100,036.32
Operating Cash Total	\$383,217.22	\$0.00	\$383,217.22
Reserve Cash			
01108-001 Reserve Invest - General	\$0.00	\$1,795.00	\$1,795.00
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$220,650.55	\$220,650.55
01111-008 ICS Accounts- PPB Bank	\$50,248.55	\$0.00	\$50,248.55
01130-001 RESERVES - CDARS #4236	\$0.00	\$475,000.00	\$475,000.00
01140-001 RESERVES - CDARS #9973	\$0.00	\$400,000.00	\$400,000.00
01150-001 PPB - 6mo CD # 1015 Exp 02/07/2022	\$0.00	\$76,900.72	\$76,900.72
01160-001 PPB - 9mo CD #1023 Exp 08-11-21	\$0.00	\$77,213.36	\$77,213.36
01195-001 Due to / from Reserves -General	\$0.00	(\$49,232.00)	(\$49,232.00)
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-001 Due From / TO Operating - General	\$49,232.00	\$0.00	\$49,232.00
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$97,402.99	\$1,204,405.19	\$1,301,808.18
Current Assets			
01201-001 Accts Receivables General	\$7,283.70	\$0.00	\$7,283.70
01201-002 Accts Receivables Water	\$1,530.96	\$0.00	\$1,530.96
01201-003 Accts Receivables Marina	\$273.50	\$0.00	\$273.50
01201-007 Accts Receivable - Legal	\$3,250.00	\$0.00	\$3,250.00
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-000 Accts Receivables - Income Tax	\$1,420.00	\$0.00	\$1,420.00
01201-099 Acct Rec - Reserve Assessment	\$3,221.30	\$0.00	\$3,221.30
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$606.68	\$0.00	\$606.68
Current Assets Total	\$12,985.14	\$0.00	\$12,985.14
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$68,129.20	\$0.00	\$68,129.20
01406-001 Accum Depletion Land Improv - General	(\$124,036.42)	\$0.00	(\$124,036.42)
01407-001 Depreciation Exp	\$116,197.00	\$0.00	\$116,197.00
01411-001 Buildings General - General	\$818,060.90	\$0.00	\$818,060.90
01415-001 Accum Deprec Blds General - General	(\$574,679.41)	\$0.00	(\$574,679.41)
01421-001 Equip/Veh Assets General	\$116,774.08	\$0.00	\$116,774.08
01425-001 Accum Deprc Equip/Veh Gen	(\$68,574.72)	\$0.00	(\$68,574.72)
01431-002 Water System Improvements	\$1,064,415.08	\$0.00	\$1,064,415.08
01435-005 Accum Deprec Wtr/Grwth	(\$602,335.96)	\$0.00	(\$602,335.96)
01451-011 Roads Special	\$1,103,195.98	\$0.00	\$1,103,195.98
01455-001 Accum Deprec Roads Gen	(\$22,404.00)	\$0.00	(\$22,404.00)
01455-011 Accum Deprec Roads Rds	(\$783,548.41)	\$0.00	(\$783,548.41)
01460-003 Marina Improvements - Marina	\$738,627.84	\$0.00	\$738,627.84

Account	Operating	Reserves	Total
01461-001 Accum Depreciation-Marina - General	(\$23,850.00)	\$0.00	(\$23,850.00)
01461-003 Accum Depreciation-Marina - Marina	(\$179,111.68)	\$0.00	(\$179,111.68)
01490-001 CIP - Construction in Progress - General	\$529.89	\$0.00	\$529.89
Fixed Assets Total	\$1,677,611.53	\$0.00	\$1,677,611.53
Other Assets			
01501-001 Prepaid Insurance General - General	\$11,250.17	\$0.00	\$11,250.17
01520-001 Prepaid Med/Dental Insurance - General	(\$5,652.39)	\$0.00	(\$5,652.39)
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41
Other Assets Total	\$7,742.19	\$0.00	\$7,742.19
Total Assets:	\$2,178,959.07	\$1,204,405.19	\$3,383,364.26

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02101-001 Accts Payable Gen - General	\$8,077.00	\$0.00	\$8,077.00
02103-001 Accts Payable Comm Gen - General	\$3,495.77	\$0.00	\$3,495.77
02104-001 Fica/Med/FWH Taxes Payable - General	\$670.68	\$0.00	\$670.68
02105-001 940 PR Tax Payable	\$6.33	\$0.00	\$6.33
02106-001 State Employment Taxes Payable - General	\$1.91	\$0.00	\$1.91
02107-001 Worker's Comp Taxes Payable - General	\$307.52	\$0.00	\$307.52
02109-001 IRA Payable - General	\$321.02	\$0.00	\$321.02
02111-001 Vacation Payable - General	\$6,895.26	\$0.00	\$6,895.26
02113-001 WA Medical Leave W/H - General	\$47.41	\$0.00	\$47.41
02120-001 Prepaid Income General	\$113,855.77	\$0.00	\$113,855.77
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	(\$6,122.17)	\$0.00	(\$6,122.17)
02130-004 Income Tax Payable	\$353.00	\$0.00	\$353.00
02130-003 Interest Rec Reserves	\$0.00	(\$841.00)	(\$841.00)
02510-099 Deferred Income - Reserves	\$33.04	\$0.00	\$33.04
Current Liability Total	\$129,267.54	(\$841.00)	\$128,426.54
Total Liabilities:	\$129,267.54	(\$841.00)	\$128,426.54

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,152,574.80	\$1,152,574.80
03002-002 Prior Year Reserves	\$0.00	(\$68,249.00)	(\$68,249.00)
03002-999 Prior Year Reserves - ADJ	\$0.00	(\$10,796.00)	(\$10,796.00)
03005-001 Reserves Fund - General	\$0.00	(\$107,375.35)	(\$107,375.35)
03005-002 Reserves Fund - Water	\$0.00	\$60,635.85	\$60,635.85
03005-003 Reserves Fund - Marina	\$0.00	\$105,160.40	\$105,160.40
03050-001 RESERVE EXPENSE - General	\$0.00	(\$5,212.79)	(\$5,212.79)
03510-001 RESERVE INTEREST: - General	\$0.00	\$6,002.28	\$6,002.28
03600-001 Fund Balance - General	\$1,931,803.68	\$0.00	\$1,931,803.68
03600-002 Fund Balance - Water	\$0.00	\$72,506.00	\$72,506.00

Account	Operating	Reserves	Total
Fund Balances Total	\$1,931,803.68	\$1,205,246.19	\$3,137,049.87
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66
Equity Total	\$13,163.68	\$0.00	\$13,163.68
Current Year Net Income/(Loss)	\$104,724.17	\$0.00	\$104,724.17
Total Equity:	\$2,049,691.53	\$1,205,246.19	\$3,254,937.72
Total Liabilities & Equity	\$2,178,959.07	\$1,204,405.19	\$3,383,364.26

CAPE GEORGE COLONY CLUB

Run Date: 04/27/2022

Run Time: 10:59 AM

INCOME STATEMENT

General

Start: 03/01/2022 | End: 03/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04101-001 Annual Assess General	26,621.23	26,621.13	0.10	79,863.68	79,863.59	0.09	329,038.58
04107-001 Lot Mow Fees General - General	0.00	916.67	(916.67)	0.00	2,750.01	(2,750.01)	11,000.00
04108-001 Comm Center Rental	530.00	93.75	436.25	875.00	281.25	593.75	1,125.00
04110-001 Marina Wait List - General	1,300.00	120.92	1,179.08	2,100.00	362.76	1,737.24	1,451.00
04113-001 Late Fee Income	(480.00)	129.17	(609.17)	240.00	387.51	(147.51)	1,550.00
04115-001 Other Fees General	40.00	25.00	15.00	80.00	75.00	5.00	300.00
04301-001 Int Income - Oper General - Ge...	2.09	4.67	(2.58)	6.07	14.01	(7.94)	56.00
04800-001 Donations & Contributions- Gen...	2,212.79	44.75	2,168.04	2,212.79	134.25	2,078.54	537.00
04801-001 Misc Income- General	35.00	83.33	(48.33)	35.00	249.99	(214.99)	1,000.00
04806-001 Fines - General	0.00	95.83	(95.83)	0.00	287.49	(287.49)	1,150.00
04807-001 Access Cards/FOB's - General	25.00	62.50	(37.50)	235.00	187.50	47.50	750.00
04808-001 Phone Directories - General	126.00	40.33	85.67	209.00	120.99	88.01	484.00
Income Total	30,412.11	28,238.05	2,174.06	85,856.54	84,714.35	1,142.19	348,441.58
Total Income	30,412.11	28,238.05	2,174.06	85,856.54	84,714.35	1,142.19	348,441.58

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	998.36	974.67	(23.69)	1,588.00	2,924.01	1,336.01	11,696.00
05101-001 Wages - Manager- General	(641.77)	4,638.58	5,280.35	(1,067.53)	13,915.74	14,983.27	55,663.00
05103-001 Wages-Caretakers- General	2,128.68	2,710.67	581.99	7,566.18	8,132.01	565.83	32,528.00
05104-001 Wages-Office Admin. General	3,369.07	1,898.17	(1,470.90)	9,282.91	5,694.51	(3,588.40)	22,778.00
05120-001 Benefits General	3,367.58	1,812.92	(1,554.66)	6,884.42	5,438.76	(1,445.66)	21,755.00
05201-001 Payroll Taxes General	(1,867.20)	1,268.58	3,135.78	2,004.67	3,805.74	1,801.07	15,223.00
Salaries, Benefits & Tax Total	7,354.72	13,303.59	5,948.87	26,258.65	39,910.77	13,652.12	159,643.00
Repairs & Maintenance							
05301-001 R & M Buildings- General	73.06	385.42	312.36	3,602.30	1,156.26	(2,446.04)	4,625.00
05302-001 R & M Roads & Drainage	207.29	833.33	626.04	207.29	2,499.99	2,292.70	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	109.50	109.50	438.00
05304-001 R & M Vehicles	187.42	183.33	(4.09)	187.42	549.99	362.57	2,200.00
05305-001 R & M Equipment	90.52	229.17	138.65	90.52	687.51	596.99	2,750.00
05310-001 R & M Grounds	2,310.33	560.42	(1,749.91)	2,371.91	1,681.26	(690.65)	6,725.00
05313-001 R & M Swimming Pool -NEW	125.72	177.08	51.36	430.32	531.24	100.92	2,125.00
Repairs & Maintenance Total	2,994.34	2,405.25	(589.09)	6,889.76	7,215.75	325.99	28,863.00
Contracted Services							
05401-001 Contract Service Copier Equip...	444.34	239.58	(204.76)	886.13	718.74	(167.39)	2,875.00
05402-001 Contract Service - Legal - Gen...	65.00	1,000.00	935.00	8,545.50	3,000.00	(5,545.50)	12,000.00
05403-001 Contract Service -Accounting -...	2,078.45	1,784.83	(293.62)	5,972.52	5,354.49	(618.03)	21,418.00
05405-001 Contract Service - Lot Mow	0.00	916.67	916.67	0.00	2,750.01	2,750.01	11,000.00
05406-001 Contract Service-Other General	1,456.97	20.83	(1,436.14)	2,273.69	62.49	(2,211.20)	250.00
05407-001 Contracted Service -Janitorial...	849.00	739.58	(109.42)	2,281.13	2,218.74	(62.39)	8,875.00
05408-001 Contracted Services - Accting ...	0.00	125.00	125.00	1,419.94	375.00	(1,044.94)	1,500.00
05409-001 Contracted Service - Pest Cont...	316.39	102.08	(214.31)	616.42	306.24	(310.18)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	406.26	406.26	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	262.50	262.50	1,050.00
05412-001 Contracted Service - Cable Int...	78.32	193.25	114.93	229.96	579.75	349.79	2,319.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05413-001 Contracted Service - Noxious W...	0.00	427.08	427.08	0.00	1,281.24	1,281.24	5,125.00
Contracted Services Total	5,288.47	5,771.82	483.35	22,225.29	17,315.46	(4,909.83)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	51.51	51.51	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	122.01	122.01	488.00
05507-001 Other Tax,License,Fee Gen	0.00	172.92	172.92	468.11	518.76	50.65	2,075.00
Property and other Taxes Total	0.00	230.76	230.76	468.11	692.28	224.17	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	22.67	187.50	164.83	236.97	562.50	325.53	2,250.00
05604-001 Vehicle Gas & Oil General	426.74	152.08	(274.66)	766.44	456.24	(310.20)	1,825.00
05605-001 Supplies- General	704.55	327.08	(377.47)	1,872.23	981.24	(890.99)	3,925.00
05606-001 Small Tools & Equip Gen	86.15	360.00	273.85	725.43	1,080.00	354.57	4,320.00
05607-001 Supplies General Pool - NEW	965.88	200.00	(765.88)	1,116.61	600.00	(516.61)	2,400.00
05608-001 Utilities Pool - NEW	1,791.27	1,468.75	(322.52)	5,542.07	4,406.25	(1,135.82)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	568.26	568.26	2,273.00
Supplies, Small Tools, Etc.. Total	3,997.26	2,884.83	(1,112.43)	10,259.75	8,654.49	(1,605.26)	34,618.00
Utilities							
05701-001 Utilities General	703.41	543.75	(159.66)	1,898.91	1,631.25	(267.66)	6,525.00
05702-001 Telephone- General	274.88	443.75	168.87	832.56	1,331.25	498.69	5,325.00
Utilities Total	978.29	987.50	9.21	2,731.47	2,962.50	231.03	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	1,949.93	1,956.25	6.32	5,849.79	5,868.75	18.96	23,475.00
05705-001 Postage - General	0.00	244.42	244.42	1,309.79	733.26	(576.53)	2,933.00
05707-001 Misc. Expense - General	798.39	550.17	(248.22)	1,753.88	1,650.51	(103.37)	6,602.00
05708-001 Certification/Education -Gen.	0.00	200.00	200.00	0.00	600.00	600.00	2,400.00
Insurances, Postage, Education, Misc. Total	2,748.32	2,950.84	202.52	8,913.46	8,852.52	(60.94)	35,410.00
Total Expense	23,361.40	28,534.59	5,173.19	77,746.49	85,603.77	7,857.28	342,415.00
Net Income	7,050.71	(296.54)	7,347.25	8,110.05	(889.42)	8,999.47	6,026.58

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
Water
Start: 03/01/2022 | End: 03/31/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	17,024.00	16,916.67	107.33	51,168.00	50,750.01	417.99	218,225.00
04105-002 Water Hookup Fees - Water	0.00	300.00	(300.00)	0.00	900.00	(900.00)	3,600.00
04106-002 Excess Water Use	0.00	244.83	(244.83)	5,440.00	734.49	4,705.51	2,938.00
Income Total	17,024.00	17,461.50	(437.50)	56,608.00	52,384.50	4,223.50	224,763.00
Total Income	17,024.00	17,461.50	(437.50)	56,608.00	52,384.50	4,223.50	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	576.02	349.08	(226.94)	916.24	1,047.24	131.00	4,189.00
05101-002 Wages- Manager - Water	0.00	2,333.58	2,333.58	0.00	7,000.74	7,000.74	28,003.00
05103-002 Wages-Caretakers-WaterOperator	1,071.46	1,337.67	266.21	3,808.40	4,013.01	204.61	16,052.00
05104-002 Wages-Office Admin. -Water	1,695.80	955.25	(740.55)	4,781.73	2,865.75	(1,915.98)	11,463.00
05120-002 Benefits - Water	1,943.06	1,046.75	(896.31)	3,972.24	3,140.25	(831.99)	12,561.00
05201-002 Payroll Taxes Water	339.75	608.25	268.50	964.61	1,824.75	860.14	7,299.00
Salaries, Benefits & Tax Total	5,626.09	6,630.58	1,004.49	14,443.22	19,891.74	5,448.52	79,567.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	437.49	437.49	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	24.99	24.99	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	387.51	387.51	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	312.51	312.51	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	0.00	270.83	270.83	0.00	812.49	812.49	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	500.01	500.01	2,000.00
Repairs & Maintenance Total	0.00	825.00	825.00	0.00	2,475.00	2,475.00	9,900.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
05403-002 Contract Service- Acctg- Water	519.83	573.67	53.84	1,559.49	1,721.01	161.52	6,884.00
05404-002 Contract Service - Water	46.00	1,300.00	1,254.00	4,678.00	3,900.00	(778.00)	15,600.00
05406-002 Contract Service- Other Water	0.00	218.75	218.75	32.34	656.25	623.91	2,625.00
Contracted Services Total	565.83	2,175.75	1,609.92	6,269.83	6,527.25	257.42	26,109.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	5,146.48	2,500.00	(2,646.48)	6,080.33	2,500.00	(3,580.33)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	900.00	900.00	900.00
05507-002 Other Tax,License,Fee Wtr	0.00	83.33	83.33	861.05	249.99	(611.06)	1,000.00
Property and other Taxes Total	5,146.48	2,583.33	(2,563.15)	6,941.38	3,649.99	(3,291.39)	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	89.58	89.58	0.00	268.74	268.74	1,075.00
05604-002 Vehicle Gas & Oil - Water	0.00	170.83	170.83	69.70	512.49	442.79	2,050.00
05605-002 Supplies- Water	0.00	250.00	250.00	0.00	750.00	750.00	3,000.00
05606-002 Small Tools & Equip Water	0.00	72.92	72.92	0.00	218.76	218.76	875.00
Supplies, Small Tools, Etc.. Total	0.00	583.33	583.33	69.70	1,749.99	1,680.29	7,000.00
Utilities							

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05701-002 Utilities Water	686.75	989.58	302.83	2,066.43	2,968.74	902.31	11,875.00
05702-002 Telephone-Water	(61.03)	35.92	96.95	183.21	107.76	(75.45)	431.00
Utilities Total	625.72	1,025.50	399.78	2,249.64	3,076.50	826.86	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	958.63	960.42	1.79	2,875.89	2,881.26	5.37	11,525.00
05705-002 Postage-Water	0.00	131.25	131.25	0.00	393.75	393.75	1,575.00
05707-002 Misc. Expense - Water	0.00	114.58	114.58	0.00	343.74	343.74	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	47.01	47.01	188.00
Insurances, Postage, Education, Misc. Total	958.63	1,221.92	263.29	2,875.89	3,665.76	789.87	14,663.00
Total Expense	12,922.75	15,045.41	2,122.66	32,849.66	41,036.23	8,186.57	161,445.00
Net Income	4,101.25	2,416.09	1,685.16	23,758.34	11,348.27	12,410.07	63,318.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Marina

Start: 03/01/2022 | End: 03/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	5,520.00	625.00	4,895.00	9,660.00	1,875.00	7,785.00	7,500.00
04109-003 Marina Moorage - Marina	33,700.00	5,645.83	28,054.17	62,635.00	16,937.49	45,697.51	67,750.00
04112-003 Ramp Fee	1,200.00	308.33	891.67	2,300.00	924.99	1,375.01	3,700.00
04114-003 Daily Moorage/Ramp Fees	0.00	58.33	(58.33)	0.00	174.99	(174.99)	700.00
04802-003 Dock Boxes - Marina	480.00	0.00	480.00	760.00	0.00	760.00	0.00
04803-003 Dock Electric Fee - Marina	4,500.00	648.75	3,851.25	7,000.00	1,946.25	5,053.75	7,785.00
04804-003 Small Boats - Marina	2,420.00	333.33	2,086.67	3,300.00	999.99	2,300.01	4,000.00
Income Total	47,820.00	7,619.57	40,200.43	85,655.00	22,858.71	62,796.29	91,435.00
Total Income	47,820.00	7,619.57	40,200.43	85,655.00	22,858.71	62,796.29	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries,Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	192.59	99.67	(92.92)	306.34	299.01	(7.33)	1,196.00
05101-003 Wages-Manager-Marina	0.00	781.33	781.33	0.00	2,343.99	2,343.99	9,376.00
05103-003 Wages-Caretaker Marina	359.52	396.08	36.56	1,277.89	1,188.24	(89.65)	4,753.00
05104-003 Wages-Office Admin. -Marina	569.02	320.00	(249.02)	1,605.50	960.00	(645.50)	3,840.00
05120-003 Benefits-Marina	649.68	352.42	(297.26)	1,328.16	1,057.26	(270.90)	4,229.00
05201-003 Payroll Taxes - Marina	109.78	196.25	86.47	311.70	588.75	277.05	2,355.00
Salaries,Benefits & Tax Total	1,880.59	2,145.75	265.16	4,829.59	6,437.25	1,607.66	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	24.99	24.99	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	75.00	75.00	300.00
05305-003 R & M Equipment - Marina	0.00	18.75	18.75	0.00	56.25	56.25	225.00
05308-003 R & M- Docks & Ramps - Marina	5.17	281.25	276.08	5.17	843.75	838.58	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	0.00	3,375.00	3,375.00	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
Repairs & Maintenance Total	5.17	1,541.66	1,536.49	5.17	4,624.98	4,619.81	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	212.66	239.92	27.26	637.98	719.76	81.78	2,879.00
05404-003 Contract Service - Marina	1,063.04	52.08	(1,010.96)	1,342.04	156.24	(1,185.80)	625.00
05406-003 Contract Service- Other Marina	140.32	168.75	28.43	453.99	506.25	52.26	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	0.00	206.25	206.25	825.00
Contracted Services Total	1,416.02	529.50	(886.52)	2,434.01	1,588.50	(845.51)	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	0.00	6.25	6.25	0.00	18.75	18.75	75.00
05507-003 Other license, fee - marina	0.00	130.25	130.25	0.00	390.75	390.75	1,563.00
Property and other Taxes Total	0.00	136.50	136.50	0.00	409.50	409.50	1,638.00
Supplies, Small Tools, Etc..							
05601-003 Office Supplies-Marina	0.00	38.58	38.58	0.00	115.74	115.74	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	0.00	150.00	150.00	600.00
05604-003 Vehicle Gas & Oil Marina	0.00	3.17	3.17	0.00	9.51	9.51	38.00
05605-003 Supplies- Marina	0.00	185.42	185.42	330.42	556.26	225.84	2,225.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05606-003 Small Tools & Equip Marina	0.00	93.75	93.75	43.62	281.25	237.63	1,125.00
Supplies, Small Tools, Etc.. Total	0.00	370.92	370.92	374.04	1,112.76	738.72	4,451.00
Utilities							
05701-003 Utilities Marina	983.71	666.67	(317.04)	2,801.11	2,000.01	(801.10)	8,000.00
Utilities Total	983.71	666.67	(317.04)	2,801.11	2,000.01	(801.10)	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	785.10	725.00	(60.10)	2,355.30	2,175.00	(180.30)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	0.00	75.00	75.00	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	0.00	93.75	93.75	375.00
Insurances, Postage, Education, Misc. Total	785.10	781.25	(3.85)	2,355.30	2,343.75	(11.55)	9,375.00
Total Expense	5,070.59	6,172.25	1,101.66	12,799.22	18,516.75	5,717.53	74,067.00
Net Income	42,749.41	1,447.32	41,302.09	72,855.78	4,341.96	68,513.82	17,368.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Reserve Activity

Start: 03/01/2022 | End: 03/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 RReserve Income ALL	15,837.11	16,115.00	(277.89)	47,571.32	48,345.00	(773.68)	194,629.00
04055-900 Reserve Interest ALL	0.00	187.50	(187.50)	0.00	562.50	(562.50)	2,250.00
Income Total	15,837.11	16,302.50	(465.39)	47,571.32	48,907.50	(1,336.18)	196,879.00
Total Income	15,837.11	16,302.50	(465.39)	47,571.32	48,907.50	(1,336.18)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	15,857.11	16,219.08	361.97	47,571.32	48,657.24	1,085.92	194,629.00
Deprec, Interest & Bad Debt Total	15,857.11	16,219.08	361.97	47,571.32	48,657.24	1,085.92	194,629.00
Total Expense	15,857.11	16,219.08	361.97	47,571.32	48,657.24	1,085.92	194,629.00
Net Income	(20.00)	83.42	(103.42)	0.00	250.26	(250.26)	2,250.00

Special Board of Trustees Meeting Agenda

May 18, 2022

4:00 PM via Zoom Audio/Video Conference Call

A. Call to Order - Vice President - Jane Ludwig

1. The purpose of this meeting is to discuss of banking issues.

B. Announcements

- Study Session – May 23, 2022 - 3 PM via Zoom
- Board Meeting – May 26, 2022 – 3 PM via Zoom

C. Adjournment

Cape George – Reserve Cash Strategy

The need for a reserve cash strategy and forecast is being driven by the increasing difficulty in maintaining balances at Pacific Premier Bank (PPBI) that are within the \$250,000 FDIC deposit limit.

There is also a desire to have the majority of the intermediate and long-term reserve cash on deposit with a local financial institution where the Board and management's oversight is more transparent and accessible. This ability to exercise direct signature control over reserve funds is a stated option per the terms of the current perpetual Community Financial contract.

Cash forecasting for a fiduciary organization like Cape George, i.e., the guardian of Members' money, must minimize if not eliminate investment risk, must provide reasonable liquidity and flexibility and they must be easy to manage and report. Investment vehicles that satisfy those requirements are outlined in the current Cape George Investment Policy, FIN09.

There are two components of the reserve cash strategy. The first is what do to initially with the existing reserve cash currently on deposit with and through Pacific Premier Bank (PPBI) and the second component is an intermediate pro-forma projection.

Initial Component - Cash Transfers

This first component is fairly easy to implement. It simply moves the majority of reserve funds to a local, full service financial institution (FI), that offers a full range of corporate banking services and participates in the IntraFi network offering CDARS (Certificates of Deposit Account Registry Services or fully insured funds placed nationally but "held" locally).

To ensure that both the reserve funds left at PPBI and the transferred reserve funds at the new FI, likely Kitsap Bank in Port Townsend, are fully insured under the terms of the FDIC, the use of CDARS as investment vehicles will continue.

The starting point for both the initial transfer of reserve cash and the subsequent intermediate cash management pro-forma are the existing balances reserve balances as of March 31, 2022, on deposit at and through PPBI. That balance is comprised of:

Reserve checking account	\$ 220,650
Due to Operations (2020 audit)	(45,359)
Two PPBI CDs	154,113
Two IntraFi CDARS	<u>875,000</u>
Total	<u>\$1,204,405</u>

The next page outlines those transfers and highlights the initial recommended account type and, where appropriate, the investment vehicle and its timeline. The explanations, (1) through (4), detail how each account type is envisioned to be used. The timing recommendations of those investment vehicles are based on the both uncertainty of the current fixed income markets and the pro-forma projections included later in this document.

Recommended Cash Repositioning				
	Currently Held at or Thru PPBI	New Financial Institution	Amount	Initial Account Type
Reserve Cash as of 3/31/2022				
1. Reserve Cash on Hand				
Reserve Checking (PPBI #082)	175,291	PPBI	75,291	Checking
Less: Due to Operations			(1)	
		Kitsap Bank	100,000 (2)	Checking/Savings
2. Short term CDs (PPBI)				
#1015- specific maturity unknown	76,901			
#1023- specific maturity unknown	77,213			
		Kitsap Bank	74,114 (3)	TBD
			80,000	TBD
			(3)	
3. IntraFi CDAR Placements				
#4236 - matured -4/28/22	475,000			
#9973 - matured 04/28/22	400,000			
		Kitsap Bank	875,000	Initial CDARs
			(4)	4 wks = 400,000 13 wks = 475,000
	<u>1,204,405</u>		<u>1,204,405</u>	

(1) The balance in this account should at all times hold no more than one year's projected reserve expenditures. PPBI continues to hold the primary reserve checking account. Reserve assessments through 2025 are projected to exceed estimated reserve expenditures for that same period. Cash balances in this account should be reviewed and adjusted in at least June and November. This account will continue to be used for the monthly transfers from cash collections (PPBI #0125) to reserve holding (PPBI#082) and will also be used for reimbursements from reserve expenditures.

(2) The balance in this account should at all times be at least one-half of one year's reserve expenditures but no more than one year's estimated reserve expenditures. The initial establishment of an account with Kitsap Bank, or other appropriate local full service corporation financial institution (FI), should either be checking or savings depending on the FI's corporate account requirements.

(3) This account, both checking/savings and the local small denomination CD should stay relatively liquid, i.e. short-term, and should typically hold a combined balance of around \$150,000 to allow for movement from PPBI for FDIC purposes.

(4) This account, while held through the new financial institution, is an investment conduit for reserve cash to assist in FDIC compliance. The initial investment ladder is very conservative due to the current volatility of interest rates. Once interest rates stabilize again and more definite plans are approved for large ticket reserve projects in years 2026 through 2028, the 6 month and 1 year ladders should be adjusted both in amount and timing.

The amounts and timing of those CDARS is initially being guided by the second component of the cash strategy, the more detailed cash pro-forma. The interest rates and terms currently available through the IntraFi network will also influence the final ladders.

Second Component - Intermediate Cash Forecasting

At its simplest level, a reserve cash strategy answers three basic questions:

- Where will the money come from ?
- How will the money be spent?
- When will the money be received and when will it be spent?

Where will the money come from?

There are four sources that answer that question, (1) the existing reserve cash balances, (2) the annual reserve assessment, (3) the annual interest income, and (4) additional funds generated by annual excess operating cash.

The first source of reserve cash is the existing balances, the March 31, 2022, reconciled PPBI, reserve cash. That balance is comprised of:

Reserve checking account	\$ 220,650
Due to Operations (2020 audit)	(45,359)
Two PPBI CDs	154,113
Two IntraFi CDARS	<u>875,000</u>
3/31/2022 Total	<u>\$1,204,405</u>

That balance is adjusted for anticipated activity from April through December of the current fiscal year.

Cash as of 3/31/2022.....	\$1,204,405
Remaining 2022 reserve assessment.....	147,058
Remaining 2022 budgeted interest.....	2,235
Remaining RCL primary reserve expenses.....	(67,843)
Remaining RCL secondary reserve expenses.....	(55,374)
CG unbudgeted primary reserve expenses.....	(20,000)
CG unbudgeted secondary reserve expenses.....	(18,000)
Budgeted 2022 Excess Cash.....	<u>86,715</u>
12/31/2022 pro-forma reserve cash	<u>\$1,279,196</u>

The distinctions of primary and secondary reserve expenses are from the RCL 2021 study. Per the study, primary expenses are life and safety and exterior structural building components and are expenses that should not be deferred. Secondary expenses are all other expenses that could potentially be deferred since the timing is typically discretionary.

The second source of funds for the cash forecast is the annual reserve assessment. That assessment, for each of the 662 equivalent Members, starting with a 2022 full-year baseline and using the Bylaw increase limitation of 2.5% per year is:

Reserve Assessment	Baseline 2022	2023	2024	2025	2026	2027	2028
Per Member	\$295	\$302	\$310	\$317	\$325	\$333	\$342
Total Assessment	\$195,045	\$199,921	\$204,919	\$210,042	\$215,293	\$220,676	\$228,192

Note that the Baseline used in all the pro-formas is a full year 2022 budget and not the 2022 ratified budget required by RCW that included one-quarter of 2021 and three-quarters of 2022.

The third source of funds used in the cash forecast is the annual reserve interest income. This source is subject to the amount of the funds, the blended interest rate for those investment vehicles, and the timing of the deposits into and the draws out of those investments. For this initial forecast, interest income was calculated using a conservative 0.75% annual interest rate applied to the prior years' ending cash balance. The interest income used is not material to the forecast results.

The fourth source of funds used in the cash forecast is the annual excess cash income generated by the three operating cost centers. This source is much less predictable and

reliable than the other three sources, but historically has been a significant component to overall reserve balances. The pro-forma projection indicates that these funds can contribute another \$100,000 per year to the reserves.

Pro-Forma Excess Cash	Baseline 2022	2023	2024	2025	2026	2027	2028
Total All Cost Centers	\$100,571	\$108,651	\$111,582	\$111,447	\$111,258	\$111,015	\$110,714

The details and assumptions used to generate the above excess cash pro-forma values are included page 7.

How will the money be spent?

The answer to that question is both the current year's reserve expenditure budget and for future years, the RCL 2021 reserve studies for each of the cost centers.

	Reserve Expenditures ⁽¹⁾ - RCL 2021 study						TOTAL
	2023 ⁽²⁾	2024 ⁽²⁾	2025 ⁽²⁾	2026 ⁽²⁾	2027 ⁽³⁾	2028 ⁽⁴⁾	
General - Primary	91,973	25,454	30,695	37,118	12,298	18,226	269,054
General - Secondary	<u>27,144</u>	<u>54,174</u>	<u>81,005</u>	<u>50,134</u>	<u>0</u>	<u>6,882</u>	<u>274,713</u>
Total General	119,117	79,628	111,700	87,252	12,298	25,108	543,767
Water - Primary	0	85,696	48,104	0	0	128,120	276,473
Water - Secondary	<u>12,854</u>	<u>14,034</u>	<u>10,989</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>37,877</u>
Total Water	12,854	99,730	59,093	0	0	128,120	314,350
Marina - Primary	0	0	0	0	0	0	0
Marina - Secondary	<u>11,890</u>	<u>24,483</u>	<u>113,041</u>	<u>223,407</u>	<u>230,565</u>	<u>237,943</u>	<u>841,329</u>
Total Marina	11,890	24,483	113,041	223,407	230,565	237,943	841,329
Cape George - Primary	91,973	111,150	78,799	37,118	12,298	146,346	545,527
Cape George - Secondary	<u>51,888</u>	<u>92,691</u>	<u>205,035</u>	<u>273,541</u>	<u>230,565</u>	<u>244,825</u>	<u>1,153,919</u>
Total Cape George	<u>143,861</u>	<u>203,841</u>	<u>283,834</u>	<u>310,659</u>	<u>242,863</u>	<u>391,171</u>	<u>1,699,446</u>

(1) A six year horizon used to ensure all intermediate scheduled components with a replacement cost of \$100,000 or greater were captured for three to five year planning purposes.

(2) 2023 - 2026 expenditures per RCL 2021 Reserve Studies "At A Glance" sections in each study

(3) 2027 and 2028 expenditures in all cost centers inflated by 3.2% to match RCL RS mean cost factor and extrapolated to approximate anticipated 2027 and 2028 replacement costs.

When will the money be received and when will it be spent?

All the elements that have been discussed earlier come together to answer this final question. In the table below. The pro-forma is only a probably projection. Changes in any or all of the elements and their timing will alter the results.

RESERVE CASH COMPLETE PRO-FORMA

	2023	2024	2025	2026	2027	2028
Beginning Optimal Reserve Balance 01/01/2023	1,279,196	1,452,952	1,575,640	1,624,215	1,651,387	1,751,696
Plus Reserve Assessments	199,921	204,919	210,042	215,293	220,676	226,192
Less RCL Primary Reserve Expenditures	(91,973)	(111,150)	(78,799)	(37,118)	(12,298)	(146,346)
Definite Year End Reserve Balance	<u>1,387,144</u>	<u>1,546,721</u>	<u>1,706,883</u>	<u>1,802,390</u>	<u>1,859,764</u>	<u>1,831,542</u>
Less RCL Secondary Reserve Expenditures	(51,888)	(92,691)	(205,035)	(273,541)	(230,565)	(244,825)
Probable Year End Reserve Balance	<u>1,335,256</u>	<u>1,454,030</u>	<u>1,501,848</u>	<u>1,528,849</u>	<u>1,629,199</u>	<u>1,586,717</u>
Plus Interest (PY probable balance. @ 0.75%)	9,045	10,028	10,920	11,279	11,482	12,235
Plus Excess cash (6 year pro forma)	<u>108,651</u>	<u>111,582</u>	<u>111,447</u>	<u>111,258</u>	<u>111,015</u>	<u>110,714</u>
Optimal Year End Reserve Balance 12/31/202x	<u>1,452,952</u>	<u>1,575,640</u>	<u>1,624,215</u>	<u>1,651,387</u>	<u>1,751,696</u>	<u>1,709,666</u>

The array below contains the detail used in projecting the excess cash generated in each of the cost centers for years 2023 through 2028.

Cape George Colony Club - Operating Pro-Formas

Pro Forma Operating Simple Baseline Baseline used Full 2022 Budget	2022 Full Year Baseline	2023 ProForma	2024 ProForma	2025 ProForma	2026 ProForma	2027 ProForma	2028 ProForma	23-28 % Annual Increases
<i>Annual Assessment (662 equiv. Lots)</i>	\$502	\$522	\$543	\$565	\$587	\$611	\$635	662
General Operations								
Annual Assessment	332,233	345,521	359,341	373,715	388,664	404,210	420,379	4.0%
Other Income	19,550	19,746	19,943	20,142	20,344	20,547	20,753	1.0%
Total Revenues	351,783	365,266	379,284	393,857	409,007	424,757	441,131	
Wages, Benefits, Payroll Taxes	153,583	158,190	162,936	167,824	172,859	178,045	183,386	3.0%
Repairs & Maintenance	27,500	28,600	29,744	30,934	32,171	33,458	34,796	4.0%
Utilities (exclud pool)	11,000	11,440	11,898	12,374	12,868	13,383	13,919	4.0%
Insurance	23,300	24,232	25,201	26,209	27,258	28,348	29,482	4.0%
Contracted Services	72,000	74,880	77,875	80,990	84,230	87,599	91,103	4.0%
Pool Expenses (Incld utilities)	21,000	21,840	22,714	23,622	24,567	25,550	26,572	4.0%
Supplies	10,960	11,398	11,854	12,329	12,822	13,335	13,868	4.0%
All Other Expenses	17,275	17,793	18,327	18,877	19,443	20,026	20,627	3.0%
Total Expenses	336,618	348,374	360,549	373,159	386,218	399,744	413,753	
Cash For General Reserves	15,165	16,892	18,735	20,699	22,790	25,014	27,379	
<i>Water - Annual User fee Pro-forma users</i>	\$422 <i>N/A</i>	\$431 <i>548</i>	\$439 <i>555</i>	\$448 <i>560</i>	\$457 <i>565</i>	\$466 <i>570</i>	\$476 <i>575</i>	520
Water Operations								
Water Use Fee	223,300	236,105	243,903	248,781	253,757	258,832	264,009	2.0%
Other fees and income	6,300	6,363	6,427	6,491	6,556	6,621	6,688	1.0%
Total Revenues	229,600	242,468	250,330	255,272	260,313	265,453	270,696	
Wages, Benefits, Payroll Taxes	79,531	81,917	84,374	86,906	89,513	92,198	94,964	3.0%
Repairs & Maintenance	9,600	9,984	10,383	10,799	11,231	11,680	12,147	4.0%
Utilities	12,475	12,974	13,493	14,033	14,594	15,178	15,785	4.0%
Insurance	11,500	11,960	12,438	12,936	13,453	13,992	14,551	4.0%
Contracted Services	26,100	27,144	28,230	29,359	30,533	31,755	33,025	4.0%
Supplies	6,300	6,552	6,814	7,087	7,370	7,665	7,972	4.0%
All Other Expenses	15,500	15,965	16,444	16,937	17,445	17,969	18,508	3.0%
Total Expenses	161,006	166,496	172,177	178,056	184,140	190,436	196,951	
Cash For Water Reserves	68,594	75,972	78,153	77,216	76,173	75,018	73,745	
<i>Avg Revenue per 130 Pro Forma Users</i>	\$703	\$716	\$729	\$743	\$756	\$770	\$784	130
Marina Operations;								
Moorage + Parking	75,250	76,755	78,290	79,856	81,453	83,082	84,744	2.0%
Other Revenues	16,185	16,347	16,510	16,675	16,842	17,011	17,181	1.0%
Total Revenues	91,435	93,102	94,800	96,531	98,295	100,093	101,924	
Wages, Benefits, Payroll Taxes	26,694	27,495	28,320	29,169	30,044	30,946	31,874	3.0%
Repairs & Maintenance & Dredging	18,600	19,344	20,118	20,922	21,759	22,630	23,535	4.0%
Utilities	8,000	8,320	8,653	8,999	9,359	9,733	10,123	4.0%
Insurance	8,700	9,048	9,410	9,786	10,178	10,585	11,008	4.0%
Contracted Services	6,179	6,426	6,683	6,951	7,229	7,518	7,818	4.0%
Supplies	3,850	4,004	4,164	4,331	4,504	4,684	4,871	4.0%
All Other Expenses	2,600	2,678	2,758	2,841	2,926	3,014	3,105	3.0%
Total Expenses	74,623	77,315	80,106	82,999	85,999	89,109	92,334	
Cash For Marina Reserves	16,812	15,787	14,695	13,532	12,296	10,983	9,590	
Combined Operating Cash	100,571	108,651	111,582	111,447	111,258	111,015	110,714	

Recommending Kitsap Bank as Our New FI

Background: CG does have an existing IntraFi relationship through PPBI. There were two IntraFi arrangements, an ICS (a sweep account) and two CDARS (CD accounts).

In the interest of moving funds from PPBI to remain within FDIC's \$250,000 insurance limits and initiating a local banking relationship for improved accessibility and control, 1st Security was initially identified as a likely partner for IntraFi reserve funds. After several conversations, they no longer seem to be the right partner. Their foundation account requirement of \$250,000 in a non-interest account plus their lack of familiarity with the IntraFi CD products suggest other options may be more appropriate.

The Finance Committee Chairperson reached out to the Regional Director for the Northwest Region of IntraFi, who recommended the team at **Kitsap Bank**. Subsequently she spoke with the small business team at Kitsap. They do have a foundation account requirement and as originally recommended, \$100,000 is acceptable. It can be an interest-bearing money market account.

Cape George did have a relationship with Kitsap Bank until Q2 of 2019. Kitsap Bank was established in 1908 and have been consistently rated "superb financial health" with a Texas ratio of 0.16%. Kitsap Bank's ACH and wire transfers may not be as robust as some other banks.

While no one can predict the actions of the Federal Reserve, there is an expectation that the Fed will raise interest rates at least once more this year. **The Finance Committee, therefore, recommends very short-term investments.**

As any bank should, **they do require a formal Board motion to establish a relationship.** They will accept a formal approved motion, signed by the Board Secretary, even if the minutes have not yet been approved. They will also require personal ID items like Driver's licenses, etc.

The Finance Committee has updated its recommendation for moving funds from PPBI as follows:

Use of the IntraFi network ("concentration banking") is still the optimal answer for Cape George. Therefore:

- a. **Move \$975,000 from PPBI #082 to Kitsap Bank, new money market – Kitsap banker will be able to advise how best to accomplish this.**
- b. **Once funds have cleared leave \$100,000 in Kitsap interest bearing account and place:**
 - i. **\$400,000 in a 4-wk IntraFi CD at 0.39%;**
 - ii. **\$475,000 in a 13-wk IntraFi CD at 0.71%;**

When the two PPBI CD's mature, move \$100,000 of those funds to Kitsap.

IntraFi places CD on Tuesdays so the foundation account can be opened the week of 5/16/22 and placement into CDs can occur the week of 5/23/22. There will be custody agreements and placement agreements that will need to be executed by Board members.

Executive Summary Cape George Reserves Cash Strategy May 15, 2022

The need for a reserve cash strategy and forecast is being driven by the increasing difficulty in maintaining balances at Pacific Premier Bank (PPBI) that are within the \$250,000 FDIC deposit limit. There is also a desire to have the majority of the intermediate and long-term reserve cash on deposit with a local financial institution where the Board and management's oversight is more transparent and accessible. **The Finance Committee recommends that Kitsap Bank be chosen over 1st Security (see page 8).**

Cash forecasting for a fiduciary organization like Cape George, i.e., the guardian of Members' money, must minimize if not eliminate investment risk, must provide reasonable liquidity and flexibility and must be easy to manage and report. Acceptable Investment types are outlined in the Cape George FIN09, Investment Policy.

There are two components of the reserve cash strategy, (1) what to do with the current balance and (2) projecting the intermediate reserve cash needs and balances.

The first table summarizes the Financial Committee's recommendations on transferring money from PPBI to_Kitsap.

Recommended Cash Repositioning				
	Currently Held at or Thru PPBI	New Financial Institution	Amount	Initial Account Type
Reserve Cash as of 3/31/2022				
1. Reserve Cash on Hand				
Reserve Checking (PPBI #082)	175,291	PPBI	75,291	Checking
Less: Due to Operations		Kitsap Bank	100,000	Checking/Savings
2. Short term CDs (PPBI)				
#1015- specific maturity unknown	76,901			
#1023- specific maturity unknown	77,213	Kitsap Bank	74,114	TBD
			80,000	TBD
3. IntraFi CDAR Placements				
#4236 - matured -4/28/22	475,000			
#9973 - matured 04/28/22	400,000	Kitsap Bank	875,000	Initial CDARs 4 wks = 400,000 13 wks = 475,000
	<u>1,204,405</u>		<u>1,204,405</u>	

The second table provides a proforma of reserve cash sources and uses for 6 years beginning in 2023.

RESERVE CASH INTERMEDIATE PRO-FORMA - SOURCES AND USES						
	2023	2024	2025	2026	2027	2028
Beginning Optimal Reserve Balance 01/01/2023	1,279,196	1,452,952	1,575,640	1,624,215	1,651,387	1,751,696
Plus Reserve Assessments	199,921	204,919	210,042	215,293	220,676	226,192
Less RCL Primary Reserve Expenditures	(91,973)	(111,150)	(78,799)	(37,118)	(12,298)	(146,346)
Definite Year End Reserve Balance	1,387,144	1,546,721	1,706,883	1,802,390	1,859,764	1,831,542
Less RCL Secondary Reserve Expenditures	(51,888)	(92,691)	(205,035)	(273,541)	(230,565)	(244,825)
Probable Year End Reserve Balance	1,335,256	1,454,030	1,501,848	1,528,849	1,629,199	1,586,717
Plus Interest (PY probable balance. @ 0.75%)	9,045	10,028	10,920	11,279	11,482	12,235
Plus Excess cash (6 year pro forma)	108,651	111,582	111,447	111,258	111,015	110,714
Optimal Year End Reserve Balance 12/31/202x	1,452,952	1,575,640	1,624,215	1,651,387	1,751,696	1,709,666

The pages that follow provide the detail and rationale for the recommendations and values. The 2021 Reserve Studies provided by RCL are used as the basis for these values specifically the following pages: General pages 9 and 10; Water page 7; and Marina page 7.

CAPE GEORGE COLONY CLUB

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May 18, 2022

In accordance with Cape George Colony Club rule FIN08 Critical Account Policy and Minutes of the Organizational meeting, the Board of Trustees approves the following as signatories on the listed financial accounts. Board approved, _____(date).

Chase Bank

XXXXX1366 Checking Account: President, Ray Graves, Vice President, Jane Ludwig, Secretary, Patricia Gulick, Treasurer, Fayla Schwartz and General Manager, Marnie Woodward.

XXXXX5161 Savings Account: President, Ray Graves, Vice President, Jane Ludwig, Secretary, Patricia Gulick, Treasurer, Fayla Schwartz and General Manager, Marnie Woodward.

Pacific Premier Bank

XXXXX0125 Operating/savings: President, Ray Graves, Vice President, Jane Ludwig, Secretary, Patricia Gulick, Treasurer, Fayla Schwartz and General Manager, Marnie Woodward.

Money Market President, Ray Graves, Vice President, Jane Ludwig, Secretary, Patricia Gulick, Treasurer, Fayla Schwartz and General Manager, Marnie Woodward.

CDARS Cert. of Deposits: President, Ray Graves, Vice President, Jane Ludwig, Secretary, Patricia Gulick, Treasurer, Fayla Schwartz and General Manager, Marnie Woodward.

Kitsap Bank

CDARS Cert of Deposit: President, Ray Graves, Vice President, Jane Ludwig, Secretary, Patricia Gulick, Treasurer, Fayla Schwartz and General Manager, Marnie Woodward.

Fayla Schwartz, Treasurer

Date:

Regular Board of Trustees Meeting Agenda

May 26, 2022

3:00 P.M.

Via Zoom

A. Vice President's Comments and Announcements – Jane Ludwig

1. There will be an Executive Session at the end of this meeting to discuss member violations and personnel matters.

B. Action on Minutes – Pat Gulick

1. Approve minutes of the regular Board Meeting dated April 28, 2022, and the Special Board Meeting dated May 18, 2022.

C. Manager's Report – Marnie Levy

D. Treasurer's Report – Fayla Schwartz

E. New Members – Pat Gulick

F. Committee Reports

G. Information items or documents submitted to the Trustees at Study Session - none

H. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

I. New Business Agenda Items (*Consider approval of the following listed agenda items*)

1. Accept/reject the CAU 2022-2023 insurance quote for a premium of \$30,282 – Fayla Schwartz.
2. Accept/reject the adjustment of Reserves balances as of 12/31/2020 to \$321,127 for General Operations; \$742,930 for Water and \$81,217 for Marina – Fayla Schwartz.
3. Accept/reject the proposed revisions to EMP04 as shown in 5/26/2022 Board Packet – Jan Ludwig.
4. Accept/reject the resignation of Steve McDevitt as chair of the Environmental Committee – Pat Gulick.
5. Accept/reject the certification of candidates for the Board of Trustees – Pat Gulick.
6. Accept/reject updates to the Water Connection and Use Permit Form – John Dwyer.

J. Open Board Discussion – Trustee Discussion Only

K. Executive Session

L. Announcements:

- Study Session – Monday, June 20, 2022 at 3 pm via Zoom
- Board meeting - Thursday, June 23, 2022 at 3 pm via Zoom

M. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 28, 2022
via ZOOM
DRAFT

The Board Meeting was called to order by Vice President, Jane Ludwig at 3:00 pm

In Attendance: Jane Ludwig, Fayla Schwartz, Kris Easterday, Pat Gulick, John Dwyer, and Joel Janetski.

Action on Minutes: Pat Gulick moved, and John Dwyer seconded to approve the minutes of the regular Board Meeting dated - March 24, 2022. Passed - 5/0

Pat Gulick moved, and Joel Janetski seconded to approve the minutes of the Special Board Meeting dated – April 7, 2022. Passed - 5/0

New Members: Welcome to our newest members.

Geoff McMichael & April Ottey purchased lot 23-7 Colman Dr from Ann Mecklenburg

Kathryn Tarkington purchased lot 27-3 Spruce Dr from Habitat for Humanity

Stori, LLC purchased 41 Alder Dr from Mabel Spencer

Kirsty Carey purchased 11 Quinault Loop from Jonah Trole & Saige Esmaili

Bee Redfield purchased 481 Dennis Blvd from Misty-Marie Polat

Treasurer's Report: Fayla Schwartz

March 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

2022 BALANCE SHEET COMMENTS

All bank accounts have been received, reconciled, and reviewed.

Balances at both Chase and PPBI (Pacific Premier Bank Inc) are over the insurance limit for FDIC. Our accounts at Chase Bank are only a bit over the FDIC limit. At PPBI, where Cape George currently maintains both operating funds and reserve funds, our accounts are nearly double the FDIC limit. As mentioned in previous Treasurer's Reports, this is a known issue and one that the Treasurer and Finance Committee are working to implement long-term corrections.

The current preliminary corrective action plan involves preparing a 3–5-year item specific reserve cash flow projection and simultaneously beginning to transfer a large portion of the reserve funds from PPBI to a local financial institution that has the ability to provide checking, savings, local CDs and CDARS accounts (which are not counted in the FDIC limit because they utilize multiple banking institutions) through the IntraFi network. The cash flow projection is advisable so that appropriate timed CDARS ladders can be managed.

Today the Board will be voting on a motion to open a new account at First Security Bank in Port Townsend. The treasurer and the Finance Committee will work with the new manager to complete the changes described above.

It was originally anticipated that all Balance Sheet reconciliations would be completed by the end of this first quarter but that has not happened. There are still several smaller accounts including prepaid medical, the exchange account, and the credit card liability account that require reconciliation. A preliminary investigation

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 28, 2022
via ZOOM
DRAFT

indicates that most of this work will be identifying past entries that were recorded in incorrect accounts. Reconciliation of the fixed asset accounts is a much larger task and has not yet been started.

2022 REVENUE AND EXPENSE COMMENTS

While all the cost centers are performing better than their budget, the favorable outcomes are due to only two primary factors: the favorable labor variance and recognition of about 95% of the Marina's total annual revenue.

Favorable labor variances across all cost centers will begin to dwindle with the arrival of the new Manager, so it is too early to begin to consider these as "spendable" variances

The marina's year-to-date (YTD) revenue of \$85,655 represents about 95% of their total annual revenue. The marina's total annual actual operating expenses are expected to be around \$74,000. While this still leaves the Marina with a projected favorable year-end outcome, unexpected things can happen in the next nine months.

After the first quarter of 2022, it is clear that there are some expenditures that are on track to exceed the anticipated annual budget amount. This raises the likelihood that as we go forward reviewing expenditures, we should remain mindful of areas where we can possibly postpone further expenditures until the 2023 budget cycle.

DRAFT 2-- CAPE GEORGE COLONY CLUB -- DRAFT 2											
Balance Sheet as of March 31, 2022 and 2021 - Preliminary Subject to Audit											
4/27/2022											
Assets			2022		2021				Liabilities and Fund Balances		
								2022		2021	
Cash and Cash Equivalents:											
Operations Checking & Petty Cash	\$	283,182	\$	261,861	8%	Accounts Payable & Other Liabilities	\$	13,671	\$	17,096	-20%
Operating Savings & ICS		197,439		175,119	13%	Prepaid Income		113,856		169,254	-33%
Reserves - General, Water & Marina		1,204,405		1,213,529	-1%	Unearned Income Marina Wait List		900		1,900	-53%
Total Cash & Equivalents		1,685,026		1,650,509	2%	Total Current Liabilities		128,427		188,250	-32%
Net Accounts Receivable		12,985		11,208	16%	FUND BALANCES:					
Total Net Fixed Assets		1,677,612		1,677,082	0%	Fund Balances & Equity (Combined)		3,150,214		3,102,066	2%
Total Prepaid & Other Assets		7,742		15,801	-51%	Modified Cash Basis Income		104,724		64,284	63%
TOTAL ASSETS		\$3,383,365		\$3,354,600	1%	TOTAL LIABILITIES & FUND BALANCE		\$3,383,365		\$ 3,354,600	1%

*Summary Revenue and Expense Statements for the periods ended March 31, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

	2022 Year to Date - Unaudited				Comparative - Unaudited									
	Actual	Budget	Variance	%	2022 YTD	2021 YTD**	Variance	%						
General														
General Assessment	\$	79,864	\$	79,864	-	0%	General Assessment	\$	79,864	\$	79,864	\$	-	0%
Revenue - All Other Sources		5,992		4,850	1,142	24%	Revenue - All Other Sources		5,992		5,629		363	6%
Total General Revenue		85,856		84,714	1,142		Total General Revenue		85,856		85,493		363	
Expenses:							Expenses:							
Salaries, Benefits, PR Tax		26,259		39,911	(13,652)	34%	Salaries, Benefits, PR Tax		26,259		45,349		(19,090)	42%
Repairs & Maintenance		6,460		6,685	(225)	3%	Repairs & Maintenance		6,460		10,966		(4,506)	41%
Contracted Services		22,225		17,315	(4,910)	-28%	Contracted Services		22,225		14,703		(7,522)	-51%
Pool Expense & Utilities		5,972		4,937	(1,035)	-21%	Pool Expense & Utilities		5,972		12,696		(6,724)	53%
Utilities & Insurance		8,581		8,831	(250)	3%	Utilities & Insurance		8,581		9,177		(596)	6%
Other Expenses (incl taxes)		8,249		7,924	(325)	-4%	Other Expenses (incl taxes)		8,249		9,171		(922)	10%
Total General Expenses		77,746		85,603	(8,857)		Total General Expenses		77,746		102,062		(24,316)	
General Net Income		\$ 8,110		\$ (889)	\$ 8,999	1012%	General Net Income		\$ 8,110		\$ (16,569)		\$ 24,679	>-100%

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

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<u>Water</u>					<u>Water</u>				
Revenue - Water Use Fees	\$ 51,168	\$ 50,750	\$ 418	1%	Revenue - Water Use Fees	\$ 51,168	\$ 51,448	\$ (280)	-1%
Revenue - All Other Sources	5,440	1,634	3,806	233%	Revenue - All Other Sources	5,440	3,335	2,105	63%
Total Water Revenue	56,608	52,384	4,224		Total Water Revenue	56,608	54,783	1,825	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	14,443	19,892	5,449	27%	Salaries, Benefits, PR Tax	14,443	19,125	4,682	24%
Repairs & Maintenance	0	2,475	2,475	100%	Repairs & Maintenance	-	507	507	100%
Contracted Services	6,270	6,527	257	4%	Contracted Services	6,270	5,503	(767)	-14%
Utilities & Insurance	5,126	5,957	831	14%	Utilities & Insurance	5,126	5,538	412	7%
Other Expenses (incl taxes)	7,011	6,185	(826)	-13%	Other Expenses (incl taxes)	7,011	3,579	(3,432)	-96%
Total Water Expenses	32,850	41,036	8,186		Total Water Expenses	32,850	34,252	1,402	
Water Net Income	\$ 23,758	\$ 11,348	\$ 12,410	109%	Water Net Income	\$ 23,758	\$ 20,531	\$ 3,227	16%
<u>Marina</u>					<u>Marina</u>				
Revenue - Moorage/Parking	\$ 72,295	\$ 18,812	\$ 53,483	284%	Revenue - Moorage/Parking	\$ 72,295	\$ 63,135	\$ 9,160	15%
Revenue - All Other Sources	13,360	4,047	9,313	230%	Revenue - All Other Sources	13,360	12,605	755	6%
Total Marina Revenue	85,655	22,859	62,796		Total Marina Revenue	85,655	75,740	9,915	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	4,830	6,437	1,607	25%	Salaries, Benefits, PR Tax	4,830	7,523	2,693	36%
Repairs & Maintenance	5	4,625	4,620	100%	Repairs & Maintenance	5	0	(5)	0%
Contracted Services	2,434	1,588	(846)	-53%	Contracted Services	2,434	1,538	(896)	-58%
Utilities & Insurance	5,156	4,175	(981)	-23%	Utilities & Insurance	5,156	4,974	(182)	-4%
Other Expenses (incl taxes)	374	1,692	1,318	78%	Other Expenses (incl taxes)	374	843	469	56%
Total Marina Expenses	12,799	18,517	5,718		Total Marina Expenses	12,799	14,878	2,079	
Marina Net Income	\$ 72,856	\$ 4,342	\$ 68,514	1578%	Marina Net Income	\$ 72,856	\$ 60,862	\$ 11,994	20%
<u>Net Income/Loss from Combined Operations, No Reserve Activity</u>					<u>Net Income/Loss from Combined Operations, No Reserve Activity</u>				
	\$ 104,724	\$ 14,801	\$ 89,923	608%		\$ 104,724	\$ 64,824	\$ 39,900	62%
<u>Reserve Activity</u>					<u>**Reserve Activity</u>				
Routine Reserve Assessment	47,571	48,345	(774)	-2%	Routine Reserve Revenue	47,571	47,570	1	0%
Reserve Interest - all **	-	562	(562)	-100%	Reserve Interest - all	-	-	0	>100%
Less: Reserve Offset***	(47,571)	(48,657)	1,086		Less: Reserve Offset	(47,571)	(48,110)	539	
Net Reserve Activity	\$ -	\$ 250	\$ (250)	-100%	Gross Reserve Activity	\$ -	\$ (540)	\$ 540	-100%

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental, Finance, Marina, Pool, Water and Workshop. The reports are attached to these minutes and incorporated by reference.

Member participation: none

New Business Action Items:

Motion 1: Fayla Schwartz moved, and Kris Easterday seconded to revise FIN 011 to state that federal tax returns, WA excise tax filings and CG election results certified by the secretary will be retained indefinitely, while personnel and payroll records, including timecards, will be kept for a period of 6 years. Passed - 5/0

Motion 2: Fayla Schwartz moved, and Pat Gulick seconded to delete FIN 017, Delegation of Authority to the General Manager. Passed - 5/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

DRAFT

Motion 3: Pat Gulick moved, and Joel Janetski seconded to approve the installation of additional Mammal Stranding signage at Memorial Park and along the beach by the clubhouse. Passed - 5/0

Motion 4: Pat Gulick moved, and Kris Easterday seconded to obtain a permit from Jefferson County to repair/maintain the berm. Passed - 5/0

Motion 5: Fayla Schwartz moved, and John Dwyer seconded to accept the Fitness Committee donation of \$2212.79 going towards the purchase of a new elliptical machine for the Fitness Room. Passed - 5/0

Motion 6: Fayla Schwartz moved, and Pat Gulick seconded to increase the Caretaker's employee credit card limit to \$1500 from the current \$1000. Passed - 5/0

Motion 7: Fayla Schwartz moved, and John Dwyer seconded to open a new account at First Security Bank in Port Townsend, with the new manager, the treasurer, and the vice president as account owners. Passed - 5/0

Motion 8: Kris Easterday moved, and Fayla Schwartz seconded to allow the Social Club to pursue a temporary solution to erect a wind barrier at the gazebo. Passed - 5/0

Motion 9: Fayla Schwartz moved, and Joel Janetski seconded to cancel any Reserve Study for 2022 and schedule an appropriate level study to start in 2023. Passed – 5/0

Motion 10: Fayla Schwartz moved, and John Dwyer seconded to revert to Board-approved rules and regulations for handling the approval and accounting of reserve projects and the transfer of reserve funds, as described in FIN04 and FIN 05 Capitalization and Depreciation of Assets. Passed - 5/0

Open Board Discussion: none

Adjournment: Joel Janetski moved, and Kris Easterday seconded to adjourn the regular session and move to Executive Session at 3:35 pm. Passed - 5/0

Pat Gulick moved, and Joel Janetski seconded to adjourn Executive Session and return to the regular meeting at 4:54pm . Passed - 5/0

Motion 11: Joel Janetski moved, and Fayla Schwartz seconded to take action on private property in the Colony in violation of section 3 of the Building and Property Regulations and PPO2 Maintenance of Property. Passed - 5/0

Motion 12: Kris Easterday moved, and John Dwyer seconded to take action on a member's violation of the signed Statement of Responsibility. Passed 5/0

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

DRAFT

Motion 13: Fayla Schwartz moved, and Joel Janetski seconded to retain, Acting GM, Terri Brown, as an exempt employee at current compensation rate for a minimum of two weeks, beginning May 2, 2022, up to a maximum of four weeks for the purpose of new manager orientation and training. Upon the completion of week two and three the acting GM, GM, and Board Vice President will review progress and identify any additional needs. Passed - 5/0

Motion 14: Fayla Schwartz moved, and John Dwyer seconded that upon the completion of new GM training/orientation, acting GM will return to non-exempt hourly status at the currently budgeted office administrator compensation rate. Passed - 5/0

Announcements:

Study Session – Monday, May 23, 2022, 3 P.M. via Zoom

Board Meeting - Thursday, May 26, 2022, 3 P.M. via Zoom

Adjournment: John Dwyer moved, and Kris Easterday seconded to adjourn the meeting at 5:01 P.M.

Passed -5/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, Vice President

**ENVIRONMENTAL COMMITTEE MINUTES Tuesday, March 8, 2022 9:15 am
(via ZOOM)**

ATTENDANCE: Varn Brooks, Terri Brown, Lori Cameron, Patty Dunmire, Marty Gilmore, Pat Gulick, Chuck Hommel, Keith Knol, Marta Krissovich, Ruth Ross, Fayla Schwartz, Bob Sullivan, Richard Vandemark, Lori Vandemark

I. CALL TO ORDER: Stephen McDevitt had a last-minute emergency and asked Ruth Ross as secretary to preside over this meeting. Ruth called the meeting to order at 9:18 am.

II. APPROVAL OF MINUTES: The minutes of the February meeting were reviewed, and a typo was corrected. Marta then moved and Patty seconded that the minutes as corrected be approved, and the motion passed unanimously.

III. FISCAL REPORT: The current balance is approximately \$1500.00, reflected some sales of booklets. With regard to fundraising, the committee discussed notifying the community that copies of the Flowers of Cape George booklet are available for sale now that spring is starting. It was noted that new members would probably be interested in purchasing booklets. Fayla will update the article we ran in the newsletter in April 2021 for the April 2022 newsletter and posting on the bulletin boards.

IV. OLD BUSINESS

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

DRAFT

A. Berm Repair: Richard Vandemark reported that the Ad Hoc Committee has researched and found that the original permit for the berm included a requirement to maintain the berm as built. Thus, no new permit is required although requests will need to be filed under the existing permit. However, the current permit only allows for the berm to be repaired as originally built and to the same height. Richard noted that the committee will be pursuing this option and also moving forward with Global Coastal to obtain proposals for other future options to consider. The committee is also investigating to see if Donnie would be able to move large logs on the beach that could be used in the repair with our available equipment.

B. Styrofoam Recycling: Ruth reported that no Styrofoam recycling will take place until April because the truck to take the material to Kent is not available until then. The community will be notified when Styrofoam recycling resumes. Individuals are encouraging to save clean dry Styrofoam for later this spring.

C. Landscaping at the Clubhouse: Patty Dunmire reported that one or more pruning workshops will be held at the clubhouse in the second half of March to trim plantings at the clubhouse and educate interested members on how to prune their own plantings. Interested members should notify Patty if they want to participate (pattydunmire@yahoo.com, 253-332-4779).

D. Article re feeding seagulls. In response to discussion at the February meeting, Sue Dunning created an initial draft about the problem of feeding seagulls, who roost on neighboring houses and solar panels. Marta Krissovich suggested some edits to make the piece suitable for submission by the committee, rather than an individual. After discussion, it was decided that the article should be further revised to be appropriate for submission by the committee and should also include education about not feeding other wildlife in the neighborhood such as raccoons, crows, and deer. Ruth and Varn will work on a revised draft to be reviewed at the next meeting and submitted for the May 2022 newsletter.

V. NEW BUSINESS

A. Ravine Issues. What may be non-natural suds have been observed in the ravine creek. The committee will ask the County Health Department to test the content

of the water in the creek. Chuck Hommel will submit a report concerning their work group plans and issues related to the ravine [*Addendum: see attached supplemental report*].

B. Problems with plumbing and septic at the pool. The committee discussed the septic backups that have occurred in the bathrooms twice in recent months, once because a faucet in the outside bathroom was left on and overwhelmed the system and once due to high winds and tides. The pump on the system had to be replaced last year because of sanitizing wipes being flushed in the toilets. Terri Brown, our acting manager, will include a note in her upcoming report in the newsletter concerning these matters and remind members not to flush wipes.

C. March Clean-up Work Days. The committee will be planning workdays for the spring for the rain garden and common areas. Steve will organize dates.

D. PTMSC April Earth Day Beach Clean-up. Steve is coordinating with the PTMSC to have a clean-up here on CG beaches on April 22 that would involve only members of the CG community. He will notify members of details as they are finalized.

E. Tree removal on common CG property. Terri Brown asked the committee to provide some recommendations for how to handle requests from members for pruning or removal of trees on CG common property. The committee asked for more time to discuss this at a future meeting, given lack of time at this meeting.

The meeting was adjourned at 10:25 am.

Respectfully submitted

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

DRAFT

Ruth Ross, Secretary

March 18, 2022

Ravine trail notes and call for volunteers

Here is an update on the ravine trail:

1. Village trail. The steps to the Village, put in last year have held up very well this winter. No major problems. I would like to organize a work party to rake the leaves off the steps and then fill in the steps with crushed rock where the rock has settled. If we have someone willing to pick up/deliver the rock (Donny did it last year), it is probably a three hour job for three or four volunteers.

2. Huckleberry Place trail. The ravine trail to Huckleberry place is in bad shape. I propose a project to replace the old steps and add more in the steep/slippery spots. This is much like the Village steps project from last year. I propose we ask for volunteers. As a first step, a couple of volunteers could meet at the trail, discuss options, measure things, make estimates and come up with a plan.

3. Foam/discoloration in creek runoff. The creek in the ravine is discolored and contains foam. This contamination, whatever it is, is coming from a location above the trail junction (where the creek goes underground at the grate). Foam at the grate and upstream is readily apparent. I have many pictures to document the problem.

This phenomenon has existed for at least 3 years. I have noticed it before and it seemed 'seasonal' - occurring mostly in winter after a heavy rain. This year it is constant. The creek has shown discoloration and foaming all winter, since at least December.

A sample collected showed discoloration. A tawny brown to dark brown color which persists. Foam dissipated quickly. Only sediment was a few grains of sand. I could not detect any odor.

Other drainages nearby show no such color or foam.

In January, Steve McDevitt and I climbed up the creek a long way and still encountered foam and discoloration, so the source is well up the creek. Steve took pictures and has GPS coordinates, I think.

At the last Environmental Committee meeting, I think we decided to request a water analysis from Jefferson County. I think Steve is doing that.

4. Slash cleanup. Over the winter, the ravine trail is bombarded with leaves, limbs, and fallen trees. This year, two large trees fell across the trail. A large maple fell and Bernt Ericksen was good enough to cut it up so that the trail was passable again. Then shortly thereafter, a cedar fell and someone (I don't know who) cleared it. Thanks to Bernt and the unknown woodcutter for keeping the trail clear. There still remain many branches piled along the trail.

Last fall some energetic folks cut back a lot of the Himalayan blackberries invading the trail from the beach end. The blackberry canes, which were climbing 30 or 40 feet into the cedars, were cut at the base. Thanks to those who did that.

Those canes are dead now and many have been pulled down and piled by the trail. We will probably never get rid of all the berry plants, but this effort surely saved some trees. Thanks to those who did it.

With fallen limbs, cut up trees, blackberries, we have a lot of slash to deal with. I think we could haul out

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

DRAFT

two or three pickup loads, a two or three hour job.

Volunteer opportunities. Note that this is heavy, physical work. Anyone can help, but digging, hauling and lifting is involved.

Village trail maintenance - three or four volunteers, a few hours Huckleberry Place trail repair - two or three volunteers to plan, a couple of hours - several volunteers over several days, two or three hours a day (last year, we had about 6 people who worked 2 hours each Monday over about 10 weeks).
Slash cleanup - three or four volunteers, one pickup truck for two or three hours.

Anyone interested can contact me, Chuck Hommel, at chommel60@gmail.com

Finance Committee Minutes

To: Cape George Board of Trustees, Cape George Office
From: CG Finance Committee
Attending: Karen Krug, Nancy Charpentier, Georgette Semick; Board Members Fayla Schwartz and John Dwyer
Subject: Finance Committee Meeting April 14, 2022

1. Financial Report Updates: CF indicates February financial reports should be available by April 15 and March reports by the 20-25th normal deadlines. It was noted that we have been unsuccessful in getting CF to change the 2022 CF budget to reflect two of our 3/9 income projections, Reserve Assessment and Water Fees. The monthly differences are minor and will mostly self-correct throughout the year. It may be something the Treasurer may choose to report on each month. Corrections have been forwarded to CF but we have yet to see if they will be acted upon.
2. Routine FinComm Meeting Schedule: Hopefully, can begin scheduling between 20th and the monthly Board Meeting to provide input to Treasurer's Report.
3. Finance Committee Recruitment: No responses have been received as a result of the newsletter call for volunteers. An email to members has been drafted and will be sent to Fayla and Terri for final review and posting. John had one candidate as a suggestion and will pursue that person. Georgette will also contact other Board members to see if they have any additional suggestions.
4. Community Financials Interactions and Existing Contract Terms: Members reviewed the salient points of interactions and due dates.
5. Financial Review Processes: Nancy's draft of financial review schedules and materials for monthly, quarterly, yearend and post-audit reports was discussed and will be updated.
6. Other Updates:
 - a. Discussed how approved reserve project expenses could be captured as CIP (capital improvement projects) and coded for subsequent transfer from reserve accounts.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

DRAFT

- b. Vacation accruals will be checked at the end of Q1 this year; rechecked at Q2; with the main, final accrual at Q4.
 - c. There is an issue with the forgiveness of a debt and whether a 1099-C tax statement will be issued to the debtor.
7. Next meetings: Given the anticipated release of February Financials by April 15th, the Committee agreed to schedule work sessions 9:00 Wednesday, April 20th and another to be determine following the delivery of the March financial report to review results unless comments and questions can be handled by email beforehand.

Submitted By: Georgette Semick for Finance Committee
April 22, 2022

Marina Committee Meeting, 4 April 2022 Agenda & Minutes

11am Cape George Clubhouse

Attendees: 24 members

Introduction

The entrance channel depth remains restricted in depth and breadth. At last measurement the channel was narrow but remained fairly deep at about +2.0' below the zero tidal level. The channel markers will be moved when the next tides permits, 16-18 April. Mariners should exercise caution when navigating through the entrance.

The channel currently runs from center channel at the terminus of the south sea wall and runs in a nearly straight line to immediately south of the western most red (south) channel marker.

The annual marina sale has been scheduled for the weekend of June 17-18-19. Dick Poole and John Hanks have agreed to manage the sale (volunteers still needed). Please consider appropriate donations to the sale. Marina volunteers can assist in transport.

Agenda items

1. Marina renewals and assignments. Harbormaster Mark Thayer reported that moorage and parking fees have been received. However, nine members failed to renew their waiting list fees. Thanks to Cassie Reeves for assisting in renewals at the office, available from 11-1 pm M-F.
2. A member suggested the following text be incorporated into the Marina Rules:

Current rule

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

DRAFT

1.3. Marina fees are on a yearly basis payable January 1st and delinquent thirty (30) days after. The marina year runs from January 1st to December 31st. Members assigned moorage shall pay a full year's fee if entering before September 1st. Members entering after September 1st shall pay a half year's fee.

Proposed addition

1.3.a Delinquent submission of all required documentation or payment of fees shall result in the automatic, immediate loss of slip or parking privileges. A member losing privileges may register for listing at the bottom of the appropriate wait list. Vacated space shall be promptly offered to the senior position on the appropriate wait list.

No action was taken on the proposed addition

3. Dredging of the marina channel scheduled for 14-16 June, plan accordingly. The CG Board has approved contracts to Whitworth excavating for dredging the channel and completing rock placement on the north jetty. Work in channel and jetty will be completed consecutively

4. The 2022 Marina Festival:

In recognition and appreciation of the support the Cape George community provides to the marina, the marina committee agreed to sponsor the Waterfront Festival on the weekend of 20/21 August. The committee discussed various options for the 2021 festival. A motion was made, seconded and approved that the marina committee allocate up to \$3500 for this year's festival. As always, the money would come from the memorial fund, most of which is raised at the annual marina sale.

Open Floor

The Harbormaster proposed that the committee spend up to \$1500 from the memorial fund for new, high quality string mowers and other tools for grounds maintenance. The committee approved the motion.

Next meeting will be Tuesday 3 May, 11 am.

Meeting adjourned 12:20

Pool Committee Meeting Minutes - April 5, 2022, 3pm

Attending: Penny Jensen, Marta Krissovich, Patty Dunmire, John Galm, Sandra Gulin, Linda Mollino, Robin Scherting, Fayla Schwartz.

GUEST: Mardella Rowland. ABSENT: Mary Hilfer, Kris Edwards

1. Financial Report - \$875.87 in account

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 28, 2022
via ZOOM
DRAFT

2. Old Business:

A. PARTY DAY – May 14

- Clubhouse is reserved on 5/14 from 3:30 – 6:30 pm.
- Water safety brochures will be available during both events below – Patty D. & Sandi G. will coordinate this.
- 11am – 1 pm Kids Party – outside hot dogs & lemonade, inside pool games. We will try to keep food out of pool building

- Amber Mallory will provide music at pool and talk to other parents about the event.
- 4-6 pm Adult Wine and appetizer Sharing
 - Mostly outside but clubhouse is reserved from 3:30 - 6:30 pm.
 - Each person/family will bring wine and finger food to share.
 - Penny & Mack will set up tables outside and, if needed tables inside.
 - See below for fund raising activities during this day

B. Fund Raising – PLANS AND ASSIGNMENTS

- Purpose– to fund pool toys for kids plus support for water aerobics and other pool enhancements. The goal is making the pool more inviting to even more Cape George members.
- Penny will announce the fund-raising events in the newsletter.
- Money Collection – TASKS
 - Marta will order blue donation box asap . It will have a pocket for envelopes. She'll work w/ Terri to get it mounted by Donnie
 - Checks **MUST** be written to Cape George Social Club w/ "Pool" in the memo line
 - Linda M. will create envelopes w/ stickers that have instructions for writing checks and ask if a T-Shirt is desired plus list the sizes to be circled to be circled by donors. She will ensure they are put on the side pocket on the pool donation box.
 - Checks can be dropped off, w/ or w/o the pre-written envelope, in donation box at pool or at the office. If at office, Terry will put in a "Pool Donation Folder or Envelope."
 - Patty D. will pick checks/envelopes up at office and at pool. They are delivered to Cassie.

 - Patty will create & keep a list of donors and, if donor wants T-shirt, will list the size that is requested.
 - Marta K. & Patty D. will work together to distribute T-shirts to the 1st 50 donors who request the sizes that are still available.
 - Robin S. will write Thank You notes to donors.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

DRAFT

- T-shirts – Kris Edwards donated 50 and they will be printed with a drawing created by Sandi G's children.
All posters, envelopes, articles etc. make explicit that T-shirts are available, by request, to 1st 50 donors
- Publicity – advertise everywhere, as often as possible per Penny.
 - Posters to be printed with color: Linda M. will get 4 printed in 11 x 16" for bulletin boards near each neighborhood's mailbox.
 - She will also print some 8.5 x 11" posters for lesser bulletin boards. Penny will print & place extra posters & post at mailboxes. Sandi G. has sticky stuff that might help Penny with this.
- Party Day – May 14
 - A Donation Box will be placed at hot dog stand & on wine table.
 - Guests will be asked to bring their jars of small change.
A small pool will be set up for the jars to be put into.
John G., Linda M & Kris E. will coordinate this.
 - Lee Jensen will roll any change that is acquired so it can be deposited in the bank.

C. Bathing cap contest – 2 entries so far.

Penny will post again in newsletter.

Patty will announce it at several Water Aerobics sessions.

Linda will announce winners during May 14th Adult Party

D. Paint Benches – Penny & Kris will do this when they have time

E. New faucet for outside bathroom – may have been ordered.

It's needed b/c it may have helped create recent water backups.

F. New manager not in place to begin pool deck repair - unchanged

G. Suggestion/Donation Box - Marta K. will order asap

3. New Business:

A. Pool chemicals volunteers – 10 persons.

Some willing to learn but not all willing to fill in when Donnie is out.

B. Barbara Glenn & Susan Nivert cleaned the pool windows.

C. Windows at parking side of pool failed. Request for replacement needs to be submitted by sometime in summer for 2023 budget.

D. Pool Noodles – group approved purchase of 8 by Marta K. for \$4.00 each at Don's Pharmacy.

E. Clock at pool not working – it runs backwards.

Sandi G. will look int replacements.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

DRAFT

- F. Other-how are we doing? - not directly addressed.
- G. Next meeting will be April 26 at 3pm. It's early to tie up loose ends for Fund Raising and for the April 14th events.
At that meeting, it will be decided whether our standard 1st Tuesday meeting in May is needed.

**Cape George Water Advisory Committee
Meeting Report April 5 2022**

The meeting was held at 4 PM April 5, 2022, in the Clubhouse. Present: Acting Cape George Manager Terri Brown, Water Manager Jose Escalera, Carl Berger, Thad Bickling, Scott Carpenter, and Chair Marty Gilmore.

Approved vendors for the tank farm telemetry system and for the diver who will inspect and clean the tanks have been notified and we are waiting for scheduling.

Terri will review insurance in place and will determine the extent of coverage for the water system.

The committee will develop educational materials for individual homeowners about plumbing Cross Connections and the compliance requirements for those who have cross-connections. The community currently has 548 connections to the water system and 64 identified cross-connections. The materials will be included in the package of documents that is sent to all Cape George owners in June.

Cape George will ensure that its own cross connections are tested annually as required by law.

The committee reviewed Cape George Rule CP08, Water System, and developed a proposed addition to CP08a, the Water Connection and Use Permit Application. The proposed addition clarifies the division of responsibility between Cape George and the homeowner for water supply to residences. An additional clarification regarding cross-connections will be developed before revised CP08a is submitted to the Board for approval.

Rule CP08, Water System, was last revised in 2019.

Terri has directed that all water blowoff pipes and hydrants be cleaned and re-painted this coming summer. Blowoff pipes will be painted blue for identification. Hydrants will retain the same color on top to indicate hydrant flow capacity.

The next scheduled meeting will be Tuesday, May 3, 2022, at 4 PM in the clubhouse.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 28, 2022

via ZOOM

DRAFT

2022 April 5 Workshop Committee Meeting Minutes

Meeting began about 9:20 AM in the workshop.

Attendees: Mike Lapointe (chairperson), Paul Serafin, Dow Webber, Nick Muzik, Bill Hamilton, Tom Cawrse, Jim Bodkin, Sam Melton, George Martin, Mark Thayer

Salmon BBQ:

- Event will be held in late September on Saturday the 24th. Time of day TBD.
- Set a limit of 170 tickets, and a serving window of 2 hours, to limit load on grill crew.
- Severe burn bans, as experienced in 2021, are likely to recur. This means propane cooking. We could rent large propane grills as we did in 2021, at a cost in the area of \$300. George discussed constructing a propane insert out of commercially available burners. Sam pointed out that the cast iron burners used in the crab shack sometimes fail in periods as short as three years. If that failure is due to weathering, any insert would have to be removable to prevent premature failure. The cost of such an insert is not yet determined. If the insert were available for the larger community, perhaps the cost would not have to be borne by the Workshop Committee alone.
- Bill proposed that this year, sides be provided with the salmon - no potluck. This idea was very popular. Perhaps some sides could be provided by volunteers, as has occurred in the past. Several people suggested Costco for sides. The price of tickets could reasonably increase slightly to compensate, as attendees feel they are getting something tangible for their money.
- Hiring a band is of interest, but it's not considered a requirement. Spending a lot of money for a band isn't compelling. Mark opined that a cheap band is not worth the price, good bands cost. George recommended a rockabilly band he knows and will send a link to their music.
- Regardless of whether a band is hired, a public address system is valuable to communicate with people to provide information. An emcee can help engage people.

Table saw is closer to working; motor is repaired. Some re-assembly required, which will hopefully be completed next Tuesday.

Workshop classes: Multiple members have expressed a desire to learn how to use tools in the shop. Generally speaking, an informed tool user is a safer tool user than an ignorant one. Mike is interested in having classes, and even teaching introductory classes. George remarked that teaching people how to use the tools could present a potential liability for Cape George, and that this problem prompted the board of trustees to prevent kayaking classes from being taught in the past. On the other hand, there is a longstanding policy of a liability waiver for workshop use, so perhaps it is not impossible. Mike will make inquiries.

3D printing is a technology that is new to many workshop users, and the workshop currently has no 3D printing capability. However, the county library has a 3D printer available to library patrons who know how to prepare computer files for it. Teaching members how to prepare computer files entails no risks save puzzlement and boredom, and so Mike asked for volunteer students for a trial class to see whether it was useful enough to offer to the wider community. Bill, Tom, Paul, and Dow volunteered.

The meeting ended around 10:15.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
May 18, 2022
via ZOOM
DRAFT

The Special Board meeting was called to order by Vice President, Jane Ludwig, at 4:00 pm

The purpose of this meeting is to review banking issues.

In Attendance: Jane Ludwig, Fayla Schwartz, Pat Gulick, Joel Janetski, Kris Easterday and John Dwyer

New Business Items:

1. **Motion 1:** Fayla Schwartz moved, and Kris Easterday seconded to change bank signatories to the following individuals: Ray Graves (President), Jane Ludwig (Vice President), Fayla Schwartz (Treasurer), Patricia Gulick (Secretary), and Martha Woodward (General Manager). Passed - 5/0
2. **Motion 2:** Fayla Schwartz moved, and Joel Janetski seconded to close the new First Security Bank account, re: Finance Committee 5/15/2022 proposal on Reserves Cash Strategy. Passed - 5/0
3. **Motion 3:** Fayla Schwartz moved, and Pat Gulick seconded to open an account at Kitsap Bank, re: Finance Committee 5/15/2022 proposal on Reserves Cash Strategy. Passed - 5/0

Announcements:

- Study Session – Monday, May 23, 2022, 3 pm via Zoom
- Board Meeting - Thursday, May 26, 2022, 3 pm via Zoom

Adjournment: John Dwyer moved, and Kris Easterday seconded to adjourn the meeting at 4:34 pm. Passed - 5/0

Pat Gulick, Secretary

Jane Ludwig, Vice President

Managers' Report

May 26, 2022

From Terri: We have a new manager, Marnie Levy started on May 2nd. I want to thank the community members for all your support and encouraging words during this transition. It has been a juggling act on my part to keep up, it's certainly not a one-person job. Thank you for your patience.

From Marnie: It has been a pleasure to meet and work with the Cape George Colony Trustees and homeowners. I have attended committee meetings, introduced myself to homeowners, and have asked a million questions.

Every person I have met has been kind, helpful, informative, and encouraging. I look forward to learning more every day, and lightening Terri's workload, as I find my way around. Terri, Donnie, and the Board have been most helpful in my orientation. In addition, many homeowners have offered to share their significant institutional knowledge to help me get up to speed!

Thanks to John and Jo Dwyer, and Terri, my office has a fresh coat of paint! The Social Committee gave me a lovely gift of orchids to adorn my desk and windowsill. A handful of members have let me pet their pups when they have been in the office.

I am very happy to be a part of the unique and beautiful Cape George Colony Club, and trust that you will find me to be an accessible, positive, and effective addition to Cape George. Thank you all for the warm welcome!

Administration:

1. A truck of Murrey's Disposal pulled into the office parking lot and snagged the internet cable line. The office was without email or internet for 3 days while waiting for repair service.
2. The first round of mowing vacant lots began May 23rd.

Maintenance:

1. The pool lane marker floats have been replaced.
2. The clubhouse ceiling light fixture has been replaced in the restroom.
3. Grooming of the ravine trail steps was completed by Chuck Hommel and his team with Donnie and Amiee's assistance.

Complaints & Reports

1. Reports of a vandalized vehicle on Hemlock Dr, windows were broken.
2. A member's fob was used on two days in April to enter the Clubhouse, Pool and Fitness Center, resulting in vandalism. Violation protocols were followed.

TREASURER'S REPORT
As of April 30, 2022. Submitted May 23, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

2022 BALANCE SHEET COMMENTS

All bank accounts have been received, reconciled and reviewed. The PPBI bank accounts were over the FDIC limit, but corrective action has been initiated to correct this issue.

On April 28, 2022, the process of transferring nearly \$1 million in reserve funds from PPBI to Kitsap Bank was initiated. Once at Kitsap Bank, the funds will again be placed in CDARS to ensure compliance with FDIC limits. When the transition is complete, there will be no difference in the accounting treatment of these funds but local monitoring will be improved.

Operating cash balances appear high but this is expected at the beginning of each quarter when most of the assessments are paid. Accounts receivable are also slightly elevated but again, in line with the quarterly processes.

Most of the first quarter balance sheet reconciliations have been completed or are nearly complete. The largest of these is a correction to fixed asset related accounts but that adjustment has no cash or bottom line impact. There are several other reconciliations that did have an impact on the bottom line, the largest of which was the recording nearly \$6,000 in 2021 credit card bills that had been paid but the expense never recognized.

2022 REVENUE AND EXPENSE COMMENTS

As has been mentioned in prior months, due to management transitions, there are a number of 2021 expenses that were not recognized until 2022. A list of most of these expenses has been provided to the external auditors in the hope that they will allow the adjustment into 2021 which would benefit 2022. This decision remains with the auditors.

General Operations:

Revenues are in line with budgeted expectations with the exception of Lot Mows. The first mowing this year will take place in May rather than at the end of April so that variance will self-correct as the year progresses.

In total actual general operating expenses are less than budget but on a line item basis there are significant variations that bear careful monitoring.

Labor expenses, both in the current month and year to date (YTD) are considerably lower than budget. This variance however will begin to dissipate now that Cape George has a new General Manager on board and may well be completely eliminated by the end of the year.

Contract services are very high due to \$2,400 in 2021 Community Financial service invoices they had misplaced and were only paid recently. Other expenses which include all supply line items are over \$4,000 of the 2021 credit card charges mentioned above where recognized. This category also includes legal fees which are running \$4,500 over budget YTD.

Water Operations:

Water revenues on a YTD basis are in line with budget. Other water revenue sources are comprised of annual prior year excess water use that occur in January of each year and any new water connections as they occur throughout the year.

Labor expenses, as with General Operations will see the favorable variance dissipate through the remainder of the year.

Contracted services does include a 2021 charge of slightly over \$1,300 that the auditors may or may not allow to be removed from 2022. Contract services include about \$600 in 2021 credit card expenses. Other expenses include the charges for WA Business and Operations taxes and there are some known amendments that are being made to those tax filings that will reduce some of the variance.

Marina Operations:

Marina revenues on a YTD basis appear to be considerably better than budget but it is important to remember that nearly 90% of all Marina revenue for the year has been collected. The variance is due to a budget that was split into twelve monthly pieces rather than loaded all into the first quarter. This will be corrected in the 2023 budget process. The \$2,100 in Wait List revenue is a mis-code and will be corrected in May.

Labor has been mentioned above and the same caution applies here.

Repairs and maintenance includes a \$3,900 charge for the seawall zincs. Further investigation is needed as during budgeting it may have been thought that this annual expense was to be a reserve item.

DRAFT -- CAPE GEORGE COLONY CLUB -- DRAFT

Balance Sheet as of April 30, 2022 and 2021 - Preliminary Subject to Audit

Assets	2022	2021		Liabilities and Fund Balances	2022	2021	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 178,075	\$ 267,763	-33%	Accounts Payable & Other Liabilities	\$ 146,978	\$ 145,346	1%
Operating Savings & ICS	346,202	228,070	52%	Prepaid Income	36,101	69,376	-48%
Reserves - General, Water & Marina	1,221,200	1,179,718	4%	Unearned Income Marina Wait List	1,900	1,900	0%
Total Cash & Equivalents	1,745,477	1,675,551	4%	Total Current Liabilities	184,979	216,622	-15%
Net Accounts Receivable	21,586	16,578	30%	FUND BALANCES:			
Total Net Fixed Assets	1,547,746	1,677,339	-8%	Fund Balances & Equity (Combined)	3,030,521	3,100,099	-2%
Total Prepaid & Other Assets	4,049	8,535	-53%	Modified Cash Basis Income	103,958	61,282	70%
TOTAL ASSETS	\$3,318,858	\$3,378,003	-2%	TOTAL LIABILITIES & FUND BALANCE	\$ 3,319,458	\$ 3,378,003	-2%

Summary Revenue and Expense Statements for the periods ended April 30, 2022 and 2021 (Modified cash basis, excludes depreciation)

*Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

	2022 Year to Date - Unaudited				Comparative - Unaudited				
	Actual	Budget	Variance	%	2022 YTD	2021 YTD**	Variance	%	
General									
General Assessment	\$ 107,551	\$ 107,550	1	0%	General Assessment	\$ 107,551	\$ 106,485	\$ 1,066	1%
Revenue - All Other Sources	4,897	6,467	(1,570)	-24%	Revenue - All Other Sources	4,897	6,791	(1,894)	-28%
Total General Revenue	112,448	114,017	(1,569)		Total General Revenue	112,448	113,276	(828)	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	34,323	53,214	18,891	36%	Salaries, Benefits, PR Tax	34,323	59,269	24,946	42%
Repairs & Maintenance	8,131	9,621	1,490	15%	Repairs & Maintenance	8,131	14,450	6,319	44%
Contracted Services	28,221	23,087	(5,134)	-22%	Contracted Services	28,221	19,397	(8,824)	-45%
Pool Expense & Utilities	8,614	7,433	(1,181)	-16%	Pool Expense & Utilities	8,614	16,659	8,045	48%
Utilities & Insurance	11,721	11,775	54	0%	Utilities & Insurance	11,721	12,800	1,079	8%
Other Expenses (incl taxes)	12,445	9,008	(3,437)	-38%	Other Expenses (incl taxes)	12,445	8,824	(3,621)	-41%
Total General Expenses	103,455	114,138	15,247		Total General Expenses	103,455	131,399	22,441	
General Net Income	\$ 8,993	\$ (121)	\$ 9,114	7532%	General Net Income	\$ 8,993	\$ (18,123)	\$ 27,116	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 69,930	\$ 69,358	\$ 572	1%	Revenue - Water Use Fees	\$ 69,930	\$ 68,664	\$ 1,266	2%
Revenue - All Other Sources	5,440	2,179	3,261	150%	Revenue - All Other Sources	5,440	3,335	2,105	63%
Total Water Revenue	75,370	71,537	3,833		Total Water Revenue	75,370	71,999	3,371	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	19,393	26,522	7,129	27%	Salaries, Benefits, PR Tax	19,393	25,532	6,139	24%
Repairs & Maintenance	0	3,300	3,300	100%	Repairs & Maintenance	-	507	507	100%
Contracted Services	10,454	8,703	(1,751)	-20%	Contracted Services	10,454	8,853	(1,601)	-18%
Utilities & Insurance	6,896	7,944	1,048	13%	Utilities & Insurance	6,896	7,250	354	5%
Other Expenses (incl taxes)	9,824	7,112	(2,712)	-38%	Other Expenses (incl taxes)	9,824	3,802	(6,022)	-158%
Total Water Expenses	46,567	53,581	7,014		Total Water Expenses	46,567	45,944	(623)	
Water Net Income	\$ 28,803	\$ 17,956	\$ 10,847	60%	Water Net Income	\$ 28,803	\$ 26,055	\$ 2,748	11%
Marina					Marina				
Revenue - Moorage/Parking	\$ 73,293	\$ 25,083	\$ 48,210	192%	Revenue - Moorage/Parking	\$ 73,293	\$ 63,136	\$ 10,157	16%
Revenue - All Other Sources	16,026	5,395	10,631	197%	Revenue - All Other Sources	16,026	12,818	3,208	25%
Total Marina Revenue	89,319	30,478	58,841		Total Marina Revenue	89,319	75,954	13,365	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	6,484	8,583	2,099	24%	Salaries, Benefits, PR Tax	6,484	9,532	3,048	32%
Repairs & Maintenance	4,784	6,167	1,383	22%	Repairs & Maintenance	4,784	340	(4,444)	0%
Contracted Services	3,686	2,118	(1,568)	-74%	Contracted Services	3,686	3,880	194	5%
Utilities & Insurance	6,906	5,567	(1,339)	-24%	Utilities & Insurance	6,906	7,316	410	6%
Other Expenses (incl taxes)	1,224	2,254	1,030	46%	Other Expenses (incl taxes)	1,224	996	(228)	-23%
Total Marina Expenses	23,084	24,689	1,605		Total Marina Expenses	23,084	22,064	(1,020)	
Marina Net Income	\$ 66,235	\$ 5,789	\$ 60,446	1044%	Marina Net Income	\$ 66,235	\$ 53,890	\$ 12,345	23%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 104,031	\$ 23,624	\$ 80,407	340%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 104,031	\$ 61,822	\$ 42,209	68%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	63,825	64,599	(774)	-1%	Routine Reserve Revenue	63,825	63,427	398	1%
Reserve Interest - all	-	750	(750)	-100%	Reserve Interest - all	-	-	0	>100%
Less: Reserve Offset	(63,825)	(64,876)	1,051		Less: Reserve Offset	(63,825)	(63,967)	142	
Net Reserve Activity	\$ -	\$ 473	\$ (473)	-100%	Gross Reserve Activity	\$ -	\$ (540)	\$ 540	-100%

** 2021 Reserve Activity adjusted out of operations for comparability to 2022.

CAPE GEORGE COLONY CLUB

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New Members for May Meeting

Catherine Hutchinson & Scott Philbrick purchased 361 Dennis Blvd from Port Townsend Place, LLC
Philip & Margaret Grate purchased 22 San Juan from Michael Goldberg & Carolyn Newell
Jeremy & Jennifer Wheat purchased lot 15-4 Quinault Lp from Diori Kreske
Talo Investments, LLC purchased 101 Hemlock Dr from Raenell Leal Estate
Scot Barr purchased 430 S Palmer Dr from the Barr Estate
Tom Becker & Lissett Muhr purchased 201 N Palmer Dr from Peter & Anna Quinn
Carol Ostrom & Hugh Sims purchased 91 N Rhododendron Dr from Barbara Vale
Jon & Julie Heine purchased 81 W Vancouver Dr from Sara Crouch and Linda Swift

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, April 12, 2022 9:15 am (via ZOOM)

ATTENDANCE: Varn Brooks, Terri Brown, Pat Gulick, Chuck Hommel, Steven McDevitt, Ruth Ross, Bob Sullivan.

I. CALL TO ORDER: Stephen McDevitt called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: The minutes of the March 2022 meeting were reviewed. Varn moved and Steve seconded that the minutes as written be approved, and the motion passed unanimously.

III. FISCAL REPORT: The current balance is approximately \$1500.00, reflecting some sales of booklets. The article about purchasing flower booklets will be run again in the May 2022 newsletter.

IV. OLD BUSINESS

- A. PTMSC April 23 Earth Day Beach Clean-up on Cape George Beach.** Notices have been posted asking for volunteers to help.
- B. Berm AdHoc Committee Report.** The AdHoc committee found out that it will cost \$770 to renew the original permit for the Bern. That permit allows for maintenance and repair but no change to the original design. Easy beach access but at dedicated spots will be maintained to minimize damage to the berm. The AdHoc Committee will also be asking the Board to approve Task 1 in the Coastal Geologic proposal, involving developing plans for an upgrade to the berm that would need new permitting.
- C. Ravine water sampling results:** Brad with the County Health Department reported that bio levels were low in the samples that were obtained and Chuck confirmed that pictures of naturally occurring foam appeared very similar to what he was seeing. No further action planned at this time.
- D. Ravine Work Plans/Call for Volunteers.** Chuck will be scheduling regular workdays for the step building and other projects.
- E. Styrofoam Recycling.** Community members with Styrofoam to recycle should contact Jo Blair for information on times and locations to drop off or to ask Jo to help with pick up: barbarajoblair@gmail.com
- F. Landscaping at the Clubhouse:** Excellent work was done at the clubhouse to renew the landscaping and provide training in pruning. Additional work is planned going forward. For questions or to help out, please contact Patty Dunmire (pattydunmire@yahoo.com, 253-332-4779).
- G. Spring Garden Clean-up Work Days.** Steve will be notifying members of upcoming work days to help clean up the rain garden and do other weeding and maintenance on common areas.

V. NEW BUSINESS

- A. Upcoming Spraying for Hemlock/Invasive Species.** Peninsula Environmental is behind schedule with its spraying and removal due to the very wet spring. They should be coming to Cape George soon.

- B. Newsletter Notification Concerning Compliance with WDFW Fishing and Shellfish Regulations.** An article will be prepared for the May newsletter reminding the community about these regulations.
- C. Website Links for Environmental-related Volunteer Opportunities and Events in the Area.** The committee will provide information to the community on these items either via the newsletter or email blasts.
- D. Placement of Marine Mammal Stranding Network Signs.** Steve has signs ready to post and will send pictures of proposed locations to Pat Gulick for the board to approve.
- E. Future Plans for Use of Community Common Spaces.** Richard VanDeMark has been gathering information on use of the firehouse for events and the possibility of a community garden. Varn has information on the common areas in the neighborhood that he can share with the committee.
- F. Tree Removal on Common CG Property.** Terri Brown had asked the committee to provide some recommendations for how to handle requests from members for pruning or removal of trees on CG common property. The committee discussed this and recommended that no change be made to the current policy in which only trees that are dead or pose a risk to property be removed.
- G. Additional Wording for Tree-cutting Permit for Member Property.** The committee has drafted wording to alert members if they may need to obtain county permission to remove trees that are subject to shoreline regulation. Pat Gulick will bring to the board for approval.

The meeting was adjourned at 10:30 am.

Respectfully submitted
Ruth Ross, Secretary

**Finance Committee Minutes
May 13, 2022**

To: Cape George Board of Trustees, Cape George Office Administrator
From: CG Finance Committee
Attending: Karen Krug, Nancy Charpentier, Georgette Semick; Board Members Fayla Schwartz and John Dwyer; Terri Brown represented the office

1. New Manager introduction: Marnie was unable to attend; Terri attended in her stead.
2. FinComm New Member Email: Still needed, Terri and Georgette will work out communication details.
3. March Financial Reports Delay: Community Financials did not deliver the March 31 financial statements to the Office, Committee and Board members until 4/26. CF's contractual obligation is delivery between the 20th to the 25th. We view this delay as unacceptable. It put committee members on call 24/7 to scramble to assist the Treasurer with a timely submission of the Treasurer's report and should not be expected to recur.
FinComm recommends that a meeting with CF be convened to include the President of CF, our Client Contact, and from CG the President, Treasurer, FinComm Chair, and General Manager. The purpose of the meeting would be "to introduce the new General Manager, and to clear the air about deadlines missed and CG's duties in effecting timely delivery of our financial reports."
4. Cash Strategy and New Financial Institution White Paper: As an update provided at the meeting, Karen brought information to the table to revise the recommendation of preferred bank to **Kitsap Bank**. Our documents will be updated and provided to the Treasurer and Board for the 5/18 Special Board Meeting to authorize movement of accounts and recommend amounts of transfers between PBBI and new Bank.
5. Reserve Balances Roll Forward: This is the followup to the March Reserve Balances action by the Board. Karen's draft document was reviewed and the FinComm recommends:
The revised "Roll Forward" document should be sent to the Board for the 5/23rd Study Session to recommend the downward adjustment of the Water Reserve. This will reconcile the individual reserve accounts to the unaudited 2021 year-end financial statements with the General Reserve and Marina Reserve Balances remaining as the Board approved on March 3, 2022.
6. Recommendation on Board Motion Content related to Financial Matters: A memo from the Chair pointed out several recent board motions, that were missing key financial information and/or references to background documentation. Examples of recommended language was provided to the Board members.
7. Q1 Reconciliations: Members reviewed the current status of financial reconciliations and divvied up assignments with a deadline of May 18th to provide correcting entries to CF for posting before April close.

8. Update on Roles and Processes from Last Month: It was agreed that corrections and comments would be provided to Nancy before the next meeting.
9. Excise Taxes: Excise Tax reports must be filed by the Treasurer by the 25th of the following month. CF's late reporting obviously makes this challenging, but the deadline is unmovable. Fayla was asked to provide copies of what had been filed, and amendments also filed.

Recommendations to the Treasurer on how to proceed going forward were provided in the meeting package.

10. Recommended Letter to Auditors: Communications between our audit firm and the Chair included a discussion of what a new audit requirement would mean for our upcoming 2021 audit report. Based on the sample provided, Karen grew concerned about their perspective on our reserve funding. As such, she recommended a draft, preemptive letter be sent by the Board to avoid any potentially negative comments about our financial health.

The Finance Committee recommended that the draft letter be sent by the Board.

11. Other Items:

- a. New Health Care Plan for Employees: Karen questioned how the new reimbursement plan will be set up in our accounting system, whether the contractor will be filing any necessary reports and what the contract says about these responsibilities.

12. Next Meeting: A zoom work session was scheduled for Committee members for June 7th at 10:00. Agenda will follow but will include work on updating Fixed Assets which haven't been changed since the 2018 audit; and changes to fund balances based on Board decisions in May meetings.

Submitted By Georgette Semick for Finance Committee
May 23, 2022

Marina Committee Meeting, 3 May 2022 Agenda

11am Cape George Clubhouse

Attendees: 35 members present

Introduction

Marnie Levy , our new General Manager at Cape George was introduced and welcomed to Cape George and to the marina committee.

The entrance channel depth remains restricted in depth and breadth. New channel markers were placed in mid may reflecting the current constricted channel at about +2.0' below the zero tidal level. Mariners should exercise caution when navigating through the entrance and be aware of other vessels transiting the entrance.

The annual marina sale has been scheduled for the weekend of June 17-18-19. Dick Poole and John Hanks have agreed to manage the sale (volunteers still needed). Please consider appropriate donations to the sale. Marina volunteers can assist in transport.

Agenda items and discussions

Volunteers associated with each event are bolded

1. The 2022 Waterfront Festival 20 August 2022
 - a. Band (**Ross**)
 - b. Dinner and Beverages (**John, Rick, Scott, Ross and Jim**)
 - c. Regatta (**Ben, Jim**)
 - d. Boat Parade/ Races (**John, Penny, Marty, Joe, Geoff**)
 - e. Other activities
 - i. Festival shirts, for volunteers and for sale. (**Kris Edwards**)
 - ii. Olympic Salmon Coalition (\$400)
 - iii. Popcorn machine (**Geoff**, provided its within 35 nm)
 - iv. Regatta boat rides (**Ross**)

2. Presentation by the Pool Committee (Penny Jensen)
 - a. Pool Fundraising Events 14 May 2022
 - i. Kids pool party and adult wine tasting 4-6 pm
 - ii. The marina committee agreed to power wash the pool entrance prior to painting on Tuesday 10 May
 - iii. The hat was passed and the marina committee donated generously (Thanks to ALL)

3. A proposed **alternative** for marina **management**

The concept of a distributed management structure was presented, generated much interest and was broadly discussed. Several aspects of the harbormaster job description were discussed, including, but not limited to: a) assignment of moorage, storage and rampage, procurement, planning, operations, volunteer recruitment and coordination, security, community outreach, marina activities, and communications.

A sub-committee was identified to develop a marina management structure that recognizes and possibly partitions the various duties of the harbormaster among some number of harbormaster “assistants”

The following members volunteered to join this team, including past harbormasters Ben Fellows and Penny Jensen and John Lacy, Jim Barr, Nick Muzik, and current harbormaster, Mark Thayer

Open Floor

Next meeting scheduled meeting will be Tuesday 7 June, 11 am (chair will be absent).

NOMINATIONS COMMITTEE MEETING MINUTES

May 9, 2022

The following are the minutes from the meeting of May 9th and subsequent email exchanges over the following week.

In attendance: Ross Anderson, Patty Dunmire, Stan Russell, Dianne Tamblyn, Nancy Charpentier, Jane Ludwig (Board liaison) and Marnie Levy (Manager)

Candidates were confirmed to be Mark Constanti, Betsy Coddington and Mike Heckinger for two openings for the Board of Trustees.

Discussion was held regarding Candidate Forums. It was decided to hold two forums, one early in the month via Zoom to accommodate out of town members, and one later in the month in person (depending on COVID status). The final dates will be determined by candidate availability.

Also discussed was soliciting input from the Community as to topics and questions for the forums in order to shape the content from the candidates. It was decided to advertise:

- In the newsletter
- Posters at the mail kiosks
- Email blasts

After polling the candidates, the schedule was established to be

- Zoom meeting Tue June 7th at 7:00 p.m., to be chaired by Fayla Schwartz
- In person at the clubhouse on Sun June 26th at 2:00 p.m. to be chaired by Jane Ludwig. This meeting may change to online depending on COVID status, so flexibility is requested of the membership.

All input from members will be shared with the candidates beforehand, and will be included in the agendas of each meeting. The format will be:

- Introduction of the Candidates by the Chair
- Opening remarks – 4 minutes per person, the order to be established by random numerical selection
- Questions and comments from the membership – both those collected prior and in person from attendees. Candidates will have 2 min to respond to each (will be flexible depending on complexity of the issues raised)
- Closing statements – 3 minutes per candidate, the order to be established by random numerical selection

ADDENDUM We have a late entry for Candidates. Bart Mooyman-Beck has filed to run, and will be participating in the forums.

Pool Committee Meeting
4/26/2022

Called to order at 3pm by Chair Penny Jensen (meeting held at Penny's home)

Attendees: Penny Jensen, Chair; Patty Dunmire; Kriss Edwards; Marta Krissovich; John Galm; Linda Mollino;

Financial Report-was reviewed by Penny: current balance: \$_____

Pool Fundraiser:

The primary focus of the meeting was to discuss the pool fundraiser and party both for children and adults .

Discussion of posters (they have been printed, laminated, and posted through Cape George Communities by Linda and Kriss. Plastic holders for donation envelopes have been obtained and Kriss and Linda will post them in the pool; fitness room, community room and the office. Penny and Mardella will post the posters by the mailboxes.

Penny to request an e-mail blast about the pool parties on 5/4 and 5/9.

Pool News to include poster for next newsletter.

Discussion of how tee-shirts will be given out. Kriss to give them out at the Wine Tasting (first come basis). You do not have to donate to receive a tee-shirt, but it will be encouraged.

John brought his basket for coins. He will put water in the basket since it has a drain in it. Linda to create a basket for checks and bills.

Objectives of children's and adult parties is to have fun and raise money.

Discussion of how tables will be set-up for the Adult Party, Penny to take charge.
Penny will monitor weather and parties can be moved inside if needed.

Penny will contact Sandy about the children's party and solidify the details and safety flyers.

Suggestion Box has been installed in the Pool area will be checked three times a week by Marta and Patty for donations and suggestions. Question of whether with some effort the box could be removed. Marta to contact Donnie about putting an extra screw to secure the suggestion box.

Bathing Cap Contest: two submissions, deadline May 3, 2022.

Next Meeting : May 3, 2022

Pool Committee Meeting - 5/3/2022

Called to order at 3pm by Chair Penny Jensen

Attendees: Penny Jensen, Chair; Patty Dunmire; Kriss Edwards; Marta Krissovich; John Galm; Sandy Gulin; Linda Mollino; Mardella Rowland; Marnie Woodward, Cape George Manager
Financial Report-was reviewed by Penny: current balance: \$_____

Pool Fundraiser:

The primary focus of the meeting was to solidify the pool fundraiser and party both for children and adults .

The posters are in place and monies have been donated, thus far \$1250 according to Patty. \$250 was donated by the Marina Committee after Penny made a presentation to them this morning.

Penny has received permission for e-mail blast about the pool parties on 5/4 and 5/9.
Pool News to include poster for next newsletter.

Discussion of how tee-shirts will be given out. Kriss will be giving out at both parties (first come basis). You do not have to donate to receive a tee-shirt, but it will be encouraged at the Wine-tasting Party.

Reviewed the Objectives of children's and adult parties: which are to have fun and raise money.

Discussion of how tables will be set-up for the Adult Party, Penny to take charge.
Penny will monitor weather and parties can be moved inside if needed. Pool committee members agreed to come and help. Adult Party: 2:30-3pm

Sandy presented handouts for the children's party that will promote pool safety. Mardella is willing to help with games as has a history of doing pool activities with young children. Marta agreed to help. Mardella and Marta agreed to be in the pool with the children that attend. Setup time 1130 for those who are interested in helping.

Motion for \$30.00 to be allocated to Mardella to buy prizes for the pool activities.
Jim agreed to help with trying to keep food outside of the pool area.

Bathing Cap Contest: two submissions, . Ann (Pi) Hueter has one the contest and this will be announced the Wine Party. Pi, will receive a \$25.00 gift certificate.

Water aerobics: continues MWF with success. Question from Robin, about whether there could be a session on Tues/Thursday Time of sessions discussed. Agree that a Poster will be available to survey interest at the Wine Party to gage community interest. Marta is also willing to send out another survey as she has done in the past.

Pool Times: discussed closing of pool earlier because of the potential for vandalism risk. No decision made.

Next Meeting : June 7, 2022

**Cape George Water Advisory Committee
Meeting Report May 3, 2022**

The meeting was held at 4 PM May 3, 2022, in the Clubhouse. Present: New Cape George Manager Marnie Woodward, Terri Brown, Water Manager Jose Escalera, Board Liaison John Dwyer, Carl Berger, Thad Bickling, Steve King, Stew Pugh, Scott Carpenter, and Chair Marty Gilmore.

The committee welcomed new General Manager Marnie Woodward.

Water tank diving and inspection is scheduled for late June/early July. Material for the new telemetry system is on site and is expected to be installed and tested in June. Hydrant painting is also scheduled during better summer weather.

Cape George is renewing its insurance for the community. Once renewed, the committee will review coverage as it affects the water system.

Educational materials about plumbing Cross Connections and the compliance requirements for homeowners who have cross-connections will be included in the package of documents that is sent to all Cape George owners in June.

Cape George has scheduled testing for its three cross connections.

The committee developed a proposed revision to CP08a, the Water Connection and Use Permit Application for the purpose of clarifying Owner's responsibilities. The proposed revision (attached) is submitted from the Water Advisory Committee to the Board for further action.

The next scheduled meeting will be Tuesday, June 1, 2022, at 4 PM in the clubhouse. Marty will be absent.



April 18, 2022

Patrick Rooney
Cape George Colony Club
61 Cape George Drive
Port Townsend, WA 98368

RE CAU Account # 10449
Renewal Date: June 19, 2022

Dear Patrick,

We are pleased to present the renewal proposal for the association's insurance program. The package proposal is offered for a one year term.

Please advise us if you would like to receive a quote for General Liability with a limit of \$1,000,000.

The annual package policy premium is \$30,282.00. Our proposal is offered with:

- A \$5,000 basic deductible (applies to water damage, sewer backup, sprinkler leakage and all other covered causes of loss)
- A lead exclusion
- An earthquake coverage limit of \$6,280,000 with 10% per building earthquake deductible
- A Cyber Liability coverage limit of \$25,000 with a \$1,000 deductible. Form CAU 3090 Cyber Suite Coverage Part applies

Along with the CAU renewal proposal, we are enclosing the following documents:

- A **"Package Premium Summary"** showing the package renewal premium and coverage options. **The Package Premium Summary must be completed and returned to us, even if no additional coverage is desired.**
- Items we require from you are listed on the **"Needed Items"** document.
- Renewal applications must be reviewed, signed and returned to us. **Please note that renewal policies cannot be issued without a complete and signed application.**

Please extend our appreciation to the board for choosing CAU to provide the association's insurance program. We are available to meet with the board to review your coverage and any options. At your convenience, please feel free to contact me at extension .

Thank you for your attention to our proposal. We look forward to working with you.

Sincerely,

Amy S Clements, CIRMS, ARM
Marketing Manager

Enc.

RULES AND REGULATIONS -- PERSONNEL

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

BENEFITS

Attendance 4. - Forms of Leave

Notice of Absence by Employee: Employees who are unable to report for work or will be late coming to work or have to leave early, must notify the General Manager as soon as he/she is aware of the situation so that alternative plans can be made. Regular attendance is required for all employees. Continued occurrences of lateness or absenteeism will result in dismissal.

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Paid Vacation:

Paid vacation is made available to regular-full time Exempt and Non-Exempt employees, based on the following schedule:

Exempt Employees - Paid Vacation					Full-time non-exempt employees- paid vacation				
	total DAYS accrued annually	total hours accrued annually	semi- monthly HOURS accrued	Maximum Annual carryover	Based on worked hours	total hours** annually	Semi- monthly accrual per hour worked	Maximum Annual carryover	Worked hour base
Years 1-5	15	120	5.000	120	Years 1-5	80	0.0417	120	1920
Years 6-14	20	160	6.667	160	Years 6-14	120	0.0638	160	1880
Years 15-20	25	200	8.333	200	Years 15-20	160	0.0870	200	1840

** Actual hours worked may impact the total annual hours accrued

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Exempt Employees				Full-Time Non-Exempt Employees		
	Vacation DAYS Accrued Annually	Vacation Hours Accrued Annually	Accrued Hours Each Payroll		Vacation Hours ** Accrued Annually	Accrual Rate Per Regular Hour
0-5 Years of Service	15	120	5.000	0-5 Years of Service	80	0.0400
6-14 Years of Service	20	160	6.667	6-14 Years of Service	120	0.0619
15+ Years of Service	25	200	8.333	15+ Years of Service	160	0.0833

**actual hours worked may impact the total hours accrued

Employees will accrue vacation time at the beginning of employment but are not eligible to use these hours until after successfully completing the 90 day probationary period. In no event will an employee maintain a balance of vacation time greater than their annual hours earned. An exception to this rule may be granted by majority vote of the Board of Trustees. Upon resignation, retirement or termination, vacation accrued to that point in time, subject to the limits set forth herein, may be paid at the attained rate of pay. Upon resignation, retirement or termination, vacation accrued to that point in time, subject to the limits set forth herein, will be paid at the attained rate of pay.

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Sick Leave:

Employees may use accrued paid sick leave:

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RULES AND REGULATIONS -- PERSONNEL

- When he/she or a family member is ill or needs to receive medical, dental or optical treatment. Family members are defined as: spouse, registered domestic partner, a child, a grandchild, a parent; a grandparent or a sibling.
- When the employee's workplace or their child's school or place of care has been closed by a public official for any health-related reason.
- For absences that qualify for leave under the state's Domestic Violence Leave Act, RCW 49.76, such as domestic violence, sexual assault or stalking. Employees may take reasonable leave from work to take care of legal or law enforcement needs, seek treatment for physical and mental injuries, obtain services from a shelter or take other actions to increase safety from future incidents. Family members of a victim may also take reasonable leave to help the victim treatment or obtain help and services.

Exempt employees Sick Leave:

- Exempt employees accrue paid sick leave at a rate of 2.5 hours of paid sick leave for every pay period worked. Sick leave does NOT accrue on unpaid or paid time off pay periods, only on pay periods with days worked.
 - Paid sick leave is paid-outcompensated to exempt employees at their normal daily compensationrate of pay. Sick leave must be used in full day increments, per usual time recording policy.
 - At year end, unused paid sick leave, up to 40 hours, will be carried over to the following year.
- Total accrued al-of sick leave balances, may shall not exceed 40 days (Maximum of 320 hours) hours.
- Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment.
 - Accrued sick leave time will not be paid out at termination of employment. But if an employee is rehired within 12 months of separation, that employee will have their former sick leave accrual reinstated. If original employment was terminated before the 90 days was met, then on rehire, the previous days worked will count toward meeting the 90 day waiting period.

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Non-Exempt/hourly employees Sick Leave:

- In accordance with the Washington State Paid Sick Leave Law (est. Jan 1, 2018), Non-Exempt/hourly employees accrue paid sick leave at a minimum rate of 1 hour of paid sick leave for every 40 hours worked, shown as 0.025 hour for every hour worked. This includes part-time and temporary workers. Sick leave does NOT accrue on paid time off hours, only on hours worked, including overtime hours.
 - Paid sick leave is paid-compensated to non-exempt employees at their normal hourly compensation. Sick leave may be used in 15 minute increments, per usual time recording policy.
 - At year end, unused paid sick leave, up to 40 hours, will be carried over to the following year.
- Total accrued al-of sick leave balances may shall not exceed 40 days (Maximum of 320 hours)hours.
- Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment will accrue sick time at the beginning of employment but are not eligible to use these hours until after successfully completing the 90 day probationary period.
 - Accrued sick leave time will not be paid out at termination of employment. But if an employee is rehired within 12 months of separation, that employee will have their former sick leave accrual reinstated. If original employment was terminated before the 90 days was met, then on rehire, the previous days worked will count toward meeting the 90 day waiting period.

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Personal Days: Fulltime employees will receive 2 personal days (16 hours) effective January 1 of each calendar year. Any unused hours will not carry over to the following year. Unused personal days will not be paid out upon termination of employment.

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Military: A military leave of absence will be granted to employees if required under federal or state rules, statutes, and regulations.

RULES AND REGULATIONS -- PERSONNEL

Family and Medical Leave Act: Family and medical leave may be granted to employees on a case-by-case basis upon written application to the Board of Trustees. The Club will comply with applicable provisions, if any, of the Family and Medical Leave Act as posted in the Club's main office.

Funeral/Bereavement: Full-time or part-time employees will be granted time off with pay for funerals and bereavement leave for a maximum of three work days per year in the event of a death in the employee's immediate family (mother, father, sister, brother, wife, husband, children, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law) or at the discretion of the General Manager. Compensation will be paid for normal working hours.

Leave of Absence: A leave of absence is unpaid authorized absence from work. Most leaves are discretionary and will be approved only for compelling reasons, such as medical leave, military service and extreme personal hardship. Anyone considering taking such a leave should consult the General Manager regarding specific conditions. It is the responsibility of the employee desiring a leave to submit the request in writing at least 30 days in advance of the requested starting date of leave, except in the case of sudden disability or emergency. Approval will be given in writing. Under no circumstances will a request for leave of absence be granted if an employee is to be employed elsewhere during such a leave.

2. Jury Duty. Jury service is considered the duty, privilege and civic responsibility of every citizen. The Club will not request an excuse from the courts for release of an employee who has been called for jury duty unless his/her absence from work would seriously hamper operation of the Club.

3. Mileage. All employees shall be paid mileage at the current federally allowed rate when carrying out official Club business and providing their own transportation. All claims for such paid travel are subject to approval by the General Manager prior to payment and accurate records must be kept.

4. Health Plan Benefits. The Club may provide a health ~~care and dental~~ plan for its ~~regular full time exempt and non-exempt~~ employees. The Board of Trustees will set the employer contribution for health plan premiums ~~and manner of payment on an annual basis.~~

~~Employees can choose insurance coverage for family members provided that the additional premiums are paid monthly by the employee. The Board of Trustees will set the wage and benefit package for the General Manager.~~

~~Temporary, seasonal and part-time employees are not covered by the health or dental plan.~~

5. Worker's Compensation Insurance. The Occupational Safety and Health Act of 1970 provides job safety and health protection for workers by promoting safe and healthful working conditions throughout the Nation. (OSHA of 1970 publication is posted in the Club's main office). The Club protects each employee against financial loss due to work-related injury or illness through Worker's Compensation Insurance. It is the Club's policy and the employee's responsibility to report all injuries and illnesses immediately to the General Manager. Worker's Compensation Accident forms are available from the General Manager. The General Manager will provide employees with a detailed explanation of the policies and procedures regarding Worker's Compensation insurance claims.

6. Retirement Plan (see R&REMP04). The Club has established a retirement plan (Simple IRA) that all full-time and exempt employees are eligible to participate in, with the following restrictions:

- Employees must earn a minimum of \$5,000 per year to be eligible.
- Employees may, by payroll deduction, contribute the maximum allowed by the IRS during any given calendar year of his/her yearly salary to the IRA.
- The Club will match dollar for dollar the employee's contribution, up to 3% of your annual salary.
- Failure to contribute to the IRA renders an employee ineligible for further contributions from the Club.

7. Other Fringe Benefits. Full-time employees who have completed their probationary period may be eligible, at the annual discretion of the Board, for certain other fringe benefits like use of marina rampage

RULES AND REGULATIONS -- PERSONNEL

and parking (if excess space is available), fitness room and/or pool; note that use of the clubhouse, workshop and sports court are not included. Such benefits will be provided at no charge to the employee but will be to the extent specified by the IRS, subject to taxation where a monetary value is determined to be more than de minimis. Employees will annually be required to sign a waiver of liability to utilize this option and are expected to follow all applicable rules associated with the use of each facility.

Approved at Board of Trustees Meeting dated: July 12, 2018.

Approved at Board of Trustees Meeting dated: February 14, 2019

Approved at Board of Trustees Meeting dated: September 24, 2020

Approved at Board of Trustees Meeting dated: November 19, 2021

Jane Ludwig, Secretary

Ray Graves, Vice President

5/24/2022

Proposal to repair and replace steps on the ravine trail.

The section of the ravine trail that leads to Huckleberry Place is steep and slippery in places. The existing steps have deteriorated and need work.

I propose that we improve the trail by leveling it, replacing the old steps and adding new ones in the steeper areas.

We have volunteers ready to go. We plan to place 10 new steps as a start. After that, we will have a very good idea of how many more steps we need.

I would estimate that we will need approximately 30 steps total.

Attached is a quote of \$481.05 from Carl's Lumber for the materials to build the first 10 steps. We can begin as soon as we get approval for the materials. Note that the price of lumber is volatile and the bid is good for only one week, so the final price might be different. I estimate that the project will cost about \$1,500 overall.

Thank you,

Chuck Hommel

A handwritten signature in cursive script, appearing to read "Chuck", written in dark ink.



CARL'S BUILDING SUPPLY
 10733 RHODY DRIVE
 P. O. BOX 548
 CHIMACUM WA 98325
 360-385-2111
 Fax: 360-385-2911



QUOTE

2205-977042

PAGE 1 OF 1

SOLD TO
CAPE GEORGE COL CLUB 61 CAPE GEORGE DRIVE PORT TOWNSEND WA 98368

JOB ADDRESS
CAPE GEORGE COL CLUB 61 CAPE GEORGE DRIVE PORT TOWNSEND WA 98368 (360) 385-1177

ACCOUNT	JOB
031950	0
CREATED ON	05/20/2022
EXPIRES ON	05/27/2022
BRANCH	1000
CUSTOMER PO#	CHUCK HOMMEL
STATION	C4
CASHIER	ADAMW
SALESPERSON	CARLS
ORDER ENTRY	ADAMW
MODIFIED BY	

Thank you we appreciate your business!

Item	Description	D	Quantity	U/M	Price	Per	Amount
PT21010	2X10-10#2&BTR KDHF TREATED ACQ .40/ OR .15 CA-C (USE ONLY HDG/S.S. FASTENERS)		10	EA	2337.2200	MBF	389.54
RSS10318HP	RSS #10 X 3-1/8" MULTI-PURPOSE SCREW (#25 BIT)		1	BX	13.9900	BX	13.99
SSR2	REBAR STUB STEEL 1/2"X2'		20	EA	1.8700	EA	37.40
TERMS: All charges are due by 10th of month following date of purchase. Serv. chg of 2%/mo on past due accts. RETURNS: Stock items may be returned for up to 1 year from date of purchase if in good resalable condition. Restock fees may apply.					1600 9.10%	Subtotal	440.93
						Sales Tax	40.12
						Total	481.05

Buyer: BOB SKOIEN

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

CLASSIFICATION OF POSITIONS

1. Job Descriptions. **With concurrence by the Board of Trustees**, job descriptions shall be established and maintained by the General Manager for each of the job classifications. Once every twelve months the General Manager will review all job descriptions to assure descriptions are accurate. A job description may be revised or a new description may be prepared at any time in order to document the establishment of a new job classification or changes in the nature and scope of job responsibilities of an existing job. **All changes and new job descriptions must be approved by the Board of Trustees.**

2. Type of Employees. All employees serve at the pleasure of the Club's Board of Trustees.

Exempt Employee: Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements. Exempt employees are paid on a salaried basis, and as such, cannot:

- Be paid wages or benefits on an hourly basis in addition to salary,
- Charge sick time or vacation time on an hourly basis,
- Be subject to deductions from wages in hourly increments for absences of less than a full day, or
- Be treated in any other manner as an hourly employee.

Exempt employees must use (charge) leave in full day increments.

Non-Exempt Employee: Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

Regular Non-Exempt Full-Time Employee: A full-time employee is considered to be part of the regular complement continuously needed for performing Club services, regularly scheduled to work at least 30 hours per week for more than 36 weeks per year. The typical work schedule for all full-time employees is eight hours a day, five days a week, with a half-hour for unpaid lunch break and one 10-minute paid break for every two hours of work. The General Manager is authorized to make changes in work schedules as operating needs may require.

Regular Non-Exempt Part-Time Employee: A part-time employee is any employee regularly scheduled to work less than 30 hours per week for more than 36 weeks per year, and who shall be compensated at the hourly rate established by the General Manager, but not higher than that of full-time employees similarly situated. The work involved is to be done during a portion of a work day, such as on a morning, afternoon or night shift and totaling significantly less than a full-time position, typically less than 30 hours per week with a half-hour unpaid lunch break and one 10-minute break for every

two hours of work. The General Manager is authorized to make changes in work schedules as operating needs may require.

Part-time employees shall not accrue paid vacation or receive holidays or be eligible for any other employee benefits, except as required by law.

Temporary or Seasonal Employee: A temporary or seasonal employee is hired periodically to assist the organization in meeting operational needs. A temporary or seasonal employee may not work a regular schedule. A temporary or seasonal employee shall be employed initially at the hourly rate established by the General Manager, but not higher than that of full-time employees, shall be paid only for the hours actually worked, and shall not accrue leave or receive holidays or leave allowances or any other benefits, except as required by law. A temporary or seasonal employee may fill the vacancy created by an approved leave of absence or extended illness. An employee hired to fill a temporary or seasonal position serves at the pleasure of the General Manager, is subject to summary removal for any reason or for no reason and may be removed from the position without right of hearing or appeal.

3. **Probationary Period.** A probationary period shall be in effect the first 90 days of employment for all regular full-time and part-time employees. ~~The employee will receive a copy of the job description and performance evaluation form at the beginning of the probationary period.~~ During this period, performance interviews and evaluations ~~will~~ may be provided. This will give the General Manager ~~and Board~~ the opportunity to learn more about the employee and to decide whether the job assignment is suitable to his/her skills and personality, all factors involving the employee's ability to learn, initiative, attitude and conduct. During this period employees will earn but cannot use sick leave or vacation leave. Separation from employment may take place at any time without notice or disciplinary action during the probationary period if the employee's performance ~~or conduct~~ is not satisfactory.

4. **Evaluations.** All employee evaluations will take place at the end of the 90-day introductory period and annually during the ~~4th~~ 3rd quarter of each calendar year. ~~The applicable evaluation form will be used. The GM will be evaluated by the Board. The GM will evaluate all other employees. If an employee introductory period is within the 3rd quarter, then only one evaluation is necessary. Evaluations will use the current evaluation form. The employee will be asked to submit a self evaluation form to the GM and President for their review prior to their assessments.~~ Prior to any employee evaluation by the General Manager, the Board ~~President~~ will review ~~and sign~~ the evaluation.

The Board President will coordinate ~~the~~ evaluation of the General Manager at the end of the 90-day introductory period and annually during the 3rd quarter of the calendar year. ~~No later than 4 weeks prior to the formal performance evaluation, the GM will complete a self evaluation and forward it to the President of the Board who will forward it to the Board Trustees. Written evaluation will be provided using the current evaluation form and based on the job description of the General Manager. Board members will have opportunity to provide written input to the Board President prior to~~

~~the development of the written evaluation.~~ The written evaluation of the GM will be composed by the Board President or designee, using the specific GM evaluation form based on the core competencies and job description. The President will submit a proposed written evaluation to the Board for their review and input prior to the formal evaluation of the GM. The final evaluation will be reviewed by the Board in executive session and will be signed by the President and Vice President before it is delivered to the General Manager. The written and signed evaluation will be reviewed with the General Manager by the Board President or designee.

If employee evaluations include unsatisfactory areas of performance, a written plan of improvement will be developed, including a timeline for improvement of performance. Employees will be expected to improve as instructed in order to maintain employment. The immediate supervisor, in concurrence with the President, will address conduct issues through verbal warning, written warning and/or disciplinary action as indicated.

5. Resignation. If an employee wishes to resign from his/her position, reasonable notice (at least two weeks) to the General Manager or Board President is expected to ensure a smooth transition of duties to a new employee.

Approved at Board of Trustees Meeting dated: ~~July 12, 2018.~~

Amended at the Board of Trustees Meeting dated: ~~October 28, 2021~~

~~Jane Ludwig, Secretary~~

~~Ray Graves, Vice President~~



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

Basic Detail

04/01/2022 – 04/30/2022

Prepared by:

Community
 **Financials**

Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.

Note: Additional detailed information supporting these basic March 2022 Financial Statements is available for review in the Cape George office.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 04/30/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$177,514.95	\$0.00	\$177,514.95
01106-001 OP - PPB 0125 New	\$132,542.41	\$0.00	\$132,542.41
01107-001 Oper Savings - General - Chase 5161	\$100,037.89	\$0.00	\$100,037.89
Operating Cash Total	\$410,655.86	\$0.00	\$410,655.86
Reserve Cash			
01108-001 Reserve Invest - General	\$0.00	\$1,795.00	\$1,795.00
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$1,128,664.67	\$1,128,664.67
01111-008 ICS Accounts- PPB Bank	\$50,248.96	\$0.00	\$50,248.96
01150-001 PPB - 6mo CD # 1015 Exp 02/07/2022	\$0.00	\$76,900.72	\$76,900.72
01160-001 PPB - 9mo CD #1023 Exp 08-11-21	\$0.00	\$77,213.36	\$77,213.36
01195-001 Due to / from Reserves -General	\$0.00	(\$65,451.08)	(\$65,451.08)
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-001 Due From / TO Operating - General	\$65,451.08	\$0.00	\$65,451.08
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$113,622.48	\$1,221,200.23	\$1,334,822.71
Current Assets			
01201-000 Accts Receivables - Income Tax	\$1,420.00	\$0.00	\$1,420.00
01201-001 Accts Receivables General	\$12,697.87	\$0.00	\$12,697.87
01201-002 Accts Receivables Water	\$4,498.30	\$0.00	\$4,498.30
01201-003 Accts Receivables Marina	\$173.50	\$0.00	\$173.50
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-099 Acct Rec - Reserve Assessment	\$6,790.56	\$0.00	\$6,790.56
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$606.68	\$0.00	\$606.68
Current Assets Total	\$21,585.91	\$0.00	\$21,585.91
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$68,129.20	\$0.00	\$68,129.20
01406-001 Accum Depletion Land Improv - General	(\$10,373.42)	\$0.00	(\$10,373.42)
01411-001 Buildings General - General	\$798,221.90	\$0.00	\$798,221.90
01415-001 Accum Deprec Blds General - General	(\$596,015.41)	\$0.00	(\$596,015.41)
01421-001 Equip/Veh Assets General	\$116,774.08	\$0.00	\$116,774.08
01425-001 Accum Deprec Equip/Veh Gen	(\$84,580.72)	\$0.00	(\$84,580.72)
01431-002 Water System Improvements	\$1,064,415.08	\$0.00	\$1,064,415.08
01435-005 Accum Deprec Wtr/Grwth	(\$622,523.96)	\$0.00	(\$622,523.96)
01451-011 Roads Special	\$1,103,195.98	\$0.00	\$1,103,195.98
01455-011 Accum Deprec Roads Rds	(\$828,355.41)	\$0.00	(\$828,355.41)
01460-003 Marina Improvements - Marina	\$738,627.84	\$0.00	\$738,627.84
01461-003 Accum Depreciation-Marina - Marina	(\$237,142.68)	\$0.00	(\$237,142.68)
01490-001 CIP - Construction in Progress - General	\$529.89	\$0.00	\$529.89
01490-002 CIP - Construction in Progress - Water	\$6,621.11	\$0.00	\$6,621.11

Account	Operating	Reserves	Total
Fixed Assets Total	\$1,547,745.64	\$0.00	\$1,547,745.64
Other Assets			
01501-001 Prepaid Insurance General - General	\$7,556.51	\$0.00	\$7,556.51
01520-001 Prepaid Med/Dental Insurance - General	(\$5,652.39)	\$0.00	(\$5,652.39)
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41
Other Assets Total	\$4,048.53	\$0.00	\$4,048.53
Total Assets:	\$2,097,658.42	\$1,221,200.23	\$3,318,858.65

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02101-001 Accts Payable Gen - General	\$8,077.00	\$0.00	\$8,077.00
02103-001 Accts Payable Comm Gen - General	\$7,035.96	\$0.00	\$7,035.96
02111-001 Vacation Payable - General	\$6,895.26	\$0.00	\$6,895.26
02120-001 Prepaid Income General	\$36,101.16	\$0.00	\$36,101.16
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$800.00)	\$0.00	(\$800.00)
02122-003 Wait List - Marina	\$1,300.00	\$0.00	\$1,300.00
02130-003 Interest Rec Reserves	\$0.00	(\$841.00)	(\$841.00)
02130-004 Income Tax Payable	\$353.00	\$0.00	\$353.00
02510-001 Deferred Income - General	\$55,374.11	\$0.00	\$55,374.11
02510-002 Deferred Income - Water	\$37,523.20	\$0.00	\$37,523.20
02510-099 Deferred Income - Reserves	\$32,535.59	\$0.00	\$32,535.59
Current Liability Total	\$185,220.28	(\$841.00)	\$184,379.28
Total Liabilities:	\$185,220.28	(\$841.00)	\$184,379.28

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,152,574.80	\$1,152,574.80
03002-002 Prior Year Reserves	\$0.00	(\$68,249.00)	(\$68,249.00)
03002-999 Prior Year Reserves - ADJ	\$0.00	(\$10,796.00)	(\$10,796.00)
03005-001 Reserves Fund - General	\$0.00	(\$102,824.29)	(\$102,824.29)
03005-002 Reserves Fund - Water	\$0.00	\$67,950.05	\$67,950.05
03005-003 Reserves Fund - Marina	\$0.00	\$109,548.92	\$109,548.92
03050-001 RESERVE EXPENSE - General	\$0.00	(\$5,212.79)	(\$5,212.79)
03510-001 RESERVE INTEREST: - General	\$0.00	\$6,543.54	\$6,543.54
03600-001 Fund Balance - General	\$1,795,316.68	\$0.00	\$1,795,316.68
03600-002 Fund Balance - Water	\$0.00	\$72,506.00	\$72,506.00
Fund Balances Total	\$1,795,316.68	\$1,222,041.23	\$3,017,357.91
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66
Equity Total	\$13,163.68	\$0.00	\$13,163.68

Account	Operating	Reserves	Total
Current Year Net Income/(Loss)	\$103,957.78	\$0.00	\$103,957.78
Total Equity:	\$1,912,438.14	\$1,222,041.23	\$3,134,479.37
Total Liabilities & Equity	\$2,097,658.42	\$1,221,200.23	\$3,318,858.65

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

General

Start: 04/01/2022 | End: 04/30/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04101-001 Annual Assess General	27,687.06	27,686.11	0.95	107,550.74	107,549.70	1.04	329,038.58
04107-001 Lot Mow Fees General - General	0.00	916.67	(916.67)	0.00	3,666.68	(3,666.68)	11,000.00
04108-001 Comm Center Rental	0.00	93.75	(93.75)	875.00	375.00	500.00	1,125.00
04110-001 Marina Wait List - General	(2,000.00)	120.92	(2,120.92)	100.00	483.68	(383.68)	1,451.00
04113-001 Late Fee Income	180.00	129.17	50.83	420.00	516.68	(96.68)	1,550.00
04115-001 Other Fees General	50.00	25.00	25.00	130.00	100.00	30.00	300.00
04301-001 Int Income - Oper General - Ge...	1.98	4.67	(2.69)	8.05	18.68	(10.63)	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	2,212.79	179.00	2,033.79	537.00
04801-001 Misc Income- General	505.00	83.33	421.67	540.00	333.32	206.68	1,000.00
04806-001 Fines - General	0.00	95.83	(95.83)	0.00	383.32	(383.32)	1,150.00
04807-001 Access Cards/FOB's - General	125.00	62.50	62.50	360.00	250.00	110.00	750.00
04808-001 Phone Directories - General	43.00	40.33	2.67	252.00	161.32	90.68	484.00
Income Total	26,592.04	29,303.03	(2,710.99)	112,448.58	114,017.38	(1,568.80)	348,441.58
Total Income	26,592.04	29,303.03	(2,710.99)	112,448.58	114,017.38	(1,568.80)	348,441.58

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries,Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	1,140.92	974.67	(166.25)	2,728.92	3,898.68	1,169.76	11,696.00
05101-001 Wages - Manager- General	0.00	4,638.58	4,638.58	(1,067.53)	18,554.32	19,621.85	55,663.00
05103-001 Wages-Caretakers- General	2,447.85	2,710.67	262.82	10,014.03	10,842.68	828.65	32,528.00
05104-001 Wages-Office Admin. General	3,441.29	1,898.17	(1,543.12)	12,724.20	7,592.68	(5,131.52)	22,778.00
05120-001 Benefits General	1,367.81	1,812.92	445.11	8,252.23	7,251.68	(1,000.55)	21,755.00
05201-001 Payroll Taxes General	(333.69)	1,268.58	1,602.27	1,670.98	5,074.32	3,403.34	15,223.00
Salaries,Benefits & Tax Total	8,064.18	13,303.59	5,239.41	34,322.83	53,214.36	18,891.53	159,643.00
Repairs & Maintenance							
05301-001 R & M Buildings- General	54.31	385.42	331.11	3,656.61	1,541.68	(2,114.93)	4,625.00
05302-001 R & M Roads & Drainage	557.12	833.33	276.21	764.41	3,333.32	2,568.91	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	146.00	146.00	438.00
05304-001 R & M Vehicles	0.00	183.33	183.33	187.42	733.32	545.90	2,200.00
05305-001 R & M Equipment	146.15	229.17	83.02	236.67	916.68	680.01	2,750.00
05310-001 R & M Grounds	483.62	560.42	76.80	2,855.53	2,241.68	(613.85)	6,725.00
05313-001 R & M Swimming Pool -NEW	0.00	177.08	177.08	430.32	708.32	278.00	2,125.00
Repairs & Maintenance Total	1,241.20	2,405.25	1,164.05	8,130.96	9,621.00	1,490.04	28,863.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	222.17	239.58	17.41	1,108.30	958.32	(149.98)	2,875.00
05402-001 Contract Service - Legal - Gen...	70.00	1,000.00	930.00	8,615.50	4,000.00	(4,615.50)	12,000.00
05403-001 Contract Service -Accounting -...	3,842.12	1,784.83	(2,057.29)	9,814.64	7,139.32	(2,675.32)	21,418.00
05404-001 Contract Service - General	96.26	0.00	(96.26)	96.26	0.00	(96.26)	0.00
05405-001 Contract Service - Lot Mow	292.39	916.67	624.28	292.39	3,666.68	3,374.29	11,000.00
05406-001 Contract Service-Other General	500.78	20.83	(479.95)	2,774.47	83.32	(2,691.15)	250.00
05407-001 Contracted Service -Janitorial...	894.00	739.58	(154.42)	3,175.13	2,958.32	(216.81)	8,875.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05408-001 Contracted Services - Accting ...	0.00	125.00	125.00	1,419.94	500.00	(919.94)	1,500.00
05409-001 Contracted Service - Pest Cont...	0.00	102.08	102.08	616.42	408.32	(208.10)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	541.68	541.68	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	350.00	350.00	1,050.00
05412-001 Contracted Service - Cable Int...	78.32	193.25	114.93	308.28	773.00	464.72	2,319.00
05413-001 Contracted Service - Noxious W...	0.00	427.08	427.08	0.00	1,708.32	1,708.32	5,125.00
Contracted Services Total	5,996.04	5,771.82	(224.22)	28,221.33	23,087.28	(5,134.05)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	68.68	68.68	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	162.68	162.68	488.00
05507-001 Other Tax,License,Fee Gen	10.00	172.92	162.92	478.11	691.68	213.57	2,075.00
05508-001 Federal Income Tax - General	700.00	0.00	(700.00)	700.00	0.00	(700.00)	0.00
Property and other Taxes Total	710.00	230.76	(479.24)	1,178.11	923.04	(255.07)	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	518.06	187.50	(330.56)	755.03	750.00	(5.03)	2,250.00
05602-001 New Water Meters - General	(1,019.63)	0.00	1,019.63	(1,019.63)	0.00	1,019.63	0.00
05604-001 Vehicle Gas & Oil General	761.34	152.08	(609.26)	1,527.78	608.32	(919.46)	1,825.00
05605-001 Supplies- General	3,053.60	327.08	(2,726.52)	4,925.83	1,308.32	(3,617.51)	3,925.00
05606-001 Small Tools & Equip Gen	215.10	360.00	144.90	940.53	1,440.00	499.47	4,320.00
05607-001 Supplies General Pool - NEW	276.94	200.00	(76.94)	1,393.55	800.00	(593.55)	2,400.00
05608-001 Utilities Pool - NEW	1,677.88	1,468.75	(209.13)	7,219.95	5,875.00	(1,344.95)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	757.68	757.68	2,273.00
Supplies, Small Tools, Etc.. Total	5,483.29	2,884.83	(2,598.46)	15,743.04	11,539.32	(4,203.72)	34,618.00
Utilities							
05701-001 Utilities General	497.10	543.75	46.65	2,396.01	2,175.00	(221.01)	6,525.00
05702-001 Telephone- General	692.58	443.75	(248.83)	1,525.14	1,775.00	249.86	5,325.00
Utilities Total	1,189.68	987.50	(202.18)	3,921.15	3,950.00	28.85	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	1,949.93	1,956.25	6.32	7,799.72	7,825.00	25.28	23,475.00
05705-001 Postage - General	394.64	244.42	(150.22)	1,704.43	977.68	(726.75)	2,933.00
05707-001 Misc. Expense - General	519.39	550.17	30.78	2,273.27	2,200.68	(72.59)	6,602.00
05708-001 Certification/Education -Gen.	160.00	200.00	40.00	160.00	800.00	640.00	2,400.00
Insurances, Postage, Education, Misc. Total	3,023.96	2,950.84	(73.12)	11,937.42	11,803.36	(134.06)	35,410.00
Total Expense	25,708.35	28,534.59	2,826.24	103,454.84	114,138.36	10,683.52	342,415.00
Net Income	883.69	768.44	115.25	8,993.74	(120.98)	9,114.72	6,026.58

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Water

Start: 04/01/2022 | End: 04/30/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	18,761.60	18,608.33	153.27	69,929.60	69,358.34	571.26	218,225.00
04105-002 Water Hookup Fees - Water	0.00	300.00	(300.00)	0.00	1,200.00	(1,200.00)	3,600.00
04106-002 Excess Water Use	0.00	244.83	(244.83)	5,440.00	979.32	4,460.68	2,938.00
Income Total	18,761.60	19,153.16	(391.56)	75,369.60	71,537.66	3,831.94	224,763.00
Total Income	18,761.60	19,153.16	(391.56)	75,369.60	71,537.66	3,831.94	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	658.31	349.08	(309.23)	1,574.55	1,396.32	(178.23)	4,189.00
05101-002 Wages- Manager - Water	0.00	2,333.58	2,333.58	0.00	9,334.32	9,334.32	28,003.00
05103-002 Wages-Caretakers-WaterOperator	1,232.11	1,337.67	105.56	5,040.51	5,350.68	310.17	16,052.00
05104-002 Wages-Office Admin. -Water	1,732.15	955.25	(776.90)	6,513.88	3,821.00	(2,692.88)	11,463.00
05120-002 Benefits - Water	974.44	1,046.75	72.31	4,946.68	4,187.00	(759.68)	12,561.00
05201-002 Payroll Taxes Water	352.65	608.25	255.60	1,317.26	2,433.00	1,115.74	7,299.00
Salaries, Benefits & Tax Total	4,949.66	6,630.58	1,680.92	19,392.88	26,522.32	7,129.44	79,567.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	583.32	583.32	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	33.32	33.32	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	516.68	516.68	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	416.68	416.68	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	0.00	270.83	270.83	0.00	1,083.32	1,083.32	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	666.68	666.68	2,000.00
Repairs & Maintenance Total	0.00	825.00	825.00	0.00	3,300.00	3,300.00	9,900.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	333.32	333.32	1,000.00
05403-002 Contract Service- Acctg- Water	1,438.28	573.67	(864.61)	2,997.77	2,294.68	(703.09)	6,884.00
05404-002 Contract Service - Water	2,720.00	1,300.00	(1,420.00)	7,398.00	5,200.00	(2,198.00)	15,600.00
05406-002 Contract Service- Other Water	26.18	218.75	192.57	58.52	875.00	816.48	2,625.00
Contracted Services Total	4,184.46	2,175.75	(2,008.71)	10,454.29	8,703.00	(1,751.29)	26,109.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	1,095.74	0.00	(1,095.74)	7,176.07	2,500.00	(4,676.07)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	900.00	900.00	900.00
05507-002 Other Tax, License, Fee Wtr	0.00	83.33	83.33	861.05	333.32	(527.73)	1,000.00
Property and other Taxes Total	1,095.74	83.33	(1,012.41)	8,037.12	3,733.32	(4,303.80)	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	89.58	89.58	0.00	358.32	358.32	1,075.00
05604-002 Vehicle Gas & Oil - Water	56.15	170.83	114.68	125.85	683.32	557.47	2,050.00
05605-002 Supplies- Water	1,463.71	250.00	(1,213.71)	1,463.71	1,000.00	(463.71)	3,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05606-002 Small Tools & Equip Water	0.00	72.92	72.92	0.00	291.68	291.68	875.00
Supplies, Small Tools, Etc.. Total	1,519.86	583.33	(936.53)	1,589.56	2,333.32	743.76	7,000.00
Utilities							
05701-002 Utilities Water	643.53	989.58	346.05	2,709.96	3,958.32	1,248.36	11,875.00
05702-002 Telephone-Water	169.10	35.92	(133.18)	352.31	143.68	(208.63)	431.00
Utilities Total	812.63	1,025.50	212.87	3,062.27	4,102.00	1,039.73	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	958.63	960.42	1.79	3,834.52	3,841.68	7.16	11,525.00
05705-002 Postage-Water	150.08	131.25	(18.83)	150.08	525.00	374.92	1,575.00
05707-002 Misc. Expense - Water	46.00	114.58	68.58	46.00	458.32	412.32	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	62.68	62.68	188.00
Insurances, Postage, Education, Misc. Total	1,154.71	1,221.92	67.21	4,030.60	4,887.68	857.08	14,663.00
Total Expense	13,717.06	12,545.41	(1,171.65)	46,566.72	53,581.64	7,014.92	161,445.00
Net Income	5,044.54	6,607.75	(1,563.21)	28,802.88	17,956.02	10,846.86	63,318.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Marina

Start: 04/01/2022 | End: 04/30/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	230.00	625.00	(395.00)	9,890.00	2,500.00	7,390.00	7,500.00
04109-003 Marina Moorage - Marina	768.00	5,645.83	(4,877.83)	63,403.00	22,583.32	40,819.68	67,750.00
04110-003 Marina Wait List Forfeiture	2,100.00	0.00	2,100.00	2,100.00	0.00	2,100.00	0.00
04112-003 Ramp Fee	100.00	308.33	(208.33)	2,400.00	1,233.32	1,166.68	3,700.00
04114-003 Daily Moorage/Ramp Fees	16.00	58.33	(42.33)	16.00	233.32	(217.32)	700.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	760.00	0.00	760.00	0.00
04803-003 Dock Electric Fee - Marina	250.00	648.75	(398.75)	7,250.00	2,595.00	4,655.00	7,785.00
04804-003 Small Boats - Marina	200.00	333.33	(133.33)	3,500.00	1,333.32	2,166.68	4,000.00
Income Total	3,664.00	7,619.57	(3,955.57)	89,319.00	30,478.28	58,840.72	91,435.00
Total Income	3,664.00	7,619.57	(3,955.57)	89,319.00	30,478.28	58,840.72	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries,Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	220.11	99.67	(120.44)	526.45	398.68	(127.77)	1,196.00
05101-003 Wages-Manager-Marina	0.00	781.33	781.33	0.00	3,125.32	3,125.32	9,376.00
05103-003 Wages-Caretaker Marina	413.43	396.08	(17.35)	1,691.32	1,584.32	(107.00)	4,753.00
05104-003 Wages-Office Admin. -Marina	581.22	320.00	(261.22)	2,186.72	1,280.00	(906.72)	3,840.00
05120-003 Benefits-Marina	325.82	352.42	26.60	1,653.98	1,409.68	(244.30)	4,229.00
05201-003 Payroll Taxes - Marina	113.95	196.25	82.30	425.65	785.00	359.35	2,355.00
Salaries,Benefits & Tax Total	1,654.53	2,145.75	491.22	6,484.12	8,583.00	2,098.88	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	33.32	33.32	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	100.00	100.00	300.00
05305-003 R & M Equipment - Marina	22.35	18.75	(3.60)	22.35	75.00	52.65	225.00
05308-003 R & M- Docks & Ramps - Marina	4,535.91	281.25	(4,254.66)	4,541.08	1,125.00	(3,416.08)	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	0.00	4,500.00	4,500.00	13,500.00
05310-003 R & M Grounds-Marina	220.93	83.33	(137.60)	220.93	333.32	112.39	1,000.00
Repairs & Maintenance Total	4,779.19	1,541.66	(3,237.53)	4,784.36	6,166.64	1,382.28	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	823.02	239.92	(583.10)	1,461.00	959.68	(501.32)	2,879.00
05404-003 Contract Service - Marina	288.78	52.08	(236.70)	1,630.82	208.32	(1,422.50)	625.00
05406-003 Contract Service- Other Marina	140.32	168.75	28.43	594.31	675.00	80.69	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	0.00	275.00	275.00	825.00
Contracted Services Total	1,252.12	529.50	(722.62)	3,686.13	2,118.00	(1,568.13)	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	0.00	6.25	6.25	0.00	25.00	25.00	75.00
05507-003 Other license, fee - marina	0.00	130.25	130.25	0.00	521.00	521.00	1,563.00
Property and other Taxes Total	0.00	136.50	136.50	0.00	546.00	546.00	1,638.00

Supplies, Small Tools, Etc..

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05601-003 Office Supplies-Marina	478.24	38.58	(439.66)	478.24	154.32	(323.92)	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	0.00	200.00	200.00	600.00
05604-003 Vehicle Gas & Oil Marina	37.04	3.17	(33.87)	37.04	12.68	(24.36)	38.00
05605-003 Supplies- Marina	184.42	185.42	1.00	514.84	741.68	226.84	2,225.00
05606-003 Small Tools & Equip Marina	0.00	93.75	93.75	43.62	375.00	331.38	1,125.00
Supplies, Small Tools, Etc.. Total	699.70	370.92	(328.78)	1,073.74	1,483.68	409.94	4,451.00
Utilities							
05701-003 Utilities Marina	964.47	666.67	(297.80)	3,765.58	2,666.68	(1,098.90)	8,000.00
Utilities Total	964.47	666.67	(297.80)	3,765.58	2,666.68	(1,098.90)	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	785.10	725.00	(60.10)	3,140.40	2,900.00	(240.40)	8,700.00
05705-003 Postage-Marina	150.07	25.00	(125.07)	150.07	100.00	(50.07)	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	0.00	125.00	125.00	375.00
Insurances, Postage, Education, Misc. Total	935.17	781.25	(153.92)	3,290.47	3,125.00	(165.47)	9,375.00
Total Expense	10,285.18	6,172.25	(4,112.93)	23,084.40	24,689.00	1,604.60	74,067.00
Net Income	(6,621.18)	1,447.32	(8,068.50)	66,234.60	5,789.28	60,445.32	17,368.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Cost Center 900

Start: 04/01/2022 | End: 04/30/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 Rserve Income ALL	16,253.78	16,253.78	0.00	63,825.10	64,598.78	(773.68)	194,629.00
04055-900 Reserve Interest ALL	0.00	187.50	(187.50)	0.00	750.00	(750.00)	2,250.00
Income Total	16,253.78	16,441.28	(187.50)	63,825.10	65,348.78	(1,523.68)	196,879.00
Total Income	16,253.78	16,441.28	(187.50)	63,825.10	65,348.78	(1,523.68)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	16,253.78	16,219.08	(34.70)	63,825.10	64,876.32	1,051.22	194,629.00
Deprec, Interest & Bad Debt Total	16,253.78	16,219.08	(34.70)	63,825.10	64,876.32	1,051.22	194,629.00
Total Expense	16,253.78	16,219.08	(34.70)	63,825.10	64,876.32	1,051.22	194,629.00
Net Income	0.00	222.20	(222.20)	0.00	472.46	(472.46)	2,250.00

Regular Board of Trustees Meeting Agenda

June 23, 2022

3:00 P.M.

Via Zoom

A. President's Comments and Announcements – Ray Graves

1. There will be an Executive Session at the end of this meeting to discuss member violations and personnel matters.

B. Action on Minutes – Pat Gulick

1. Approve minutes of the regular Board Meeting dated May 26, 2022.

C. Manager's Report – Marnie Levy

D. Treasurer's Report – Fayla Schwartz

E. New Members – Pat Gulick

F. Committee Reports

G. Information items or documents submitted to the Trustees at Study Session - none

H. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

I. New Business Agenda Items (*Consider approval of the following listed agenda items*)

1. Accept/reject motion that the Board of Trustees accept the resignations of Karen Krug and Georgette Semick from the Finance Committee – Fayla Schwartz.
2. Accept/reject motion that the Board of Trustees appoint Susan Sanford and Mark Kochendorfer to the Finance Committee – Fayla Schwartz.
3. Accept/reject motion to transfer Reserve funds from Pacific Premier Bank to CDARS accounts administered by Kitsap Bank and the IntraFi Network with the following signers: Ray Graves, President and Fayla Schwartz, Treasurer, per Cape George investment policy FIN 09 – Fayla Schwartz.
4. Accept/reject motion to have the manager send a delinquent member account to SABA for collections – Fayla Schwartz.
5. Accept/reject motion to accept proposed changes to Rules & Regulation EMP02 as presented in the May 23, 2022 Study Session – Jane Ludwig.
6. Accept/reject motion to form Ad-hoc committee for Village mailboxes – Ray Graves.
7. Accept/reject motion to form a Technology/Security Ad Hoc Committee – Jane Ludwig.

8. Accept/reject motion to create a committee to look into the future use or sale of the Jefferson County firehouse who's lease is up in July, 2025 – John Dwyer.

J. Open Board Discussion – Trustee Discussion Only

K. Executive Session

L. Announcements:

- Study Session – Monday, July 25, 2022 at 3 pm via Zoom
- Board meeting - Thursday, July 28, 2022 at 3 pm via Zoom

M. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
May 26, 2022
via ZOOM
DRAFT

The Board Meeting was called to order by Vice President, Jane Ludwig at 3:01 pm

There will be an Executive Session at the end of this meeting to discuss member violations and personnel matters.

Terri Brown was recognized for her 7 years of employment with Cape George. Appreciation was expressed for all of her many contributions.

In Attendance: Jane Ludwig, Fayla Schwartz, Pat Gulick, and John Dwyer

Action on Minutes: Pat Gulick moved, and Fayla Schwartz seconded to approve the minutes of the regular Board Meeting dated – April 28, 2022. Passed - 4/0

Pat Gulick moved, and John Dwyer seconded to approve the minutes of the Special Board Meeting dated – May 18, 2022. Passed - 4/0

New Members: Welcome to our newest members.

Catherine Hutchinson & Scott Philbrick purchased 361 Dennis Blvd from Port Townsend Place, LLC

Philip & Margaret Grate purchased 22 San Juan from Michael Goldberg & Carolyn Newell

Jeremy & Jennifer Wheat purchased lot 15-4 Quinault Loop from Diori Kreske

Talo Investments, LLC purchased 101 Hemlock Dr from Raenell Leal Estate

Scot Barr purchased 430 S Palmer Dr from the Barr Estate

Tom Becker & Lissett Muhr purchased 201 N Palmer Dr from Peter & Anna Quinn

Carol Ostrom & Hugh Sims purchased 91 N Rhododendron Dr from Barbara Vale

Jon & Julie Heine purchased 81 W Vancouver Dr from Sara Crouch and Linda Swift

Managers' Report:

From Terri: We have a new manager, Marnie Levy started on May 2nd. I want to thank the community members for all your support and encouraging words during this transition. It has been a juggling act on my part to keep up, it's certainly not a one-person job. Thank you for your patience.

From Marnie: It has been a pleasure to meet and work with the Cape George Colony Trustees and homeowners. I have attended committee meetings, introduced myself to homeowners, and have asked a million questions.

Every person I have met has been kind, helpful, informative, and encouraging. I look forward to learning more every day, and lightening Terri's workload, as I find my way around. Terri, Donnie, and the Board have been most helpful in my orientation. In addition, many homeowners have offered to share their significant institutional knowledge to help me get up to speed!

Thanks to John and Jo Dwyer, and Terri, my office has a fresh coat of paint! The Social Committee gave me a lovely gift of orchids to adorn my desk and windowsill. A handful of members have let me pet their pups when they have been in the office.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

May 26, 2022

via ZOOM

DRAFT

I am very happy to be a part of the unique and beautiful Cape George Colony Club, and trust that you will find me to be an accessible, positive, and effective addition to Cape George. Thank you all for the warm welcome!

Administration:

1. A truck of Murrey's Disposal pulled into the office parking lot and snagged the internet cable line. The office was without email or internet for 3 days while waiting for repair service.
2. The first round of mowing vacant lots began May 23rd.

Maintenance:

1. The pool lane marker floats have been replaced.
2. The clubhouse ceiling light fixture has been replaced in the restroom.
3. Grooming of the ravine trail steps was completed by Chuck Hommel and his team with Donnie and Amiee's assistance.

Complaints & Reports

1. Reports of a vandalized vehicle on Hemlock Dr, windows were broken.
2. A member's fob was used on two days in April to enter the Clubhouse, Pool and Fitness Center, resulting in vandalism. Violation protocols were followed.

Treasurer's Report: Fayla Schwartz

As of April 30, 2022. Submitted May 23, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

2022 BALANCE SHEET COMMENTS

All bank accounts have been received, reconciled, and reviewed. The PPBI bank accounts were over the FDIC limit, but corrective action has been initiated to correct this issue.

On April 28, 2022, the process of transferring nearly \$1 million in reserve funds from PPBI to Kitsap Bank was initiated. Once at Kitsap Bank, the funds will again be placed in CDARS to ensure compliance with FDIC limits. When the transition is complete, there will be no difference in the accounting treatment of these funds, but local monitoring will be improved.

Operating cash balances appear high, but this is expected at the beginning of each quarter when most of the assessments are paid. Accounts receivables are also slightly elevated but again, in line with the quarterly processes.

Most of the first quarter balance sheet reconciliations have been completed or are nearly complete. The largest of these is a correction to fixed asset related accounts but that adjustment has no cash or bottom-line impact. There are several other reconciliations that did have an impact on the bottom line, the largest of

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

May 26, 2022

via ZOOM

DRAFT

which was the recording nearly \$6,000 in 2021 credit card bills that had been paid but the expense never recognized.

2022 REVENUE AND EXPENSE COMMENTS

As has been mentioned in prior months, due to management transitions, there are a number of 2021 expenses that were not recognized until 2022. A list of most of these expenses has been provided to the external auditors in the hope that they will allow the adjustment into 2021 which would benefit 2022. This decision remains with the auditors.

General Operations:

Revenues are in line with budgeted expectations with the exception of Lot Mows. The first mowing this year will take place in May rather than at the end of April so that variance will self-correct as the year progresses.

In total actual general operating expenses are less than budget but on a line-item basis there are significant variations that bear careful monitoring.

Labor expenses, both in the current month and year to date (YTD) are considerably lower than budget. This variance however will begin to dissipate now that Cape George has a new General Manager on board and may well be completely eliminated by the end of the year.

Contract services are very high due to \$2,400 in 2021 Community Financial service invoices they had misplaced and were only paid recently. Other expenses which include all supply line items are over \$4,000 of the 2021 credit card charges mentioned above where recognized. This category also includes legal fees which are running \$4,500 over budget YTD.

Water Operations:

Water revenues on a YTD basis are in line with budget. Other water revenue sources are comprised of annual prior year excess water use that occur in January of each year and any new water connections as they occur throughout the year.

Labor expenses, as with General Operations will see the favorable variance dissipate through the remainder of the year.

Contracted services do include a 2021 charge of slightly over \$1,300 that the auditors may or may not allow to be removed from 2022. Contract services include about \$600 in 2021 credit card expenses. Other expenses include the charges for WA Business and Operations taxes and there are some known amendments that are being made to those tax filings that will reduce some of the variance.

Marina Operations:

Marina revenues on a YTD basis appear to be considerably better than budget but it is important to remember that nearly 90% of all Marina revenue for the year has been collected. The variance is due to a budget that was split into twelve monthly pieces rather than loaded all into the first quarter. This will be corrected in the 2023 budget process. The \$2,100 in Wait List revenue is a miscode and will be corrected in May.

Labor has been mentioned above and the same caution applies here.

Minutes

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

May 26, 2022

via ZOOM

DRAFT

Repairs and maintenance include a \$3,900 charge for the seawall zincs. Further investigation is needed as during budgeting it may have been thought that this annual expense was to be a reserve item.

DRAFT -- CAPE GEORGE COLONY CLUB -- DRAFT							
<i>Balance Sheet as of April 30, 2022 and 2021 - Preliminary Subject to Audit</i>							
Assets	2022	2021		Liabilities and Fund Balances	2022	2021	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 178,075	\$ 267,763	-33%	Accounts Payable & Other Liabilities	\$ 146,978	\$ 145,346	1%
Operating Savings & ICS	346,202	228,070	52%	Prepaid Income	36,101	69,376	-48%
Reserves - General, Water & Marina	1,221,200	1,179,718	4%	Unearned Income Marina Wait List	1,900	1,900	0%
Total Cash & Equivalents	1,745,477	1,675,551	4%	Total Current Liabilities	184,979	216,622	-15%
Net Accounts Receivable	21,586	16,578	30%	FUND BALANCES:			
Total Net Fixed Assets	1,547,746	1,677,339	-8%	Fund Balances & Equity (Combined)	3,030,521	3,100,099	-2%
Total Prepaid & Other Assets	4,049	8,535	-53%	Modified Cash Basis Income	103,958	61,282	70%
TOTAL ASSETS	\$3,318,858	\$3,378,003	-2%	TOTAL LIABILITIES & FUND BALANCE	\$3,319,458	\$ 3,378,003	-2%

<i>Summary Revenue and Expense Statements for the periods ended April 30, 2022 and 2021 (Modified cash basis, excludes depreciation)</i>									
<i>Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022</i>									
	2022 Year to Date - Unaudited				Comparative - Unaudited				
	Actual	Budget	Variance	%	2022 YTD	2021 YTD**	Variance	%	
General					General				
General Assessment	\$ 107,551	\$ 107,550	1	0%	General Assessment	\$ 107,551	\$ 106,485	\$ 1,066	1%
Revenue - All Other Sources	4,897	6,467	(1,570)	-24%	Revenue - All Other Sources	4,897	6,791	(1,894)	-28%
Total General Revenue	112,448	114,017	(1,569)		Total General Revenue	112,448	113,276	(828)	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	34,323	53,214	18,891	36%	Salaries, Benefits, PR Tax	34,323	59,269	24,946	42%
Repairs & Maintenance	8,131	9,621	1,490	15%	Repairs & Maintenance	8,131	14,450	6,319	44%
Contracted Services	28,221	23,087	(5,134)	-22%	Contracted Services	28,221	19,397	(8,824)	-45%
Pool Expense & Utilities	8,614	7,433	(1,181)	-16%	Pool Expense & Utilities	8,614	16,659	8,045	48%
Utilities & Insurance	11,721	11,775	54	0%	Utilities & Insurance	11,721	12,800	1,079	8%
Other Expenses (incl taxes)	12,445	9,008	(3,437)	-38%	Other Expenses (incl taxes)	12,445	8,824	(3,621)	-41%
Total General Expenses	103,455	114,138	15,247		Total General Expenses	103,455	131,399	22,441	
General Net Income	\$ 8,993	\$ (121)	\$ 9,114	7532%	General Net Income	\$ 8,993	\$ (18,123)	\$ 27,116	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 69,930	\$ 69,358	\$ 572	1%	Revenue - Water Use Fees	\$ 69,930	\$ 68,664	\$ 1,266	2%
Revenue - All Other Sources	5,440	2,179	3,261	150%	Revenue - All Other Sources	5,440	3,335	2,105	63%
Total Water Revenue	75,370	71,537	3,833		Total Water Revenue	75,370	71,999	3,371	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	19,393	26,522	7,129	27%	Salaries, Benefits, PR Tax	19,393	25,532	6,139	24%
Repairs & Maintenance	0	3,300	3,300	100%	Repairs & Maintenance	-	507	507	100%
Contracted Services	10,454	8,703	(1,751)	-20%	Contracted Services	10,454	8,853	(1,601)	-18%
Utilities & Insurance	6,896	7,944	1,048	13%	Utilities & Insurance	6,896	7,250	354	5%
Other Expenses (incl taxes)	9,824	7,112	(2,712)	-38%	Other Expenses (incl taxes)	9,824	3,802	(6,022)	-158%
Total Water Expenses	46,567	53,581	7,014		Total Water Expenses	46,567	45,944	(623)	
Water Net Income	\$ 28,803	\$ 17,956	\$ 10,847	60%	Water Net Income	\$ 28,803	\$ 26,055	\$ 2,748	11%

Minutes

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 May 26, 2022
 via ZOOM
 DRAFT

<u>Marina</u>					<u>Marina</u>				
Revenue - Moorage/Parking	\$ 73,293	\$ 25,083	\$ 48,210	192%	Revenue - Moorage/Parking	\$ 73,293	\$ 63,136	\$ 10,157	16%
Revenue - All Other Sources	16,026	5,395	10,631	197%	Revenue - All Other Sources	16,026	12,818	3,208	25%
Total Marina Revenue	89,319	30,478	58,841		Total Marina Revenue	89,319	75,954	13,365	
<u>Expenses:</u>					<u>Expenses:</u>				
Salaries, Benefits, PR Tax	6,484	8,583	2,099	24%	Salaries, Benefits, PR Tax	6,484	9,532	3,048	32%
Repairs & Maintenance	4,784	6,167	1,383	22%	Repairs & Maintenance	4,784	340	(4,444)	0%
Contracted Services	3,686	2,118	(1,568)	-74%	Contracted Services	3,686	3,880	194	5%
Utilities & Insurance	6,906	5,567	(1,339)	-24%	Utilities & Insurance	6,906	7,316	410	6%
Other Expenses (incl taxes)	1,224	2,254	1,030	46%	Other Expenses (incl taxes)	1,224	996	(228)	-23%
Total Marina Expenses	23,084	24,689	1,605		Total Marina Expenses	23,084	22,064	(1,020)	
Marina Net Income	\$ 66,235	\$ 5,789	\$ 60,446	1044%	Marina Net Income	\$ 66,235	\$ 53,890	\$ 12,345	23%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 104,031	\$ 23,624	\$ 80,407	340%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 104,031	\$ 61,822	\$ 42,209	68%
<u>Reserve Activity</u>					<u>**Reserve Activity</u>				
Routine Reserve Assessment	63,825	64,599	(774)	-1%	Routine Reserve Revenue	63,825	63,427	398	1%
Reserve Interest - all	-	750	(750)	-100%	Reserve Interest - all	-	-	0	>100%
Less: Reserve Offset	(63,825)	(64,876)	1,051		Less: Reserve Offset	(63,825)	(63,967)	142	
Net Reserve Activity	\$ -	\$ 473	\$ (473)	-100%	Gross Reserve Activity	\$ -	\$ (540)	\$ 540	-100%
					** 2021 Reserve Activity adjusted out of operations for comparability to 2022.				

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental, Finance, Marina, Nominating, Pool x 2, and Water. The reports are attached to these minutes and incorporated by reference.

Member participation: Julie Gertler asked why homeowner violations were discussed in executive sessions. The General Manager will research our By-laws and RCW's and report back.
 Ray Pierson asked about the status of the mailboxes in the Village. This reserve project has not started yet.

New Business Action Items:

During the Study Session of May 23, 2022, the following motion was made. Pat Gulick moved, and Kris Easterday seconded to authorize Harbormaster, Mark Thayer to act as agent at the direction of the board, to enforce the Rules and Regulations of Cape George on May 25, 2022. Passed -5/0

Motion 1: Fayla Schwartz moved, and John Dwyer seconded to accept the CAU 2022-2023 insurance quote for a premium of \$30,282. Passed - 4/0

Motion 2: Fayla Schwartz moved, and John Dwyer seconded to accept the adjustment of Reserve balances as of 12/31/2020 to \$321,127 for General Operations; \$742,930 for Water and \$81,217 for Marina. Passed – 4/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

May 26, 2022

via ZOOM

DRAFT

Motion 3: Jane Ludwig moved, and Fayla Schwartz seconded to approve the proposed revisions to EMP04, Vacation and Sick Leave as shown in 5/26/2022 Board Packet. Passed - 4/0

Motion 4: Pat Gulick moved, and John Dwyer seconded to accept the resignation of Steve McDevitt as chair of the Environmental Committee. Passed - 4/0

Motion 5: Pat Gulick moved, and Fayla Schwartz seconded to certify the candidates for the Board of Trustees. Passed – 4/0

Motion 6: John Dwyer moved, and Fayla Schwartz seconded to approve the updates to the Water Connection and Use Permit Form. Passed – 4/0

Open Board Discussion: Manager, Marnie Levy presented a proposal and quote drafted by Chuck Hommel of the Environmental Committee to repair the walking trail steps going from Huckleberry PI to the Colony. The repair will be done in phases, with the first phase costing about \$500. This is a safety issue, and the trustees had no objections to proceeding.

Adjournment: Fayla Schwartz moved, and Pat Gulick seconded to adjourn the regular session and move to Executive Session at 3:50 pm. Passed - 4/0

Pat Gulick moved, and John Dwyer seconded to adjourn Executive Session and return to the regular meeting at 4:40 pm. Passed – 4/0

No motions were made.

Announcements:

Study Session – Monday, June 20, 2022 at 3 pm via Zoom

Board meeting - Thursday, June 23, 2022 at 3 pm via Zoom

Adjournment: John Dwyer moved, and Fayla Schwartz seconded to adjourn the meeting at 4:44 pm.

Passed -4/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, Vice President

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, April 12, 2022 9:15 am (via ZOOM)

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

May 26, 2022
via ZOOM

DRAFT

ATTENDANCE: Varn Brooks, Terri Brown, Pat Gulick, Chuck Hommel, Steven McDevitt, Ruth Ross, Bob Sullivan.

I. CALL TO ORDER: Stephen McDevitt called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: The minutes of the March 2022 meeting were reviewed. Varn moved and Steve seconded that the minutes as written be approved, and the motion passed unanimously.

III. FISCAL REPORT: The current balance is approximately \$1500.00, reflecting some sales of booklets. The article about purchasing flower booklets will be run again in the May 2022 newsletter.

IV. OLD BUSINESS

- A. PTMSC April 23 Earth Day Beach Clean-up on Cape George Beach.** Notices have been posted asking for volunteers to help.
- B. Berm AdHoc Committee Report.** The AdHoc committee found out that it will cost \$770 to renew the original permit for the Berm. That permit allows for maintenance and repair but no change to the original design. Easy beach access but at dedicated spots will be maintained to minimize damage to the berm. The AdHoc Committee will also be asking the Board to approve Task 1 in the Coastal Geologic proposal, involving developing plans for an upgrade to the berm that would need new permitting.
- C. Ravine water sampling results:** Brad with the County Health Department reported that bio levels were low in the samples that were obtained and Chuck confirmed that pictures of naturally occurring foam appeared very similar to what he was seeing. No further action planned at this time.
- D. Ravine Work Plans/Call for Volunteers.** Chuck will be scheduling regular workdays for the step building and other projects.
- E. Styrofoam Recycling.** Community members with Styrofoam to recycle should contact Jo Blair for information on times and locations to drop off or to ask Jo to help with pick up: barbarajoblair@gmail.com
- F. Landscaping at the Clubhouse:** Excellent work was done at the clubhouse to renew the landscaping and provide training in pruning. Additional work is planned going forward. For questions or to help out, please contact Patty Dunmire (pattydunmire@yahoo.com, 253-332-4779).
- G. Spring Garden Clean-up Work Days.** Steve will be notifying members of upcoming work days to help clean up the rain garden and do other weeding and maintenance on common areas.

V. NEW BUSINESS

- A. Upcoming Spraying for Hemlock/Invasive Species.** Peninsula Environmental is behind schedule with its spraying and removal due to the very wet spring. They should be coming to Cape George soon.
- B. Newsletter Notification Concerning Compliance with WDFW Fishing and Shellfish Regulations.** An article will be prepared for the May newsletter reminding the community about these regulations.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

May 26, 2022

via ZOOM

DRAFT

- C. Website Links for Environmental-related Volunteer Opportunities and Events in the Area.** The committee will provide information to the community on these items either via the newsletter or email blasts.
- D. Placement of Marine Mammal Stranding Network Signs.** Steve has signs ready to post and will send pictures of proposed locations to Pat Gulick for the board to approve.
- E. Future Plans for Use of Community Common Spaces.** Richard VanDeMark has been gathering information on use of the firehouse for events and the possibility of a community garden. Varn has information on the common areas in the neighborhood that he can share with the committee.
- F. Tree Removal on Common CG Property.** Terri Brown had asked the committee to provide some recommendations for how to handle requests from members for pruning or removal of trees on CG common property. The committee discussed this and recommended that no change be made to the current policy in which only trees that are dead or pose a risk to property be removed.
- G. Additional Wording for Tree-cutting Permit for Member Property.** The committee has drafted wording to alert members if they may need to obtain county permission to remove trees that are subject to shoreline regulation. Pat Gulick will bring to the board for approval.

The meeting was adjourned at 10:30 am.

Respectfully submitted
Ruth Ross, Secretary

Marina Committee Meeting, 3 May 2022 Agenda

11am Cape George Clubhouse

Attendees: 35 members present

Introduction

Marnie Levy, our new General Manager at Cape George was introduced and welcomed to Cape George and to the marina committee.

The entrance channel depth remains restricted in depth and breadth. New channel markers were placed in mid may reflecting the current constricted channel at about +2.0' below the zero tidal level. Mariners should exercise caution when navigating through the entrance and be aware of other vessels transiting the entrance.

The annual marina sale has been scheduled for the weekend of June 17-18-19. Dick Poole and John Hanks have agreed to manage the sale (volunteers still needed). Please consider appropriate donations to the sale. Marina volunteers can assist in transport.

Agenda items and discussions

Volunteers associated with each event are bolded

1. The 2022 Waterfront Festival 20 August 2022
 - a. Band (**Ross**)

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

May 26, 2022

via ZOOM

DRAFT

- b. Dinner and Beverages (John, Rick, Scott, Ross and Jim)
 - c. Regatta (Ben, Jim)
 - d. Boat Parade/ Races (John, Penny, Marty, Joe, Geoff)
 - e. Other activities
 - i. Festival shirts, for volunteers and for sale. (Kris Edwards)
 - ii. Olympic Salmon Coalition (\$400)
 - iii. Popcorn machine (Geoff, provided its within 35 nm)
 - iv. Regatta boat rides (Ross)
2. Presentation by the Pool Committee (Penny Jensen)
- a. Pool Fundraising Events 14 May 2022
 - i. Kids pool party and adult wine tasting 4-6 pm
 - ii. The marina committee agreed to power wash the pool entrance prior to painting on Tuesday 10 May
 - iii. The hat was passed and the marina committee donated generously (Thanks to ALL)

3. A proposed alternative for marina management

The concept of a distributed management structure was presented, generated much interest and was broadly discussed. Several aspects of the harbormaster job description were discussed, including, but not limited to: a) assignment of moorage, storage and rampage, procurement, planning, operations, volunteer recruitment and coordination, security, community outreach, marina activities, and communications.

A sub-committee was identified to develop a marina management structure that recognizes and possibly partitions the various duties of the harbormaster among some number of harbormaster "assistants"

The following members volunteered to join this team, including past harbormasters Ben Fellows and Penny Jensen and John Lacy, Jim Barr, Nick Muzik, and current harbormaster, Mark Thayer

Open Floor

Next meeting scheduled meeting will be Tuesday 7 June, 11 am (chair will be absent).

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
May 26, 2022
via ZOOM
DRAFT
NOMINATIONS COMMITTEE MEETING MINUTES
May 9, 2022

The following are the minutes from the meeting of May 9th and subsequent email exchanges over the following week.

In attendance: Ross Anderson, Patty Dunmire, Stan Russell, Dianne Tamblyn, Nancy Charpentier, Jane Ludwig (Board liaison) and Marnie Levy (Manager)

Candidates were confirmed to be Mark Constanti, Betsy Coddington and Mike Heckinger for two openings for the Board of Trustees.

Discussion was held regarding Candidate Forums. It was decided to hold two forums, one early in the month via Zoom to accommodate out of town members, and one later in the month in person (depending on COVID status). The final dates will be determined by candidate availability.

Also discussed was soliciting input from the Community as to topics and questions for the forums in order to shape the content from the candidates. It was decided to advertise:

- In the newsletter
- Posters at the mail kiosks
- Email blasts

After polling the candidates, the schedule was established to be

- Zoom meeting Tue June 7th at 7:00 p.m., to be chaired by Fayla Schwartz
- In person at the clubhouse on Sun June 26th at 2:00 p.m. to be chaired by Jane Ludwig. This meeting may change to online depending on COVID status, so flexibility is requested of the membership.

All input from members will be shared with the candidates beforehand and will be included in the agendas of each meeting. The format will be:

- Introduction of the Candidates by the Chair
- Opening remarks – 4 minutes per person, the order to be established by random numerical selection
- Questions and comments from the membership – both those collected prior and in person from attendees. Candidates will have 2 min to respond to each (will be flexible depending on complexity of the issues raised)
- Closing statements – 3 minutes per candidate, the order to be established by random numerical selection

ADDENDUM We have a late entry for Candidates. Bart Mooyman-Beck has filed to run and will be participating in the forums.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
May 26, 2022
via ZOOM
DRAFT

Pool Committee Meeting

4/26/2022

Called to order at 3pm by Chair Penny Jensen (meeting held at Penny's home)

Attendees: Penny Jensen, Chair; Patty Dunmire; Kriss Edwards; Marta Krissovich; John Galm; Linda Mollino;

Financial Report-was reviewed by Penny: current balance: \$_____

Pool Fundraiser:

The primary focus of the meeting was to discuss the pool fundraiser and party both for children and adults .

Discussion of posters (they have been printed, laminated, and posted through Cape George Communities by Linda and Kriss. Plastic holders for donation envelopes have been obtained and Kriss and Linda will post them in the pool; fitness room, community room and the office. Penny and Mardella will post the posters by the mailboxes.

Penny to request an e-mail blast about the pool parties on 5/4 and 5/9.

Pool News to include poster for next newsletter.

Discussion of how tee-shirts will be given out. Kriss to give them out at the Wine Tasting (first come basis). You do not have to donate to receive a tee-shirt, but it will be encouraged.

John brought his basket for coins. He will put water in the basket since it has a drain in it. Linda to create a basket for checks and bills.

Objectives of children's and adult parties is to have fun and raise money.

Discussion of how tables will be set-up for the Adult Party, Penny to take charge.

Penny will monitor weather and parties can be moved inside if needed.

Penny will contact Sandy about the children's party and solidify the details and safety flyers.

Suggestion Box has been installed in the Pool area will be checked three times a week by Marta and Patty for donations and suggestions. Question of whether with some effort the box could be removed. Marta to contact Donnie about putting an extra screw to secure the suggestion box.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
May 26, 2022
via ZOOM
DRAFT

Bathing Cap Contest: two submissions, deadline May 3, 2022.

Next Meeting : May 3, 2022

Pool Committee Meeting - 5/3/2022

Called to order at 3pm by Chair Penny Jensen

Attendees: Penny Jensen, Chair; Patty Dunmire; Kriss Edwards; Marta Krissovich; John Galm; Sandy Gulin; Linda Mollino; Mardella Rowland; Marnie Woodward, Cape George Manager
Financial Report-was reviewed by Penny: current balance: \$_____

Pool Fundraiser:

The primary focus of the meeting was to solidify the pool fundraiser and party both for children and adults .

The posters are in place and monies have been donated, thus far \$1250 according to Patty. \$250 was donated by the Marina Committee after Penny made a presentation to them this morning.

Penny has received permission for e-mail blast about the pool parties on 5/4 and 5/9.
Pool News to include poster for next newsletter.

Discussion of how tee-shirts will be given out. Kriss will be giving out at both parties (first come basis). You do not have to donate to receive a tee-shirt, but it will be encouraged at the Wine-tasting Party.

Reviewed the Objectives of children's and adult parties: which are to have fun and raise money.

Discussion of how tables will be set-up for the Adult Party, Penny to take charge.
Penny will monitor weather and parties can be moved inside if needed. Pool committee members agreed to come and help. Adult Party: 2:30-3pm

Sandy presented handouts for the children's party that will promote pool safety. Mardella is willing to help with games as has a history of doing pool activities with young children. Marta agreed to help. Mardella and Marta agreed to be in the pool with the children that attend. Setup time 1130 for those who are interested in helping.

Motion for \$30.00 to be allocated to Mardella to buy prizes for the pool activities.
Jim agreed to help with trying to keep food outside of the pool area.

Bathing Cap Contest: two submissions, . Ann (Pi) Hueter has one the contest and this will be announced the Wine Party. Pi, will receive a \$25.00 gift certificate.

Water aerobics: continues MWF with success. Question from Robin, about whether there could be a session on Tues/Thursday Time of sessions discussed. Agree that a Poster will be available to survey interest at the Wine Party to gage community interest. Marta is also willing to send out another survey as she has done in the past.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

May 26, 2022

via ZOOM

DRAFT

Pool Times: discussed closing of pool earlier because of the potential for vandalism risk. No decision made.

Next Meeting : June 7, 2022

**Cape George Water Advisory Committee
Meeting Report May 3, 2022**

The meeting was held at 4 PM May 3, 2022, in the Clubhouse. Present: New Cape George Manager Marnie Woodward, Terri Brown, Water Manager Jose Escalera, Board Liaison John Dwyer, Carl Berger, Thad Bickling, Steve King, Stew Pugh, Scott Carpenter, and Chair Marty Gilmore.

The committee welcomed new General Manager Marnie Woodward.

Water tank diving and inspection is scheduled for late June/early July. Material for the new telemetry system is on site and is expected to be installed and tested in June. Hydrant painting is also scheduled during better summer weather.

Cape George is renewing its insurance for the community. Once renewed, the committee will review coverage as it affects the water system.

Educational materials about plumbing Cross Connections and the compliance requirements for homeowners who have cross-connections will be included in the package of documents that is sent to all Cape George owners in June.

Cape George has scheduled testing for its three cross connections.

The committee developed a proposed revision to CP08a, the Water Connection and Use Permit Application for the purpose of clarifying Owner's responsibilities. The proposed revision (attached) is submitted from the Water Advisory Committee to the Board for further action.

The next scheduled meeting will be Tuesday, June 1, 2022, at 4 PM in the clubhouse. Marty will be absent.

Minutes

Manager Report

June 2022

Thank you to the Trustees, committee members and everyone who has taken the time to introduce themselves to me since I arrived. It has been a pleasure. Many people have been extremely generous with teaching me the systems, helping me become familiar with how each committee works, and sharing the history of this beautiful community!

The Memorial Day Barbecue was well attended, and the shared dishes were amazing. I heard that despite the cold a handful of people stayed to watch an exceptional sunset. Thanks to Cassie Reeves and the Social Committee for their work before and after dinner! And thanks to Mark Thayer who kept the barbecues going throughout the evening.

The Zoom Candidate Forum was well attended, and the candidates did a great job stating their plans to work with pressing community issues. The next forum is currently scheduled for Sunday, June 26 at 2 p.m. at the Clubhouse.

Granny's Attic was a huge success, thanks again to the work of the Social Committee and everyone who made donations.

Administration

1. The 1st round of vacant lot mowing has been completed and invoiced. The 2nd mowing will take place the week of June 27th, weather dependent.
2. Invoices for the 3rd quarter installment of our assessment have been mailed.
3. Ballots for the trustee election have been mailed June 1st. Spare security sleeves or mailing envelopes are available in the office.

Maintenance

1. Two fallen trees on Cole Avenue were cut and removed to clear way for traffic.
2. Donnie and Aimee have been hustling to keep up with mowing and weed whacking throughout the community. In general, they work their way around the community, and then start again to keep up with the robust spring growth.
3. One light outlet was fixed in the pool area and a new outlet was installed.
4. The annual Marina dredging took place from June 14 to 16, taking advantage of extreme low tides.
5. There have been reports of Poison Hemlock growing in common areas and vacant lots. We are working on addressing those issues with the Environmental Committee.

Violations

Three property maintenance violation letters were written this month and are in process according to Cape George Colony Rules and Regulations.

END OF REPORT

Cape George Treasurer's Report

May 31, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

2022 BALANCE SHEET COMMENTS

All bank accounts have been received, reconciled, and reviewed.

The process of transferring funds from Pacific Premier Bank (PPBI) to Kitsap Bank occurred during the last week of May and early June. Results will be reported in the June 2022 Treasurer's report.

2022 REVENUE AND EXPENSE COMMENTS

Reserves assets are up about \$60,000 (compared to 2021). This increase is due to the 2.5% Reserve Assessment increase for 2022 and the timing differences in reserve expenditures this year to last year.

Salaries and related expenses are down 30-40% compared to budget. We had no General Manager until early May but had budgeted one starting in January. There is also a slight decrease in benefits due to the correction of the 2020 and 2021 over accrual in Regence bills and the lower cost of the new healthcare plan.

Marina Moorage and other revenue are all up over 130% compared to budget. The Marina revenues were budgeted in twelve even pieces, but the actual revenue comes in 95% in the first few months of the year. The timing of revenue collection vs. expenditures also accounts for the high Marina net income for this time of year.

Water expenses were about \$4000 under budget and YTD expenses are \$11.6k under budget. There was no water manager's invoice for May (probably a late submission).

Amended excise tax returns have been filed with the WA Dept. of Revenue for January and February and Cape George is owed refunds in the amount of \$2,200. There is still one amendment left to file which should result in another \$850 refund from the State. The early issues encountered with the monthly WA Excise tax filings have been corrected.

CAPE GEORGE COLONY CLUB

6/20/2022

Balance Sheet as of May 31, 2022 and 2021 - Preliminary Subject to Audit

Assets	2022	2021		Liabilities and Fund Balances	2022	2021	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 296,511	\$ 250,104	19%	Accounts Payable & Other Liabilities	\$ 85,008	\$ 89,025	-5%
Operating Savings & ICS	197,409	197,417	0%	Prepaid Income	42,190	69,493	-39%
Reserves - General, Water & Marina	1,237,598	1,178,513	5%	Unearned Income Marina Wait List	900	900	0%
Total Cash & Equivalents	1,731,518	1,626,034	6%	Total Current Liabilities	128,098	159,418	-20%
Net Accounts Receivable	8,624	11,354	-24%	FUND BALANCES:			
Total Net Fixed Assets	1,669,384	1,677,339	0%	Fund Balances & Equity (Combined)	3,167,716	3,098,893	2%
Total Prepaid & Other Assets	6,757	5,010	35%	Modified Cash Basis Income	120,469	61,426	96%
TOTAL ASSETS	\$3,416,283	\$3,319,737	3%	TOTAL LIABILITIES & FUND BALANCE	\$ 3,416,283	\$ 3,319,737	3%

Summary Revenue and Expense Statements for the periods ended May 31, 2022 and 2021 (Modified cash basis, excludes depreciation)

Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022

2022 Year to Date - Unaudited					Comparative - Unaudited				
General	Actual	Budget	Variance	%	General	2022 YTD	2021 YTD**	Variance	%
General					General				
General Assessment	\$ 135,237	\$ 135,236	1	0%	General Assessment	\$ 135,237	\$ 133,106	\$ 2,131	2%
Revenue - All Other Sources	8,442	8,084	358	4%	Revenue - All Other Sources	8,442	11,547	(3,105)	-27%
Total General Revenue	143,679	143,320	359		Total General Revenue	143,679	144,653	(974)	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	42,402	66,518	24,116	36%	Salaries, Benefits, PR Tax	42,402	73,671	31,269	42%
Repairs & Maintenance	8,214	12,026	3,812	32%	Repairs & Maintenance	8,214	16,730	8,516	51%
Contracted Services	36,427	28,859	(7,568)	-26%	Contracted Services	36,427	25,780	(10,647)	-41%
Supplies & Small Tools	8,416	5,134	(3,282)	-64%	Supplies & Small Tools	8,416	7,872	(544)	-7%
Pool Expense & Utilities	10,429	9,291	(1,138)	-12%	Pool Expense & Utilities	10,429	20,256	9,827	49%
Utilities & Insurance	14,142	14,719	577	4%	Utilities & Insurance	14,142	17,178	3,036	18%
Other Expenses (incl taxes)	6,800	6,126	(674)	-11%	Other Expenses (incl taxes)	6,800	491	(6,309)	N/A
Total General Expenses	126,830	142,673	20,360		Total General Expenses	126,830	161,978	29,138	
General Net Income	\$ 16,849	\$ 647	\$ 16,202	-2504%	General Net Income	\$ 16,849	\$ (17,325)	\$ 34,174	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 88,538	\$ 87,967	\$ 571	1%	Revenue - Water Use Fees	\$ 88,538	\$ 85,688	\$ 2,850	3%
Revenue - All Other Sources	6,540	2,724	3,816	140%	Revenue - All Other Sources	6,540	4,435	2,105	47%
Total Water Revenue	95,078	90,691	4,387		Total Water Revenue	95,078	90,123	4,955	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	23,451	33,153	9,702	29%	Salaries, Benefits, PR Tax	23,451	32,374	8,923	28%
Repairs & Maintenance	0	4,125	4,125	100%	Repairs & Maintenance	-	507	507	100%
Contracted Services	11,159	10,879	(280)	-3%	Contracted Services	11,159	10,762	(397)	-4%
Supplies & Small Tools	1,623	2,920	1,297	44%	Supplies & Small Tools	1,623	5,165	3,542	69%
Utilities & Insurance	9,099	9,930	831	8%	Utilities & Insurance	9,099	9,023	(76)	-1%
Other Expenses (incl taxes)	9,177	5,120	(4,057)	-79%	Other Expenses (incl taxes)	9,177	3,511	(5,666)	-161%
Total Water Expenses	54,509	66,127	11,618		Total Water Expenses	54,509	61,342	6,833	
Water Net Income	\$ 40,569	\$ 24,564	\$ 16,005	65%	Water Net Income	\$ 40,569	\$ 28,781	\$ 11,788	41%
Marina					Marina				
Revenue - Moorage/Parking	\$ 73,293	\$ 31,354	\$ 41,939	134%	Revenue - Moorage/Parking	\$ 73,293	\$ 64,136	\$ 9,157	14%
Revenue - All Other Sources	16,690	6,744	9,946	147%	Revenue - All Other Sources	16,690	12,962	3,728	29%
Total Marina Revenue	89,983	38,098	51,885		Total Marina Revenue	89,983	77,098	12,885	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	7,844	10,729	2,885	27%	Salaries, Benefits, PR Tax	7,844	11,652	3,808	33%
Repairs & Maintenance	4,973	7,708	2,735	35%	Repairs & Maintenance	4,973	684	(4,289)	0%
Contracted Services	4,322	2,648	(1,674)	-63%	Contracted Services	4,322	4,354	32	1%
Supplies & Small Tools	1,095	1,855	760	41%	Supplies & Small Tools	1,095	1,722	627	36%
Utilities & Insurance	8,344	6,958	(1,386)	-20%	Utilities & Insurance	8,344	8,714	370	4%
Other Expenses (incl taxes)	180	963	783	81%	Other Expenses (incl taxes)	180	2	(178)	N/A
Total Marina Expenses	26,758	30,861	4,103		Total Marina Expenses	26,758	27,128	370	
Marina Net Income	\$ 63,225	\$ 7,237	\$ 55,988	774%	Marina Net Income	\$ 63,225	\$ 49,970	\$ 13,255	27%
Net Income/Loss - Combined Operations	\$ 120,643	\$ 32,448	\$ 88,195	272%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 120,643	\$ 61,426	\$ 59,217	96%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	80,079	80,852	(773)	-1%	Routine Reserve Revenue	80,079	79,284	795	1%
Reserve Interest - all **	-	938	(938)	-100%	Reserve Interest - all	-	-	0	>100%
Less: Reserve Offset***	(80,079)	(81,095)	1,016		Less: Reserve Offset	(80,079)	(79,284)	(795)	
Net Reserve Activity	\$ -	\$ 695	\$ (695)	-100%	Gross Reserve Activity	\$ -	\$ -	\$ -	0%

CAPE GEORGE COLONY CLUB

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New Members for June Meeting

1. Kathryn Curtiss purchased 150 Maxwell Ave & lot 32 Maxwell from Joshua & Darbie Beadle
2. Thomas Hoy purchased lot 44-3 Hemlock from Carla Vanderven
3. Ryan Purcell & Liza Shoenfeld purchased 450 Dennis Blvd
4. And lot 9-1 Dennis from Virginia Jennings Estate
5. LLC purchased 190 Sunset Blvd from Lesa Peri
6. Matthew & Aonda Moran purchased 31 Vancouver Pl from Lani Hubbard & Susan Cook
7. Joene Lott purchased 195 San Juan Dr from Jean Hawkins

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, May 10, 2022, 9:15 am (via ZOOM)

ATTENDANCE: Diane Boushek, Varn Brooks, Patty Dunmire, Sue Dunning, Chuck Hommel, Marnie Levy, Steven McDevitt, Ruth Ross

I. CALL TO ORDER: Stephen McDevitt called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: Sue moved and Chuck seconded that the minutes of the April 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: Current balance is 2003.87, reflecting sales of flower booklets.

IV. NEW BUSINESS

- A. PTMSC Intertidal Survey:** June 15 (Kinzie) & June 16 (CG). Ruth notified members interested in participating to contact Betsy Carlson at PTMSC and view the refresher training.
- B. Selection of New EC Chairperson:** Steve has notified the committee that he is stepping down after his 2-year term. The committee thanked Steve for all his hard work, especially during the difficult conditions with Covid. Ruth informed the committee that she will continue as secretary but is not able to take on the chair position. Members were asked to please consider serving in this position.

V. OLD BUSINESS

- A. Styrofoam Recycling:** contact Jo Blair or Ruth for information.
- B. WA Dept. of Ecology Oil Spill Response Kit:** Grant requests are backlogged for a year. Steve hopes to get a grant processed next year.
- C. Earth Day Beach Cleanup:** Steve reported that 24 volunteers conducted a very successful beach cleanup south and north of Cape George, with approximately 90 lbs of bagged miscellaneous plastics and other debris, along with at least 100 lbs of larger pieces of wood, PVC pipe, and rubber hose, collected.
- D. Meeting with Taylor Shellfish:** since approximately 30 rigid plastic seafood agriculture bags were found during the clean-up. Steve contacted Taylor Shellfish. Their representatives met with Steve and Varn and said they are eager to collect bags that have broken away and washed up on the beach and will start checking our beaches and will also pick up any bags we find. The committee needs to discuss with Donnie a location where members can place these bags if they find them so they can be collected.
- E. Hemlock Spraying:** Marnie will follow-up with Terri concerning the status of this work.
- F. Ravine Work Plans:** Chuck Hommel gave an update on maintenance work in the ravine and plan for new steps to Huckleberry Place.

- G. Meeting with WSU Ext. Rain Garden Volunteer:** Steve met with Jeanette Maestre from the extension office about maintenance/upkeep for the garden. Weeding and mulching need to be completed. The existing fencing can be taken down at the end of this season, but a lower fence will be needed to keep people from stepping into the bottom of the rain garden.
- H. Regular articles on environmental topics for CG newsletter:** Articles that have appeared in 2022 covered a history of flooding and the construction of the berm by Kitty Rucker (Jan 2022), pruning workshop at the clubhouse by Patty Dunmire (March 2022), plant booklets for sale by Patty (April 2022), and Washington Department of Fish and Wildlife regulations for fishing and shellfish gathering by Steve McDevitt and plant booklets for sale (May 2022).
- I. Marine Mammal Stranding Network Signs:** Steve reported that one sign has been placed at the marina gazebo and one at memorial park.

The meeting was adjourned at 10:11 am.

Respectfully submitted
Ruth Ross, Secretary

Finance Committee Minutes
June 7, 2022

To: Cape George Board of Trustees, CG General Manager, Cape George
Office Administrator
From: CG Finance Committee
Attending: Karen Krug, Nancy Charpentier, Georgette Semick; Board Members Fayla
Schwartz and John Dwyer; Marnie Levy; 4 invited guests

1. “Complete Everything You Never Wanted to Know” (compiled August 2011).
This document compiled by Karen Krug and the Finance Committee in 2011 has been used on and off to provide background on HOA finances to Board members and committee members over 10 years now. It was suggested that it needed some updates and a proposal of which sections and how to update it without getting into too much detail was discussed.
2. FIN08 Critical Accounting Policy was reviewed as well as a sample of the past tracking memo to ensure the reviews and Board actions were taking place during the year. A few minor updates were suggested. The revisions may be possible to submit to the Board prior to the June 20th Study session.
3. Roles and Processes document was reviewed and discussed.
4. Status of Q1 Reconciliations
 - a. Regence adjustment in the works with credits to 3 operating accounts to be seen in the May financial statements
 - b. Marina Wait List: a separate working meeting with Terri was set to work on final adjustments
 - c. Fixed assets from FY 2021 memo was reviewed and approved.

Recommendation to the Board: Record the transfer basis for each individual asset at the cost that it was paid for from reserves during 2020 and 2021, a total of \$247,000.
5. Reserve Accounts. A memo from Karen on new accounts needed was discussed and approved. This will take a month or two to first set up the accounts and then make the transfers.

A working session was scheduled for June 15, 2022. It is hoped that the financial statements for May will be ready. Reviews of in-process documents will also be discussed.

Submitted By Georgette Semick on behalf of Finance Committee
June 17, 2022 Final

Pool Committee Meeting

6/7/2022

Called to order at 3pm by Chair Penny Jensen

Attendees: Penny Jensen, Chair; Patty Dunmire; Kriss Edwards; Marta Krissovich; Sandy Gulin; Linda Mollino; Mardella Rowland; Marnie Woodward, Cape George Manager

Financial Report:

Reviewed by Penny: current account balance: \$6422.87

Pool Fundraiser: \$5,547+ (a couple of additional checks have just come in

Minutes of Last Meeting: Minutes in Newsletter

Penny requested that any outstanding receipts from pool fundraiser be turned into her for reimbursement. Many donated for the events.

New Business:

- Review of Pool Fundraising events: everyone agreed that both events were a success and should be repeated next year. Suggestion for next year is to have snack bags for the children's party and do it after lunch to keep food out of the pool area This will keep with consistent of no food in the pool area.
- Artwork by Sandy Gulin is completed but it needs to be framed and then it is ready for installation. It will be installed in the outside entrance to the pool on the left hand-side. Penny brought some ideas to the to the committee in order that members will see a significant change to the pool entrance: including but not limited to: painting the inside and outside entrance way, new hinges; new door handle. In in the near future new lights for the outside entrance, this will be discussed at the next meeting.
- Major discussion around how to spend the fundraising dollars. Decision made to listen to ideas from the community members who made suggestions in the suggestion box. Decision made to hold \$2,00 in reserve and spend approximately \$4,400. The committee categorized items of those that can be bought now and those will be put on the future list. Committee members were assigned the task of doing the research. The list with links will be send to Penny after approval by the committee.

-

Purchase now	Future Items	Committee Member
Shoe rack		Kriss/Sandi
Banners/Flags to replace over the pool		Team
Grab Bars for the Shower (priority)		Sandi and Jose
Kick Boards for children		
Lights for Entrance and alcove to pool		Penny/Joe
Mats for shower rooms		Kriss/Marta/Penny
Pool Toy Box		Kriss
Commercial baby changing table		Kriss
Rack for Foam Weights		Kriss/Marta
Receptacle for Noodles		Kriss
Tall Cabinet for misc items		Kriss
	Fan for shower rooms to increase the temperature	Mike
	Mirror to replace one in women's shower room	Kriss
	Lockers for shower rooms	Kriss
	Power lift for accessing pool for disabled folks	Linda
	Robotic Pool Vacuum	Patty
	Wall Mounted Sound System	Patty/Marta
	Water Extraction Spinner	Marta

- Cleaning Service: discussed the issue with the cleaning service. Marnie will contact the manager/owner of the cleaning service and discuss the issues. She will ask him to come out with the employees on a Saturday morning and go over the problem areas. Primarily the men and woman's shower rooms.
- Next Meeting : July 5, 2022, 3 pm Clubhouse



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

05/01/2022 – 05/30/2022

Prepared by:

Community
 **Financials**

Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
6	Aged Owner Balance	The list of owners with balances over 30 days.
7	Prepaid Owners	The list of owners with a prepaid balance.
8	Check Register	The list of all checks written for a community during a period of time.
9	Bank Reconciliation	Bank reconciliation history for a given bank account.
10	Bank Reconciliation	Bank reconciliation history for a given bank account.
11	Bank Reconciliation	Bank reconciliation history for a given bank account.
12	General Ledger Detail	Shows General Ledger activity and supporting information for a given time period.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 05/31/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$191,695.05	\$0.00	\$191,695.05
01106-001 OP - PPB 0125 New	\$104,255.32	\$0.00	\$104,255.32
01107-001 Oper Savings - General - Chase 5161	\$100,039.62	\$0.00	\$100,039.62
Operating Cash Total	\$396,550.60	\$0.00	\$396,550.60
Reserve Cash			
01108-001 Reserve Invest - General	\$0.00	\$1,794.70	\$1,794.70
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$1,128,808.46	\$1,128,808.46
01111-008 ICS Accounts- PPB Bank	\$50,248.96	\$0.00	\$50,248.96
01150-001 PPB - 6mo CD # 1015 Exp 02/07/2022	\$0.00	\$76,900.72	\$76,900.72
01160-001 PPB - 9mo CD #1023 Exp 08-11-21	\$0.00	\$77,213.36	\$77,213.36
01170-001 Kitsap Bank- Money Market	\$0.00	\$0.10	\$0.10
01173-001 Kitsap Bank Intra FL-CD 1	\$0.00	\$0.10	\$0.10
01173-002 Kitsap Bank Intra FL-CD 2	\$0.00	\$0.10	\$0.10
01195-001 Due to / from Reserves -General	\$0.00	(\$49,197.30)	(\$49,197.30)
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-001 Due From / TO Operating - General	\$49,197.30	\$0.00	\$49,197.30
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$97,368.70	\$1,237,597.80	\$1,334,966.50
Current Assets			
01201-000 Accts Receivables - Income Tax	\$1,420.00	\$0.00	\$1,420.00
01201-001 Accts Receivables General	\$8,043.70	\$0.00	\$8,043.70
01201-002 Accts Receivables Water	\$518.40	\$0.00	\$518.40
01201-003 Accts Receivables Marina	\$238.50	\$0.00	\$238.50
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-099 Acct Rec - Reserve Assessment	\$2,397.52	\$0.00	\$2,397.52
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$606.68	\$0.00	\$606.68
Current Assets Total	\$8,623.80	\$0.00	\$8,623.80
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$76,413.20	\$0.00	\$76,413.20
01406-001 Accum Depletion Land Improv - General	(\$18,429.42)	\$0.00	(\$18,429.42)
01411-001 Buildings General - General	\$904,677.90	\$0.00	\$904,677.90
01415-001 Accum Deprec Blds General - General	(\$623,317.41)	\$0.00	(\$623,317.41)
01421-001 Equip/Veh Assets General	\$134,804.08	\$0.00	\$134,804.08
01425-001 Accum Deprec Equip/Veh Gen	(\$101,304.72)	\$0.00	(\$101,304.72)
01431-002 Water System Improvements	\$1,068,319.08	\$0.00	\$1,068,319.08
01435-005 Accum Deprec Wtr/Grwth	(\$644,497.96)	\$0.00	(\$644,497.96)
01451-011 Roads Special	\$1,148,799.98	\$0.00	\$1,148,799.98
01455-011 Accum Deprec Roads Rds	(\$853,159.41)	\$0.00	(\$853,159.41)
01460-003 Marina Improvements - Marina	\$812,351.84	\$0.00	\$812,351.84

Account	Operating	Reserves	Total
01461-003 Accum Depreciation-Marina - Marina	(\$272,646.68)	\$0.00	(\$272,646.68)
01490-001 CIP - Construction in Progress - General	\$529.89	\$0.00	\$529.89
01490-002 CIP - Construction in Progress - Water	\$6,621.11	\$0.00	\$6,621.11
Fixed Assets Total	\$1,669,383.64	\$0.00	\$1,669,383.64
Other Assets			
01501-001 Prepaid Insurance General - General	\$4,612.85	\$0.00	\$4,612.85
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41
Other Assets Total	\$6,757.26	\$0.00	\$6,757.26
Total Assets:	\$2,178,684.00	\$1,237,597.80	\$3,416,281.80

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02101-001 Accts Payable Gen - General	\$8,077.00	\$0.00	\$8,077.00
02103-001 Accts Payable Comm Gen - General	\$3,446.74	\$0.00	\$3,446.74
02105-002 Refundable Clubhouse Deposit	\$400.00	\$0.00	\$400.00
02111-001 Vacation Payable - General	\$6,895.26	\$0.00	\$6,895.26
02120-001 Prepaid Income General	\$42,190.19	\$0.00	\$42,190.19
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	\$2,524.87	\$0.00	\$2,524.87
02130-003 Interest Rec Reserves	\$0.00	(\$841.00)	(\$841.00)
02130-004 Income Tax Payable	\$353.00	\$0.00	\$353.00
02510-001 Deferred Income - General	\$27,688.00	\$0.00	\$27,688.00
02510-002 Deferred Income - Water	\$18,914.87	\$0.00	\$18,914.87
02510-099 Deferred Income - Reserves	\$16,281.81	\$0.00	\$16,281.81
Current Liability Total	\$128,096.74	(\$841.00)	\$127,255.74
Total Liabilities:	\$128,096.74	(\$841.00)	\$127,255.74

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,196,646.80	\$1,196,646.80
03002-999 Prior Year Reserves - ADJ	\$0.00	(\$1.30)	(\$1.30)
03003-001 PY - Reserves - General	\$0.00	\$0.10	\$0.10
03003-002 PY - Reserves - General	\$0.00	\$0.10	\$0.10
03003-003 PY - Reserves - Marina	\$0.00	\$0.10	\$0.10
03004-001 CY- Total Annual Assessment	\$0.00	\$0.10	\$0.10
03005-001 Reserves Fund - General	\$0.00	(\$225,345.23)	(\$225,345.23)
03005-002 Reserves Fund - Water	\$0.00	\$75,264.25	\$75,264.25
03005-003 Reserves Fund - Marina	\$0.00	\$111,859.44	\$111,859.44
03006-001 CY - Reserves Prorata - General	\$0.00	\$0.10	\$0.10
03006-002 CY - Reserves Prorata - Water	\$0.00	\$0.10	\$0.10
03006-003 CY - Reserves Prorata - Marina	\$0.00	\$0.10	\$0.10
03050-001 CY - RESERVE EXPENSE - General	\$0.00	\$73,832.21	\$73,832.21
03510-001 CY - RESERVE INTEREST: - General	\$0.00	\$6,413.33	\$6,413.33

Account	Operating	Reserves	Total
03510-002 Reserve Interest - Water	\$0.00	(\$75.00)	(\$75.00)
03510-003 Reserve Interest - Marina	\$0.00	(\$157.00)	(\$157.00)
03511-001 CY - Reserves Interest General	\$0.00	\$0.10	\$0.10
03511-002 CY - Reserves Interest - Water	\$0.00	\$0.10	\$0.10
03511-003 CY- Reserves Interest - Marina	\$0.00	\$0.10	\$0.10
03512-001 CY - Transfer Excess - General	\$0.00	\$0.10	\$0.10
03512-002 CY - Board Transfer Excess Water	\$0.00	\$0.10	\$0.10
03512-003 CY - Board Transfer Excess - Marina	\$0.00	\$0.10	\$0.10
03600-001 Fund Balance - General	\$1,916,954.68	\$0.00	\$1,916,954.68
Fund Balances Total	\$1,916,954.68	\$1,238,438.80	\$3,155,393.48
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66
Equity Total	\$13,163.68	\$0.00	\$13,163.68
Current Year Net Income/(Loss)	\$120,468.90	\$0.00	\$120,468.90
Total Equity:	\$2,050,587.26	\$1,238,438.80	\$3,289,026.06
Total Liabilities & Equity	\$2,178,684.00	\$1,237,597.80	\$3,416,281.80

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 General
 Start: 05/01/2022 | End: 05/31/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04101-001 Annual Assess General	27,686.11	27,686.11	0.00	135,236.85	135,235.81	1.04	329,038.58
04107-001 Lot Mow Fees General - General	3,060.00	916.67	2,143.33	3,060.00	4,583.35	(1,523.35)	11,000.00
04108-001 Comm Center Rental	(185.00)	93.75	(278.75)	690.00	468.75	221.25	1,125.00
04110-001 Marina Wait List - General	0.00	120.92	(120.92)	100.00	604.60	(504.60)	1,451.00
04113-001 Late Fee Income	180.00	129.17	50.83	600.00	645.85	(45.85)	1,550.00
04115-001 Other Fees General	10.00	25.00	(15.00)	140.00	125.00	15.00	300.00
04301-001 Int Income - Oper General - Ge...	1.73	4.67	(2.94)	9.78	23.35	(13.57)	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	2,212.79	223.75	1,989.04	537.00
04801-001 Misc Income- General	80.00	83.33	(3.33)	620.00	416.65	203.35	1,000.00
04805-001 Rental Application Fee - Gener...	80.00	0.00	80.00	80.00	0.00	80.00	0.00
04806-001 Fines - General	150.00	95.83	54.17	150.00	479.15	(329.15)	1,150.00
04807-001 Access Cards/FOB's - General	155.00	62.50	92.50	515.00	312.50	202.50	750.00
04808-001 Phone Directories - General	12.00	40.33	(28.33)	264.00	201.65	62.35	484.00
Income Total	31,229.84	29,303.03	1,926.81	143,678.42	143,320.41	358.01	348,441.58
Total Income	31,229.84	29,303.03	1,926.81	143,678.42	143,320.41	358.01	348,441.58

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries,Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	162.70	974.67	811.97	2,891.62	4,873.35	1,981.73	11,696.00
05101-001 Wages - Manager- General	3,076.52	4,638.58	1,562.06	2,008.99	23,192.90	21,183.91	55,663.00
05103-001 Wages-Caretakers- General	2,631.20	2,710.67	79.47	12,645.23	13,553.35	908.12	32,528.00
05104-001 Wages-Office Admin. General	4,425.46	1,898.17	(2,527.29)	17,149.66	9,490.85	(7,658.81)	22,778.00
05120-001 Benefits General	(3,229.53)	1,812.92	5,042.45	5,022.70	9,064.60	4,041.90	21,755.00
05201-001 Payroll Taxes General	1,012.99	1,268.58	255.59	2,683.97	6,342.90	3,658.93	15,223.00
Salaries,Benefits & Tax Total	8,079.34	13,303.59	5,224.25	42,402.17	66,517.95	24,115.78	159,643.00
Repairs & Maintenance							
05301-001 R & M Buildings- General	0.00	385.42	385.42	3,656.61	1,927.10	(1,729.51)	4,625.00
05302-001 R & M Roads & Drainage	0.00	833.33	833.33	764.41	4,166.65	3,402.24	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	182.50	182.50	438.00
05304-001 R & M Vehicles	0.00	183.33	183.33	187.42	916.65	729.23	2,200.00
05305-001 R & M Equipment	83.22	229.17	145.95	319.89	1,145.85	825.96	2,750.00
05310-001 R & M Grounds	0.00	560.42	560.42	2,855.53	2,802.10	(53.43)	6,725.00
05313-001 R & M Swimming Pool -NEW	0.00	177.08	177.08	430.32	885.40	455.08	2,125.00
Repairs & Maintenance Total	83.22	2,405.25	2,322.03	8,214.18	12,026.25	3,812.07	28,863.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	222.17	239.58	17.41	1,330.47	1,197.90	(132.57)	2,875.00
05402-001 Contract Service - Legal - Gen...	70.00	1,000.00	930.00	8,685.50	5,000.00	(3,685.50)	12,000.00
05403-001 Contract Service -Accounting - ...	2,215.07	1,784.83	(430.24)	12,029.71	8,924.15	(3,105.56)	21,418.00
05404-001 Contract Service - General	0.00	0.00	0.00	96.26	0.00	(96.26)	0.00
05405-001 Contract Service - Lot Mow	2,782.05	916.67	(1,865.38)	3,074.44	4,583.35	1,508.91	11,000.00
05406-001 Contract Service-Other General	459.94	20.83	(439.11)	3,234.41	104.15	(3,130.26)	250.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05407-001 Contracted Service -Janitorial...	1,117.50	739.58	(377.92)	4,292.63	3,697.90	(594.73)	8,875.00
05408-001 Contracted Services - Accting ...	931.50	125.00	(806.50)	2,351.44	625.00	(1,726.44)	1,500.00
05409-001 Contracted Service - Pest Cont...	329.48	102.08	(227.40)	945.90	510.40	(435.50)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	677.10	677.10	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	437.50	437.50	1,050.00
05412-001 Contracted Service - Cable Int...	78.32	193.25	114.93	386.60	966.25	579.65	2,319.00
05413-001 Contracted Service - Noxious W...	0.00	427.08	427.08	0.00	2,135.40	2,135.40	5,125.00
Contracted Services Total	8,206.03	5,771.82	(2,434.21)	36,427.36	28,859.10	(7,568.26)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	85.85	85.85	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	203.35	203.35	488.00
05507-001 Other Tax,License,Fee Gen	1,393.48	172.92	(1,220.56)	1,871.59	864.60	(1,006.99)	2,075.00
05508-001 Federal Income Tax - General	0.00	0.00	0.00	700.00	0.00	(700.00)	0.00
Property and other Taxes Total	1,393.48	230.76	(1,162.72)	2,571.59	1,153.80	(1,417.79)	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	475.25	187.50	(287.75)	1,230.28	937.50	(292.78)	2,250.00
05602-001 New Water Meters - General	1,019.63	0.00	(1,019.63)	0.00	0.00	0.00	0.00
05604-001 Vehicle Gas & Oil General	471.70	152.08	(319.62)	1,999.48	760.40	(1,239.08)	1,825.00
05605-001 Supplies- General	(905.47)	327.08	1,232.55	4,020.36	1,635.40	(2,384.96)	3,925.00
05606-001 Small Tools & Equip Gen	226.33	360.00	133.67	1,166.86	1,800.00	633.14	4,320.00
05607-001 Supplies General Pool - NEW	81.08	200.00	118.92	1,474.63	1,000.00	(474.63)	2,400.00
05608-001 Utilities Pool - NEW	1,733.64	1,468.75	(264.89)	8,953.59	7,343.75	(1,609.84)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	947.10	947.10	2,273.00
Supplies, Small Tools, Etc.. Total	3,102.16	2,884.83	(217.33)	18,845.20	14,424.15	(4,421.05)	34,618.00
Utilities							
05701-001 Utilities General	470.86	543.75	72.89	2,866.87	2,718.75	(148.12)	6,525.00
05702-001 Telephone- General	0.00	443.75	443.75	1,525.14	2,218.75	693.61	5,325.00
Utilities Total	470.86	987.50	516.64	4,392.01	4,937.50	545.49	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	1,949.93	1,956.25	6.32	9,749.65	9,781.25	31.60	23,475.00
05705-001 Postage - General	65.00	244.42	179.42	1,769.43	1,222.10	(547.33)	2,933.00
05707-001 Misc. Expense - General	25.00	550.17	525.17	2,298.27	2,750.85	452.58	6,602.00
05708-001 Certification/Education -Gen.	0.00	200.00	200.00	160.00	1,000.00	840.00	2,400.00
Insurances, Postage, Education, Misc. Total	2,039.93	2,950.84	910.91	13,977.35	14,754.20	776.85	35,410.00
Total Expense	23,375.02	28,534.59	5,159.57	126,829.86	142,672.95	15,843.09	342,415.00
Net Income	7,854.82	768.44	7,086.38	16,848.56	647.46	16,201.10	6,026.58

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
Water
Start: 05/01/2022 | End: 05/31/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	18,608.33	18,608.33	0.00	88,537.93	87,966.67	571.26	218,225.00
04105-002 Water Hookup Fees - Water	1,100.00	300.00	800.00	1,100.00	1,500.00	(400.00)	3,600.00
04106-002 Excess Water Use	0.00	244.83	(244.83)	5,440.00	1,224.15	4,215.85	2,938.00
Income Total	19,708.33	19,153.16	555.17	95,077.93	90,690.82	4,387.11	224,763.00
Total Income	19,708.33	19,153.16	555.17	95,077.93	90,690.82	4,387.11	224,763.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Expense							
Salaries,Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	93.89	349.08	255.19	1,668.44	1,745.40	76.96	4,189.00
05101-002 Wages- Manager - Water	1,548.55	2,333.58	785.03	1,548.55	11,667.90	10,119.35	28,003.00
05103-002 Wages-Caretakers-WaterOperator	1,324.40	1,337.67	13.27	6,364.91	6,688.35	323.44	16,052.00
05104-002 Wages-Office Admin. -Water	2,227.53	955.25	(1,272.28)	8,741.41	4,776.25	(3,965.16)	11,463.00
05120-002 Benefits - Water	(1,602.30)	1,046.75	2,649.05	3,344.38	5,233.75	1,889.37	12,561.00
05201-002 Payroll Taxes Water	466.08	608.25	142.17	1,783.34	3,041.25	1,257.91	7,299.00
Salaries,Benefits & Tax Total	4,058.15	6,630.58	2,572.43	23,451.03	33,152.90	9,701.87	79,567.00

Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	729.15	729.15	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	41.65	41.65	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	645.85	645.85	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	520.85	520.85	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	0.00	270.83	270.83	0.00	1,354.15	1,354.15	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	833.35	833.35	2,000.00
Repairs & Maintenance Total	0.00	825.00	825.00	0.00	4,125.00	4,125.00	9,900.00

Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	416.65	416.65	1,000.00
05403-002 Contract Service- Acctg- Water	655.90	573.67	(82.23)	3,653.67	2,868.35	(785.32)	6,884.00
05404-002 Contract Service - Water	46.00	1,300.00	1,254.00	7,444.00	6,500.00	(944.00)	15,600.00
05406-002 Contract Service- Other Water	3.08	218.75	215.67	61.60	1,093.75	1,032.15	2,625.00
Contracted Services Total	704.98	2,175.75	1,470.77	11,159.27	10,878.75	(280.52)	26,109.00

Property and other Taxes							
05501-002 Sales B&O Taxes Water	943.54	0.00	(943.54)	8,119.61	2,500.00	(5,619.61)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	900.00	900.00	900.00
05507-002 Other Tax,License,Fee Wtr	0.00	83.33	83.33	861.05	416.65	(444.40)	1,000.00
Property and other Taxes Total	943.54	83.33	(860.21)	8,980.66	3,816.65	(5,164.01)	11,900.00

Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	89.58	89.58	0.00	447.90	447.90	1,075.00
05604-002 Vehicle Gas & Oil - Water	0.00	170.83	170.83	125.85	854.15	728.30	2,050.00
05605-002 Supplies- Water	33.09	250.00	216.91	1,496.80	1,250.00	(246.80)	3,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05606-002 Small Tools & Equip Water	0.00	72.92	72.92	0.00	364.60	364.60	875.00
Supplies, Small Tools, Etc.. Total	33.09	583.33	550.24	1,622.65	2,916.65	1,294.00	7,000.00
Utilities							
05701-002 Utilities Water	687.78	989.58	301.80	3,397.74	4,947.90	1,550.16	11,875.00
05702-002 Telephone-Water	556.14	35.92	(520.22)	908.45	179.60	(728.85)	431.00
Utilities Total	1,243.92	1,025.50	(218.42)	4,306.19	5,127.50	821.31	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	958.63	960.42	1.79	4,793.15	4,802.10	8.95	11,525.00
05705-002 Postage-Water	0.00	131.25	131.25	150.08	656.25	506.17	1,575.00
05707-002 Misc. Expense - Water	0.00	114.58	114.58	46.00	572.90	526.90	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	78.35	78.35	188.00
Insurances, Postage, Education, Misc. Total	958.63	1,221.92	263.29	4,989.23	6,109.60	1,120.37	14,663.00
Total Expense	7,942.31	12,545.41	4,603.10	54,509.03	66,127.05	11,618.02	161,445.00
Net Income	11,766.02	6,607.75	5,158.27	40,568.90	24,563.77	16,005.13	63,318.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
Marina
Start: 05/01/2022 | End: 05/31/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	0.00	625.00	(625.00)	9,890.00	3,125.00	6,765.00	7,500.00
04109-003 Marina Moorage - Marina	0.00	5,645.83	(5,645.83)	63,403.00	28,229.15	35,173.85	67,750.00
04110-003 Marina Wait List Forfeiture	100.00	0.00	100.00	2,200.00	0.00	2,200.00	0.00
04112-003 Ramp Fee	300.00	308.33	(8.33)	2,700.00	1,541.65	1,158.35	3,700.00
04114-003 Daily Moorage/Ramp Fees	64.00	58.33	5.67	80.00	291.65	(211.65)	700.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	760.00	0.00	760.00	0.00
04803-003 Dock Electric Fee - Marina	0.00	648.75	(648.75)	7,250.00	3,243.75	4,006.25	7,785.00
04804-003 Small Boats - Marina	200.00	333.33	(133.33)	3,700.00	1,666.65	2,033.35	4,000.00
Income Total	664.00	7,619.57	(6,955.57)	89,983.00	38,097.85	51,885.15	91,435.00

Total Income 664.00 7,619.57 (6,955.57) 89,983.00 38,097.85 51,885.15 91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries,Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	31.39	99.67	68.28	557.84	498.35	(59.49)	1,196.00
05101-003 Wages-Manager-Marina	519.62	781.33	261.71	519.62	3,906.65	3,387.03	9,376.00
05103-003 Wages-Caretaker Marina	444.40	396.08	(48.32)	2,135.72	1,980.40	(155.32)	4,753.00
05104-003 Wages-Office Admin. -Marina	747.44	320.00	(427.44)	2,934.16	1,600.00	(1,334.16)	3,840.00
05120-003 Benefits-Marina	(534.00)	352.42	886.42	1,119.98	1,762.10	642.12	4,229.00
05201-003 Payroll Taxes - Marina	150.60	196.25	45.65	576.25	981.25	405.00	2,355.00
Salaries,Benefits & Tax Total	1,359.45	2,145.75	786.30	7,843.57	10,728.75	2,885.18	25,749.00

Repairs & Maintenance

05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	41.65	41.65	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	125.00	125.00	300.00
05305-003 R & M Equipment - Marina	0.00	18.75	18.75	22.35	93.75	71.40	225.00
05308-003 R & M- Docks & Ramps - Marina	188.35	281.25	92.90	4,729.43	1,406.25	(3,323.18)	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	0.00	5,625.00	5,625.00	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	220.93	416.65	195.72	1,000.00
Repairs & Maintenance Total	188.35	1,541.66	1,353.31	4,972.71	7,708.30	2,735.59	18,500.00

Contracted Services

05403-003 Contract Services - Accounting	303.08	239.92	(63.16)	1,764.08	1,199.60	(564.48)	2,879.00
05404-003 Contract Service - Marina	192.52	52.08	(140.44)	1,823.34	260.40	(1,562.94)	625.00
05406-003 Contract Service- Other Marina	140.32	168.75	28.43	734.63	843.75	109.12	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	0.00	343.75	343.75	825.00
Contracted Services Total	635.92	529.50	(106.42)	4,322.05	2,647.50	(1,674.55)	6,354.00

Property and other Taxes

05501-003 Sales B&O Taxes Marina	0.00	6.25	6.25	0.00	31.25	31.25	75.00
05507-003 Other license, fee - marina	30.64	130.25	99.61	30.64	651.25	620.61	1,563.00
Property and other Taxes Total	30.64	136.50	105.86	30.64	682.50	651.86	1,638.00

Supplies, Small Tools, Etc..

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05601-003 Office Supplies-Marina	(45.83)	38.58	84.41	432.41	192.90	(239.51)	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	0.00	250.00	250.00	600.00
05604-003 Vehicle Gas & Oil Marina	0.00	3.17	3.17	37.04	15.85	(21.19)	38.00
05605-003 Supplies- Marina	67.98	185.42	117.44	582.82	927.10	344.28	2,225.00
05606-003 Small Tools & Equip Marina	0.00	93.75	93.75	43.62	468.75	425.13	1,125.00
Supplies, Small Tools, Etc.. Total	22.15	370.92	348.77	1,095.89	1,854.60	758.71	4,451.00
Utilities							
05701-003 Utilities Marina	652.16	666.67	14.51	4,417.74	3,333.35	(1,084.39)	8,000.00
Utilities Total	652.16	666.67	14.51	4,417.74	3,333.35	(1,084.39)	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	785.10	725.00	(60.10)	3,925.50	3,625.00	(300.50)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	150.07	125.00	(25.07)	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	0.00	156.25	156.25	375.00
Insurances, Postage, Education, Misc. Total	785.10	781.25	(3.85)	4,075.57	3,906.25	(169.32)	9,375.00
Total Expense	3,673.77	6,172.25	2,498.48	26,758.17	30,861.25	4,103.08	74,067.00
Net Income	(3,009.77)	1,447.32	(4,457.09)	63,224.83	7,236.60	55,988.23	17,368.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 Cost Center 900
 Start: 05/01/2022 | End: 05/31/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 REserve Income ALL	16,253.78	16,253.78	0.00	80,078.88	80,852.56	(773.68)	194,629.00
04055-900 Reserve Interest ALL	0.00	187.50	(187.50)	0.00	937.50	(937.50)	2,250.00
Income Total	16,253.78	16,441.28	(187.50)	80,078.88	81,790.06	(1,711.18)	196,879.00
Total Income	16,253.78	16,441.28	(187.50)	80,078.88	81,790.06	(1,711.18)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	16,253.78	16,219.08	(34.70)	80,078.88	81,095.40	1,016.52	194,629.00
Deprec, Interest & Bad Debt Total	16,253.78	16,219.08	(34.70)	80,078.88	81,095.40	1,016.52	194,629.00
Total Expense	16,253.78	16,219.08	(34.70)	80,078.88	81,095.40	1,016.52	194,629.00
Net Income	0.00	222.20	(222.20)	0.00	694.66	(694.66)	2,250.00

Report Summary

Code	Account#	Current	Over 30	Over 60	Over 90	Total
01 - Late Fees	01201	\$120.00	\$100.00	\$0.00	\$139.50	\$359.50
02 - Insuff Funds Fe	01201	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
03 - Admin. Fees	01201	\$80.00	\$70.00	\$0.00	\$40.00	\$190.00
12 - RAMPAGE	01201	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
21 - Fines	01201	\$0.00	\$0.00	\$0.00	\$492.50	\$492.50
22 - Access Cards	01201	\$15.01	\$0.00	\$0.00	\$0.00	\$15.01
28 - Payment Plan Processing Fee \$5	01201	(\$2.85)	\$0.00	\$5.00	\$0.00	\$2.15
A1 - A1 Genrl Assesmnt	01201	\$0.00	\$816.37	\$0.00	\$1,725.92	\$2,542.29
C3 - Water Use Fees	01201	\$0.00	\$422.40	\$0.00	\$96.00	\$518.40
C4 - RESERVE ASSESS	01201	\$0.00	\$1,166.55	\$0.00	\$1,157.68	\$2,324.23
C5 - Marina/Moorage	01201	(\$14.50)	\$0.00	\$0.00	\$0.00	(\$14.50)
C6 - C6 LOT MOW	01201	\$2,499.12	\$0.00	\$0.00	\$0.00	\$2,499.12
Grand Total:		\$2,796.78	\$2,575.32	\$35.00	\$3,651.60	\$9,058.70

Account#	Account Description	Delinquency Amount
01201 - 001	Accts Receivables - General	\$6,130.57
01201 - 002	Accts Receivables - Water	\$518.40
01201 - 003	Accts Receivables - Marina	\$85.50
01201 - 099	Accts Receivables - Cost Center 099	\$2,324.23
Total:		\$9,058.70

Total Number of Homes: 67

Cape George Colony Club
Regular Board of Trustees Meeting Agenda
July 28, 2022, 3:00 P.M.
Via Zoom

A. President's Comments and Announcements – Jane Ludwig

1. There will be an Executive Session at the end of this meeting to discuss member violations and personnel matters.

B. Action on Minutes – Pat Gulick

1. Approve minutes of the regular Board Meeting dated June 23, 2022.
2. Approve minutes of Special Board of Trustees Meeting dated July 16, 2022

C. Manager's Report – Marnie Levy

D. Treasurer's Report – Fayla Schwartz

E. New Members – Pat Gulick

F. Committee Reports

G. Information items or documents submitted to the Trustees at Study Session – none

H. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

I. New Business Agenda Items (*Consider approval of the following listed agenda items*)

1. Accept/reject motion to accept the resignation of Joel Janetski from the board – John Dwyer
2. Announcement of new Trustee Mike Heckinger – Jane Ludwig
3. Accept/reject motion to appoint the four new officers and general manager as signers on Pacific Premier Bank, Chase Bank and Kitsap Bank accounts, and to remove any previous signers from the accounts. Current officers: Jane Ludwig, President; John Dwyer, Vice President; Patricia Gulick, Secretary; Fayla Schwartz, Treasurer and Martha Woodward, General Manager. – Fayla Schwartz
4. Accept/reject motion that the Board of Trustees accept the following Committee Board liaisons – Fayla Schwartz
 - Building and Roads Committee: Betsy Coddington and John Dwyer
 - Emergency Preparedness Committee: Jane Ludwig
 - Election Committee: Pat Gulick
 - Environmental Committee: Pat Gulick
 - Fitness Committee: Betsy Coddington
 - Finance Committee: Fayla Schwartz and Bart Mooyman-Beck
 - Harbormaster: Mike Heckinger
 - Marina Committee: Mike Heckinger
 - Nominating Committee: Jane Ludwig
 - Pool Committee: Jane Ludwig
 - Water Committee: Bart Mooyman-Beck
 - Workshop Committee: John Dwyer

5. Accept/Reject motion to authorize payment of the following additional insurance premiums – Fayla Schwartz
 - Directors and Officers Insurance: \$7959
 - Umbrella Liability \$976
 - Auto Insurance: \$2833.69
 - Volunteer Coverage \$300
6. Accept/Reject motion that the Marina liaison confers with said committee to pursue replacing the current light on the flag with something less bright and to install appropriate lighting for the channel entering the Marina – Pat Gulick
7. Accept/Reject motion to combine the Security and Technology Ad-hoc Committees – Bart Mooyman-Beck
8. Accept/Reject motion to accept the resignation of Mardella Rowland from the chair position of the Fitness Committee – John Dwyer
9. Accept/Reject motion to accept the following changes to the 2022-2023 board calendar – Fayla Schwartz
 - Budget meeting will be scheduled for Monday Oct. 17, 2022
 - November Study Session will be scheduled for Nov. 14, 2022 and November Board Meeting for Nov. 17, 2022.
 - February Study Session will be scheduled for Tuesday, Feb. 21, 2023 and February Board Meeting for Friday, Feb. 24, 2023.
10. Accept/Reject motion to accept the appointment of Nancy Charpentier as Chair of the Finance Committee, effective July 31, 2022 – Fayla Schwartz
11. Accept/Reject motion to accept the appointment of Karen Krug to be the Cape George contact with Newman CPA Auditing Firm until the completion of the 2021 audit – Fayla Schwartz
12. Accept/Reject motion to approve the request of due date adjustment from a community member – John Dwyer
13. Accept/Reject motion to approve the appointment of Christine Buzzard as co-chair of the Environmental Committee – Pat Gulick
14. Accept/Reject motion to accept the proposed and published changes to FIN 08 – Fayla Schwartz
15. Accept/Reject motion to accept the recommended members of the village mailbox committee – Betsy Coddington

J. Open Board Discussion – Trustee Discussion Only

K. Executive Session

L. Announcements:

- Study Session – Monday, August 22, 2022, at 3 p.m. via Zoom
- Board meeting – Thursday, August 25, 2022 at 3 p.m. via Zoom

M. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

June 23, 2022

via ZOOM

Draft

The Board Meeting was called to order by President, Ray Graves at 3:01 pm

There will be an Executive Session at the end of this meeting to discuss member violations and personnel matters.

Jane Ludwig offered an apology for her use of the term “witch hunt” during discussion at the Study Session, Monday.

In Attendance: Jane Ludwig, Fayla Schwartz, Pat Gulick, Ray Graves, Kris Easterday and John Dwyer

Action on Minutes: Pat Gulick moved, and Fayla Schwartz seconded to approve the minutes of the regular Board Meeting dated – May 26, 2022. Passed – 5/0

New Members: Welcome to our newest members.

Kathryn Curtiss purchased 150 Maxwell Ave & lot 32 Maxwell from Joshua & Darbie Beadle

Thomas Hoy purchased lot 44-3 Hemlock from Carla Vanderven

Ryan Purcell & Liza Shoenfeld purchased 450 Dennis Blvd and lot 9-1 Dennis from Virginia Jennings Estate

LLC purchased 190 Sunset Blvd from Lesa Peri

Matthew & Alonda Moran purchased 31 Vancouver Pl from Lani Hubbard & Susan Cook

Joene Lott purchased 195 San Juan Dr from Jean Hawkins

Managers' Report:

Thank you to the Trustees, committee members and everyone who has taken the time to introduce themselves to me since I arrived. It has been a pleasure. Many people have been extremely generous with teaching me the systems, helping me become familiar with how each committee works, and sharing the history of this beautiful community!

The Memorial Day Barbecue was well attended, and the shared dishes were amazing. I heard that despite the cold a handful of people stayed to watch an exceptional sunset. Thanks to Cassie Reeves and the Social Committee for their work before and after dinner! And thanks to Mark Thayer who kept the barbecues going throughout the evening.

The Zoom Candidate Forum was well attended, and the candidates did a great job stating their plans to work with pressing community issues. The next forum is currently scheduled for Sunday, June 26 at 2 p.m. at the Clubhouse.

Granny's Attic was a huge success, thanks again to the work of the Social Committee and everyone who made donations.

Administration

1. The 1st round of vacant lot mowing has been completed and invoiced. The 2nd mowing will take place the week of June 27th, weather dependent.
2. Invoices for the 3rd quarter installment of our assessment have been mailed.
3. Ballots for the trustee election have been mailed June 1st. Spare security sleeves or mailing envelopes are available in the office.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

June 23, 2022

via ZOOM

Draft

Maintenance

1. Two fallen trees on Cole Avenue were cut and removed to clear way for traffic.
2. Donnie and Aimee have been hustling to keep up with mowing and weed whacking throughout the community. In general, they work their way around the community, and then start again to keep up with the robust spring growth.
3. One light outlet was fixed in the pool area and a new outlet was installed.
4. The annual Marina dredging took place from June 14 to 16, taking advantage of extreme low tides.
5. There have been reports of Poison Hemlock growing in common areas and vacant lots. We are working on addressing those issues with the Environmental Committee.

Violations

Three property maintenance violation letters were written this month and are in process according to Cape George Colony Rules and Regulations.

**Additional notes presented in the meeting today:

- Cape George received notification of a planned controlled burn on Protection Island this weekend. An email notice to the community will be sent.
- An ad for seasonal help maintaining community property has been posted at the bulletin boards and will be placed in the PT Leader. We are looking for someone 12 hours per week to assist Donnie.

Treasurer's Report: Fayla Schwartz

May 31, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material are also available for review in the office upon request.

2022 BALANCE SHEET COMMENTS

All bank accounts have been received, reconciled, and reviewed. The process of transferring funds from Pacific Premier Bank (PPBI) to Kitsap Bank occurred during the last week of May and early June. Results will be reported in the June 2022 Treasurer's report.

2022 REVENUE AND EXPENSE COMMENTS

Reserves assets are up about \$60,000 (compared to 2021). This increase is due to the 2.5% Reserve Assessment increase for 2022 and the timing differences in reserve expenditures this year to last year.

Salaries and related expenses are down 30-40% compared to budget. We had no General Manager until early May but had budgeted one starting in January. There is also a slight decrease in benefits due to the correction of the 2020 and 2021 over accrual in Regence bills and the lower cost of the new healthcare plan.

Marina Moorage and other revenue are all up over 130% compared to budget. The Marina revenues were budgeted in twelve even pieces, but the actual revenue comes in 95% in the first few months of the year. The

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 June 23, 2022
 via ZOOM
 Draft

timing of revenue collection vs. expenditures also accounts for the high Marina net income for this time of year.

Water expenses were about \$4000 under budget and YTD expenses are \$11.6k under budget. There was no water manager's invoice for May (probably a late submission).

Amended excise tax returns have been filed with the WA Dept. of Revenue for January and February and Cape George is owed refunds in the amount of \$2,200. There is still one amendment left to file which should result in another \$850 refund from the State. The early issues encountered with the monthly WA Excise tax filings have been corrected.

CAPE GEORGE COLONY CLUB					6/20/2022				
<i>Balance Sheet as of May 31, 2022 and 2021 - Preliminary Subject to Audit</i>									
Assets	2022		2021		Liabilities and Fund Balances	2022		2021	
Cash and Cash Equivalents:					Current Liabilities:				
Operations Checking & Petty Cash	\$ 296,511	\$ 250,104	19%		Accounts Payable & Other Liabilities	\$ 85,008	\$ 89,025	-5%	
Operating Savings & ICS	197,409	197,417	0%		Prepaid Income	42,190	69,493	-39%	
Reserves - General, Water & Marina	1,237,598	1,178,513	5%		Unearned Income Marina Wait List	900	900	0%	
Total Cash & Equivalents	1,731,518	1,626,034	6%		Total Current Liabilities	128,098	159,418	-20%	
Net Accounts Receivable	8,624	11,354	-24%		FUND BALANCES:				
Total Net Fixed Assets	1,669,384	1,677,339	0%		Fund Balances & Equity (Combined)	3,167,716	3,098,893	2%	
Total Prepaid & Other Assets	6,757	5,010	35%		Modified Cash Basis Income	120,469	61,426	96%	
TOTAL ASSETS	\$3,416,283	\$3,319,737	3%		TOTAL LIABILITIES & FUND BALANCE	\$3,416,283	\$ 3,319,737	3%	
<i>Summary Revenue and Expense Statements for the periods ended May 31, 2022 and 2021 (Modified cash basis, excludes depreciation)</i>									
<i>Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022</i>									
2022 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2022 YTD	2021 YTD**	Variance	%
General					General				
General Assessment	\$ 135,237	\$ 135,236	1	0%	General Assessment	\$ 135,237	\$ 133,106	\$ 2,131	2%
Revenue - All Other Sources	8,442	8,084	358	4%	Revenue - All Other Sources	8,442	11,547	(3,105)	-27%
Total General Revenue	143,679	143,320	359		Total General Revenue	143,679	144,653	(974)	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	42,402	66,518	24,116	36%	Salaries, Benefits, PR Tax	42,402	73,671	31,269	42%
Repairs & Maintenance	8,214	12,026	3,812	32%	Repairs & Maintenance	8,214	16,730	8,516	51%
Contracted Services	36,427	28,859	(7,568)	-26%	Contracted Services	36,427	25,780	(10,647)	-41%
Supplies & Small Tools	8,416	5,134	(3,282)	-64%	Supplies & Small Tools	8,416	7,872	(544)	-7%
Pool Expense & Utilities	10,429	9,291	(1,138)	-12%	Pool Expense & Utilities	10,429	20,256	9,827	49%
Utilities & Insurance	14,142	14,719	577	4%	Utilities & Insurance	14,142	17,178	3,036	18%
Other Expenses (incl taxes)	6,800	6,126	(674)	-11%	Other Expenses (incl taxes)	6,800	491	(6,309)	N/A
Total General Expenses	126,830	142,673	20,360		Total General Expenses	126,830	161,978	29,138	
General Net Income	\$ 16,849	\$ 647	\$ 16,202	-2504%	General Net Income	\$ 16,849	\$ (17,325)	\$ 34,174	>-100%

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

June 23, 2022

via ZOOM

Draft

<u>Water</u>					<u>Water</u>				
Revenue - Water Use Fees	\$ 88,538	\$ 87,967	\$ 571	1%	Revenue - Water Use Fees	\$ 88,538	\$ 85,688	\$ 2,850	3%
Revenue - All Other Sources	6,540	2,724	3,816	140%	Revenue - All Other Sources	6,540	4,435	2,105	47%
Total Water Revenue	95,078	90,691	4,387		Total Water Revenue	95,078	90,123	4,955	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	23,451	33,153	9,702	29%	Salaries, Benefits, PR Tax	23,451	32,374	8,923	28%
Repairs & Maintenance	0	4,125	4,125	100%	Repairs & Maintenance	-	507	507	100%
Contracted Services	11,159	10,879	(280)	-3%	Contracted Services	11,159	10,762	(397)	-4%
Supplies & Small Tools	1,623	2,920	1,297	44%	Supplies & Small Tools	1,623	5,165	3,542	69%
Utilities & Insurance	9,099	9,930	831	8%	Utilities & Insurance	9,099	9,023	(76)	-1%
Other Expenses (incl taxes)	9,177	5,120	(4,057)	-79%	Other Expenses (incl taxes)	9,177	3,511	(5,666)	-161%
Total Water Expenses	54,509	66,127	11,618		Total Water Expenses	54,509	61,342	6,833	
Water Net Income	\$ 40,569	\$ 24,564	\$ 16,005	65%	Water Net Income	\$ 40,569	\$ 28,781	\$ 11,788	41%
<u>Marina</u>					<u>Marina</u>				
Revenue - Moorage/Parking	\$ 73,293	\$ 31,354	\$ 41,939	134%	Revenue - Moorage/Parking	\$ 73,293	\$ 64,136	\$ 9,157	14%
Revenue - All Other Sources	16,690	6,744	9,946	147%	Revenue - All Other Sources	16,690	12,962	3,728	29%
Total Marina Revenue	89,983	38,098	51,885		Total Marina Revenue	89,983	77,098	12,885	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	7,844	10,729	2,885	27%	Salaries, Benefits, PR Tax	7,844	11,652	3,808	33%
Repairs & Maintenance	4,973	7,708	2,735	35%	Repairs & Maintenance	4,973	684	(4,289)	0%
Contracted Services	4,322	2,648	(1,674)	-63%	Contracted Services	4,322	4,354	32	1%
Supplies & Small Tools	1,095	1,855	760	41%	Supplies & Small Tools	1,095	1,722	627	36%
Utilities & Insurance	8,344	6,958	(1,386)	-20%	Utilities & Insurance	8,344	8,714	370	4%
Other Expenses (incl taxes)	180	963	783	81%	Other Expenses (incl taxes)	180	2	(178)	N/A
Total Marina Expenses	26,758	30,861	4,103		Total Marina Expenses	26,758	27,128	370	
Marina Net Income	\$ 63,225	\$ 7,237	\$ 55,988	774%	Marina Net Income	\$ 63,225	\$ 49,970	\$ 13,255	27%
Net Income/Loss - Combined Operations	\$ 120,643	\$ 32,448	\$ 88,195	272%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 120,643	\$ 61,426	\$ 59,217	96%
<u>Reserve Activity</u>					<u>**Reserve Activity</u>				
Routine Reserve Assessment	80,079	80,852	(773)	-1%	Routine Reserve Revenue	80,079	79,284	795	1%
Reserve Interest - all **	-	938	(938)	-100%	Reserve Interest - all	-	-	0	>100%
Less: Reserve Offset***	(80,079)	(81,095)	1,016		Less: Reserve Offset	(80,079)	(79,284)	(795)	
Net Reserve Activity	\$ -	\$ 695	\$ (695)	-100%	Gross Reserve Activity	\$ -	\$ -	\$ -	0%

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental, Finance, and Pool. The reports are attached to these minutes and incorporated by reference.

Member participation: Mike Lapointe inquired about the status of the Village mailbox replacement. An Ad-Hoc committee will be formed at today's meeting to plan the project and obtain bids for the structure replacement or repair.

Robin Scherting reminded us of the candidate forum this Sunday at 2pm at the clubhouse.

New Business Action Items:

Motion 1: Fayla Schwartz moved, and Pat Gulick seconded to accept the resignations of Karen Krug and Georgette Semick from the Finance Committee. Passed - 5/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

June 23, 2022

via ZOOM

Draft

Motion 2: Fayla Schwartz moved, and Jane Ludwig seconded to appoint Susan Sanford and Mark Kochendorfer to the Finance Committee. Passed – 5/0

Motion 3: Fayla Schwartz moved, and John Dwyer seconded for Cape George to transfer Reserve funds from Pacific Premier Bank to CDARS accounts administered by Kitsap Bank and the Intra-Fi Network with the following signers: Ray Graves, President and Fayla Schwartz, Treasurer, per Cape George investment policy FIN 09. Passed – 5/0

Motion 4: Fayla Schwartz moved, and Jane Ludwig seconded to have the manager send a delinquent member account to SABA for collections. Passed - 5/0

Motion 5: Jane Ludwig moved, and Fayla Schwartz seconded to accept proposed changes to Rules & Regulation EMP02 as presented in the May 23, 2022 Study Session. Passed – 5/0

Motion 6: Ray Graves moved, and Pat Gulick seconded to approve formation of an Ad-hoc committee for the Village mailbox project with George Martin to head the committee. Passed – 5/0

Motion 7: Jane Ludwig moved, and John Dwyer seconded to form two separate Ad-Hoc committees to address Technology and Security issues. Jane Ludwig will liaison with Technology committee and Kris Easterday will liaison with Security committee. Passed – 5/0

Motion 8: John Dwyer moved, and Fayla Schwartz seconded to create a committee to look into the future use or sale of the Jefferson County firehouse, who's lease is up in July 2025. Passed – 5/0

Open Board Discussion: Treasurer, Fayla Schwartz and trustee, Kris Easterday instructed the office administrator to remove the Audited Financial Statements from the Cape George website. Members may request copies from the office.

Adjournment: Jane Ludwig moved, and Pat Gulick seconded to adjourn the regular session and move to Executive Session at 3:49 pm. Passed - 5/0

Adjournment: Fayla Schwartz moved, and Kris Easterday seconded to adjourn the Executive Session and move to the regular session at 4:40 p.m. Passed – 5/0

Motion 9: John Dwyer moved, and Kris Easterday seconded to approve a member's request for an extension to July 1st for a property maintenance violation. If the violation is not remedied by July 1st, the fine will be incurred. Passed – 5/0

Motion 10: Kris Easterday moved, and Pat Gulick seconded to waive \$362 in outstanding charges on a member violation. Passed – 5/0

Adjournment: Kris Easterday moved, and Fayla Schwartz seconded to adjourn the Board Meeting at 4:54. Passed – 5/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 23, 2022
via ZOOM
Draft

Announcements:

Study Session – Monday, July 25, 2022, at 3 pm via Zoom
Board meeting - Thursday, July 28, 2022, at 3 pm via Zoom

Submitted by:

Approved by:

Pat Gulick, Secretary

Ray Graves, President

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, May 10, 2022, 9:15 am (via ZOOM)

ATTENDANCE: Diane Boushek, Varn Brooks, Patty Dunmire, Sue Dunning, Chuck Hommel, Marnie Levy, Steven McDevitt, Ruth Ross

I. CALL TO ORDER: Stephen McDevitt called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: Sue moved and Chuck seconded that the minutes of the April 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: Current balance is 2003.87, reflecting sales of flower booklets.

IV. NEW BUSINESS

- A. PTMSC Intertidal Survey:** June 15 (Kinzie) & June 16 (CG). Ruth notified members interested in participating to contact Betsy Carlson at PTMSC and view the refresher training.
- B. Selection of New EC Chairperson:** Steve has notified the committee that he is stepping down after his 2-year term. The committee thanked Steve for all his hard work, especially during the difficult conditions with Covid. Ruth informed the committee that she will continue as secretary but is not able to take on the chair position. Members were asked to please consider serving in this position.

V. OLD BUSINESS

- A. Styrofoam Recycling:** contact Jo Blair or Ruth for information.
- B. WA Dept. of Ecology Oil Spill Response Kit:** Grant requests are backlogged for a year. Steve hopes to get a grant processed next year.
- C. Earth Day Beach Cleanup:** Steve reported that 24 volunteers conducted a very successful beach cleanup south and north of Cape George, with approximately 90 lbs of

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

June 23, 2022

via ZOOM

Draft

bagged miscellaneous plastics and other debris, along with at least 100 lbs of larger pieces of wood, PVC pipe, and rubber hose, collected.

- D. Meeting with Taylor Shellfish:** since approximately 30 rigid plastic seafood agriculture bags were found during the clean-up. Steve contacted Taylor Shellfish. Their representatives met with Steve and Varn and said they are eager to collect bags that have broken away and washed up on the beach and will start checking our beaches and will also pick up any bags we find. The committee needs to discuss with Donnie a location where members can place these bags if they find them so they can be collected.
- E. Hemlock Spraying:** Marnie will follow-up with Terri concerning the status of this work.
- F. Ravine Work Plans:** Chuck Hommel gave an update on maintenance work in the ravine and plan for new steps to Huckleberry Place.
- G. Meeting with WSU Ext. Rain Garden Volunteer:** Steve met with Jeanette Maestre from the extension office about maintenance/upkeep for the garden. Weeding and mulching need to be completed. The existing fencing can be taken down at the end of this season, but a lower fence will be needed to keep people from stepping into the bottom of the rain garden.
- H. Regular articles on environmental topics for CG newsletter:** Articles that have appeared in 2022 covered a history of flooding and the construction of the berm by Kitty Rucker (Jan 2022), pruning workshop at the clubhouse by Patty Dunmire (March 2022), plant booklets for sale by Patty (April 2022), and Washington Department of Fish and Wildlife regulations for fishing and shellfish gathering by Steve McDevitt and plant booklets for sale (May 2022).
- I. Marine Mammal Stranding Network Signs:** Steve reported that one sign has been placed at the marina gazebo and one at memorial park.

The meeting was adjourned at 10:11 am.

Respectfully submitted
Ruth Ross, Secretary

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

June 23, 2022

via ZOOM

Draft

Finance Committee Minutes

June 7, 2022

To: Cape George Board of Trustees, CG General Manager, Cape George
Office Administrator
From: CG Finance Committee
Attending: Karen Krug, Nancy Charpentier, Georgette Semick; Board Members Fayla
Schwartz and John Dwyer; Marnie Levy; 4 invited guests

1. "Complete Everything You Never Wanted to Know" (compiled August 2011). This document compiled by Karen Krug and the Finance Committee in 2011 has been used on and off to provide background on HOA finances to Board members and committee members over 10 years now. It was suggested that it needed some updates and a proposal of which sections and how to update it without getting into too much detail was discussed.
2. FIN08 Critical Accounting Policy was reviewed as well as a sample of the past tracking memo to ensure the reviews and Board actions were taking place during the year. A few minor updates were suggested. The revisions may be possible to submit to the Board prior to the June 20th Study session.
3. Roles and Processes document was reviewed and discussed.
4. Status of Q1 Reconciliations
 - a. Regence adjustment in the works with credits to 3 operating accounts to be seen in the May financial statements
 - b. Marina Wait List: a separate working meeting with Terri was set to work on final adjustments
 - c. Fixed assets from FY 2021 memo was reviewed and approved.

Recommendation to the Board: Record the transfer basis for each individual asset at the cost that it was paid for from reserves during 2020 and 2021, a total of \$247,000.
5. Reserve Accounts. A memo from Karen on new accounts needed was discussed and approved. This will take a month or two to first set up the accounts and then make the transfers.

A working session was scheduled for June 15, 2022. It is hoped that the financial statements for May will be ready. Reviews of in-process documents will also be discussed.

Submitted By Georgette Semick on behalf of Finance Committee
June 17, 2022 Final

Pool Committee Meeting

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

June 23, 2022

via ZOOM

Draft

6/7/2022

Called to order at 3pm by Chair Penny Jensen

Attendees: Penny Jensen, Chair; Patty Dunmire; Kriss Edwards; Marta Krissovich; Sandy Gulin; Linda Mollino; Mardella Rowland; Marnie Woodward, Cape George Manager

Financial Report:

Reviewed by Penny: current account balance: \$6422.87

Pool Fundraiser: \$5,547+ (a couple of additional checks have just come in

Minutes of Last Meeting: Minutes in Newsletter

Penny requested that any outstanding receipts from pool fundraiser be turned into her for reimbursement. Many donated for the events.

New Business:

- Review of Pool Fundraising events: everyone agreed that both events were a success and should be repeated next year. Suggestion for next year is to have snack bags for the children's party and do it after lunch to keep food out of the pool area This will keep with consistent of no food in the pool area.
- Artwork by Sandy Gulin is completed but it needs to be framed and then it is ready for installation. It will be installed in the outside entrance to the pool on the left hand-side. Penny brought some ideas to the to the committee in order that members will see a significant change to the pool entrance: including but not limited to painting the inside and outside entrance way, new hinges; new door handle. In the near future new lights for the outside entrance, this will be discussed at the next meeting.
- Major discussion around how to spend the fundraising dollars. Decision made to listen to ideas from the community members who made suggestions in the suggestion box. Decision made to hold \$2,00 in reserve and spend approximately \$4,400. The committee categorized items of those that can be bought now and those will be put on the future list. Committee members were assigned the task of doing the research. The list with links will be send to Penny after approval by the committee.

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 June 23, 2022
 via ZOOM
 Draft

Purchase now	Future Items	Committee Member
Shoe rack		Kriss/Sandi
Banners/Flags to replace over the pool		Team
Grab Bars for the Shower (priority)		Sandi and Jose
Kick Boards for children		
Lights for Entrance and alcove to pool		Penny/Joe
Mats for shower rooms		Kriss/Marta/Penny
Pool Toy Box		Kriss
Commercial baby changing table		Kriss
Rack for Foam Weights		Kriss/Marta
Receptacle for Noodles		Kriss
Tall Cabinet for misc items		Kriss
	Fan for shower rooms to increase the temperature	Mike
	Mirror to replace one in women's shower room	Kriss
	Lockers for shower rooms	Kriss
	Power lift for accessing pool for disabled folks	Linda
	Robotic Pool Vacuum	Patty
	Wall Mounted Sound System	Patty/Marta
	Water Extraction Spinner	Marta

- Cleaning Service: discussed the issue with the cleaning service. Marnie will contact the manager/owner of the cleaning service and discuss the issues. She will ask him to come out with the employees on a Saturday morning and go over the problem areas. Primarily the men and woman's shower rooms.
- Next Meeting : July 5, 2022, 3 pm Clubhouse

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES

July 16, 2022

Immediately following the Annual Membership Meeting via ZOOM

DRAFT

The meeting was called to order by Vice President, Jane Ludwig, at 2:34 pm, following the Annual Membership Meeting.

Welcome

The purpose of the meeting is to elect new board officers, approve the board calendar and assign committee liaisons.

Joel Janetski has submitted his resignation to the Board effective July 28, 2022. As per our regulations, a replacement will be appointed by the current trustees to fulfill the remaining one-year term. This appointment should take place at the next board meeting.

In Attendance: Pat Gulick, Jane Ludwig, John Dwyer, Fayla Schwartz, and new trustees Betsy Coddington and Bart Mooyman-Beck. Joel Janetski was not in attendance.

Election of Board Officers:

Fayla Schwartz moved and Pat Gulick seconded to elect Jane Ludwig as President. Passed -5/0

John Dwyer moved, and Fayla Schwartz seconded to re-elect Pat Gulick as Secretary Passed- 5/0

Pat Gulick moved, and John Dwyer seconded to re-elect Fayla Schwartz as Treasurer. Passed -5/0

Betsy Coddington moved and Pat Gulick seconded to elect John Dwyer as Vice President. Passed- 5/0

The FIN10 Conflict of Interest Policy and Trustee Code of Conduct Forms in your packets shall be signed and returned to the office by July 22nd.

Motion 1: Fayla Schwartz moved, and Betsy Coddington seconded to approve the Board calendar as submitted. Passed - 5/0

An on-boarding session for all trustees is tentatively scheduled for the first week of August. The chosen date to be confirmed.

Motion 2: John Dwyer moved, and Pat Gulick seconded to approve the blackout dates for the Clubhouse. Passed – 5/0

Motion 3: John Dwyer moved, and Betsy Coddington seconded to postpone the new committee liaisons assignments until we have a full board present. Passed - 5/0

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
July 16, 2022
Immediately following the Annual Membership Meeting via ZOOM
DRAFT

We will need a motion at the next Board meeting to approve the list of Banking Signatories with the addition of the newly elected officers and the General Manager and the removal of past officers' names.

Adjournment: John Dwyer moved, and Fayla Schwartz seconded to adjourn the Special Board Meeting at 3:18pm. Passed - 5/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

Cape George Colony Club
Manager's Report
July 2022

Thank you Cape George Members who Zoomed into the Annual Meeting on July 16. A highlight of the meeting was Ross Anderson and Fayla Schwartz's presentation, "Cape George 101," about the historic and present profile of this beautiful community. The presentation will be posted on the Cape George web site. Next year we hope to have a combined Zoom and in-person meeting.

Welcome to our new Board Members Betsy Coddington and Bart Mooyman-Beck. They are accomplished professionals and will be a great complement to the Board. I look forward to working with both of you!

The Cape George community continues to grow with 51 properties sold between July 1, 2021, and June 30, 2022. The "Hot Topics" report, put together by the wonderful Welcome Committee, led by Carol Chandler, is part of the welcome to new residents, it is also posted under the "About" tab on the Cape George Colony Club web site.

One of the best ways for new residents to meet people and learn about the community is to volunteer on a committee or join one of the regularly scheduled member events or activities. The current calendar is posted on the CapeGeorge.org web site along with the committees and other important information about our community.

Upcoming events

1. August 20: Waterfront Festival, hosted by the Marina Committee, 11 a.m. - 8 p.m.
2. August 23: Micaela Kingslight, Acoustic Concert, at the Clubhouse, 5 - 8 p.m.

Administration

The second round of lot mowing is complete! The final mowing will take place the last week of August.

Maintenance

1. The new telemetry system was installed at the tank farm. This was an item paid for from our Reserves. It improves the efficiency and access to monitor the water system.
2. A new seasonal landscape assistant will join Donnie and Aimee in August and stay on staff until October.
3. Donnie installed baby changing tables in the Men's and Women's pool restrooms.

Violations

1. Several violations were resolved this month with homeowners complying with maintenance requests.

These include:

- The removal of debris and re-grading the front yard of one home
- Removal of an abandoned vehicle, discarded furniture, and overgrown grass from one yard
- Removal of garbage that was being stored in the back of a pickup truck in a driveway.

2. One landscape/hedge violation was written this month. One landscape maintenance violation was sent this month.

3. I have received several barking dog complaints. Please be considerate of your neighbors and work with your dogs to keep barking to a minimum. Please make sure that your dog is on a leash or responds to voice commands. Dogs should never be allowed to jump on or follow people they don't know.

Next Projects

Treasurer Fayla Schwartz, and I are working with the finance committee to begin the proposed budget for 2023. We will be in touch with the committees and other parties in the coming weeks to discuss anticipated changes for next year.

As always, if you have questions, concerns, suggestions, or feedback please get in touch with me. Your input is important.

Marnie Levy
General Manager
360.385.2208
manager@capegeorge.org

Cape George Treasurer's Report

June 30, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material are also available for review in the office upon request.

2022 BALANCE SHEET COMMENTS

All bank statements have been received, reconciled and reviewed.

In June, we transferred funds from two matured Pacific Premier Bank CDARS accounts into CDARS accounts opened through Kitsap bank. We also opened a money market account at Kitsap bank. We established a short rollover time for the CDARS accounts so that we can renew at higher interest rates. This transfer decreased our balance at Pacific Premier Bank, but we note that our balances at both Pacific Premier Bank and Chase Bank are still over the FDIC insurance limit of \$250,000 per bank. This means that we still need to either invest in one or more additional CDARS, or open an additional account at another bank. I will ask the Finance Committee to advise.

2022 REVENUE AND EXPENSE COMMENTS

Salary and benefit expenses in all three cost centers are lower than predicted year to date because our General Manager did not start work until May 2022, and our new employee health care plan is less expensive to Cape George than the previous one was.

The Lot Mow income was lower than expected in June due to late mowing this year. Income will be made up as vacant lots are mowed. Lot mow expense is nearly double the revenue. This may be a billing error related to timing of invoicing vs. mowing. We will investigate the situation.

Water revenues are higher than expected so far this year due to an increase in new users. Additionally, we have been fortunate to have had virtually no water repair and maintenance expenses during the first half of this year.

Nearly all of our monthly excise taxes paid to the state are paid on water fee income. Earlier in the year, we had to file amendments to January and February excise tax returns, and we are still waiting for refunds totaling about \$3100. This will correct the higher-than-expected expense associated with the water cost center.

Marina moorage income was low in June because nearly all marina moorage fees were collected in the spring this year. Marina revenue is already ahead of total annual budget, so currently it appears that there will be more income than expected for 2022. The channel was dredged in June, incurring an expense of about \$9,500, which is \$4000 lower than the original \$13,500 estimate.

There were no Reserve expenditures in June, and Reserve expenses and revenue conform to the budgeted values.

We have submitted all requested information to Newman CPA auditors, and Karen Krug will be overseeing communication with them until the 2021 audit is completed.

The General Manager and the Treasurer, with assistance from the Finance Committee, have begun work on the 2023 budget so that it can be presented to the community in October.

CAPE GEORGE COLONY CLUB

7/27/2022

Balance Sheet as of June 30, 2022 and 2021 - Preliminary Subject to Audit

Assets	2022	2021		Liabilities and Fund Balances	2022	2021	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 300,990	\$ 247,151	22%	Accounts Payable & Other Liabilities	\$ 67,091	\$ 59,785	12%
Operating Savings & ICS	197,410	197,420	0%	Prepaid Income	100,935	138,181	-27%
Reserves - General, Water & Marina	1,254,213	1,163,565	8%	Unearned Income Marina Wait List	900	900	0%
Total Cash & Equivalents	1,752,613	1,608,136	9%	Total Current Liabilities	168,926	198,866	-15%
Net Accounts Receivable	4,601	8,007	-43%	FUND BALANCES:			
Total Net Fixed Assets	1,669,384	1,677,339	0%	Fund Balances & Equity (Combined)	3,165,377	3,046,739	4%
Total Prepaid & Other Assets	24,028	1,448	1559%	Modified Cash Basis Income	116,322	49,325	136%
TOTAL ASSETS	\$3,450,626	\$3,294,930	5%	TOTAL LIABILITIES & FUND BALANCE	\$ 3,450,625	\$ 3,294,930	5%

Summary Revenue and Expense Statements for the periods ended June 30, 2022 and 2021 (Modified cash basis, excludes depreciation)

Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022

2022 Year to Date - Unaudited					Comparative - Unaudited				
General	Actual	Budget	Variance	%	General	2022 YTD	2021 YTD**	Variance	%
General					General				
General Assessment	\$ 162,923	\$ 162,922	1	0%	General Assessment	\$ 162,923	\$ 159,809	\$ 3,114	2%
Revenue - All Other Sources	7,581	9,701	(2,120)	-22%	Revenue - All Other Sources	7,581	11,828	(4,247)	-36%
Total General Revenue	170,504	172,623	(2,119)		Total General Revenue	170,504	171,637	(1,133)	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	53,230	79,822	26,592	33%	Salaries, Benefits, PR Tax	53,230	88,206	34,976	40%
Repairs & Maintenance	9,024	14,432	5,408	37%	Repairs & Maintenance	9,024	27,691	18,667	67%
Contracted Services	46,475	34,631	(11,844)	-34%	Contracted Services	46,475	33,745	(12,730)	-38%
Supplies & Small Tools	9,562	6,160	(3,402)	-55%	Supplies & Small Tools	9,562	8,478	(1,084)	-13%
Pool Expense & Utilities	11,852	11,149	(703)	-6%	Pool Expense & Utilities	11,852	21,887	10,035	46%
Utilities & Insurance	16,792	17,663	871	5%	Utilities & Insurance	16,792	16,826	34	0%
Other Expenses (incl taxes)	7,421	7,350	(71)	-1%	Other Expenses (incl taxes)	7,421	4,990	(2,431)	-49%
Total General Expenses	154,356	171,207	20,156		Total General Expenses	154,356	201,823	40,913	
General Net Income	\$ 16,148	\$ 1,416	\$ 14,732	-1040%	General Net Income	\$ 16,148	\$ (30,186)	\$ 46,334	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 107,146	\$ 106,575	\$ 571	1%	Revenue - Water Use Fees	\$ 107,146	\$ 102,712	\$ 4,434	4%
Revenue - All Other Sources	8,740	3,269	5,471	167%	Revenue - All Other Sources	8,740	4,435	4,305	97%
Total Water Revenue	115,886	109,844	6,042		Total Water Revenue	115,886	107,147	8,739	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	29,022	39,783	10,761	27%	Salaries, Benefits, PR Tax	29,022	39,039	10,017	26%
Repairs & Maintenance	0	4,950	4,950	100%	Repairs & Maintenance	-	507	507	100%
Contracted Services	13,045	13,054	9	0%	Contracted Services	13,045	13,116	71	1%
Supplies & Small Tools	2,783	3,500	717	20%	Supplies & Small Tools	2,783	5,164	2,381	46%
Utilities & Insurance	11,190	11,915	725	6%	Utilities & Insurance	11,190	11,200	10	0%
Other Expenses (incl taxes)	10,168	7,969	(2,199)	-28%	Other Expenses (incl taxes)	10,168	4,368	(5,800)	-133%
Total Water Expenses	66,208	81,171	14,963		Total Water Expenses	66,208	73,394	7,186	
Water Net Income	\$ 49,678	\$ 28,673	\$ 21,005	73%	Water Net Income	\$ 49,678	\$ 33,753	\$ 15,925	47%
Marina					Marina				
Revenue - Moorage/Parking	\$ 74,489	\$ 37,625	\$ 36,864	98%	Revenue - Moorage/Parking	\$ 74,489	\$ 64,136	\$ 10,353	16%
Revenue - All Other Sources	17,738	8,092	9,646	119%	Revenue - All Other Sources	17,738	13,140	4,598	35%
Total Marina Revenue	92,227	45,717	46,510		Total Marina Revenue	92,227	77,276	14,951	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	9,706	12,874	3,168	25%	Salaries, Benefits, PR Tax	9,706	13,734	4,028	29%
Repairs & Maintenance	15,297	9,250	(6,047)	-65%	Repairs & Maintenance	15,297	1,267	(14,030)	0%
Contracted Services	4,780	3,177	(1,603)	-50%	Contracted Services	4,780	4,902	122	2%
Supplies & Small Tools	1,506	2,226	720	32%	Supplies & Small Tools	1,506	1,721	215	12%
Utilities & Insurance	9,698	8,350	(1,348)	-16%	Utilities & Insurance	9,698	9,843	145	1%
Other Expenses (incl taxes)	461	1,157	696	60%	Other Expenses (incl taxes)	461	2	(459)	#####
Total Marina Expenses	41,448	37,034	(4,414)		Total Marina Expenses	41,448	31,469	(9,979)	
Marina Net Income	\$ 50,779	\$ 8,683	\$ 42,096	485%	Marina Net Income	\$ 50,779	\$ 45,807	\$ 4,972	11%
Net Income/Loss - Combined Operations	\$ 116,605	\$ 38,772	\$ 77,833	201%	Combined Operations, No Reserve Activity	\$ 116,605	\$ 49,374	\$ 67,231	136%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	96,223	97,106	(883)	-1%	Routine Reserve Revenue	96,223	95,090	1,133	1%
Reserve Interest - all **	-	1,125	(1,125)	-100%	Reserve Interest - all	-	-	0	>100%
Less: Reserve Offset***	(96,333)	(97,314)	981		Less: Reserve Offset	(96,333)	(95,140)	(1,193)	
Net Reserve Activity	\$ (110)	\$ 917	\$ (1,027)	-112%	Gross Reserve Activity	\$ (110)	\$ (50)	\$ (60)	0%

CAPE GEORGE COLONY CLUB

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New Members for July Meeting

Miles & Sherry McRae purchased 181 Saddle Dr from John & Kathleen Sailer
Rod & Sarah Diseker purchased lot 29-3 S Rhododendron from Clark & Betty Anderson
Darren Ramsey purchased 300 Dennis from Marvin & Jamie Herridge
Joshua & Erica Tirado purchased 301 Saddle from Jeff & Angela Crabtree
Brian & Beth Etscheid purchased 32 Queets Pl from Don & Carolyn Lee
Cynthia & Deborah Wallace purchased 90 Victoria Lp from Edith Offstein Trust
Mark & Marianne Lause purchased 52 W Vancouver Dr. from Chris Marin

Cape George Fitness Center (FC) Committee Minutes 6/21/2022

Attendees: Marnie Levy, John Dwyer, Mardella Rowland, Phyllis Ballough, Robin Scherting, Bill Sery, Fred Miercort, Tom Ramsey, Linda Mollino, Mike Hinojos

After welcoming Marnie, our new CG Manager, and introductions to the FC Committee we acknowledged major thanks to all who contributed to the FC Fundraiser and will continue to plan the month of February to be our traditional fundraising month. We also thanked CG members for supporting the Pool Committee in their fundraiser, as all amenities are important to our community.

Some discussion followed concerning diagnostics from FIT Inc concerning repair or maintenance from Aug-Sept 2021. Some were denied by the previous manager. Marnie and I will research those; however, at this time most of them are a moot point, especially since we have replaced the Precor elliptical. Marnie and I will also research the "maintenance" contract with Fit Inc.

It was voted on to approve the next equipment replacement needs to be the L7 Landice Treadmill. Besides its age, it was never meant to be for running; it has a narrow deck and has hitches in its timing mechanism. Many complaints have confirmed this. Phyllis will research an appropriate replacement moving forward.

We discussed potential ADA access to the FC given the outside stairs. It is not realistic given DNR permits and major construction to do this. **NOTE: If you desire ADA access to the FC, please contact the office.** The office has a key to the door via the pool entrance. (The door near the clubhouse was discussed; upon review, it has stairs and is not wide enough for wheelchairs).

It was voted on to have the brown bench press reupholstered. I will research and find a quote for that and get it done.

Suggestions for a music streaming service in the FC were denied. Members bring their own ear buds! A nice suggestion for an art panel in front of the FC was suggested; it was tabled for future consideration given the FC weather frontage.

The FC Committee expressed thanks to Aimee for her cleaning service. In transition, Marnie has related such expectations to the new team. Saturday morning 7:30-9:30 cleaning time will remain as they clean the club house as well. We will also be checking into a dispenser for disinfectant wipes rather than using containers. All aerosol sprayers will be removed and given to the club house.

Committee adjourned at 12:00 pm

Respectfully submitted

Mardella Rowland, FC Chair

Fitness Center Committee Meeting Minutes 7/19/22

Welcome and sign-in

Attendees: Mardella Rowland, Marnie Levy, Robin Scherting, Bill Sery, Tom Ramsey, Allen Zee

The two wall-mounted antiseptic wipes containers have been ordered, and Donny will install when they arrive. Two four-pack wipes (6400) also have been ordered.

Copies of the Rules and Regulations - Access to Commonly Owned Facilities by Non-Members (Guests and Visiting Adult Family Members) CP20 approved in 2009 and Rules and Regulations - Use of Club Property CP06 approved in 2012 were distributed to take home to review for any updates. If no changes are required, Marnie will laminate and post in the FC. If changes are required, then submission to the Board for approval will be necessary. Allan suggested paper copies be made of these in a folder if needed.

We will keep the steel bench press and have it reupholstered by Simone at Custom Sewing & Upholstery in Port Townsend. I will move this forward.

The committee is requesting a donation on its behalf, via the Board, to contribute to the Environmental Committee's work concerning a tribute to Bob Carter and his years of service to the CG Community. Manager Marnie and John Dwyer will follow up on this item. As well, Robin is purchasing a Soak-on-the Sound gift certificate for Jan Carter to honor her service.

It was decided to call on any woodworkers or metal workers in the community to design a weather-proof sign "Cape George Fitness Center" to be installed above the FC entrance. We are willing to pay a stipend for this sign. Please contact me if you are interested.

IMPORTANT: Bill Sery provided an in-depth discussion concerning the old-wiring and electrical issues within the FC and surrounding facilities. It's apparent that before we buy the L10 treadmill (which is our unanimous choice), an electrician needs to be brought in immediately to assess dedicated circuits and loads. Bill, Tom Ramsey, and I walked through the FC after the meeting testing outlets. Bill is emailing his findings to myself, Marnie, and John. **We need an electrician asap** (preferably Double D) to meet with Bill, Tom, Marnie, and John at the FC. This issue goes to Safety, Protection of Property, and Liability issues. When this issue is settled, then the FC will move forward to buy the L10 to replace the L7 treadmill.

As you may know, I submitted my resignation as FC chair at the CG Annual Zoom meeting last Saturday. It's been an honor to be of service, and we have accomplished quite a bit with our account strong at \$11K. Thank you to all the volunteers on the committee; we need more dedicated members to join us. In the interim to finding a new chair, Phyllis Ballough and Linda Mollino will be co-chairs; thank you, ladies! I'll remain on the committee throughout the transition and beyond. Calling on Volunteers!

Respectfully submitted, Mardella Rowland

Marina Committee Meeting Minutes, 5 July 2022

Marina Chair Jim Bodkin called the meeting to order at 11 am.

Attendees: 24 marine committee members

Introduction

The dredging of the marina channel entrance has been completed and the initial depth is about +4' at the zero tidal elevation. It is expected that this will be reduced over time. Channel markers are in place, it will be best to stay within these markers during all but the higher tides. As always, mariners should exercise caution when navigating through the entrance and be aware of other vessels transiting the entrance. An additional 220 tons of large rock on the north jetty were placed in June, completing the prescribed jetty dimensions. Please avoid climbing on the jetty as the rock may be continuing to settle.

The annual marina sale was completed on June 17-18-19. Much thanks to Dick Poole and John Hanks and all the contributors and volunteers that made this a success.

Agenda items

- 1) Waterfront Festival: Discussions continues regarding arrangements for the 2022 Waterfront Festival to be held on 20 August. Volunteers to assist in various parts of the festival, including set up, take down and clean up, the BBQ... are needed. Contact Jim Bodkin at 917 873 2799 to find out how you can help.
 - a. Band **Tony Petrillo and the Roundabouts (Ross Anderson)**
 - b. Dinner and Beverages (**Crab, burgers, hot dogs, sides, desert, beer, wine and NA beverages**)
 - c. Regatta (**Ben Fellows and Gary Rossow**)
 - d. Boat Parade/ Races (**Geoff McMichael, John Hanks, Penny Jensen, Marty Bluewater**)
 - e. Other activities
 - i. Festival shirts, for volunteers and for sale. (**Kris Edwards**)
 - ii. Olympic Salmon Coalition (**\$400 donation**)
 - iii. Popcorn machine (**Geoff McMichael**)
 - iv. Regatta boat rides (**Ross**)
- 2) Draft Marina Organizational Chart (Thanks to the sub-committee, Mark Thayer, Penny Jensen, Nick Muzik, Jim Barr, John Lacy and Ben Fellows)
 - a. Discussion tabled pending revisions of draft
- 3) Jim reported that there have been preliminary discussions about the possibility of extending the south jetty. This would require engineering and permitting.

Open Floor

Next meeting will be Tuesday 2 August, 11 am.

Pool Committee Meeting
7/5/2022

Called to order at 3pm by Vice Chair: Marta Krissovich

Members Present: Patty Dunmire; Kriss Edwards; Marta Krissovich; John Galm;
Sandy Gulin; Linda Mollino; Mardella Rowland; Robin Scherting; Marnie
Woodward, Cape George Manager

Absent: Chair: Penny Jensen,

Financial Report:

Reviewed by Marta: current account balance: \$6422.87

Pool Fundraiser: \$5,722!!!!!!!!!!!!!! We already had \$875.87 in our account so
current balance after paying Kris Edwards for mats \$219.93 is: \$6377.94

Planned pool expenditures: \$4,377.99

Minutes of Last Meeting: Minutes will be emailed to Committee prior to meetings
Marta requested that any outstanding receipts from pool fundraiser be turned
into her for reimbursement.

New Business:

- Review of Pool Fundraising events: everyone agreed that both events were a success and should be repeated next year. Suggestion for next year is to have snack bags for the children's party and do it after lunch to keep food out of the pool area This will keep with consistent of no food in the pool area.
- Artwork by Sandy Gulin is completed and has been installed outside of pool. Thank you and congratulations to Sandi
- Major discussion about remaining items to be purchased and installed:

Purchase now	Future Items	Committee Member
Shoe rack		Kriss: ordered
Banners/Flags to replace over the pool		Sandi and Kriss have agreed to install them Linda is working with Candace Crafts for specialized flags

Grab Bars for the Shower (priority)		Sandi and Jose
Kick Boards for children		In the pool area: positive response from parents and
Lights for Entrance and alcove to pool		Penny
Mats for shower rooms		Kriss/Marta/Penny: Kriss has concern about the ability to clean the new mats. Kriss to check on whether they can be returned.
Pool Toy Box		Will use new rack for both toys and weights. See below
Commercial baby changing table		Need to be installed: Kriss/Donnie: location needs to be decided
Rack for Foam Weights		Kriss/Marta: much discussion about this item. One design chosen by the committee. Marta/Sandi agreed to do some additional research to ensure it is the correct item and to see if we are still eligible for a discount.
Weights		Marta and Patty talked about the weights that were ordered and another set that were donated. Decision made to have the Water Aerobics Class try them out to know which kind to order additional sets.
Receptacle for Noodles		Marta: pending. Marta to investigate
Tall Cabinet for misc items		Kriss: on back order
	Fan for shower rooms to increase the temperature	John

Mirrors to replace one in women's shower room		Kriss: ordered and will be installed once delivered
	Lockers for shower rooms	Kriss
	Power lift for accessing pool for disabled folks	Linda
	Robotic Pool Vacuum	Patty
	Wall Mounted Sound System	Patty/Marta
	Water Extraction Spinner	Marta

- Reminder that any additional orders need to go to Penny so that she is ordering items.
- Cleaning Service: seems to be going better with the current cleaning service.
- Entrance to the pool still an ongoing discussion> Penny will come back with ideas.
- Next Meeting : August 2, 2022, 3 pm, Clubhouse

**Cape George Water Advisory Committee
Meeting Report July 5, 2022**

The meeting was held at 4 PM July 5, 2022, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Board Liaison John Dwyer, Carl Berger, Thad Bickling, Steve King, Stew Pugh, Scott Carpenter, and Chair Marty Gilmore.

The committee did not meet in June.

Water tank diving and inspection is scheduled for late summer.

The new telemetry system will be installed and tested by mid-July.

Hydrant painting is also scheduled for late summer.

During a recent power failure the generator at the tank farm was started by the Water Manager, but was turned off by an unknown and unauthorized person. The committee discussed security for the tank farm, and several actions will be taken:

- The gate code has been changed and will be closely held. The code will be shared with the Chair of the Emergency Preparedness Committee.
- Jose will investigate the ability of the new telemetry system to be expanded to assist with tank farm security.
- Marnie will include tank farm security in her review of overall security for Cape George.

Cape George has renewed its insurance for the community. The committee will review coverage as it affects the water system.

Cape George has scheduled testing for its three cross connections.

The committee's proposed revision to CP08a, the Water Connection and Use Permit Application, was approved by the Board.

The next scheduled meeting will be Tuesday, August 2, 2022, at 4 PM in the clubhouse. Marty will be absent.



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

06/01/2022 – 06/30/2022

Prepared by:



Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
6	Aged Owner Balance	The list of owners with balances over 30 days.
7	Prepaid Owners	The list of owners with a prepaid balance.
8	Check Register	The list of all checks written for a community during a period of time.
9	Bank Reconciliation	Bank reconciliation history for a given bank account.
10	Bank Reconciliation	Bank reconciliation history for a given bank account.
11	Bank Reconciliation	Bank reconciliation history for a given bank account.
12	Bank Reconciliation	Bank reconciliation history for a given bank account.
13	General Ledger Detail	Shows General Ledger activity and supporting information for a given time period.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 06/30/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$198,961.01	\$0.00	\$198,961.01
01106-001 OP - PPB 0125 New	\$101,468.10	\$0.00	\$101,468.10
01107-001 Oper Savings - General - Chase 5161	\$100,041.24	\$0.00	\$100,041.24
Operating Cash Total	\$401,030.96	\$0.00	\$401,030.96
Reserve Cash			
01108-001 Reserve Invest - General	\$0.00	\$1,795.00	\$1,795.00
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$170,099.56	\$170,099.56
01111-008 ICS Accounts- PPB Bank	\$50,249.79	\$0.00	\$50,249.79
01150-001 PPB - 6mo CD # 1015 Exp 02/07/2022	\$0.00	\$76,900.72	\$76,900.72
01160-001 PPB - 9mo CD #1023 Exp 08-11-21	\$0.00	\$77,213.36	\$77,213.36
01170-001 Kitsap Bank- Money Market	\$0.00	\$100,106.13	\$100,106.13
01173-001 Kitsap Bank Intra FL-CD # 2016	\$0.00	\$475,142.13	\$475,142.13
01173-002 Kitsap Bank Intra FL-CD # 2008	\$0.00	\$400,076.12	\$400,076.12
01195-001 Due to / from Reserves -General	\$0.00	(\$49,197.30)	(\$49,197.30)
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-001 Due From / TO Operating - General	\$49,197.30	\$0.00	\$49,197.30
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$97,369.53	\$1,254,213.28	\$1,351,582.81
Current Assets			
01201-001 Accts Receivables General	\$5,042.34	\$0.00	\$5,042.34
01201-002 Accts Receivables Water	\$1,407.20	\$0.00	\$1,407.20
01201-003 Accts Receivables Marina	\$734.22	\$0.00	\$734.22
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-099 Acct Rec - Reserve Assessment	\$1,411.22	\$0.00	\$1,411.22
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$606.68	\$0.00	\$606.68
Current Assets Total	\$4,600.66	\$0.00	\$4,600.66
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$76,413.20	\$0.00	\$76,413.20
01406-001 Accum Depletion Land Improv - General	(\$18,429.42)	\$0.00	(\$18,429.42)
01411-001 Buildings General - General	\$904,677.90	\$0.00	\$904,677.90
01415-001 Accum Deprec Blds General - General	(\$623,317.41)	\$0.00	(\$623,317.41)
01421-001 Equip/Veh Assets General	\$134,804.08	\$0.00	\$134,804.08
01425-001 Accum Deprc Equip/Veh Gen	(\$101,304.72)	\$0.00	(\$101,304.72)
01431-002 Water System Improvements	\$1,068,319.08	\$0.00	\$1,068,319.08
01435-005 Accum Deprec Wtr/Grwth	(\$644,497.96)	\$0.00	(\$644,497.96)
01451-011 Roads Special	\$1,148,799.98	\$0.00	\$1,148,799.98
01455-011 Accum Deprec Roads Rds	(\$853,159.41)	\$0.00	(\$853,159.41)
01460-003 Marina Improvements - Marina	\$812,351.84	\$0.00	\$812,351.84
01461-003 Accum Depreciation-Marina - Marina	(\$272,646.68)	\$0.00	(\$272,646.68)

Account	Operating	Reserves	Total
01490-001 CIP - Construction in Progress - General	\$529.89	\$0.00	\$529.89
01490-002 CIP - Construction in Progress - Water	\$6,621.11	\$0.00	\$6,621.11
Fixed Assets Total	\$1,669,383.64	\$0.00	\$1,669,383.64
Other Assets			
01501-001 Prepaid Insurance General - General	\$21,883.19	\$0.00	\$21,883.19
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41
Other Assets Total	\$24,027.60	\$0.00	\$24,027.60
Total Assets:	\$2,196,412.39	\$1,254,213.28	\$3,450,625.67

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02100-001 A/P - Reserves - General	\$0.00	\$19,795.49	\$19,795.49
02101-001 Accts Payable Gen - General	\$8,077.00	\$0.00	\$8,077.00
02103-001 Accts Payable Comm Gen - General	\$34,828.67	\$0.00	\$34,828.67
02111-001 Vacation Payable - General	\$6,895.26	\$0.00	\$6,895.26
02120-001 Prepaid Income General	\$100,934.51	\$0.00	\$100,934.51
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	(\$2,425.19)	\$0.00	(\$2,425.19)
02130-003 Interest Rec Reserves	\$0.00	(\$841.00)	(\$841.00)
02510-001 Deferred Income - General	\$1.89	\$0.00	\$1.89
02510-002 Deferred Income - Water	\$306.54	\$0.00	\$306.54
02510-099 Deferred Income - Reserves	\$28.03	\$0.00	\$28.03
Current Liability Total	\$149,971.71	\$18,954.49	\$168,926.20
Total Liabilities:	\$149,971.71	\$18,954.49	\$168,926.20

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,196,646.80	\$1,196,646.80
03005-001 Reserves Fund - General	\$0.00	(\$220,794.17)	(\$220,794.17)
03005-002 Reserves Fund - Water	\$0.00	\$82,578.45	\$82,578.45
03005-003 Reserves Fund - Marina	\$0.00	\$116,247.96	\$116,247.96
03050-001 CY - RESERVE EXPENSE - General	\$0.00	\$73,832.21	\$73,832.21
03050-003 CY - RESERVES EXPENSE - Marina	\$0.00	(\$19,795.49)	(\$19,795.49)
03510-001 CY - RESERVE INTEREST: - General	\$0.00	\$6,775.03	\$6,775.03
03510-002 Reserve Interest - Water	\$0.00	(\$75.00)	(\$75.00)
03510-003 Reserve Interest - Marina	\$0.00	(\$157.00)	(\$157.00)
03600-001 Fund Balance - General	\$1,916,954.68	\$0.00	\$1,916,954.68
Fund Balances Total	\$1,916,954.68	\$1,235,258.79	\$3,152,213.47
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66

Account	Operating	Reserves	Total
Equity Total	\$13,163.68	\$0.00	\$13,163.68
Current Year Net Income/(Loss)	\$116,322.32	\$0.00	\$116,322.32
Total Equity:	\$2,046,440.68	\$1,235,258.79	\$3,281,699.47
Total Liabilities & Equity	\$2,196,412.39	\$1,254,213.28	\$3,450,625.67

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
General
Start: 06/01/2022 | End: 06/30/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-001 Reserve Income General	110.00	0.00	110.00	110.00	0.00	110.00	0.00
04101-001 Annual Assess General	27,686.11	27,686.11	0.00	162,922.96	162,921.92	1.04	329,038.58
04107-001 Lot Mow Fees General - General	(90.00)	916.67	(1,006.67)	2,970.00	5,500.02	(2,530.02)	11,000.00
04108-001 Comm Center Rental	80.00	93.75	(13.75)	770.00	562.50	207.50	1,125.00
04110-001 Marina Wait List - General	0.00	120.92	(120.92)	100.00	725.52	(625.52)	1,451.00
04113-001 Late Fee Income	(59.50)	129.17	(188.67)	540.50	775.02	(234.52)	1,550.00
04115-001 Other Fees General	40.00	25.00	15.00	180.00	150.00	30.00	300.00
04301-001 Int Income - Oper General - Ge...	36.47	4.67	31.80	46.25	28.02	18.23	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	2,212.79	268.50	1,944.29	537.00
04801-001 Misc Income- General	(1,095.52)	83.33	(1,178.85)	(475.52)	499.98	(975.50)	1,000.00
04805-001 Rental Application Fee - Gener...	0.00	0.00	0.00	80.00	0.00	80.00	0.00
04806-001 Fines - General	(192.50)	95.83	(288.33)	(42.50)	574.98	(617.48)	1,150.00
04807-001 Access Cards/FOB's - General	245.00	62.50	182.50	760.00	375.00	385.00	750.00
04808-001 Phone Directories - General	66.00	40.33	25.67	330.00	241.98	88.02	484.00
Income Total	26,826.06	29,303.03	(2,476.97)	170,504.48	172,623.44	(2,118.96)	348,441.58
Total Income	26,826.06	29,303.03	(2,476.97)	170,504.48	172,623.44	(2,118.96)	348,441.58

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries,Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	1,243.00	974.67	(268.33)	4,134.62	5,848.02	1,713.40	11,696.00
05101-001 Wages - Manager- General	3,565.37	4,638.58	1,073.21	5,574.36	27,831.48	22,257.12	55,663.00
05103-001 Wages-Caretakers- General	1,308.12	2,710.67	1,402.55	13,953.35	16,264.02	2,310.67	32,528.00
05104-001 Wages-Office Admin. General	2,701.41	1,898.17	(803.24)	19,851.07	11,389.02	(8,462.05)	22,778.00
05120-001 Benefits General	1,115.62	1,812.92	697.30	6,138.32	10,877.52	4,739.20	21,755.00
05201-001 Payroll Taxes General	893.87	1,268.58	374.71	3,577.84	7,611.48	4,033.64	15,223.00
Salaries,Benefits & Tax Total	10,827.39	13,303.59	2,476.20	53,229.56	79,821.54	26,591.98	159,643.00
Repairs & Maintenance							
05301-001 R & M Buildings- General	83.42	385.42	302.00	3,740.03	2,312.52	(1,427.51)	4,625.00
05302-001 R & M Roads & Drainage	0.00	833.33	833.33	764.41	4,999.98	4,235.57	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	219.00	219.00	438.00
05304-001 R & M Vehicles	0.00	183.33	183.33	187.42	1,099.98	912.56	2,200.00
05305-001 R & M Equipment	86.38	229.17	142.79	406.27	1,375.02	968.75	2,750.00
05310-001 R & M Grounds	639.97	560.42	(79.55)	3,495.50	3,362.52	(132.98)	6,725.00
05313-001 R & M Swimming Pool -NEW	0.00	177.08	177.08	430.32	1,062.48	632.16	2,125.00
Repairs & Maintenance Total	809.77	2,405.25	1,595.48	9,023.95	14,431.50	5,407.55	28,863.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	402.68	239.58	(163.10)	1,733.15	1,437.48	(295.67)	2,875.00
05402-001 Contract Service - Legal - Gen...	0.00	1,000.00	1,000.00	8,685.50	6,000.00	(2,685.50)	12,000.00
05403-001 Contract Service -Accounting -...	1,956.25	1,784.83	(171.42)	13,985.96	10,708.98	(3,276.98)	21,418.00
05404-001 Contract Service - General	96.26	0.00	(96.26)	192.52	0.00	(192.52)	0.00
05405-001 Contract Service - Lot Mow	2,782.05	916.67	(1,865.38)	5,856.49	5,500.02	(356.47)	11,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05406-001 Contract Service-Other General	3,927.80	20.83	(3,906.97)	7,162.21	124.98	(7,037.23)	250.00
05407-001 Contracted Service -Janitorial...	804.00	739.58	(64.42)	5,096.63	4,437.48	(659.15)	8,875.00
05408-001 Contracted Services - Accting ...	0.00	125.00	125.00	2,351.44	750.00	(1,601.44)	1,500.00
05409-001 Contracted Service - Pest Cont...	0.00	102.08	102.08	945.90	612.48	(333.42)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	812.52	812.52	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	525.00	525.00	1,050.00
05412-001 Contracted Service - Cable Int...	78.32	193.25	114.93	464.92	1,159.50	694.58	2,319.00
05413-001 Contracted Service - Noxious W...	0.00	427.08	427.08	0.00	2,562.48	2,562.48	5,125.00
Contracted Services Total	10,047.36	5,771.82	(4,275.54)	46,474.72	34,630.92	(11,843.80)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	103.02	103.02	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	244.02	244.02	488.00
05507-001 Other Tax,License,Fee Gen	65.00	172.92	107.92	1,936.59	1,037.52	(899.07)	2,075.00
05508-001 Federal Income Tax - General	468.50	0.00	(468.50)	1,168.50	0.00	(1,168.50)	0.00
Property and other Taxes Total	533.50	230.76	(302.74)	3,105.09	1,384.56	(1,720.53)	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	932.43	187.50	(744.93)	2,162.71	1,125.00	(1,037.71)	2,250.00
05602-001 New Water Meters - General	(1,019.63)	0.00	1,019.63	(1,019.63)	0.00	1,019.63	0.00
05604-001 Vehicle Gas & Oil General	336.25	152.08	(184.17)	2,335.73	912.48	(1,423.25)	1,825.00
05605-001 Supplies- General	351.19	327.08	(24.11)	4,371.55	1,962.48	(2,409.07)	3,925.00
05606-001 Small Tools & Equip Gen	544.39	360.00	(184.39)	1,711.25	2,160.00	448.75	4,320.00
05607-001 Supplies General Pool - NEW	199.70	200.00	0.30	1,674.33	1,200.00	(474.33)	2,400.00
05608-001 Utilities Pool - NEW	1,224.23	1,468.75	244.52	10,177.82	8,812.50	(1,365.32)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	1,136.52	1,136.52	2,273.00
Supplies, Small Tools, Etc.. Total	2,568.56	2,884.83	316.27	21,413.76	17,308.98	(4,104.78)	34,618.00
Utilities							
05701-001 Utilities General	412.41	543.75	131.34	3,279.28	3,262.50	(16.78)	6,525.00
05702-001 Telephone- General	287.58	443.75	156.17	1,812.72	2,662.50	849.78	5,325.00
Utilities Total	699.99	987.50	287.51	5,092.00	5,925.00	833.00	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	1,949.93	1,956.25	6.32	11,699.58	11,737.50	37.92	23,475.00
05705-001 Postage - General	0.00	244.42	244.42	1,769.43	1,466.52	(302.91)	2,933.00
05707-001 Misc. Expense - General	90.00	550.17	460.17	2,388.27	3,301.02	912.75	6,602.00
05708-001 Certification/Education -Gen.	0.00	200.00	200.00	160.00	1,200.00	1,040.00	2,400.00
Insurances, Postage, Education, Misc. Total	2,039.93	2,950.84	910.91	16,017.28	17,705.04	1,687.76	35,410.00
Total Expense	27,526.50	28,534.59	1,008.09	154,356.36	171,207.54	16,851.18	342,415.00
Net Income	(700.44)	768.44	(1,468.88)	16,148.12	1,415.90	14,732.22	6,026.58

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
Water
Start: 06/01/2022 | End: 06/30/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	18,608.33	18,608.33	0.00	107,146.26	106,575.00	571.26	218,225.00
04105-002 Water Hookup Fees - Water	2,200.00	300.00	1,900.00	3,300.00	1,800.00	1,500.00	3,600.00
04106-002 Excess Water Use	0.00	244.83	(244.83)	5,440.00	1,468.98	3,971.02	2,938.00
Income Total	20,808.33	19,153.16	1,655.17	115,886.26	109,843.98	6,042.28	224,763.00
Total Income	20,808.33	19,153.16	1,655.17	115,886.26	109,843.98	6,042.28	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	717.20	349.08	(368.12)	2,385.64	2,094.48	(291.16)	4,189.00
05101-002 Wages- Manager - Water	1,794.61	2,333.58	538.97	3,343.16	14,001.48	10,658.32	28,003.00
05103-002 Wages-Caretakers-WaterOperator	658.44	1,337.67	679.23	7,023.35	8,026.02	1,002.67	16,052.00
05104-002 Wages-Office Admin. -Water	1,359.74	955.25	(404.49)	10,101.15	5,731.50	(4,369.65)	11,463.00
05120-002 Benefits - Water	611.40	1,046.75	435.35	3,955.78	6,280.50	2,324.72	12,561.00
05201-002 Payroll Taxes Water	430.09	608.25	178.16	2,213.43	3,649.50	1,436.07	7,299.00
Salaries, Benefits & Tax Total	5,571.48	6,630.58	1,059.10	29,022.51	39,783.48	10,760.97	79,567.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	874.98	874.98	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	49.98	49.98	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	775.02	775.02	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	625.02	625.02	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	0.00	270.83	270.83	0.00	1,624.98	1,624.98	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	1,000.02	1,000.02	2,000.00
Repairs & Maintenance Total	0.00	825.00	825.00	0.00	4,950.00	4,950.00	9,900.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	499.98	499.98	1,000.00
05403-002 Contract Service- Acctg- Water	533.17	573.67	40.50	4,186.84	3,442.02	(744.82)	6,884.00
05404-002 Contract Service - Water	1,346.00	1,300.00	(46.00)	8,790.00	7,800.00	(990.00)	15,600.00
05406-002 Contract Service- Other Water	6.16	218.75	212.59	67.76	1,312.50	1,244.74	2,625.00
Contracted Services Total	1,885.33	2,175.75	290.42	13,044.60	13,054.50	9.90	26,109.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	991.13	2,500.00	1,508.87	9,110.74	5,000.00	(4,110.74)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	900.00	900.00	900.00
05507-002 Other Tax,License,Fee Wtr	0.00	83.33	83.33	861.05	499.98	(361.07)	1,000.00
Property and other Taxes Total	991.13	2,583.33	1,592.20	9,971.79	6,399.98	(3,571.81)	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	89.58	89.58	0.00	537.48	537.48	1,075.00
05602-002 New Water Meters - Water	1,019.63	0.00	(1,019.63)	1,019.63	0.00	(1,019.63)	0.00
05604-002 Vehicle Gas & Oil - Water	0.00	170.83	170.83	125.85	1,024.98	899.13	2,050.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05605-002 Supplies- Water	26.99	250.00	223.01	1,523.79	1,500.00	(23.79)	3,000.00
05606-002 Small Tools & Equip Water	0.00	72.92	72.92	0.00	437.52	437.52	875.00
05607-002 Supplies General Pool - Water	113.38	0.00	(113.38)	113.38	0.00	(113.38)	0.00
Supplies, Small Tools, Etc.. Total	1,160.00	583.33	(576.67)	2,782.65	3,499.98	717.33	7,000.00
Utilities							
05701-002 Utilities Water	729.97	989.58	259.61	4,127.71	5,937.48	1,809.77	11,875.00
05702-002 Telephone-Water	402.41	35.92	(366.49)	1,310.86	215.52	(1,095.34)	431.00
Utilities Total	1,132.38	1,025.50	(106.88)	5,438.57	6,153.00	714.43	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	958.63	960.42	1.79	5,751.78	5,762.52	10.74	11,525.00
05705-002 Postage-Water	0.00	131.25	131.25	150.08	787.50	637.42	1,575.00
05707-002 Misc. Expense - Water	0.00	114.58	114.58	46.00	687.48	641.48	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	94.02	94.02	188.00
Insurances, Postage, Education, Misc. Total	958.63	1,221.92	263.29	5,947.86	7,331.52	1,383.66	14,663.00
Total Expense	11,698.95	15,045.41	3,346.46	66,207.98	81,172.46	14,964.48	161,445.00
Net Income	9,109.38	4,107.75	5,001.63	49,678.28	28,671.52	21,006.76	63,318.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
Marina
Start: 06/01/2022 | End: 06/30/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	230.00	625.00	(395.00)	10,120.00	3,750.00	6,370.00	7,500.00
04109-003 Marina Moorage - Marina	966.00	5,645.83	(4,679.83)	64,369.00	33,874.98	30,494.02	67,750.00
04110-003 Marina Wait List Forfeiture	400.00	0.00	400.00	2,600.00	0.00	2,600.00	0.00
04112-003 Ramp Fee	400.00	308.33	91.67	3,100.00	1,849.98	1,250.02	3,700.00
04114-003 Daily Moorage/Ramp Fees	48.00	58.33	(10.33)	128.00	349.98	(221.98)	700.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	760.00	0.00	760.00	0.00
04803-003 Dock Electric Fee - Marina	0.00	648.75	(648.75)	7,250.00	3,892.50	3,357.50	7,785.00
04804-003 Small Boats - Marina	200.00	333.33	(133.33)	3,900.00	1,999.98	1,900.02	4,000.00
Income Total	2,244.00	7,619.57	(5,375.57)	92,227.00	45,717.42	46,509.58	91,435.00
Total Income	2,244.00	7,619.57	(5,375.57)	92,227.00	45,717.42	46,509.58	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries,Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	239.80	99.67	(140.13)	797.64	598.02	(199.62)	1,196.00
05101-003 Wages-Manager-Marina	602.18	781.33	179.15	1,121.80	4,687.98	3,566.18	9,376.00
05103-003 Wages-Caretaker Marina	220.94	396.08	175.14	2,356.66	2,376.48	19.82	4,753.00
05104-003 Wages-Office Admin. -Marina	456.25	320.00	(136.25)	3,390.41	1,920.00	(1,470.41)	3,840.00
05120-003 Benefits-Marina	204.42	352.42	148.00	1,324.40	2,114.52	790.12	4,229.00
05201-003 Payroll Taxes - Marina	138.97	196.25	57.28	715.22	1,177.50	462.28	2,355.00
Salaries,Benefits & Tax Total	1,862.56	2,145.75	283.19	9,706.13	12,874.50	3,168.37	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	49.98	49.98	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	150.00	150.00	300.00
05305-003 R & M Equipment - Marina	0.00	18.75	18.75	22.35	112.50	90.15	225.00
05308-003 R & M- Docks & Ramps - Marina	896.51	281.25	(615.26)	5,625.94	1,687.50	(3,938.44)	3,375.00
05309-003 R & M - Dredging - Marina	9,427.98	1,125.00	(8,302.98)	9,427.98	6,750.00	(2,677.98)	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	220.93	499.98	279.05	1,000.00
Repairs & Maintenance Total	10,324.49	1,541.66	(8,782.83)	15,297.20	9,249.96	(6,047.24)	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	221.52	239.92	18.40	1,985.60	1,439.52	(546.08)	2,879.00
05404-003 Contract Service - Marina	96.26	52.08	(44.18)	1,919.60	312.48	(1,607.12)	625.00
05406-003 Contract Service- Other Marina	140.32	168.75	28.43	874.95	1,012.50	137.55	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	0.00	412.50	412.50	825.00
Contracted Services Total	458.10	529.50	71.40	4,780.15	3,177.00	(1,603.15)	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	0.00	6.25	6.25	0.00	37.50	37.50	75.00
05507-003 Other license, fee - marina	0.00	130.25	130.25	30.64	781.50	750.86	1,563.00
Property and other Taxes Total	0.00	136.50	136.50	30.64	819.00	788.36	1,638.00
Supplies, Small Tools, Etc..							

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05601-003 Office Supplies-Marina	0.00	38.58	38.58	432.41	231.48	(200.93)	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	0.00	300.00	300.00	600.00
05604-003 Vehicle Gas & Oil Marina	0.00	3.17	3.17	37.04	19.02	(18.02)	38.00
05605-003 Supplies- Marina	290.10	185.42	(104.68)	872.92	1,112.52	239.60	2,225.00
05606-003 Small Tools & Equip Marina	119.62	93.75	(25.87)	163.24	562.50	399.26	1,125.00
Supplies, Small Tools, Etc.. Total	409.72	370.92	(38.80)	1,505.61	2,225.52	719.91	4,451.00
Utilities							
05701-003 Utilities Marina	569.13	666.67	97.54	4,986.87	4,000.02	(986.85)	8,000.00
Utilities Total	569.13	666.67	97.54	4,986.87	4,000.02	(986.85)	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	785.10	725.00	(60.10)	4,710.60	4,350.00	(360.60)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	150.07	150.00	(0.07)	300.00
05707-003 Misc. Expense - Marina	280.42	31.25	(249.17)	280.42	187.50	(92.92)	375.00
Insurances, Postage, Education, Misc. Total	1,065.52	781.25	(284.27)	5,141.09	4,687.50	(453.59)	9,375.00
Total Expense	14,689.52	6,172.25	(8,517.27)	41,447.69	37,033.50	(4,414.19)	74,067.00
Net Income	(12,445.52)	1,447.32	(13,892.84)	50,779.31	8,683.92	42,095.39	17,368.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 Cost Center 900
 Start: 06/01/2022 | End: 06/30/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 REserve Income ALL	16,143.78	16,253.78	(110.00)	96,222.66	97,106.34	(883.68)	194,629.00
04055-900 Reserve Interest ALL	0.00	187.50	(187.50)	0.00	1,125.00	(1,125.00)	2,250.00
Income Total	16,143.78	16,441.28	(297.50)	96,222.66	98,231.34	(2,008.68)	196,879.00
Total Income	16,143.78	16,441.28	(297.50)	96,222.66	98,231.34	(2,008.68)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	16,253.78	16,219.08	(34.70)	96,332.66	97,314.48	981.82	194,629.00
Deprec, Interest & Bad Debt Total	16,253.78	16,219.08	(34.70)	96,332.66	97,314.48	981.82	194,629.00
Total Expense	16,253.78	16,219.08	(34.70)	96,332.66	97,314.48	981.82	194,629.00
Net Income	(110.00)	222.20	(332.20)	(110.00)	916.86	(1,026.86)	2,250.00

Report Summary

Code	Account#	Current	Over 30	Over 60	Over 90	Total
01 - Late Fees	01201	(\$40.00)	\$60.00	\$80.00	\$100.00	\$200.00
02 - Insuff Funds Fe	01201	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
03 - Admin. Fees	01201	\$0.00	\$30.00	\$30.00	\$40.00	\$100.00
17 - Water Connect	01201	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
18 - Waiting list	01201	\$1.72	\$0.00	\$0.00	\$0.00	\$1.72
19 - Trailer parking	01201	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
21 - Fines	01201	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
22 - Access Cards	01201	\$29.72	\$0.01	\$0.00	\$0.00	\$29.73
28 - Payment Plan Processing Fee \$5	01201	(\$2.85)	\$0.00	\$0.00	\$0.00	(\$2.85)
A1 - A1 Genrl Assesmnt	01201	\$0.00	\$0.00	\$376.41	\$1,725.92	\$2,102.33
C3 - Water Use Fees	01201	\$0.00	\$0.00	\$211.20	\$96.00	\$307.20
C4 - RESERVE ASSESS	01201	\$0.00	\$0.00	\$427.67	\$910.26	\$1,337.93
C5 - Marina/Moorage	01201	\$369.50	\$0.00	\$0.00	\$0.00	\$369.50
C6 - C6 LOT MOW	01201	\$0.00	\$370.00	\$0.00	\$0.00	\$370.00
Grand Total:		\$1,468.09	\$460.01	\$1,125.28	\$3,202.18	\$6,255.56

Account#	Account Description	Delinquency Amount
01201 - 001	Accts Receivables - General	\$3,129.21
01201 - 002	Accts Receivables - Water	\$1,407.20
01201 - 003	Accts Receivables - Marina	\$381.22
01201 - 099	Accts Receivables - Cost Center 099	\$1,337.93
Total:		\$6,255.56

Total Number of Homes: 35

Cape George Colony Club
Regular Board of Trustees Meeting Agenda

August 25, 2022, 3:00 P.M.

Via Zoom

A. President's Comments and Announcements – Jane Ludwig

There will be an Executive Session at the end of this meeting which will include a member requested appeal, personnel matters, and alleged homeowner violations.

B. Action on Minutes – Pat Gulick

1. Approve minutes of the regular Board Meeting dated July 28, 2022.

C. Manager's Report – Marnie Levy

D. Treasurer's Report – Fayla Schwartz

E. New Members – Pat Gulick

F. Committee Reports

G. Information items or documents submitted to the Trustees at Study Session-none

H. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

I. New Business Agenda Items (*Consider approval of the following listed agenda items*)

Motion 1: I move to accept the Proposed Revision of Building & Property Regulations Relating to Hedges so that it can be voted on by the membership – Betsy Coddington

Motion 2: I move that the Board authorize an emergency reserve expenditure of up to \$55,000 for berm repair to be conducted by December 1, 2022 – Pat Gulick

Motion 3: I make a motion to appoint Jeff Collum as a new Building and Road Committee Member – John Dwyer

Motion 4: I move to accept the nomination of Judith Chambliss and Allan Zee as co-chairs for the fitness committee – Betsy Coddington

Motion 5: I move that the Board authorize Ross Anderson to take over writing and producing the monthly newsletter on a trial basis for 4 months, to be re-evaluated in January.

J. Open Board Discussion – Trustee Discussion Only

K. Executive Session

L. Announcements:

- Study Session – Monday, September 26, 2022, at 3 p.m. via Zoom
- Board meeting – Thursday, September 29, 2022, at 3 p.m. via Zoom

M. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 28, 2022

via ZOOM

Draft

The Board Meeting was called to order by President, Jane Ludwig at 3:02 pm

There will be an Executive Session at the end of this meeting to discuss member violations and personnel matters.

In Attendance: Jane Ludwig, Fayla Schwartz, Pat Gulick, John Dwyer, Joel Janetski, Betsy Coddington, Bart Mooyman-Beck and Mike Heckinger

Action on Minutes: Pat Gulick moved, and Fayla Schwartz seconded to approve the minutes of the regular Board Meeting dated – June 23, 2022. Passed – 6/0

Pat Gulick moved and Betsy Coddington seconded to approve the minutes of the Special Board Meeting dated July 16, 2022. Passed - 6/0

New Members: Welcome to our newest members.

Miles & Sherry McRae purchased 181 Saddle Dr from John & Kathleen Sailer

Rod & Sarah Diseker purchased lot 29-3 S Rhododendron from Clark & Betty Anderson

Darren Ramsey purchased 300 Dennis from Marvin & Jamie Herridge

Joshua & Erica Tirado purchased 301 Saddle from Jeff & Angela Crabtree

Brian & Beth Etscheid purchased 32 Queets Pl from Don & Carolyn Lee

Cynthia & Deborah Wallace purchased 90 Victoria Lp from Edith Offstein Trust

Mark & Marianne Lause purchased 52 W Vancouver Dr. from Chris Marin

Managers' Report: July 2022

Thank you Cape George Members who Zoomed into the Annual Meeting on July 16. A highlight of the meeting was Ross Anderson and Fayla Schwartz's presentation, "Cape George 101," about the historic and present profile of this beautiful community. The presentation will be posted on the Cape George web site. Next year we hope to have a combined Zoom and in-person meeting.

Welcome to our new Board Members Betsy Coddington and Bart Mooyman-Beck. They are accomplished professionals and will be a great complement to the Board. I look forward to working with both of you!

The Cape George community continues to grow with 51 properties sold between July 1, 2021, and June 30, 2022. The "Hot Topics" report, put together by the wonderful Welcome Committee, led by Carol Chandler, is part of the welcome to new residents, it is also posted under the "About" tab on the Cape George Colony Club web site.

One of the best ways for new residents to meet people and learn about the community is to volunteer on a committee or join one of the regularly scheduled member events or activities. The current calendar is posted on the CapeGeorge.org web site along with the committees and other important information about our community.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
July 28, 2022
via ZOOM
Draft

Upcoming events

1. August 20: Waterfront Festival, hosted by the Marina Committee, 11 a.m. - 8 p.m.
2. August 23: Micaela Kingslight, Acoustic Concert, at the Clubhouse, 5 - 8 p.m.

Administration

The second round of lot mowing is complete! The final mowing will take place the last week of August.

Maintenance

1. The new telemetry system was installed at the tank farm. This was an item paid for from our Reserves. It improves the efficiency and access to monitor the water system.
2. A new seasonal landscape assistant will join Donnie and Aimee in August and stay on staff until October.
3. Donnie installed baby changing tables in the Men's and Women's pool restrooms.

Violations

1. Several violations were resolved this month with homeowners complying with maintenance requests. These include:
 - The removal of debris and re-grading the front yard of one home
 - Removal of an abandoned vehicle, discarded furniture, and overgrown grass from one yard
 - Removal of garbage that was being stored in the back of a pickup truck in a driveway.
2. One landscape/hedge violation was written this month. One landscape maintenance violation was sent this month.
3. I have received several barking dog complaints. Please be considerate of your neighbors and work with your dogs to keep barking to a minimum. Please make sure that your dog is on a leash or responds to voice commands. Dogs should never be allowed to jump on or follow people they don't know.

Next Projects

Treasurer Fayla Schwartz, and I are working with the finance committee to begin the proposed budget for 2023. We will be in touch with the committees and other parties in the coming weeks to discuss anticipated changes for next year.

As always, if you have questions, concerns, suggestions, or feedback please get in touch with me. Your input is important.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 28, 2022

via ZOOM

Draft

Treasurer's Report: Fayla Schwartz

June 30, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

2022 BALANCE SHEET COMMENTS

All bank statements have been received, reconciled, and reviewed.

In June, we transferred funds from two matured Pacific Premier Bank CDARS accounts into CDARS accounts opened through Kitsap bank. We also opened a money market account at Kitsap bank. We established a short rollover time for the CDARS accounts so that we can renew at higher interest rates. This transfer decreased our balance at Pacific Premier Bank, but we note that our balances at both Pacific Premier Bank and Chase Bank are still over the FDIC insurance limit of \$250,000 per bank. This means that we still need to either invest in one or more additional CDARS or open an additional account at another bank. I will ask the Finance Committee to advise.

2022 REVENUE AND EXPENSE COMMENTS

Salary and benefit expenses in all three cost centers are lower than predicted year to date because our General Manager did not start work until May 2022, and our new employee health care plan is less expensive to Cape George than the previous one was.

The Lot Mow income was lower than expected in June due to late mowing this year. Income will be made up as vacant lots are mowed. Lot mow expense is nearly double the revenue. This may be a billing error related to timing of invoicing vs. mowing. We will investigate the situation.

Water revenues are higher than expected so far this year due to an increase in new users. Additionally, we have been fortunate to have had virtually no water repair and maintenance expenses during the first half of this year.

Nearly all of our monthly excise taxes paid to the state are paid on water fee income. Earlier in the year, we had to file amendments to January and February excise tax returns, and we are still waiting for refunds totaling about \$3100. This will correct the higher-than-expected expense associated with the water cost center.

Marina moorage income was low in June because nearly all marina moorage fees were collected in the spring this year. Marina revenue is already ahead of total annual budget, so currently it appears that there will be more income than expected for 2022. The channel was dredged in June, incurring an expense of about \$9,500, which is \$4000 lower than the original \$13,500 estimate.

There were no Reserve expenditures in June, and Reserve expenses and revenue conform to the budgeted values.

Minutes

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 July 28, 2022
 via ZOOM
 Draft

We have submitted all requested information to Newman CPA auditors, and Karen Krug will be overseeing communication with them until the 2021 audit is completed.

The General Manager and the Treasurer, with assistance from the Finance Committee, have begun work on the 2023 budget so that it can be presented to the community in October.

CAPE GEORGE COLONY CLUB							7/27/2022	
<i>Balance Sheet as of June 30, 2022 and 2021 - Preliminary Subject to Audit</i>								
Assets	2022	2021		Liabilities and Fund Balances	2022	2021		
Cash and Cash Equivalents:				Current Liabilities:				
Operations Checking & Petty Cash	\$ 300,990	\$ 247,151	22%	Accounts Payable & Other Liabilities	\$ 67,091	\$ 59,785	12%	
Operating Savings & ICS	197,410	197,420	0%	Prepaid Income	100,935	138,181	-27%	
Reserves - General, Water & Marina	1,254,213	1,163,565	8%	Unearned Income Marina Wait List	900	900	0%	
Total Cash & Equivalents	1,752,613	1,608,136	9%	Total Current Liabilities	168,926	198,866	-15%	
Net Accounts Receivable	4,601	8,007	-43%	FUND BALANCES:				
Total Net Fixed Assets	1,669,384	1,677,339	0%	Fund Balances & Equity (Combined)	3,165,377	3,046,739	4%	
Total Prepaid & Other Assets	24,028	1,448	1559%	Modified Cash Basis Income	116,322	49,325	136%	
TOTAL ASSETS	\$3,450,626	\$3,294,930	5%	TOTAL LIABILITIES & FUND BALANCE	\$3,450,625	\$ 3,294,930	5%	

Summary Revenue and Expense Statements for the periods ended June 30, 2022 and 2021 (Modified cash basis, excludes depreciation)

*Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

	2022 Year to Date - Unaudited					Comparative - Unaudited			
	Actual	Budget	Variance	%		2022 YTD	2021 YTD**	Variance	%
General					General				
General Assessment	\$ 162,923	\$ 162,922	1	0%	General Assessment	\$ 162,923	\$ 159,809	\$ 3,114	2%
Revenue - All Other Sources	7,581	9,701	(2,120)	-22%	Revenue - All Other Sources	7,581	11,828	(4,247)	-36%
Total General Revenue	170,504	172,623	(2,119)		Total General Revenue	170,504	171,637	(1,133)	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	53,230	79,822	26,592	33%	Salaries, Benefits, PR Tax	53,230	88,206	34,976	40%
Repairs & Maintenance	9,024	14,432	5,408	37%	Repairs & Maintenance	9,024	27,691	18,667	67%
Contracted Services	46,475	34,631	(11,844)	-34%	Contracted Services	46,475	33,745	(12,730)	-38%
Supplies & Small Tools	9,562	6,160	(3,402)	-55%	Supplies & Small Tools	9,562	8,478	(1,084)	-13%
Pool Expense & Utilities	11,852	11,149	(703)	-6%	Pool Expense & Utilities	11,852	21,887	10,035	46%
Utilities & Insurance	16,792	17,663	871	5%	Utilities & Insurance	16,792	16,826	34	0%
Other Expenses (incl taxes)	7,421	7,350	(71)	-1%	Other Expenses (incl taxes)	7,421	4,990	(2,431)	-49%
Total General Expenses	154,356	171,207	20,156		Total General Expenses	154,356	201,823	40,913	
General Net Income	\$ 16,148	\$ 1,416	\$ 14,732	-1040%	General Net Income	\$ 16,148	\$ (30,186)	\$ 46,334	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 107,146	\$ 106,575	\$ 571	1%	Revenue - Water Use Fees	\$ 107,146	\$ 102,712	\$ 4,434	4%
Revenue - All Other Sources	8,740	3,269	5,471	167%	Revenue - All Other Sources	8,740	4,435	4,305	97%
Total Water Revenue	115,886	109,844	6,042		Total Water Revenue	115,886	107,147	8,739	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	29,022	39,783	10,761	27%	Salaries, Benefits, PR Tax	29,022	39,039	10,017	26%
Repairs & Maintenance	0	4,950	4,950	100%	Repairs & Maintenance	-	507	507	100%
Contracted Services	13,045	13,054	9	0%	Contracted Services	13,045	13,116	71	1%
Supplies & Small Tools	2,783	3,500	717	20%	Supplies & Small Tools	2,783	5,164	2,381	46%
Utilities & Insurance	11,190	11,915	725	6%	Utilities & Insurance	11,190	11,200	10	0%
Other Expenses (incl taxes)	10,168	7,969	(2,199)	-28%	Other Expenses (incl taxes)	10,168	4,368	(5,800)	-133%
Total Water Expenses	66,208	81,171	14,963		Total Water Expenses	66,208	73,394	7,186	
Water Net Income	\$ 49,678	\$ 28,673	\$ 21,005	73%	Water Net Income	\$ 49,678	\$ 33,753	\$ 15,925	47%

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
July 28, 2022
via ZOOM
Draft

<u>Marina</u>					<u>Marina</u>				
Revenue - Moorage/Parking	\$ 74,489	\$ 37,625	\$ 36,864	98%	Revenue - Moorage/Parking	\$ 74,489	\$ 64,136	\$ 10,353	16%
Revenue - All Other Sources	17,738	8,092	\$ 9,646	119%	Revenue - All Other Sources	17,738	13,140	4,598	35%
Total Marina Revenue	92,227	45,717	46,510		Total Marina Revenue	92,227	77,276	14,951	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	9,706	12,874	3,168	25%	Salaries, Benefits, PR Tax	9,706	13,734	4,028	29%
Repairs & Maintenance	15,297	9,250	(6,047)	-65%	Repairs & Maintenance	15,297	1,267	(14,030)	0%
Contracted Services	4,780	3,177	(1,603)	-50%	Contracted Services	4,780	4,902	122	2%
Supplies & Small Tools	1,506	2,226	720	32%	Supplies & Small Tools	1,506	1,721	215	12%
Utilities & Insurance	9,698	8,350	(1,348)	-16%	Utilities & Insurance	9,698	9,843	145	1%
Other Expenses (incl taxes)	461	1,157	696	60%	Other Expenses (incl taxes)	461	2	(459)	-22950%
Total Marina Expenses	41,448	37,034	(4,414)		Total Marina Expenses	41,448	31,469	(9,979)	
Marina Net Income	\$ 50,779	\$ 8,683	\$ 42,096	485%	Marina Net Income	\$ 50,779	\$ 45,807	\$ 4,972	11%
Net Income/Loss - Combined Operations	\$ 116,605	\$ 38,772	\$ 77,833	201%	Combined Operations, No Reserve Activity	\$ 116,605	\$ 49,374	\$ 67,231	136%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	96,223	97,106	(883)	-1%	Routine Reserve Revenue	96,223	95,090	1,133	1%
Reserve Interest - all **	-	1,125	(1,125)	-100%	Reserve Interest - all	-	-	0	>100%
Less: Reserve Offset***	(96,333)	(97,314)	981		Less: Reserve Offset	(96,333)	(95,140)	(1,193)	
Net Reserve Activity	\$ (110)	\$ 917	\$ (1,027)	-112%	Gross Reserve Activity	\$ (110)	\$ (50)	\$ (60)	0%

Committee Reports: The following committee reports were submitted to the Board of Trustees: Fitness x 2, Marina, Pool, and Water. The reports are attached to these minutes and incorporated by reference.

Member participation: A member asked about the balance of the reserves chart usually noted on the treasurer's financial reports. Treasurer, Fayla Schwartz will reinstate the chart once we have a completed 2021 audit report to confirm the figures.

New Business Action Items:

Motion 1: John Dwyer moved, and Pat Gulick seconded to accept the resignation of Joel Janetski from the Board. Passed - 6/0

President, Jane Ludwig announced the appointment of Mike Heckinger as trustee to fill the term expiring July 2023.

Motion 2: Fayla Schwartz moved, and John Dwyer seconded to appoint the four new officers and general manager as signers on Pacific Premier Bank, Chase Bank and Kitsap Bank accounts, and to remove any previous signers from the accounts. Current officers: Linda Jane Ludwig, President; John Dwyer, Vice President; Patricia Gulick, Secretary; Fayla Schwartz, Treasurer and Martha Woodward, General Manager. Passed – 6/0

Motion 3: Fayla Schwartz moved, and Mike Heckinger seconded accept the following Committee Board liaisons appointments. Passed – 6/0

Building and Roads Committee: Betsy Coddington and John Dwyer

Emergency Preparedness Committee: Jane Ludwig

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 28, 2022

via ZOOM

Draft

Election Committee: Pat Gulick

Environmental Committee: Pat Gulick

Fitness Committee: Betsy Coddington

Finance Committee: Fayla Schwartz and Bart Mooyman-Beck

Harbormaster: Mike Heckinger

Marina Committee: Mike Heckinger

Nominating Committee: Jane Ludwig

Pool Committee: Jane Ludwig

Water Committee: Bart Mooyman-Beck

Workshop Committee: John Dwyer

Motion 4: Fayla Schwartz moved, and Mike Heckinger seconded to authorize payment of insurance premium for Auto Insurance in the amount of \$2833.69 due in August. Passed – 6/0

Motion 5: Pat Gulick moved, that the Marina liaison confers with said committee to pursue replacing the current light on the flag with something less bright and to install appropriate lighting for the channel entering the Marina – Motion withdrawn.

Motion 6: Bart Mooyman-Beck moved, and Betsy Coddington seconded to combine the Technology and Security Ad-hoc Committees. Passed – 6/0

Motion 7: John Dwyer moved, and Fayla Schwartz seconded to accept the resignation of Mardella Rowland from the chair position of the Fitness Committee. Passed – 6/0

Motion 8: Fayla Schwartz moved and Pat Gulick seconded to accept the following changes to the 2022-2023 Board calendar. Passed- 6/0

- Budget meeting will be scheduled for Monday Oct. 17, 2022
- November Study Session will be scheduled for Nov. 14, 2022 and November Board Meeting for Nov. 17, 2022.
- February Study Session will be scheduled for Tuesday, Feb. 21, 2023 and February Board Meeting for Friday, Feb. 24, 2023.

Motion 9: Fayla Schwartz moved, and Betsy Coddington seconded the appointment of Nancy Charpentier as Chair of the Finance Committee, effective July 31, 2022. Passed-6/0

Motion 10: Fayla Schwartz moved, and Mike Heckinger seconded to appoint Karen Krug to be the Cape George contact with Newman CPA Auding Firm until completion of the 2021 audit. Passed – 6/0

Motion 11: John Dwyer moved, and Betsy Coddington seconded to approve the request of a Due Date Adjustment for a community member. Passed – 6/0

Motion 12: Pat Gulick moved, and Fayla Schwartz seconded to approve the appointment of Christine Buzzard as co-chair of the Environmental Committee. Passed – 6/0

Motion 13: Fayla Schwartz moved, and John Dwyer seconded to accept the proposed and published changes to FIN 08. Passed – 6/0

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 28, 2022

via ZOOM

Draft

Motion 14 Betsy Coddington moved and Pat Gulick seconded to accept the recommended members of the Village Mailbox Committee to include, Ray Pierson, Nancy Charpentier, Evan Pate and Donna Curly with George Marin as chair.

Open Board Discussion: John Dwyer recommended we limit discussions with our attorney about the 1 % resellers fee until we have a feel for what the community would support.

Adjournment: Fayla Schwartz moved, and Mike Heckinger seconded to move to adjourn the regular session and move to Executive Session at 3:53 pm. Passed - 6/0

Adjournment: Mike Heckinger moved, and Fayla Schwartz seconded to adjourn the Executive Session and move to the regular session at 4:25 pm. Passed – 6/0

Adjournment: Mike Heckinger moved, and Bart Mooyman-Beck seconded to adjourn the Board Meeting at 4:29 pm. Passed – 6/0

Announcements:

Trustee Onboarding Meeting on August 9th from 10 – 11:30 AM. Location to be determined.

Study Session – Monday, August 22, 2022, at 3 pm via Zoom

Board meeting - Thursday, August 25, 2022, at 3 pm via Zoom

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 28, 2022

via ZOOM

Draft

Cape George Fitness Center (FC) Committee Minutes 6/21/2022

Attendees: Marnie Levy, John Dwyer, Mardella Rowland, Phyllis Ballough, Robin Scherting, Bill Sery, Fred Miercort, Tom Ramsey, Linda Mollino, Mike Hinojos

After welcoming Marnie, our new CG Manager, and introductions to the FC Committee we acknowledged major thanks to all who contributed to the FC Fundraiser and will continue to plan the month of February to be our traditional fundraising month. We also thanked CG members for supporting the Pool Committee in their fundraiser, as all amenities are important to our community.

Some discussion followed concerning diagnostics from FIT Inc concerning repair or maintenance from Aug-Sept 2021. Some were denied by the previous manager. Marnie and I will research those; however, at this time most of them are a moot point, especially since we have replaced the Precor elliptical. Marnie and I will also research the "maintenance" contract with Fit Inc.

It was voted on to approve the next equipment replacement needs to be the L7 Landice Treadmill. Besides its age, it was never meant to be for running; it has a narrow deck and has hitches in its timing mechanism. Many complaints have confirmed this. Phyllis will research an appropriate replacement moving forward.

We discussed potential ADA access to the FC given the outside stairs. It is not realistic given DNR permits and major construction to do this. NOTE: If you desire ADA access to the FC, please contact the office. The office has a key to the door via the pool entrance. (The door near the clubhouse was discussed; upon review, it has stairs and is not wide enough for wheelchairs).

It was voted on to have the brown bench press reupholstered. I will research and find a quote for that and get it done.

Suggestions for a music streaming service in the FC were denied. Members bring their own ear buds! A nice suggestion for an art panel in front of the FC was suggested; it was tabled for future consideration given the FC weather frontage.

The FC Committee expressed thanks to Aimee for her cleaning service. In transition, Marnie has related such expectations to the new team. Saturday morning 7:30-9:30 cleaning time will remain as they clean the club house as well. We will also be checking into a dispenser for disinfectant wipes rather than using containers. All aerosol sprayers will be removed and given to the club house.

Committee adjourned at 12:00 pm

Respectfully submitted

Mardella Rowland, FC Chair

Minutes

Fitness Center Committee Meeting Minutes 7/19/22

Welcome and sign-in

Attendees: Mardella Rowland, Marnie Levy, Robin Scherting, Bill Sery, Tom Ramsey, Allen Zee

The two wall-mounted antiseptic wipes containers have been ordered, and Donnie will install when they arrive. Two four-pack wipes (6400) also have been ordered.

Copies of the Rules and Regulations - Access to Commonly Owned Facilities by Non-Members (Guests and Visiting Adult Family Members) CP20 approved in 2009 and Rules and Regulations - Use of Club Property CP06 approved in 2012 were distributed to take home to review for any updates. If no changes are required, Marnie will laminate and post in the FC. If changes are required, then submission to the Board for approval will be necessary. Allan suggested paper copies be made of these in a folder if needed.

We will keep the steel bench press and have it reupholstered by Simone at Custom Sewing & Upholstery in Port Townsend. I will move this forward.

The committee is requesting a donation on its behalf, via the Board, to contribute to the Environmental Committee's work concerning a tribute to Bob Carter and his years of service to the CG Community. Manager Marnie and John Dwyer will follow up on this item. As well, Robin is purchasing a Soak-on-the Sound gift certificate for Jan Carter to honor her service.

It was decided to call on any woodworkers or metal workers in the community to design a weather-proof sign "Cape George Fitness Center" to be installed above the FC entrance. We are willing to pay a stipend for this sign. Please contact me if you are interested.

IMPORTANT: Bill Sery provided an in-depth discussion concerning the old-wiring and electrical issues within the FC and surrounding facilities. It's apparent that before we buy the L10 treadmill (which is our unanimous choice), an electrician needs to be brought in immediately to assess dedicated circuits and loads. Bill, Tom Ramsey, and I walked through the FC after the meeting testing outlets. Bill is emailing his findings to myself, Marnie, and John. **We need an electrician asap** (preferably Double D) to meet with Bill, Tom, Marnie, and John at the FC. This issue goes to Safety, Protection of Property, and Liability issues. When this issue is settled, then the FC will move forward to buy the L10 to replace the L7 treadmill.

As you may know, I submitted my resignation as FC chair at the CG Annual Zoom meeting last Saturday. It's been an honor to be of service, and we have accomplished quite a bit with our account strong at \$11K. Thank you to all the volunteers on the committee; we need more dedicated members to join us. In the interim to finding a new chair, Phyllis Ballough and Linda Mollino will be co-chairs; thank you, ladies! I'll remain on the committee throughout the transition and beyond. Calling on Volunteers!

Respectfully submitted, Mardella Rowland

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 28, 2022

via ZOOM

Draft

Marina Committee Meeting Minutes, 5 July 2022

Marina Chair Jim Bodkin called the meeting to order at 11 am.

Attendees: 24 marine committee members

Introduction

The dredging of the marina channel entrance has been completed and the initial depth is about +4' at the zero tidal elevation. It is expected that this will be reduced over time. Channel markers are in place, it will be best to stay within these markers during all but the higher tides. As always, mariners should exercise caution when navigating through the entrance and be aware of other vessels transiting the entrance. An additional 220 tons of large rock on the north jetty were placed in June, completing the prescribed jetty dimensions. Please avoid climbing on the jetty as the rock may be continuing to settle.

The annual marina sale was completed on June 17-18-19. Much thanks to Dick Poole and John Hanks and all the contributors and volunteers that made this a success.

Agenda items

- 1) Waterfront Festival: Discussions continues regarding arrangements for the 2022 Waterfront Festival to be held on 20 August. Volunteers to assist in various parts of the festival, including set up, take down and clean up, the BBQ... are needed. Contact Jim Bodkin at 917 873 2799 to find out how you can help.
 - a. Band **Tony Petrillo and the Roundabouts (Ross Anderson)**
 - b. Dinner and Beverages (**Crab, burgers, hot dogs, sides, desert, beer, wine and NA beverages**)
 - c. Regatta (**Ben Fellows and Gary Rossow**)
 - d. Boat Parade/ Races (**Geoff McMichael, John Hanks, Penny Jensen, Marty Bluewater**)
 - e. Other activities
 - i. Festival shirts, for volunteers and for sale. (**Kris Edwards**)
 - ii. Olympic Salmon Coalition (**\$400 donation**)
 - iii. Popcorn machine (**Geoff McMichael**)
 - iv. Regatta boat rides (**Ross**)
- 2) Draft Marina Organizational Chart (Thanks to the sub-committee, Mark Thayer, Penny Jensen, Nick Muzik, Jim Barr, John Lacy and Ben Fellows)
 - a. Discussion tabled pending revisions of draft
- 3) Jim reported that there have been preliminary discussions about the possibility of extending the south jetty. This would require engineering and permitting.

Open Floor

Next meeting will be Tuesday 2 August, 11 am.

Minutes

Pool Committee Meeting
7/5/2022

Called to order at 3pm by Vice Chair: Marta Krissovich

Members Present: Patty Dunmire; Kriss Edwards; Marta Krissovich; John Galm; Sandy Gulin; Linda Mollino; Mardella Rowland; Robin Scherting; Marnie Woodward, Cape George Manager

Absent: Chair: Penny Jensen,

Financial Report:

Reviewed by Marta: current account balance: \$6422.87

Pool Fundraiser: \$5,722!!!!!!!!!!!!!! We already had \$875.87 in our account so current balance after paying Kris Edwards for mats \$219.93 is: \$6377.94

Planned pool expenditures: \$4,377.99

Minutes of Last Meeting: Minutes will be emailed to Committee prior to meetings
Marta requested that any outstanding receipts from pool fundraiser be turned into her for reimbursement.

New Business:

- Review of Pool Fundraising events: everyone agreed that both events were a success and should be repeated next year. Suggestion for next year is to have snack bags for the children’s party and do it after lunch to keep food out of the pool area This will keep with consistent of no food in the pool area.
- Artwork by Sandy Gulin is completed and has been installed outside of pool. Thank you and congratulations to Sandi
- Major discussion about remaining items to be purchased and installed:

Purchase now	Future Items	Committee Member
Shoe rack		Kriss: ordered
Banners/Flags to replace over the pool		Sandi and Kriss have agreed to install them Linda is working with Candace Crafts for specialized flags

Grab Bars for the Shower (priority)		Sandi and Jose
Kick Boards for children		In the pool area: positive response from parents and
Lights for Entrance and alcove to pool		Penny
Mats for shower rooms		Kriss/Marta/Penny: Kriss has concern about the ability to clean the new mats. Kriss to check on whether they can be returned.
Pool Toy Box		Will use new rack for both toys and weights. See below
Commercial baby changing table		Need to be installed: Kriss/Donnie: location needs to be decided
Rack for Foam Weights		Kriss/Marta: much discussion about this item. One design chosen by the committee. Marta/Sandi agreed to do some additional research to ensure it is the correct item and to see if we are still eligible for a discount.
Weights		Marta and Patty talked about the weights that were ordered and another set that were donated. Decision made to have the Water Aerobics Class try them out to know which kind to order additional sets.
Receptacle for Noodles		Marta: pending. Marta to investigate
Tall Cabinet for misc items		Kriss: on back order
	Fan for shower rooms to increase the temperature	John

Mirrors to replace one in women's shower room		Kriss: ordered and will be installed once delivered
	Lockers for shower rooms	Kriss
	Power lift for accessing pool for disabled folks	Linda
	Robotic Pool Vacuum	Patty
	Wall Mounted Sound System	Patty/Marta
	Water Extraction Spinner	Marta

- Reminder that any additional orders need to go to Penny so that she is ordering items.
- Cleaning Service: seems to be going better with the current cleaning service.
- Entrance to the pool still an ongoing discussion> Penny will come back with ideas.
- Next Meeting : August 2, 2022, 3 pm, Clubhouse

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
July 28, 2022
via ZOOM
Draft

**Cape George Water Advisory Committee
Meeting Report July 5, 2022**

The meeting was held at 4 PM July 5, 2022, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Board Liaison John Dwyer, Carl Berger, Thad Bickling, Steve King, Stew Pugh, Scott Carpenter, and Chair Marty Gilmore.

The committee did not meet in June.

Water tank diving and inspection is scheduled for late summer.

The new telemetry system will be installed and tested by mid-July.

Hydrant painting is also scheduled for late summer.

During a recent power failure the generator at the tank farm was started by the Water Manager, but was turned off by an unknown and unauthorized person. The committee discussed security for the tank farm, and several actions will be taken:

- The gate code has been changed and will be closely held. The code will be shared with the Chair of the Emergency Preparedness Committee.
- Jose will investigate the ability of the new telemetry system to be expanded to assist with tank farm security.
- Marnie will include tank farm security in her review of overall security for Cape George.

Cape George has renewed its insurance for the community. The committee will review coverage as it affects the water system.

Cape George has scheduled testing for its three cross connections.

The committee's proposed revision to CP08a, the Water Connection and Use Permit Application, was approved by the Board.

The next scheduled meeting will be Tuesday, August 2, 2022, at 4 PM in the clubhouse. Marty will be absent.

Cape George Colony Club

Manager's Report

August 2022

So, THIS is Summer at Cape George Colony Club. Warm days. Balmy evenings. It is absolutely wonderful! I am writing this before the Waterfront Festival, which I am looking forward to, and will give an update at the Study Session.

There has been a lot going on, so I will jump right in with some heartfelt thank yous!

THANK YOU'S

♡ The Ravine Steps are completed, thanks to the leadership of Chuck Hommel and the amazing Environmental Committee Volunteers: Tom Cawrse, Patty Dunmire, Bernt Erikson, Rick Kelley, and Dennis McDaniels! The volunteers thank Donnie for consistently delivering gravel to the head of the trail!

♡ The Environmental Committee also had a work party at the Marina and tidied the Pétanque courts! The Pétanque balls are in the Clubhouse closet if you would like to play!

♡ Thank you to Fitness Committee Members Tom Ramsey and Bill Sery, who met with Maintenance Supervisor Donnie Weathersby, and our licensed electrical contractor to work on the Fitness Room electrical outlets in anticipation of installing a new treadmill. Some electrical work was also updated in the pool area.

♡ And finally, thank you to several homeowners who have worked together in the last month to come to mutually agreeable outcomes regarding landscape issues.

2023 Budget Update

Treasurer Fayla Schwartz, Finance Committee Chair Nancy Charpentier, and I are meeting with the committee chairs in August and early September to put together a proposed 2023 Budget. We are working with a budget model created by Karen Krug before she stepped down as Financial Committee Chair. Thank you, Karen!

As we meet with committees, we are also gathering information for a 2023 Level 1 Reserve Study. The Level 1 Study will analyze the overall components (assets) of Cape George Colony to determine how long it will be before those assets will need to be repaired or replaced and estimate the related cost over the next decades. The goal is to have funds dedicated in advance to maintain and/or replace common area assets.

Administration

1. Welcome Robert Lyons who is working to help Donnie and Aimee with landscape maintenance for the rest of the growing season.
2. The third round of mowing is scheduled for the end of August.
3. We continue to remove poisonous Hemlock from common areas as we receive reports.

Maintenance

The water intrusion, on the road between 60 and 61 Hemlock, was repaired on August 16. It turned out to be a leaking pipe. The road will be repaired on Hemlock at the same time repairs are made on Saddle Drive, South Palmer near Memorial Park, and a few other locations throughout Cape George. Please report possible road damage to me: manager@capegeorge.org or reach out to the Building and Roads Committee. Please use "ROAD" in the subject line.

Violations

There have been several violations reported in July and August. They include barking dog complaints, a loss of privilege violation, and two construction time-line violations. Several landscape maintenance violations will be issued if they are not taken care of in the next few days.

Reminders and Warnings

1. There have been two reported incidents of late-night vandalism to cars in Cape George Colony. These were of damage to the vehicles that did not include theft. Please report vandalism to the Jefferson County Sheriff's office. It is fine to report it to the office, so we can let the community know, but this is a law enforcement matter!
2. A kayak was reported stolen from the kayak rack at the marina.
3. Make sure your boats, cars, and kayaks have Cape George Colony decals, which can be obtained at the office. If the kayaks do not have Cape George boat decals they may be removed from the racks at the Marina.

Upcoming events

- August 23: Micaela Kingslight, Acoustic Concert, at the Clubhouse, 5 - 8 p.m.
- September 5: The Labor Day Barbecue, at the Clubhouse Picnic Area.
- September 24: Salmon Barbecue, at the Clubhouse Picnic Area.

Marnie Levy, CMCA®, AMS®,
General Manager
Cape George Colony Club
manager@capegeorge.org
360-385-2208

Cape George Treasurer's Report

July 31, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material are also available for review in the office upon request.

2022 BALANCE SHEET COMMENTS

All bank statements have been received, reconciled and reviewed.

2022 REVENUE AND EXPENSE COMMENTS

Year to date performance in all cost centers is comfortably ahead of last year's performance at this time. This is primarily because of the payroll cost reduction due to the extended vacancy in the General Manager position during the first two quarters of 2022. Some other areas have exceeded budgeted expenses, so we are monitoring them closely so that we can end the year within budget.

We had two large Repair and Maintenance expenses related to the pool: \$2090 to install new electrical wiring and circuits, and \$2395 to purchase a new pool pump. These expenses brought Repair and Maintenance costs above the budget for July.

Water is likely to continue to exceed budgeted expense as we build a parts inventory to accommodate repairs when needed. Our infrastructure utilizes multiple combinations of piping, and supply chain shortages necessitate the building of standard inventory so that repairs can be made quickly.

What appears to be a credit new water meters is actually the result of re-coding the water expenses and will even out next month. Additionally, we are still waiting for the State to refund our overpaid water fee taxes. The expense of \$2946 for water supplies was to purchase chlorine tablets for the water system.

There were no Reserve expenditures in July, and Reserve expenses and revenue conform to the budgeted values.

We continue to wait for the 2021 audit to be completed. Karen Krug is in communication with the auditors.

The budget development process is on track to be completed before October. The Finance Committee chair and the General Manager have been meeting with committee chairs to discuss their needs for the 2023 budget year. So far meetings have been held with the Marina committee, Water committee, Environmental committee, and the Building and Roads committee.

CAPE GEORGE COLONY CLUB

As of July 31, 2022

Balance Sheet as of July 31, 2022 and 2021 - Preliminary Subject to Audit

Assets	2022	2021		Liabilities and Fund Balances	2022	2021	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 226,467	\$ 19,076	1087%	Accounts Payable & Other Liabilities	\$ 168,039	\$ 132,113	27%
Operating Savings & ICS	297,814	343,698	-13%	Prepaid Income	26,902	43,441	-38%
Reserves - General, Water & Marina	1,251,175	1,181,032	6%	Unearned Income, Marina Wait List	1,325	2,125	-38%
Total Cash & Equivalents	1,775,456	1,543,807	15%	Total Current Liabilities	196,266	177,679	10%
Net Accounts Receivable	18,440	25,865	-29%	FUND BALANCES:			
Total Net Fixed Assets	1,669,384	1,677,339	0%	Fund Balances & Equity (Combined)	3,182,134	3,062,608	4%
Total Prepaid & Other Assets	44,188	37,046	19%	Modified Cash Basis Income	129,068	43,769	195%
TOTAL ASSETS	\$3,507,468	\$3,284,056	7%	TOTAL LIABILITIES & FUND BALANCE	\$ 3,507,468	\$ 3,284,057	7%

Summary Revenue and Expense Statements for the periods ended July 31, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022

2022 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%	2022 YTD	2021 YTD**	Variance	%	
General									
General Assessment	\$ 190,610	\$ 190,608	2	0%	\$ 190,610	\$ 186,430	\$ 4,180	2%	
Revenue - All Other Sources	12,659	11,318	1,341	12%	12,659	16,226	(3,567)	-22%	
Total General Revenue	203,269	201,926	1,343		203,269	202,656	613		
Expenses:									
Salaries, Benefits, PR Tax	59,936	93,125	33,189	36%	59,936	103,425	43,489	42%	
Repairs & Maintenance	13,608	16,837	3,229	19%	13,608	28,668	15,060	53%	
Contracted Services	50,795	40,403	(10,392)	-26%	50,795	34,141	(16,654)	-49%	
Pool Expense & Utilities	13,474	13,007	(467)	-4%	13,474	24,971	11,497	46%	
Utilities & Insurance	19,499	20,606	1,107	5%	19,499	18,176	(1,323)	-7%	
Other Expenses (incl taxes)	23,040	15,764	(7,276)	-46%	23,040	15,844	(7,196)	-45%	
Total General Expenses	180,352	199,742	19,390		180,352	225,225	41,895		
General Net Income	\$ 22,917	\$ 2,184	\$ 20,733	-949%	\$ 22,917	\$ (22,569)	\$ 45,486	>-100%	
Water									
Revenue - Water Use Fees	\$ 126,084	\$ 125,183	\$ 901	1%	\$ 126,084	\$ 119,832	\$ 6,252	5%	
Revenue - All Other Sources	9,840	3,814	6,026	158%	9,840	4,435	5,405	122%	
Total Water Revenue	135,924	128,997	6,927		135,924	124,267	11,657		
Expenses:									
Salaries, Benefits, PR Tax	34,837	46,414	11,577	25%	34,837	45,527	10,690	23%	
Repairs & Maintenance	369	5,775	5,406	94%	369	507	139	27%	
Contracted Services	15,277	15,230	(47)	0%	15,277	14,693	(585)	-4%	
Utilities & Insurance	13,284	13,901	617	4%	13,284	13,854	569	4%	
Other Expenses (incl taxes)	12,847	12,398	(449)	-4%	12,847	10,894	(1,953)	-18%	
Total Water Expenses	76,614	93,718	17,104		76,614	85,475	8,861		
Water Net Income	\$ 59,310	\$ 35,279	\$ 24,031	68%	\$ 59,310	\$ 38,792	\$ 20,517	53%	
Marina									
Revenue - Moorage/Parking	\$ 74,489	\$ 43,896	\$ 30,593	70%	\$ 74,489	\$ 64,136	\$ 10,353	16%	
Revenue - All Other Sources	18,102	9,441	8,661	92%	18,102	13,753	4,349	32%	
Total Marina Revenue	92,591	53,337	39,254		92,591	77,889	14,702		
Expenses:									
Salaries, Benefits, PR Tax	11,650	15,020	3,370	22%	11,650	15,767	4,117	26%	
Repairs & Maintenance	15,489	10,792	(4,697)	-44%	15,489	15,373	(116)	0%	
Contracted Services	5,434	3,707	(1,727)	-47%	5,434	5,561	127	2%	
Utilities & Insurance	10,993	9,742	(1,251)	-13%	10,993	11,487	494	4%	
Other Expenses (incl taxes)	1,991	3,945	1,954	50%	1,991	2,072	81	4%	
Total Marina Expenses	45,557	43,206	(2,351)		45,557	50,260	4,703		
Marina Net Income	\$ 47,034	\$ 10,131	\$ 36,903	364%	\$ 47,034	\$ 27,629	\$ 19,405	70%	
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 129,260	\$ 47,594	\$ 81,666	172%	\$ 129,260	\$ 43,852	\$ 85,408	195%	
Reserve Activity									
Routine Reserve Assessment	112,476	113,360	(884)	-1%	112,476	110,914	1,562	1%	
Reserve Interest - all **	-	1,313	(1,313)	-100%	-	-	0	>100%	
Less: Reserve Offset**	(112,586)	(113,534)	948		(112,586)	(110,997)	(1,589)		
Net Reserve Activity	\$ (110)	\$ 1,139	\$ (1,249)	-110%	\$ (110)	\$ (83)	\$ (27)	32%	

CAPE GEORGE COLONY CLUB

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New Members for July Meeting

Phil & Margaret Grate purchased 43 Colman Pl from Linda Foard & Zane Wyll Sr.

Marc & Vicki Horton purchased lot 41-3 San Juan Dr from John & Rebecca Coon

Kevin & Janet Tilley purchased 12 Pine from Darryl & Robin Fling

Brendon & Kaitlynn Townshend purchased lot 44-3 San Juan Dr from Rick Muller

CG Building and Roads Committee

August 22, 2022

Minutes:

1. In Attendance: George Martin, Dave Baker, Betsy Coddington, Mike Hinogos, Richard VanDeMark, Marni Levy, John Dwyer
2. Approved appointing Jeff Collum as a new Committee Member and forwarded to the Board for Approval.
3. Approved the Earthworks Permits and Driveway permit for lots 41 & 42 San Juan Drive. Owners: Horton, 212S Rhododendron Dr/
4. Approved the Building permit 115 Victoria Loop, Owners: King.
5. Filled out the Variance Request Questionnaire 407 Saddle Drive and forwarded to the Board for a hearing. Will examine building permits after Variance Request is decided.
6. Discussed the issue with the intersection of S 300 Palmer and Quinault Loop. The protection from winter slide through of vehicles onto the property. Anything done on the property within the 25-foot setback is restricted to no structures and a 7-foot fence height. Anything to be done on Cape George right of way will have to be presented to the Board, with the board being able to ask for the committee's review.
7. Richard presented the plans for the refurbished Shelter at the Clubhouse yard area, with consensus of the overall design. The structure is funded by the Social Committee.

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, June 14, 2022, 9:15 am (via ZOOM)

ATTENDANCE: Varn Brooks, Chris Buzzard, Pat Gulick, Ann Jimenez, Marnie Levy, Steven McDevitt, Ruth Ross

I. CALL TO ORDER: Stephen McDevitt called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: Varn moved and Ann seconded that the minutes of the May 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: Current balance is 2063.87, reflecting \$60 in sales of flower booklets.

IV. NEW BUSINESS

- A. Selection of New EC Chairperson:** Steve will continue to chair meetings for the time being until a new chair can be selected and approved by the Board. Ruth will continue as secretary. Members were asked to please consider serving in this position.
- B. Annual Beach Walk:** Gabriele Sanchez at PTMSC will let us know what days work best for them. We are hoping for Wednesday July 13 or Thursday July 14 when there are -3.5 ft low tides. Cost for PTMSC to provide guides is \$150. We will put article in July newsletter, have Terri send out an email blast, and ask volunteers to bring drinks/food for before the walk. [*Addendum: walk scheduled from 9:30-noon on Thurs July 14*]
- C. Overly bright light on the flag at the marina.** Varn referred members to the following link : <https://www.opb.org/article/2022/06/02/oregonians-asked-to-turn-off-lights-as-millions-of-birds-migrate-north>. Varn thinks a much smaller light aimed differently would work better and would not block out the stars or interfere with bird migration. He will coordinate with Marina committee and prepare a request for the Board to consider.
- D. Plants available from Varn:** ocean spray, snowberry, Oregon sunshine, and a few more. Steve will contact Varn for plants for the rain garden.
- E. Black metal fence poles:** The donated poles have been stored near the barn and may be used for berm repair and other projects.

V. OLD BUSINESS

- A. PTMSC Intertidal Survey** will take place on June 16 at Cape George. Both Ruth and Steve will be participating. Ruth will meet the participants from PTMSC in the clubhouse parking lot with parking passes.
- B. Hemlock Removal:** concern has been expressed that the spray treatment appears to have been less effective this year. The Marina committee has also requested hemlock removal in additional areas near the marina. Ruth will contact John Barnsworth at Peninsula Environmental and put him in touch with our manager. [*Addendum: Ruth spoke with John who reminded*

her that the spraying mainly targets the first year rosettes and that they will be coming to remove seed heads later in the summer.]

- C. Bern Ad-hoc Committee.** The committee is waiting for the renewed permits so they can start planning the repairs.
- D. Steps in the Ravine.** Rebuilding the steps up to Huckleberry Place has been approved by the board. Materials have been ordered and work on the new steps has begun.
- E. Weeding Party:** Patty Dunmire will be scheduling a weeding party at the clubhouse later this month.

The meeting was adjourned at 10:22 am.

Respectfully submitted
Ruth Ross, Secretary

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, July 12, 2022, 9:15 am (picnic shelter outside clubhouse)

ATTENDANCE: Varn Brooks, Chris Buzzard, Pat Gulick, Diane Kochendorfer, Marnie Levy, Steven McDevitt, Ruth Ross, Kitty Rucker, Robin Scherting,

I. CALL TO ORDER: Stephen McDevitt called the meeting to order at 9:22 am.

II. APPROVAL OF MINUTES: Diane moved and Robin seconded that the minutes of the June 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: Current balance is 2063.87, no change from last month.

IV. NEW BUSINESS

- A. Planning Work Parties:** Ravine work going well. They have put in the first set of steps to Huckleberry Place and are continuing. Clubhouse weeding and replanting. Need to update and distribute the volunteer list and ask for people to volunteer. The north side of the clubhouse and the and pétanque court in particular need attention.
- B. Waterfront festival:** The committee will have a small table with pamphlets, maps, and booklets for sale and a sign up list for the committee.
- C. Summer Activities:** It would be nice to hold a low tide community walk August 25
- D. Bell and plaque for Bob Walker:** the committee will develop a plan to solicit donations from committees and/or individuals to place a plaque near the bell as a tribute to Bob Carter and his years of service to the CG Community. We will reach out to Jan Walker to get her approval and suggested wording for the plaque.

V. OLD BUSINESS

- A. Chair:** Chris Buzzard volunteered to serve as the co-chair of the committee when she is at Cape George from May until mid-October. The committee unanimously approved Chris as co-chair. The committee will continue to recruit someone to serve as the other co-chair.
- B. Annual beach walk** The walk is scheduled for Thursday July 14 when there is a -3.5 ft low tide. A notice was placed in the newsletter and is reprinted at the end of the agenda. Everyone is encouraged to participate and invite friends and family. Volunteers are encouraged to bring goodies to enjoy before the walk.
- C. Light on the flag at the marina.** The Board will have this on their agenda for the upcoming study session.
- D. PTMSC Intertidal Survey** The intertidal survey at Cape George was held June 16 in conjunction with PTMSC and was very successful
- E. Berm Ad-hoc Committee.** Update from Richard VanDeMark attached

The meeting was adjourned at 10:05 am.

Respectfully submitted
Ruth Ross, Secretary

Update Concerning Berm from Richard VanDeMark: July 11, 2022

Neither Lori or I will be able to attend the meeting July 12 but I wanted to let the group know that we've made progress on the waterfront berm repair project.

The most significant event to date is the receipt of the Land Use permit to commence repairs to the damaged berm. The life of the permit is five years so we have some time to work out the details and get approvals from our Board. Jim Bodkin (ad hoc subcommittee head - currently on leave) has identified two alternative paths for the Board:

- 1. Cape George staff and volunteers undertake the work, including acquiring/accumulating the needed logs and rock, obtaining the appropriate equipment and providing the operator(s) to excavate the trench, place and secure the logs, and place the rock to the repairs to specifications (see attached drawings).*
- 2. Contract with qualified and experienced companies to complete the repairs as outlined above and in the attached documents.*

To compare these options we are asking 2-3 contractors to provide cost estimates to complete repairs. We expect to have these in the next few weeks. These estimates should help estimate the time and equipment costs, should we decide to undertake the work in-house. After receiving at least two proposals we expect to provide recommendations to Cape George Management regarding completing berm repairs prior to November 2022.

I will be available for questions until Jim returns in about 3(?) weeks.

Richard VanDeMark
(425) 443-2830
rvla@astound.net

Marina Committee Meeting, 2 August 2022 Minutes

11am Cape George Clubhouse

Attendees: 24 members present

Introduction

With the arrival of summer and the commencement of crabbing, the Cape George marina has been a busy place since the first of July. The marina channel remains at a depth of about 3.5' at the zero tidal elevation, so please check the tide tables when planning to transit the entrance. Please exercise caution and give way to larger and deeper draft vessels in the marina and the entrance. Please keep your dock clear of fishing gear.

Agenda items

- 1) Waterfront Festival: This will be our last committee meeting before the 20 August Festival. Following is a link to sign up genius, if you would like to volunteer to help but cannot make the meeting:
<https://www.signupgenius.com/go/10C0C4CA5AE2EA7FFC52-cape>

and RSVP to cassiereeves55@gmail.com with number in your party so there will be plenty of food and drink

Arrangements for various parts of the festival, including set up, take down and clean up, the BBQ (what to serve and how much (crab and burgers...), races, regatta, were finalized as follows:

- a. Band (**Tony Petrillo and the Roundabouts**) 6-8 pm
 - b. Dinner and Beverages (**John, Rick, Scott, Ross and Jim**) Drinks at 1pm, dinner 4:30-6 pm
 - i. Various members volunteered to catch and process crab prior to the festival
 - ii. John will procure groceries and wine, Jim will procure beer
 - c. Regatta (**Ben and Gary**) Skippers meeting at 11, race start at 1 pm
 - d. Boat Parade 11:30-12:30
 - e. Races (**John, Penny, Marty, Joe, Geoff**) 2-3pm
 - f. Other activities
 - i. Festival shirts for volunteers and for sale. (**Kris Edwards**)
 - ii. Olympic Salmon Coalition (\$400)
 - iii. Popcorn machine (**Geoff**, provided its within 35 nm)
 - iv. Regatta boat rides (**Ross**)
 - v. Set up and decorations Saturday 9-11pm (volunteers needed)
 - vi. Clean up Sunday 9-11 am (volunteers needed)
- 2) Draft Marina Organizational Chart (Thanks to the sub-committee, Mark Thayer, Penny Jensen, Nick Muzik, Jim Barr, John Lacy and Ben Fellows). A revised chart will be available for discussion at the next meeting.
 - 3) Marina policy and procedures (wait lists, vessel, vehicle identifications, dock safety issues) were discussed briefly and tabled until the next meeting

Open Floor

Meeting adjourned 12:20

Next meeting will be Tuesday 4 October, 11 am. There will be no September meeting.

Pool Committee Meeting
8/2/2022

Called to order at 3 pm by Chair: Penny Jensen

Members Present: Patty Dunmire; Kriss Edwards; John Galm; Sandy Gulin; Linda Mollino; Mardella Rowland; Robin Scherting; Marnie Woodward, Cape George Manager; Jane Ludwig, Board Liaison to Pool Committee

Financial Report:

Approx \$4000 in our Fund Raising account. Gail K was on vacation so no updated report from her. Penny will update our financial report once all the receipts are submitted for next month's meeting.

Minutes of Last Meeting: Minutes were reviewed and accepted by the group.

Old Business

- Discussion about remaining items to be purchased and installed:

Purchase now	Future Items	Committee Member
Shoe rack		Installed and being used. Decision made to create a sign so people will know it is a shoe rack. Linda will make the sign.
Banners/Flags to replace over the pool		Kriss and Sandi have installed the new flags, and all agree that they are an amazing improvement. Many compliments from the community. Linda is working with Candace Crafts for specialized flags. They should be done within the next week. Sandi confirmed the design with Candace and believes that we do not need to see a template before they are approved.

Grab Bars for the Shower (priority)		Penny will purchase bars, one for each of the showers as soon as Sandi sends out recommendation/approval from Committee.
Kick Boards for children		In the pool area: positive response from parents and
Lights for Entrance and alcove to pool		Entrance lights to be determined. Alcove light installed.
Mats for shower rooms		The mats are in place and Kriss has been cleaning them with simple green. And she has agreed to try a new solution "Miracle Solution" that Linda made up for her, recipe given to her.
Pool Toy Box		Will use new rack for both toys and weights. See below Pool Toy to be removed
Commercial baby changing table		<p>Have been installed and comments from parents have been very positive. Decision to have sanitizing wipes next to the station so that parents can sanitize the tables after using the BCS. Marnie will purchase sanitize wipes. Linda suggested the dispensers that have been purchased for the gym. Pool Committee members will assess after they have been installed in the gym.</p> <p>Linda to create a sign to ask that the BCT be sanitized after use.</p>

Rack for Foam Weights		Have been purchased and installed. It seems to be working very well and looks well in the pool area. Linda to create a sign that indicates the equipment is for adults only and for exercising.
Weights		Additional weights were discussed, and the group made a motion to give Patty permission to budget an additional \$300 to purchase additional weights, both medium and heavy weights.
Receptacle for Noodles		Marta: pending. Marta to investigate.
Tall Cabinet for misc. items		Installed
Fan for shower rooms to increase Temperature		Mike Thorwick
Mirrors to replace one in women's shower room		Have been installed and all agree they are an improvement
	Lockers for shower rooms. On the future list	
	Power lift for accessing pool for disabled folks. No update.	Linda
	Pool Vacuum. Still being evaluated	Patty/Kriss
	Wall Mounted Sound System. On the future list	Patty/Marta
	Water Extraction Spinner. Not being considered at this time	

- Please turn receipts into Penny for any items purchased.
- Cleaning Service: seems to be going better with the current cleaning service.
- Entrance to the pool under discussion. Penny/Joe G

New Business:

- Suggestion Box: Request to purchase Paddle Jumpers and bathing suit spinner. After discussion, decision made not to purchase it at this time.
- Request for a second water aerobics class. Current one is going very well. Patty and Marta to consider time and days and who will run the class. Patty agrees to do a write for the potential new class.
- Pool Ladders, discussion of need to replace them vs just cleaning them. Kriss and Sandi will attempt to clean grab bar in shower room for a test.
- Concrete repairs, Marnie has put out calls to six vendors and no one has returned her calls. Marnie to follow-up.
- Halloween Party: to be considered. Will coordinate with Environmental Committee. Kriss and Penny to follow-up
- In depth discussion of operating budget vs. reserve budget.
- Pool Budget for 2023 must be submitted by October 2022.
- Thanks to all the committee members who have helped to improve the quality of the pool experience
- Next Meeting : September 6, 2022, 3 pm, Clubhouse



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

07/01/2022 – 07/31/2022

Prepared by:



Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
6	Aged Owner Balance	The list of owners with balances over 30 days.
7	Prepaid Owners	The list of owners with a prepaid balance.
8	Check Register	The list of all checks written for a community during a period of time.
9	Bank Reconciliation	Bank reconciliation history for a given bank account.
10	Bank Reconciliation	Bank reconciliation history for a given bank account.
11	Bank Reconciliation	Bank reconciliation history for a given bank account.
12	Bank Reconciliation	Bank reconciliation history for a given bank account.
13	Bank Reconciliation	Bank reconciliation history for a given bank account.
14	Bank Reconciliation	Bank reconciliation history for a given bank account.
15	Bank Reconciliation	Bank reconciliation history for a given bank account.
16	Bank Reconciliation	Bank reconciliation history for a given bank account.
17	General Ledger Detail	Shows General Ledger activity and supporting information for a given time period.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 07/31/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$225,906.68	\$0.00	\$225,906.68
01106-001 OP - PPB 0125 New	\$100,400.84	\$0.00	\$100,400.84
01107-001 Oper Savings - General - Chase 5161	\$100,042.81	\$0.00	\$100,042.81
Operating Cash Total	\$426,910.94	\$0.00	\$426,910.94
Reserve Cash			
01108-001 Reserve Invest - General	\$0.00	\$1,795.00	\$1,795.00
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$166,564.29	\$166,564.29
01111-008 ICS Accounts- PPB Bank	\$50,250.21	\$0.00	\$50,250.21
01150-001 PPB - 6mo CD # 1015 Exp 02/07/2022	\$0.00	\$76,900.72	\$76,900.72
01160-001 PPB - 9mo CD #1023 Exp 08-11-21	\$0.00	\$77,213.36	\$77,213.36
01170-001 Kitsap Bank- Money Market	\$0.00	\$100,300.69	\$100,300.69
01173-001 Kitsap Bank Intra FL-CD # 8152	\$0.00	\$475,164.00	\$475,164.00
01173-002 Kitsap Bank Intra FL-CD # 2008	\$0.00	\$400,356.81	\$400,356.81
01195-001 Due to / from Reserves -General	\$0.00	(\$49,197.30)	(\$49,197.30)
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-001 Due From / TO Operating - General	\$49,197.30	\$0.00	\$49,197.30
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$97,369.95	\$1,251,175.13	\$1,348,545.08
Current Assets			
01201-001 Accts Receivables General	\$9,367.23	\$0.00	\$9,367.23
01201-002 Accts Receivables Water	\$2,785.78	\$0.00	\$2,785.78
01201-003 Accts Receivables Marina	\$353.00	\$0.00	\$353.00
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-099 Acct Rec - Reserve Assessment	\$4,884.33	\$0.00	\$4,884.33
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$5,650.64	\$0.00	\$5,650.64
Current Assets Total	\$18,439.98	\$0.00	\$18,439.98
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$76,413.20	\$0.00	\$76,413.20
01406-001 Accum Depletion Land Improv - General	(\$18,429.42)	\$0.00	(\$18,429.42)
01411-001 Buildings General - General	\$904,677.90	\$0.00	\$904,677.90
01415-001 Accum Deprec Blds General - General	(\$623,317.41)	\$0.00	(\$623,317.41)
01421-001 Equip/Veh Assets General	\$134,804.08	\$0.00	\$134,804.08
01425-001 Accum Deprc Equip/Veh Gen	(\$101,304.72)	\$0.00	(\$101,304.72)
01431-002 Water System Improvements	\$1,068,319.08	\$0.00	\$1,068,319.08
01435-005 Accum Deprec Wtr/Grwth	(\$644,497.96)	\$0.00	(\$644,497.96)
01451-011 Roads Special	\$1,148,799.98	\$0.00	\$1,148,799.98
01455-011 Accum Deprec Roads Rds	(\$853,159.41)	\$0.00	(\$853,159.41)
01460-003 Marina Improvements - Marina	\$812,351.84	\$0.00	\$812,351.84
01461-003 Accum Depreciation-Marina - Marina	(\$272,646.68)	\$0.00	(\$272,646.68)

Account	Operating	Reserves	Total
01490-001 CIP - Construction in Progress - General	\$529.89	\$0.00	\$529.89
01490-002 CIP - Construction in Progress - Water	\$6,621.11	\$0.00	\$6,621.11
Fixed Assets Total	\$1,669,383.64	\$0.00	\$1,669,383.64
Other Assets			
01501-001 Prepaid Insurance General - General	\$42,043.88	\$0.00	\$42,043.88
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41
Other Assets Total	\$44,188.29	\$0.00	\$44,188.29
Total Assets:	\$2,256,292.80	\$1,251,175.13	\$3,507,467.93

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02101-001 Accts Payable Gen - General	\$8,077.00	\$0.00	\$8,077.00
02103-001 Accts Payable Comm Gen - General	\$26,550.79	\$0.00	\$26,550.79
02105-001 940 PR Tax Payable	\$44.39	\$0.00	\$44.39
02111-001 Vacation Payable - General	\$6,895.26	\$0.00	\$6,895.26
02120-001 Prepaid Income General	\$26,901.57	\$0.00	\$26,901.57
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	\$1,576.51	\$0.00	\$1,576.51
02130-003 Interest Rec Reserves	\$0.00	(\$841.00)	(\$841.00)
02510-001 Deferred Income - General	\$55,376.00	\$0.00	\$55,376.00
02510-002 Deferred Income - Water	\$37,829.74	\$0.00	\$37,829.74
02510-099 Deferred Income - Reserves	\$32,530.58	\$0.00	\$32,530.58
Current Liability Total	\$197,106.84	(\$841.00)	\$196,265.84
Total Liabilities:	\$197,106.84	(\$841.00)	\$196,265.84

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,196,646.80	\$1,196,646.80
03005-001 Reserves Fund - General	\$0.00	(\$216,243.11)	(\$216,243.11)
03005-002 Reserves Fund - Water	\$0.00	\$89,892.65	\$89,892.65
03005-003 Reserves Fund - Marina	\$0.00	\$120,636.48	\$120,636.48
03050-001 CY - RESERVE EXPENSE - General	\$0.00	\$73,832.21	\$73,832.21
03050-003 CY - RESERVES EXPENSE - Marina	\$0.00	(\$19,795.49)	(\$19,795.49)
03510-001 CY - RESERVE INTEREST: - General	\$0.00	\$7,278.59	\$7,278.59
03510-002 Reserve Interest - Water	\$0.00	(\$75.00)	(\$75.00)
03510-003 Reserve Interest - Marina	\$0.00	(\$157.00)	(\$157.00)
03600-001 Fund Balance - General	\$1,916,954.68	\$0.00	\$1,916,954.68
Fund Balances Total	\$1,916,954.68	\$1,252,016.13	\$3,168,970.81
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66

Account	Operating	Reserves	Total
Equity Total	\$13,163.68	\$0.00	\$13,163.68
Current Year Net Income/(Loss)	\$129,067.60	\$0.00	\$129,067.60
Total Equity:	\$2,059,185.96	\$1,252,016.13	\$3,311,202.09
Total Liabilities & Equity	\$2,256,292.80	\$1,251,175.13	\$3,507,467.93

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 General
 Start: 07/01/2022 | End: 07/31/2022
 Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-001 Reserve Income General	0.00	0.00	0.00	110.00	0.00	110.00	0.00
04101-001 Annual Assess General	27,687.06	27,686.11	0.95	190,610.02	190,608.03	1.99	329,038.58
04107-001 Lot Mow Fees General - General	3,060.00	916.67	2,143.33	6,030.00	6,416.69	(386.69)	11,000.00
04108-001 Comm Center Rental	265.00	93.75	171.25	1,035.00	656.25	378.75	1,125.00
04110-001 Marina Wait List - General	0.00	120.92	(120.92)	100.00	846.44	(746.44)	1,451.00
04113-001 Late Fee Income	1,020.00	129.17	890.83	1,560.50	904.19	656.31	1,550.00
04115-001 Other Fees General	40.00	25.00	15.00	220.00	175.00	45.00	300.00
04301-001 Int Income - Oper General - Ge...	1.99	4.67	(2.68)	48.24	32.69	15.55	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	2,212.79	313.25	1,899.54	537.00
04801-001 Misc Income- General	555.00	83.33	471.67	79.48	583.31	(503.83)	1,000.00
04805-001 Rental Application Fee - Gener...	0.00	0.00	0.00	80.00	0.00	80.00	0.00
04806-001 Fines - General	0.00	95.83	(95.83)	(42.50)	670.81	(713.31)	1,150.00
04807-001 Access Cards/FOB's - General	245.00	62.50	182.50	1,005.00	437.50	567.50	750.00
04808-001 Phone Directories - General	0.00	40.33	(40.33)	330.00	282.31	47.69	484.00
Income Total	32,874.05	29,303.03	3,571.02	203,378.53	201,926.47	1,452.06	348,441.58
Total Income	32,874.05	29,303.03	3,571.02	203,378.53	201,926.47	1,452.06	348,441.58

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	1,319.32	974.67	(344.65)	5,453.94	6,822.69	1,368.75	11,696.00
05101-001 Wages - Manager- General	3,565.37	4,638.58	1,073.21	9,139.73	32,470.06	23,330.33	55,663.00
05103-001 Wages-Caretakers- General	3,819.72	2,710.67	(1,109.05)	17,773.07	18,974.69	1,201.62	32,528.00
05104-001 Wages-Office Admin. General	(633.09)	1,898.17	2,531.26	19,217.98	13,287.19	(5,930.79)	22,778.00
05120-001 Benefits General	2,212.61	1,812.92	(399.69)	8,350.93	12,690.44	4,339.51	21,755.00
05201-001 Payroll Taxes General	875.23	1,268.58	393.35	4,453.07	8,880.06	4,426.99	15,223.00
Salaries, Benefits & Tax Total	11,159.16	13,303.59	2,144.43	64,388.72	93,125.13	28,736.41	159,643.00
Repairs & Maintenance							
05301-001 R & M Buildings- General	2,090.88	385.42	(1,705.46)	5,830.91	2,697.94	(3,132.97)	4,625.00
05302-001 R & M Roads & Drainage	0.00	833.33	833.33	764.41	5,833.31	5,068.90	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	255.50	255.50	438.00
05304-001 R & M Vehicles	0.00	183.33	183.33	187.42	1,283.31	1,095.89	2,200.00
05305-001 R & M Equipment	57.75	229.17	171.42	464.02	1,604.19	1,140.17	2,750.00
05310-001 R & M Grounds	40.80	560.42	519.62	3,536.30	3,922.94	386.64	6,725.00
05313-001 R & M Swimming Pool -NEW	2,395.34	177.08	(2,218.26)	2,825.66	1,239.56	(1,586.10)	2,125.00
Repairs & Maintenance Total	4,584.77	2,405.25	(2,179.52)	13,608.72	16,836.75	3,228.03	28,863.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	222.17	239.58	17.41	1,955.32	1,677.06	(278.26)	2,875.00
05402-001 Contract Service - Legal - Gen...	0.00	1,000.00	1,000.00	8,685.50	7,000.00	(1,685.50)	12,000.00
05403-001 Contract Service -Accounting -...	2,402.03	1,784.83	(617.20)	16,387.99	12,493.81	(3,894.18)	21,418.00
05404-001 Contract Service - General	96.26	0.00	(96.26)	288.78	0.00	(288.78)	0.00
05405-001 Contract Service - Lot Mow	0.00	916.67	916.67	5,856.49	6,416.69	560.20	11,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05406-001 Contract Service-Other General	808.07	20.83	(787.24)	7,970.28	145.81	(7,824.47)	250.00
05407-001 Contracted Service -Janitorial...	714.00	739.58	25.58	5,810.63	5,177.06	(633.57)	8,875.00
05408-001 Contracted Services - Accting ...	0.00	125.00	125.00	2,351.44	875.00	(1,476.44)	1,500.00
05409-001 Contracted Service - Pest Cont...	0.00	102.08	102.08	945.90	714.56	(231.34)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	947.94	947.94	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	612.50	612.50	1,050.00
05412-001 Contracted Service - Cable Int...	78.32	193.25	114.93	543.24	1,352.75	809.51	2,319.00
05413-001 Contracted Service - Noxious W...	0.00	427.08	427.08	0.00	2,989.56	2,989.56	5,125.00
Contracted Services Total	4,320.85	5,771.82	1,450.97	50,795.57	40,402.74	(10,392.83)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	120.19	120.19	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	284.69	284.69	488.00
05507-001 Other Tax,License,Fee Gen	65.00	172.92	107.92	2,001.59	1,210.44	(791.15)	2,075.00
05508-001 Federal Income Tax - General	0.00	0.00	0.00	1,168.50	0.00	(1,168.50)	0.00
Property and other Taxes Total	65.00	230.76	165.76	3,170.09	1,615.32	(1,554.77)	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	450.28	187.50	(262.78)	2,612.99	1,312.50	(1,300.49)	2,250.00
05602-001 New Water Meters - General	0.00	0.00	0.00	(1,019.63)	0.00	1,019.63	0.00
05604-001 Vehicle Gas & Oil General	465.73	152.08	(313.65)	2,801.46	1,064.56	(1,736.90)	1,825.00
05605-001 Supplies- General	484.36	327.08	(157.28)	4,855.91	2,289.56	(2,566.35)	3,925.00
05606-001 Small Tools & Equip Gen	64.37	360.00	295.63	1,775.62	2,520.00	744.38	4,320.00
05607-001 Supplies General Pool - NEW	0.00	200.00	200.00	1,674.33	1,400.00	(274.33)	2,400.00
05608-001 Utilities Pool - NEW	1,622.51	1,468.75	(153.76)	11,800.33	10,281.25	(1,519.08)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	1,325.94	1,325.94	2,273.00
Supplies, Small Tools, Etc.. Total	3,087.25	2,884.83	(202.42)	24,501.01	20,193.81	(4,307.20)	34,618.00
Utilities							
05701-001 Utilities General	343.77	543.75	199.98	3,623.05	3,806.25	183.20	6,525.00
05702-001 Telephone- General	330.71	443.75	113.04	2,143.43	3,106.25	962.82	5,325.00
Utilities Total	674.48	987.50	313.02	5,766.48	6,912.50	1,146.02	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	2,033.35	1,956.25	(77.10)	13,732.93	13,693.75	(39.18)	23,475.00
05705-001 Postage - General	0.00	244.42	244.42	1,769.43	1,710.94	(58.49)	2,933.00
05707-001 Misc. Expense - General	55.50	550.17	494.67	2,443.77	3,851.19	1,407.42	6,602.00
05708-001 Certification/Education -Gen.	14.95	200.00	185.05	174.95	1,400.00	1,225.05	2,400.00
Insurances, Postage, Education, Misc. Total	2,103.80	2,950.84	847.04	18,121.08	20,655.88	2,534.80	35,410.00
Total Expense	25,995.31	28,534.59	2,539.28	180,351.67	199,742.13	19,390.46	342,415.00
Net Income	6,878.74	768.44	6,110.30	23,026.86	2,184.34	20,842.52	6,026.58

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Water

Start: 07/01/2022 | End: 07/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	18,937.60	18,608.33	329.27	126,083.86	125,183.33	900.53	218,225.00
04105-002 Water Hookup Fees - Water	1,100.00	300.00	800.00	4,400.00	2,100.00	2,300.00	3,600.00
04106-002 Excess Water Use	0.00	244.83	(244.83)	5,440.00	1,713.81	3,726.19	2,938.00
Income Total	20,037.60	19,153.16	884.44	135,923.86	128,997.14	6,926.72	224,763.00
Total Income	20,037.60	19,153.16	884.44	135,923.86	128,997.14	6,926.72	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	761.22	349.08	(412.14)	3,146.86	2,443.56	(703.30)	4,189.00
05101-002 Wages- Manager - Water	1,794.61	2,333.58	538.97	5,137.77	16,335.06	11,197.29	28,003.00
05103-002 Wages-Caretakers-WaterOperator	1,922.64	1,337.67	(584.97)	8,945.99	9,363.69	417.70	16,052.00
05104-002 Wages-Office Admin. -Water	(318.66)	955.25	1,273.91	9,782.49	6,686.75	(3,095.74)	11,463.00
05120-002 Benefits - Water	1,233.85	1,046.75	(187.10)	5,189.63	7,327.25	2,137.62	12,561.00
05201-002 Payroll Taxes Water	421.14	608.25	187.11	2,634.57	4,257.75	1,623.18	7,299.00
Salaries, Benefits & Tax Total	5,814.80	6,630.58	815.78	34,837.31	46,414.06	11,576.75	79,567.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	1,020.81	1,020.81	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	58.31	58.31	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	904.19	904.19	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	729.19	729.19	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	368.59	270.83	(97.76)	368.59	1,895.81	1,527.22	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	1,166.69	1,166.69	2,000.00
Repairs & Maintenance Total	368.59	825.00	456.41	368.59	5,775.00	5,406.41	9,900.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	583.31	583.31	1,000.00
05403-002 Contract Service- Acctg- Water	812.54	573.67	(238.87)	4,999.38	4,015.69	(983.69)	6,884.00
05404-002 Contract Service - Water	1,420.00	1,300.00	(120.00)	10,210.00	9,100.00	(1,110.00)	15,600.00
05406-002 Contract Service- Other Water	0.00	218.75	218.75	67.76	1,531.25	1,463.49	2,625.00
Contracted Services Total	2,232.54	2,175.75	(56.79)	15,277.14	15,230.25	(46.89)	26,109.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	(2,031.09)	0.00	2,031.09	7,079.65	5,000.00	(2,079.65)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	900.00	900.00	900.00
05507-002 Other Tax,License,Fee Wtr	0.00	83.33	83.33	861.05	583.31	(277.74)	1,000.00
Property and other Taxes Total	(2,031.09)	83.33	2,114.42	7,940.70	6,483.31	(1,457.39)	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	89.58	89.58	0.00	627.06	627.06	1,075.00
05602-002 New Water Meters - Water	(1,019.63)	0.00	1,019.63	0.00	0.00	0.00	0.00
05604-002 Vehicle Gas & Oil - Water	0.00	170.83	170.83	125.85	1,195.81	1,069.96	2,050.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05605-002 Supplies- Water	2,946.36	250.00	(2,696.36)	4,470.15	1,750.00	(2,720.15)	3,000.00
05606-002 Small Tools & Equip Water	0.00	72.92	72.92	0.00	510.44	510.44	875.00
05607-002 Supplies General Pool - Water	0.00	0.00	0.00	113.38	0.00	(113.38)	0.00
Supplies, Small Tools, Etc.. Total	1,926.73	583.33	(1,343.40)	4,709.38	4,083.31	(626.07)	7,000.00
Utilities							
05701-002 Utilities Water	887.41	989.58	102.17	5,015.12	6,927.06	1,911.94	11,875.00
05702-002 Telephone-Water	207.09	35.92	(171.17)	1,517.95	251.44	(1,266.51)	431.00
Utilities Total	1,094.50	1,025.50	(69.00)	6,533.07	7,178.50	645.43	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	999.64	960.42	(39.22)	6,751.42	6,722.94	(28.48)	11,525.00
05705-002 Postage-Water	0.00	131.25	131.25	150.08	918.75	768.67	1,575.00
05707-002 Misc. Expense - Water	0.00	114.58	114.58	46.00	802.06	756.06	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	109.69	109.69	188.00
Insurances, Postage, Education, Misc. Total	999.64	1,221.92	222.28	6,947.50	8,553.44	1,605.94	14,663.00
Total Expense	10,405.71	12,545.41	2,139.70	76,613.69	93,717.87	17,104.18	161,445.00
Net Income	9,631.89	6,607.75	3,024.14	59,310.17	35,279.27	24,030.90	63,318.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Marina

Start: 07/01/2022 | End: 07/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	0.00	625.00	(625.00)	10,120.00	4,375.00	5,745.00	7,500.00
04109-003 Marina Moorage - Marina	0.00	5,645.83	(5,645.83)	64,369.00	39,520.81	24,848.19	67,750.00
04110-003 Marina Wait List Forfeiture	100.00	0.00	100.00	2,700.00	0.00	2,700.00	0.00
04112-003 Ramp Fee	200.00	308.33	(108.33)	3,300.00	2,158.31	1,141.69	3,700.00
04114-003 Daily Moorage/Ramp Fees	64.00	58.33	5.67	192.00	408.31	(216.31)	700.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	760.00	0.00	760.00	0.00
04803-003 Dock Electric Fee - Marina	0.00	648.75	(648.75)	7,250.00	4,541.25	2,708.75	7,785.00
04804-003 Small Boats - Marina	0.00	333.33	(333.33)	3,900.00	2,333.31	1,566.69	4,000.00
Income Total	364.00	7,619.57	(7,255.57)	92,591.00	53,336.99	39,254.01	91,435.00
Total Income	364.00	7,619.57	(7,255.57)	92,591.00	53,336.99	39,254.01	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	254.52	99.67	(154.85)	1,052.16	697.69	(354.47)	1,196.00
05101-003 Wages-Manager-Marina	602.18	781.33	179.15	1,723.98	5,469.31	3,745.33	9,376.00
05103-003 Wages-Caretaker Marina	645.14	396.08	(249.06)	3,001.80	2,772.56	(229.24)	4,753.00
05104-003 Wages-Office Admin. -Marina	(106.91)	320.00	426.91	3,283.50	2,240.00	(1,043.50)	3,840.00
05120-003 Benefits-Marina	412.55	352.42	(60.13)	1,736.95	2,466.94	729.99	4,229.00
05201-003 Payroll Taxes - Marina	136.08	196.25	60.17	851.30	1,373.75	522.45	2,355.00
Salaries, Benefits & Tax Total	1,943.56	2,145.75	202.19	11,649.69	15,020.25	3,370.56	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	58.31	58.31	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	175.00	175.00	300.00
05305-003 R & M Equipment - Marina	192.29	18.75	(173.54)	214.64	131.25	(83.39)	225.00
05308-003 R & M- Docks & Ramps - Marina	0.00	281.25	281.25	5,625.94	1,968.75	(3,657.19)	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	9,427.98	7,875.00	(1,552.98)	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	220.93	583.31	362.38	1,000.00
Repairs & Maintenance Total	192.29	1,541.66	1,349.37	15,489.49	10,791.62	(4,697.87)	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	403.86	239.92	(163.94)	2,389.46	1,679.44	(710.02)	2,879.00
05404-003 Contract Service - Marina	96.26	52.08	(44.18)	2,015.86	364.56	(1,651.30)	625.00
05406-003 Contract Service- Other Marina	154.01	168.75	14.74	1,028.96	1,181.25	152.29	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	0.00	481.25	481.25	825.00
Contracted Services Total	654.13	529.50	(124.63)	5,434.28	3,706.50	(1,727.78)	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	0.00	6.25	6.25	0.00	43.75	43.75	75.00
05507-003 Other license, fee - marina	0.00	130.25	130.25	30.64	911.75	881.11	1,563.00
Property and other Taxes Total	0.00	136.50	136.50	30.64	955.50	924.86	1,638.00
Supplies, Small Tools, Etc..							

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05601-003 Office Supplies-Marina	0.00	38.58	38.58	432.41	270.06	(162.35)	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	0.00	350.00	350.00	600.00
05604-003 Vehicle Gas & Oil Marina	0.00	3.17	3.17	37.04	22.19	(14.85)	38.00
05605-003 Supplies- Marina	23.09	185.42	162.33	896.01	1,297.94	401.93	2,225.00
05606-003 Small Tools & Equip Marina	0.00	93.75	93.75	163.24	656.25	493.01	1,125.00
Supplies, Small Tools, Etc.. Total	23.09	370.92	347.83	1,528.70	2,596.44	1,067.74	4,451.00
Utilities							
05701-003 Utilities Marina	479.81	666.67	186.86	5,466.68	4,666.69	(799.99)	8,000.00
Utilities Total	479.81	666.67	186.86	5,466.68	4,666.69	(799.99)	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	816.01	725.00	(91.01)	5,526.61	5,075.00	(451.61)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	150.07	175.00	24.93	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	280.42	218.75	(61.67)	375.00
Insurances, Postage, Education, Misc. Total	816.01	781.25	(34.76)	5,957.10	5,468.75	(488.35)	9,375.00
Total Expense	4,108.89	6,172.25	2,063.36	45,556.58	43,205.75	(2,350.83)	74,067.00
Net Income	(3,744.89)	1,447.32	(5,192.21)	47,034.42	10,131.24	36,903.18	17,368.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 Cost Center 900
 Start: 07/01/2022 | End: 07/31/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 REserve Income ALL	16,253.78	16,253.78	0.00	112,476.44	113,360.12	(883.68)	194,629.00
04055-900 Reserve Interest ALI	0.00	187.50	(187.50)	0.00	1,312.50	(1,312.50)	2,250.00
Income Total	16,253.78	16,441.28	(187.50)	112,476.44	114,672.62	(2,196.18)	196,879.00
Total Income	16,253.78	16,441.28	(187.50)	112,476.44	114,672.62	(2,196.18)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	16,253.78	16,219.08	(34.70)	112,586.44	113,533.56	947.12	194,629.00
Deprec, Interest & Bad Debt Total	16,253.78	16,219.08	(34.70)	112,586.44	113,533.56	947.12	194,629.00
Total Expense	16,253.78	16,219.08	(34.70)	112,586.44	113,533.56	947.12	194,629.00
Net Income	0.00	222.20	(222.20)	(110.00)	1,139.06	(1,249.06)	2,250.00

Report Summary

Code	Account#	Current	Over 30	Over 60	Over 90	Total
01 - Late Fees	01201	\$680.00	\$0.00	\$40.00	\$160.00	\$880.00
03 - Admin. Fees	01201	\$385.00	\$0.00	\$20.00	\$60.00	\$465.00
14 - Keys Refundable	01201	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
16 - Comm Ctr Rent	01201	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00
21 - Fines	01201	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
22 - Access Cards	01201	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
28 - Payment Plan Processing Fee \$5	01201	(\$2.85)	\$0.00	\$0.00	\$0.00	(\$2.85)
A1 - A1 Genrl Assesmnt	01201	\$5,313.86	\$0.00	\$0.00	\$1,856.22	\$7,170.08
C3 - Water Use Fees	01201	\$2,680.18	\$0.00	\$0.00	\$105.60	\$2,785.78
C4 - RESERVE ASSESS	01201	\$3,853.41	\$0.00	\$0.00	\$1,030.92	\$4,884.33
C6 - C6 LOT MOW	01201	\$360.00	\$0.00	\$90.00	\$0.00	\$450.00
Grand Total:		\$13,374.60	\$0.00	\$150.00	\$3,512.74	\$17,037.34

Account#	Account Description	Delinquency Amount
01201 - 001	Accts Receivables - General	\$9,367.23
01201 - 002	Accts Receivables - Water	\$2,785.78
01201 - 099	Accts Receivables - Cost Center 099	\$4,884.33
Total:		\$17,037.34

Total Number of Homes: 72



Cape George Colony Club

Board of Trustees Meeting

September 29, 2022
2:35 P.M. via Zoom Meeting
Agenda and Meeting Material

Cape George Colony Club

Variance Hearings

2:35 p.m. Zoom Meeting

Lot 15-4 Quinault Loop
Jen and Jeremy Wheat
Reduce setback at street from 25' to 20'
One member comment

2:45 p.m. Zoom Meeting

407 Saddle Drive
Tim and Jan McGruder
Relief from the 17ft height restriction

Regular Board of Trustees Meeting Agenda

September 29, 2022, 3:00 P.M.

Via Zoom

A. President's Comments and Announcements – Jane Ludwig

There will be an Executive Session at the end of this meeting which will include a member requested appeal and personnel matters.

B. Action on Minutes – Pat Gulick

1. Approve minutes of the regular Board Meeting dated August 25, 2022.

C. Manager's Report – Marnie Levy

D. Treasurer's Report – Fayla Schwartz

E. New Members – Pat Gulick

F. Committee Reports

G. Information items or documents submitted to the Trustees at Study Session

1. Watershed Bell donation to Cape George Colony Club – Pat Gulick
2. 330 S. Palmer. Request to install bollards in the street right of way to protect the home. There were no objections by the Board. No further action is required – Marnie Levy
3. Evening Study Session and/or Board Meetings: email survey to members – Marnie Levy

H. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

I. New Business Agenda Items (*Consider approval of the following listed agenda items*)

Motion 1: I move to approve Dianne Tamblyn as co-chair of Election Committee – Pat Gulick

Motion 2: I move that the Board authorizes Collette Carpenter to act as a pro bono HR/ADP consultant with access to the ADP system when Human Resources and payroll guidance/advice /auditing is needed pertaining to Cape George Colony business for the President, Treasurer, General Manager, and Chair of the Finance Committee on an ad hoc basis. This position will require her to re-sign a confidentiality agreement – Fayla Schwartz

J. Open Board Discussion – Trustee Discussion Only

K. Executive Session

L. Announcements:

- Oct. 1 – Member quarterly assessments are due
- Mon., Oct. 17, 3 p.m. – Special Board Meeting, 2023 Operating Budget, via ZOOM meeting
- Mon., Oct. 24, 3 p.m. – Study Session, via ZOOM meeting
- Thurs., Oct. 27, 3 p.m. – Board Meeting, via ZOOM meeting

M. Adjournment

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

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

Notice of Hearing on Request for Variance

Date: September 29, 2022

Time: 2:35 pm

Place: Zoom prior to Board Meeting

Lot Location: Lot 15-4 Quinault Loop

Lot Owner: Jen & Jeremy Wheat

Variance Requested: Reduce setback at street right of way from 25' to 20'.

Reason: To establish a home on a lot with an inside circular curved street.

The variance file is maintained in the office for community review or on our website under Pending Permits. Written responses to the variance request will be included in the Board Information Packet available in the office and on www.capegeorge.org one day prior to the hearing.

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

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

VARIANCE REQUEST

Name: Jen and Jeremy Wheat		Date: 8/23/2022
Mailing Street Address: 206 Shadow Ave NE	City: Renton	State & Zip WA, 98059
Telephone (day): 206-605-8066	Telephone (evening): Same	
Legal Location: Blk No. <u>10</u> Colony <input checked="" type="checkbox"/> Div No.: <u>4</u> Village <input type="checkbox"/> Lot No.: <u>15</u> Highlands <input type="checkbox"/>	Street Name and No.: <u>15-4 Quinault Lp</u> <u>938701014</u>	

Requesting variance for:
 Home Manufactured/Mobile Home Addition Outbuilding Other

Description of Variance item:
 Reduce setback at street right of way from 25' to 20'

1. Attach elevation sketch to scale showing lot slope, location of house and road.
2. Attach sketch of plot plan to scale showing building(s) footprint, driveway and direction of land slope.

Reason for variance:
 Our lot is located on an inside circle at a corner where there is a street right of way for a circular corner. The road was not build to use the circular corner. The resulting setback from the right of way makes building on the property more difficult. If we could reduce that front setback to 20' (required by county) we would be able to place the house more easily.

Owner's or Agent's Signature: <small>DocuSigned by:</small> <i>Jen Wheat</i> <small>08BA3JAF FAAC4E</small>	Date: 8/23/2022	Owner's or Agent's Signature: <small>DocuSigned by:</small> <i>Jeremy Wheat</i> <small>201C4226077E41F..</small>	Date: 8/23/2022
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----- CLUB USE ONLY -----

Your request for a variance has been reviewed and the following decision rendered at a meeting of the Board Trustees on _____ (date)

<input type="checkbox"/>	Your request is hereby approved.	
<input type="checkbox"/>	Your request is hereby denied for the following reason(s); see policy for variances on reverse side:	
Signature:	Title:	Date:

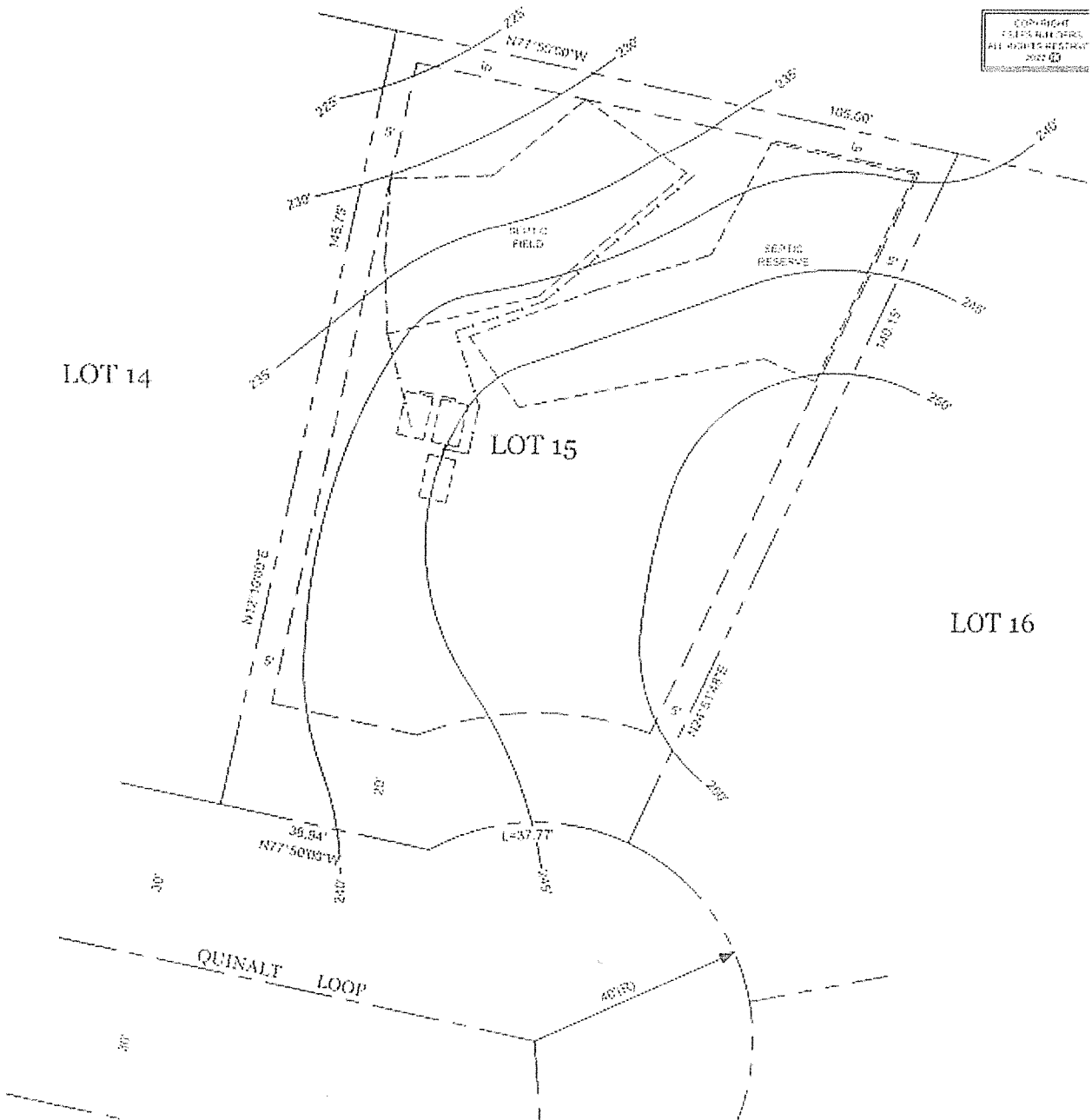
POLICY FOR VARIANCES

Cape George Colony Club's Building and Property Regulations regulate all properties in the community identically regardless of individual site characteristics. Therefore, there may be situations where the strict application of the regulations could be unreasonable. A variance, which is granted by the Board of Trustees, allows an owner to be relieved from meeting one or more provisions of the Building and Property Regulations.

Before granting a variance the Board of Trustees must be satisfied that each of the criteria set forth below are met in the application:

Criteria	Indicate Yes / No	
	Bldg Comm. Review	Board's Review
1. Would the requested variance violate the covenants, conditions and reservations of Cape George Colony Club?	YES	
2. Would the requested variance constitute a change in the restrictions or in the boundaries shown on the plat maps?	YES	
3. Do special conditions and circumstances exist which are peculiar to the land, such as size, shape, topography or location?	YES	
4. Would denying the variance deprive the owner privileges enjoyed by other owners of similarly situated properties?	YES	
5. Would the variance confer a special privilege to the property which is denied to other comparable lands in Cape George?	YES	
6. Do special conditions and circumstances exist that are the result of actions of the applicant?	NO	
7. Do the reasons set forth in the application justify the variance, and is it the minimum variance which will make possible the reasonable use of the land?	NO	
8. Would granting the variance be in harmony with the general purpose and intent of the Building and Property Regulations?	NO	
9. Would granting the variance be detrimental to the general welfare of members or injurious to the neighborhood in which the property is situated?	NO	
10. Was the fact that the property may be used more profitably a consideration in granting the variance? (Profitability may not be a consideration)	NO	
11. Would the variance grant the owner a use which is not otherwise permitted in Cape George (such as business activity, etc.)?	NO	

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2022 02



LOT 14

LOT 15

LOT 16

QUINALT LOOP

Marnie Levy

From: Jordan - Serafin <quin84@me.com>
Sent: Saturday, September 24, 2022 11:30 AM
To: Terri Brown
Subject: Comments on Variance Request: Lot 15-4 Quinault Loop

Hello CG office and board:

Regarding:

Date: September 29, 2022
Time: 2:35 pm
Place: Zoom prior to Board Meeting
Lot Location: Lot 15-4 Quinault Loop
Lot Owner: Jen & Jeremy Wheat
Variance Requested: Reduce setback at street right of way from 25' to 20'.
Reason: To establish a home on a lot with an inside circular curved street.

My wife and I own the home directly across the street from this property for which a variance is requested.

It has been our understanding that the property lines at our location are determined by the required setback from the street right of way at our location. Every depiction of the street right of way that we have seen (including plans created by our own architect) show that the right of way at this location is laid out as a series of linear stretches of land. Since the right of way is linear, the property lines are also linear. The curvature of the road at any point and the location of the road within the right of way at any point has no bearing on determining the property line. So, if the location or shape of the road is the reason for the requested variance, we see no reason to grant the variance.

Another reason the variance might have been requested is to increase the value of the property by increasing the buildable area on the lot. Improvement of the value of one's property is a common goal of all home owners at Cape George. Decreasing the setback from 25ft to 20ft would improve the value of any lot in the community. We see no reason to grant the variance in this one case, unless the rules are changed to allow the same setback (20ft instead of 25ft) for all Cape George property owners.

Thank you for considering these comments.

Regards,
Paul Serafin
Sharon Jordan
84 Quinault Loop

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

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

Notice of Hearing on Request for Variance

If you have any comment, pro or con, please send them in writing to the office by Friday, September 23rd. Emails can be submitted to office@capegeorge.org. or attend the variance hearing (via Zoom) scheduled for Thursday, September 29th, at 2:45pm prior to the Board Meeting.

Date: September 29, 2022

Time: 2:45 pm

Place: Zoom prior to Board Meeting

Lot Location: 407 Saddle Dr in the Highlands

Lot Owner: Tim & Jan McGruder

Variance Requested: Relief from the 17 ft height restriction.

Reason: To establish a single-story family home. Proposed house plans put roof line at 9 inches above the 17' height restriction. Roof truss are not able to be modified.

The variance file is maintained in the office for community review or on our website under Pending Permits. Written responses to the variance request will be included in the Board Information Packet available in the office and on www.capegeorge.org.

September Study Session

RECEIVED AUG - 3 2022

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

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

VARIANCE REQUEST

Name: <u>Tim and Jan McGruder</u>		Date: <u>8/4/22</u>
Mailing Street Address: <u>Po Box 370</u>	City: <u>Kirkland</u>	State & Zip: <u>WA 98083-0370</u>
Telephone (day): <u>425 822-8580</u>	Telephone (evening): <u>Same</u>	
Legal Location: Blk No. <u>Saddle Dr</u> Colony <input type="checkbox"/> Div No.: <u>7</u> Village <input type="checkbox"/> Lot No.: <u>9</u> Highlands <input checked="" type="checkbox"/>	Street Name and No.: <u>Saddle Drive</u> <u>407</u>	

Requesting variance for:

Home Manufactured/Mobile Home Addition Outbuilding Other

Description of Variance item: Proposed building is 9" higher than maximum allowed building height

1. Attach elevation sketch to scale showing lot slope, location of house and road.
2. Attach sketch of plot plan to scale showing building(s) footprint, driveway and direction of land slope.

Reason for variance: Builder is unable to modify roof truss design to allow for lower roof height

Owner's or Agent's Signature: Jan McGruder Date: 8/4/22

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

Your request for a variance has been reviewed and the following decision rendered at a meeting of the Board Trustees on _____ (date)

<input type="checkbox"/>	Your request is hereby approved.
<input type="checkbox"/>	Your request is hereby denied for the following reason(s); see policy for variances on reverse side:

Signature:	Title:	Date:
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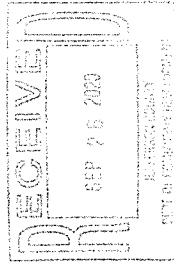
POLICY FOR VARIANCES

Cape George Colony Club's Building and Property Regulations regulate all properties in the community identically regardless of individual site characteristics. Therefore, there may be situations where the strict application of the regulations could be unreasonable. A variance, which is granted by the Board of Trustees, allows an owner to be relieved from meeting one or more provisions of the Building and Property Regulations.

Before granting a variance the Board of Trustees must be satisfied that each of the criteria set forth below are met in the application:

Criteria	Indicate Yes / No	
	Bldg Comm. Review	Board's Review
1. Would the requested variance violate the covenants, conditions and reservations of Cape George Colony Club?	YES	
2. Would the requested variance constitute a change in the restrictions or in the boundaries shown on the plat maps?	NO	
3. Do special conditions and circumstances exist which are peculiar to the land, such as size, shape, topography or location?	YES	
4. Would denying the variance deprive the owner privileges enjoyed by other owners of similarly situated properties?	YES	
5. Would the variance confer a special privilege to the property which is denied to other comparable lands in Cape George?	NO	
6. Do special conditions and circumstances exist that are the result of actions of the applicant?	NO	
7. Do the reasons set forth in the application justify the variance, and is it the minimum variance which will make possible the reasonable use of the land?	YES	
8. Would granting the variance be in harmony with the general purpose and intent of the Building and Property Regulations?	YES	
9. Would granting the variance be detrimental to the general welfare of members or injurious to the neighborhood in which the property is situated?	NO	
10. Was the fact that the property may be used more profitably a consideration in granting the variance? (Profitability may not be a consideration)	NO	
11. Would the variance grant the owner a use which is not otherwise permitted in Cape George (such as business activity, etc.)?	NO	

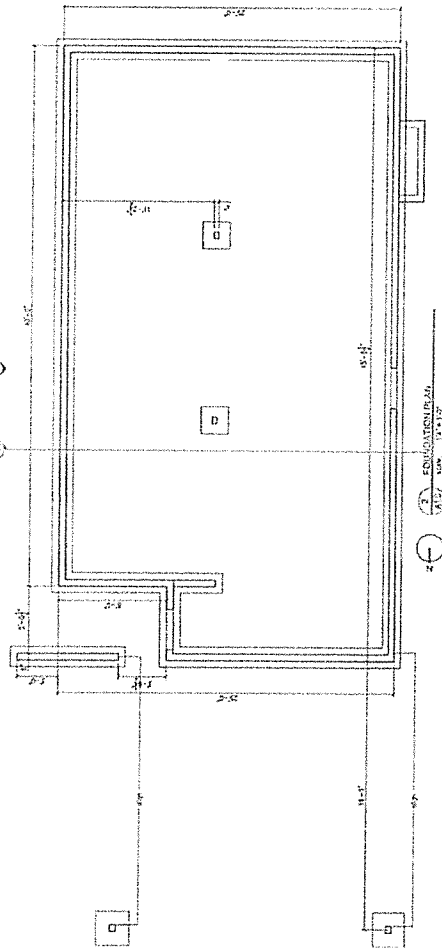
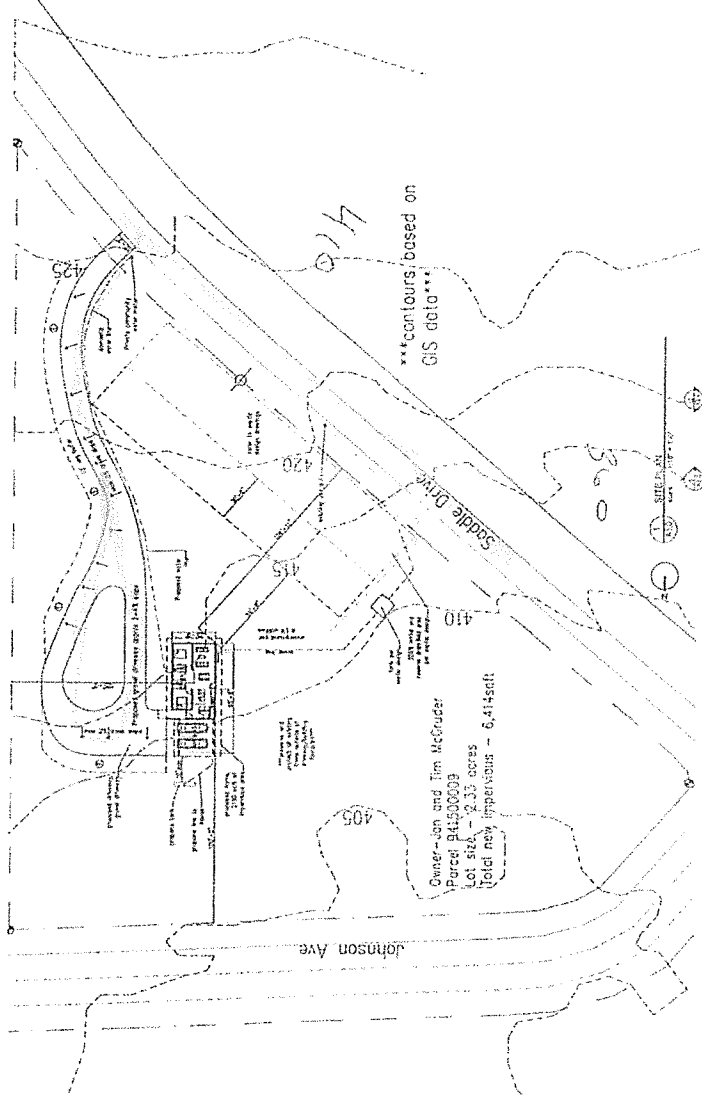
ISSUE	DATE
1. Permit Application	09/16/00



REVISIONS	DATE
NO.	DESCRIPTION

Johnson Residence
 Designer: Jason and Tim McCluder
 Johnson Ave and Spidle Dr
 Post-Tension, WA

PROJECT	FOUNDATION PLAN
DATE	A1.0



CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 25, 2022
via ZOOM
Draft

The Board Meeting was called to order by President, Jane Ludwig at 3:01 pm

There will be an Executive Session at the end of this meeting to discuss member which will include a member requested appeal and personnel matters.

In Attendance: Jane Ludwig, Fayla Schwartz, Pat Gulick, John Dwyer, Mike Heckinger, Betsy Coddington, and joining later Bart Mooyman-Beck

Action on Minutes: Pat Gulick moved, and Betsy Coddington seconded to approve the minutes of the regular Board Meeting dated – July 28, 2022. Passed – 5/0

New Members: Welcome to our newest members.

Phil & Margaret Grate purchased 43 Colman Pl from Linda Foard & Zane Wyll Sr.

Marc & Vicki Horton purchased lot 41-3 San Juan Dr from John & Rebecca Coon

Kevin & Janet Tilley purchased 12 Pine from Darryl & Robin Fling

Brendon & Kaitlynn Townshend purchased lot 44-3 San Juan Dr from Rick Muller

Managers' Report: August 2022

So, THIS is Summer at Cape George Colony Club. Warm days. Balmy evenings. It is absolutely wonderful! I am writing this before the Waterfront Festival, which I am looking forward to, and will give an update at the Study Session.

There has been a lot going on, so I will jump right in with some heartfelt thank yous!

THANK YOU'S

♡ The Ravine Steps are completed, thanks to the leadership of Chuck Hommel and the amazing Environmental Committee Volunteers: Tom Cawrse, Patty Dunmire, Bernt Erikson, Rick Kelley, and Dennis McDaniels! The volunteers thank Donnie for consistently delivering gravel to the head of the trail!

♡ The Environmental Committee also had a work party at the Marina and tidied the Petanque courts! The Petanque balls are in the Clubhouse closet if you would like to play!

♡ Thank you to Fitness Committee Members Tom Ramsey and Bill Sery, who met with Maintenance Supervisor Donnie Weathersby, and our licensed electrical contractor to work on the Fitness Room electrical outlets in anticipation of installing a new treadmill. Some electrical work was also updated in the pool area.

♡ And finally, thank you to several homeowners who have worked together in the last month to come to mutually agreeable outcomes regarding landscape issues.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 25, 2022
via ZOOM
Draft

2023 Budget Update

Treasurer Fayla Schwartz, Finance Committee Chair Nancy Charpentier, and I are meeting with the committee chairs in August and early September to put together a proposed 2023 Budget. We are working with a budget model created by Karen Krug before she stepped down as Financial Committee Chair. Thank you, Karen!

As we meet with committees, we are also gathering information for a 2023 Level 1 Reserve Study. The Level 1 Study will analyze the overall components (assets) of Cape George Colony to determine how long it will be before those assets will need to be repaired or replaced and estimate the related cost over the next decades. The goal is to have funds dedicated in advance to maintain and/or replace common area assets.

Administration

1. Welcome Robert Lyons who is working to help Donnie and Aimee with landscape maintenance for the rest of the growing season.
2. The third round of mowing is scheduled for the end of August.
3. We continue to remove poisonous Hemlock from common areas as we receive reports.

Maintenance

The water intrusion, on the road between 60 and 61 Hemlock, was repaired on August 16. It turned out to be a leaking pipe. The road will be repaired on Hemlock at the same time repairs are made on Saddle Drive, South Palmer near Memorial Park, and a few other locations throughout Cape George. Please report possible road damage to me: manager@capegeorge.org or reach out to the Building and Roads Committee. Please use "ROAD" in the subject line.

Violations

There have been several violations reported in July and August. They include barking dog complaints, a loss of privilege violation, and two construction time-line violations. Several landscape maintenance violations will be issued if they are not taken care of in the next few days.

Reminders and Warnings

1. There have been two reported incidents of late-night vandalism to cars in Cape George Colony. These were of damage to the vehicles that did not include theft. Please report vandalism to the Jefferson County Sheriff's office. It is fine to report it to the office, so we can let the community know, but this is a law enforcement matter!
2. A kayak was reported stolen from the kayak rack at the marina.
3. Make sure your boats, cars, and kayaks have Cape George Colony decals, which can be obtained at the office. If the kayaks do not have Cape George boat decals they may be removed from the racks at the Marina.

Upcoming events

- August 23: Micaela Kingslight, Acoustic Concert, at the Clubhouse, 5 - 8 p.m.
- September 5: The Labor Day Barbecue, at the Clubhouse Picnic Area.
- September 24: Salmon Barbecue, at the Clubhouse Picnic Area.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 25, 2022
via ZOOM
Draft

Treasurer's Report: Fayla Schwartz

**Cape George Treasurer's Report
July 31, 2022**

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material are also available for review in the office upon request.

2022 BALANCE SHEET COMMENTS

All bank statements have been received, reconciled, and reviewed.

2022 REVENUE AND EXPENSE COMMENTS

Year to date performance in all cost centers is comfortably ahead of last year's performance at this time. This is primarily because of the payroll cost reduction due to the extended vacancy in the General Manager position during the first two quarters of 2022. Some other areas have exceeded budgeted expenses, so we are monitoring them closely so that we can end the year within budget.

We had two large Repair and Maintenance expenses related to the pool: \$2090 to install new electrical wiring and circuits, and \$2395 to purchase a new pool pump. These expenses brought Repair and Maintenance costs above the budget for July.

Water is likely to continue to exceed budgeted expense as we build a parts inventory to accommodate repairs when needed. Our infrastructure utilizes multiple combinations of piping, and supply chain shortages necessitate the building of standard inventory so that repairs can be made quickly.

What appears to be a credit new water meters is actually the result of re-coding the water expenses and will even out next month. Additionally, we are still waiting for the State to refund our overpaid water fee taxes. The expense of \$2946 for water supplies was to purchase chlorine tablets for the water system.

There were no Reserve expenditures in July, and Reserve expenses and revenue conform to the budgeted values.

We continue to wait for the 2021 audit to be completed. Karen Krug is in communication with the auditors.

The budget development process is on track to be completed before October. The Finance Committee chair and the General Manager have been meeting with committee chairs to discuss their needs for the 2023 budget year. So far meetings have been held with the Marina committee, Water committee, Environmental committee, and the Building and Roads committee.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 25, 2022
via ZOOM
Draft

CAPE GEORGE COLONY CLUB

As of July 31, 2022

Assets	Balance Sheet as of July 31, 2022 and 2021 - Preliminary Subject to Audit			Liabilities and Fund Balances	2022	2021	
	2022	2021					
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 226,467	\$ 19,076	1087%	Accounts Payable & Other Liabilities	\$ 168,039	\$ 132,113	27%
Operating Savings & ICS	297,814	343,698	-13%	Prepaid Income	26,902	43,441	-38%
Reserves - General, Water & Marina	1,251,175	1,181,032	6%	Unearned Income, Marina Wait List	1,325	2,125	-38%
Total Cash & Equivalents	1,775,456	1,543,807	15%	Total Current Liabilities	196,266	177,679	10%
Net Accounts Receivable	18,440	25,865	-29%	FUND BALANCES:			
Total Net Fixed Assets	1,669,384	1,677,339	0%	Fund Balances & Equity (Combined)	3,182,134	3,062,608	4%
Total Prepaid & Other Assets	44,188	37,046	19%	Modified Cash Basis Income	129,068	43,769	195%
TOTAL ASSETS	\$3,507,468	\$3,284,056	7%	TOTAL LIABILITIES & FUND BALANCE	\$3,507,468	\$3,284,057	7%

*Summary Revenue and Expense Statements for the periods ended July 31, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

*Summary Revenue and Expense Statements for the periods ended July 31, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

	2022 Year to Date - Unaudited					Comparative - Unaudited			
	Actual	Budget	Variance	%		2022 YTD	2021 YTD**	Variance	%
General					General				
General Assessment	\$ 190,610	\$ 190,608	2	0%	General Assessment	\$ 190,610	\$ 186,430	\$ 4,180	2%
Revenue - All Other Sources	12,659	11,318	1,341	12%	Revenue - All Other Sources	12,659	16,226	(3,567)	-22%
Total General Revenue	203,269	201,926	1,343		Total General Revenue	203,269	202,656	613	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	59,936	93,125	33,189	36%	Salaries, Benefits, PR Tax	59,936	103,425	43,489	42%
Repairs & Maintenance	13,608	16,837	3,229	19%	Repairs & Maintenance	13,608	28,668	15,060	53%
Contracted Services	50,795	40,403	(10,392)	-26%	Contracted Services	50,795	34,141	(16,654)	-49%
Pool Expense & Utilities	13,474	13,007	(467)	-4%	Pool Expense & Utilities	13,474	24,971	11,497	46%
Utilities & Insurance	19,499	20,606	1,107	5%	Utilities & Insurance	19,499	18,176	(1,323)	-7%
Other Expenses (incl taxes)	23,040	15,764	(7,276)	-46%	Other Expenses (incl taxes)	23,040	15,844	(7,196)	-45%
Total General Expenses	180,352	199,742	19,390		Total General Expenses	180,352	225,225	44,873	25%
General Net Income	\$ 22,917	\$ 2,184	\$ 20,733	-94%	General Net Income	\$ 22,917	\$ (22,569)	\$ 45,486	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 126,084	\$ 125,183	\$ 901	1%	Revenue - Water Use Fees	\$ 126,084	\$ 119,832	\$ 6,252	5%
Revenue - All Other Sources	9,840	3,814	6,026	158%	Revenue - All Other Sources	9,840	4,435	5,405	122%
Total Water Revenue	135,924	128,997	6,927		Total Water Revenue	135,924	124,267	11,657	9%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	34,837	46,414	11,577	25%	Salaries, Benefits, PR Tax	34,837	45,527	10,690	23%
Repairs & Maintenance	369	5,775	5,406	94%	Repairs & Maintenance	369	507	139	27%
Contracted Services	15,277	15,230	(47)	0%	Contracted Services	15,277	14,693	(585)	-4%
Utilities & Insurance	13,284	13,901	617	4%	Utilities & Insurance	13,284	13,854	569	4%
Other Expenses (incl taxes)	12,847	12,398	(449)	-4%	Other Expenses (incl taxes)	12,847	10,894	(1,953)	-18%
Total Water Expenses	76,614	93,718	17,104		Total Water Expenses	76,614	85,475	8,861	12%
Water Net Income	\$ 59,310	\$ 35,279	\$ 24,031	68%	Water Net Income	\$ 59,310	\$ 38,792	\$ 20,517	53%
Marina					Marina				
Revenue - Moorage/Parking	\$ 74,489	\$ 43,896	\$ 30,593	70%	Revenue - Moorage/Parking	\$ 74,489	\$ 64,136	\$ 10,353	16%
Revenue - All Other Sources	18,102	9,441	8,661	92%	Revenue - All Other Sources	18,102	13,753	4,349	32%
Total Marina Revenue	92,591	53,337	39,254		Total Marina Revenue	92,591	77,889	14,702	19%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	11,650	15,020	3,370	22%	Salaries, Benefits, PR Tax	11,650	15,767	4,117	26%
Repairs & Maintenance	15,489	10,792	(4,697)	-44%	Repairs & Maintenance	15,489	15,373	(116)	0%
Contracted Services	5,434	3,707	(1,727)	-47%	Contracted Services	5,434	5,561	127	2%
Utilities & Insurance	10,993	9,742	(1,251)	-13%	Utilities & Insurance	10,993	11,487	494	4%
Other Expenses (incl taxes)	1,991	3,945	1,954	50%	Other Expenses (incl taxes)	1,991	2,072	81	4%
Total Marina Expenses	45,557	43,206	(2,351)		Total Marina Expenses	45,557	50,260	4,703	10%
Marina Net Income	\$ 47,034	\$ 10,131	\$ 36,903	364%	Marina Net Income	\$ 47,034	\$ 27,629	\$ 19,405	70%

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 August 25, 2022
 via ZOOM
 Draft

Net Income/Loss from Combined Operations, No Reserve Activity	\$ 129,260	\$ 47,594	\$ 81,666	172%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 129,260	\$ 43,852	\$ 85,408	195%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	112,476	113,360	(884)	-1%	Routine Reserve Revenue	112,476	110,914	1,562	1%
Reserve Interest - all **	-	1,313	(1,313)	-100%	Reserve Interest - all	-	-	0	>100%
Less: Reserve Offset***	(112,586)	(113,534)	948		Less: Reserve Offset	(112,586)	(110,997)	(1,589)	
Net Reserve Activity	\$ (110)	\$ 1,139	\$ (1,249)	-110%	Gross Reserve Activity	\$ (110)	\$ (83)	\$ (27)	32%

Committee Reports: The following committee reports were submitted to the Board of Trustees: Building, Environmental x 2, Marina, and Pool. The reports are attached to these minutes and incorporated by reference.

Member participation: Rich Hilfer reminded the trustees and meeting participants of the 2004 discussions and surveys with the community concerning hedges. The feedback at the time was overwhelming support to protect our views.

New Business Action Items:

Motion 1: Betsy Coddington moved, and Bart Mooyman-Beck seconded to accept the Proposed Revision of Building & Property Regulations Relating to Hedges so that it can be voted on by the membership. Failed -1/5

Motion 2: Pat Gulick moved, and John Dwyer seconded to authorize an emergency reserve expenditure of up to \$55,000 for berm repair to be conducted by December 1, 2022. Passed – 6/0

Motion 3: John Dwyer moved, and Pat Gulick seconded to appoint Jeff Collum as a new Building and Road Committee Member. Passed – 6/0

Motion 4: Betsy Coddington moved, and Mike Heckinger seconded to accept the nomination of Judith Chambliss and Allan Zee as co-chairs for the fitness committee. Passed – 6/0

Motion 5: Fayla Schwartz moved, and Pat Gulick seconded to authorize Ross Anderson and Mary Rothchild to take over writing and producing the monthly newsletter on a trial basis for 4 months, to be re-evaluated in January. Passed -6/0

Open Board Discussion: none.

Adjournment: Mike Heckinger moved, and Betsy Coddington seconded to adjourn the regular session and move to Executive Session at 3:57 pm. Passed - 6/0

Adjournment: Fayla Schwartz moved, and Mike Heckinger seconded to adjourn the Executive Session and move to the regular session at 5:15 pm. Passed – 6/0

Motion 6: John Dwyer moved, and Mike Heckinger seconded to approve the board President’s 90-day evaluation of the Cape George General Manager and to approve an annual salary increase from \$75,000.00 to \$85,000.00 effective on the August 25th payroll. Passed – 6/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 25, 2022
via ZOOM
Draft

Adjournment: John Dwyer moved, and Betsy Coddington seconded to adjourn the Board Meeting at 5:20 pm.
Passed – 6/0

Announcements:

Study Session – Monday, September 26, 2022, at 3 pm via Zoom

Board meeting - Thursday, September 29, 2022, at 3 pm via Zoom

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

CG Building and Roads Committee

August 22, 2022

Minutes:

1. In Attendance: George Martin, Dave Baker, Betsy Coddington, Mike Hinojos, Richard VanDeMark, Marni Levy, John Dwyer
2. Approved appointing Jeff Collum as a new Committee Member and forwarded to the Board for Approval.
3. Approved the Earthworks Permits and Driveway permit for lots 41 & 42 San Juan Drive. Owners: Horton, 212S Rhododendron Dr/
4. Approved the Building permit 115 Victoria Loop, Owners: King.
5. Filled out the Variance Request Questionnaire 407 Saddle Drive and forwarded to the Board for a hearing. Will examine building permits after Variance Request is decided.
6. Discussed the issue with the intersection of S 300 Palmer and Quinault Loop. The protection from winter slide through of vehicles onto the property. Anything done on the property within the 25-foot setback is restricted to no structures and a 7-foot fence height. Anything to be done on Cape George right of way will have to be presented to the Board, with the board being able to ask for the committee's review.
7. Richard presented the plans for the refurbished Shelter at the Clubhouse yard area, with consensus of the overall design. The structure is funded by the Social Committee.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 25, 2022
via ZOOM
Draft

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, June 14, 2022, 9:15 am (via ZOOM)

ATTENDANCE: Varn Brooks, Chris Buzzard, Pat Gulick, Ann Jimenez, Marnie Levy, Steven McDevitt, Ruth Ross

I. CALL TO ORDER: Stephen McDevitt called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: Varn moved and Ann seconded that the minutes of the May 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: Current balance is 2063.87, reflecting \$60 in sales of flower booklets.

IV. NEW BUSINESS

- A. Selection of New EC Chairperson:** Steve will continue to chair meetings for the time being until a new chair can be selected and approved by the Board. Ruth will continue as secretary. Members were asked to please consider serving in this position.
- B. Annual Beach Walk:** Gabriele Sanchez at PTMSC will let us know what days work best for them. We are hoping for Wednesday July 13 or Thursday July 14 when there are -3.5 ft low tides. Cost for PTMSC to provide guides is \$150. We will put article in July newsletter, have Terri send out an email blast, and ask volunteers to bring drinks/food for before the walk. [*Addendum: walk scheduled from 9:30-noon on Thurs July 14*]
- C. Overly bright light on the flag at the marina.** Varn referred members to the following link : <https://www.opb.org/article/2022/06/02/oregonians-asked-to-turn-off-lights-as-millions-of-birds-migrate-north>. Varn thinks a much smaller light aimed differently would work better and would not block out the stars or interfere with bird migration. He will coordinate with Marina committee and prepare a request for the Board to consider.
- D. Plants available from Varn:** ocean spray, snowberry, Oregon sunshine, and a few more. Steve will contact Varn for plants for the rain garden.
- E. Black metal fence poles:** The donated poles have been stored near the barn and may be used for berm repair and other projects.

V. OLD BUSINESS

- A. PTMSC Intertidal Survey** will take place on June 16 at Cape George. Both Ruth and Steve will be participating. Ruth will meet the participants from PTMSC in the clubhouse parking lot with parking passes.
- B. Hemlock Removal:** concern has been expressed that the spray treatment appears to have been less effective this year. The Marina committee has also requested hemlock removal in additional areas near the marina. Ruth will contact John Barnsworth at Peninsula Environmental and put him in touch with our manager. [*Addendum: Ruth*

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

August 25, 2022

via ZOOM

Draft

spoke with John who reminded her that the spraying mainly targets the first year rosettes and that they will be coming to remove seed heads later in the summer.]

- C. Bern Ad-hoc Committee.** The committee is waiting for the renewed permits so they can start planning the repairs.
- D. Steps in the Ravine.** Rebuilding the steps up to Huckleberry Place has been approved by the board. Materials have been ordered and work on the new steps has begun.
- E. Weeding Party:** Patty Dunmire will be scheduling a weeding party at the clubhouse later this month.

The meeting was adjourned at 10:22 am.

Respectfully submitted
Ruth Ross, Secretary

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, July 12, 2022, 9:15 am (picnic shelter outside clubhouse)

ATTENDANCE: Varn Brooks, Chris Buzzard, Pat Gulick, Diane Kochendorfer, Marnie Levy, Steven McDevitt, Ruth Ross, Kitty Rucker, Robin Scherting,

I. CALL TO ORDER: Stephen McDevitt called the meeting to order at 9:22 am.

II. APPROVAL OF MINUTES: Diane moved and Robin seconded that the minutes of the June 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: Current balance is 2063.87, no change from last month.

IV. NEW BUSINESS

- F. Planning Work Parties:** Ravine work going well. They have put in the first set of steps to Huckleberry Place and are continuing. Clubhouse weeding and replanting. Need to update and distribute the volunteer list and ask for people to volunteer. The north side of the clubhouse and the and petanque court in particular need attention.
- G. Waterfront festival:** The committee will have a small table with pamphlets, maps, and booklets for sale and a sign up list for the committee.
- H. Summer Activities:** It would be nice to hold a low tide community walk August 25
- I. Bell and plaque for Bob Walker:** the committee will develop a plan to solicit donations from committees and/or individuals to place a plaque near the bell as a tribute to Bob Carter and his years of service to the CG Community. We will reach out to Jan Walker to get her approval and suggested wording for the plaque.

V. OLD BUSINESS

- F. Chair:** Chris Buzzard volunteered to serve as the co-chair of the committee when she is at Cape George from May until mid-October. The committee unanimously approved Chris as co-chair. The committee will continue to recruit someone to serve as the other co-chair.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

August 25, 2022

via ZOOM

Draft

- G. Annual beach walk** The walk is scheduled for Thursday July 14 when there is a -3.5 ft low tide. A notice was placed in the newsletter and is reprinted at the end of the agenda. Everyone is encouraged to participate and invite friends and family. Volunteers are encouraged to bring goodies to enjoy before the walk.
- H. Light on the flag at the marina.** The Board will have this on their agenda for the upcoming study session.
- I. PTMSC Intertidal Survey** The intertidal survey at Cape George was held June 16 in conjunction with PTMSC and was very successful
- J. Berm Ad-hoc Committee.** Update from Richard VanDeMark attached

The meeting was adjourned at 10:05 am.

Respectfully submitted
Ruth Ross, Secretary

Update Concerning Berm from Richard VanDeMark: July 11, 2022

Neither Lori or I will be able to attend the meeting July 12 but I wanted to let the group know that we've made progress on the waterfront berm repair project.

The most significant event to date is the receipt of the Land Use permit to commence repairs to the damaged berm. The life of the permit is five years so we have some time to work out the details and get approvals from our Board. Jim Bodkin (ad hoc subcommittee head - currently on leave) has identified two alternative paths for the Board:

- 1. Cape George staff and volunteers undertake the work, including acquiring/accumulating the needed logs and rock, obtaining the appropriate equipment and providing the operator(s) to excavate the trench, place and secure the logs, and place the rock to the repairs to specifications (see attached drawings).*
- 2. Contract with qualified and experienced companies to complete the repairs as outlined above and in the attached documents.*

To compare these options we are asking 2-3 contractors to provide cost estimates to complete repairs. We expect to have these in the next few weeks. These estimates should help estimate the time and equipment costs, should we decide to undertake the work in-house. After receiving at least two proposals we expect to provide recommendations to Cape George Management regarding completing berm repairs prior to November 2022.

I will be available for questions until Jim returns in about 3(?) weeks.

Richard VanDeMark
(425) 443-2830
rvla@astound.net

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

August 25, 2022

via ZOOM

Draft

Marina Committee Meeting, 2 August 2022 Minutes

11am Cape George Clubhouse

Attendees: 24 members present

Introduction

With the arrival of summer and the commencement of crabbing, the Cape George marina has been a busy place since the first of July. The marina channel remains at a depth of about 3.5' at the zero tidal elevation, so please check the tide tables when planning to transit the entrance. Please exercise caution and give way to larger and deeper draft vessels in the marina and the entrance. Please keep your dock clear of fishing gear.

Agenda items

- 1) Waterfront Festival: This will be our last committee meeting before the 20 August Festival. Following is a link to sign up genius, if you would like to volunteer to help but cannot make the meeting:

<https://www.signupgenius.com/go/10C0C4CA5AE2EA7FFC52-cape>

and RSVP to cassiereeves55@gmail.com with number in your party so there will be plenty of food and drink

Arrangements for various parts of the festival, including set up, take down and clean up, the BBQ (what to serve and how much (crab and burgers...), races, regatta, were finalized as follows:

- a. Band (**Tony Petrillo and the Roundabouts**) 6-8 pm
- b. Dinner and Beverages (**John, Rick, Scott, Ross and Jim**) Drinks at 1pm, dinner 4:30-6 pm
 - i. Various members volunteered to catch and process crab prior to the festival
 - ii. John will procure groceries and wine, Jim will procure beer
- c. Regatta (**Ben and Gary**) Skippers meeting at 11, race start at 1 pm
- d. Boat Parade 11:30-12:30
- e. Races (**John, Penny, Marty, Joe, Geoff**) 2-3pm
- f. Other activities
 - i. Festival shirts for volunteers and for sale. (**Kris Edwards**)
 - ii. Olympic Salmon Coalition (\$400)
 - iii. Popcorn machine (**Geoff**, provided its within 35 nm)
 - iv. Regatta boat rides (**Ross**)
 - v. Set up and decorations Saturday 9-11pm (volunteers needed)
 - vi. Clean up Sunday 9-11 am (volunteers needed)

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

August 25, 2022

via ZOOM

Draft

- 2) Draft Marina Organizational Chart (Thanks to the sub-committee, Mark Thayer, Penny Jensen, Nick Muzik, Jim Barr, John Lacy and Ben Fellows). A revised chart will be available for discussion at the next meeting.
- 3) Marina policy and procedures (wait lists, vessel, vehicle identifications, dock safety issues) were discussed briefly and tabled until the next meeting

Open Floor

Meeting adjourned 12:20

Next meeting will be Tuesday 4 October, 11 am. There will be no September meeting.

Pool Committee Meeting

8/2/2022

Called to order at 3 pm by Chair: Penny Jensen

Members Present: Patty Dunmire; Kriss Edwards; John Galm; Sandy Gulin; Linda Mollino; Mardella Rowland; Robin Scherting; Marnie Woodward, Cape George Manager; Jane Ludwig, Board Liaison to Pool Committee

Financial Report:

Approx \$4000 in our Fund-Raising account. Gail K was on vacation so no updated report from her. Penny will update our financial report once all the receipts are submitted for next month's meeting.

Minutes of Last Meeting: Minutes were reviewed and accepted by the group.

Old Business

- Discussion about remaining items to be purchased and installed:

Purchase now	Future Items	Committee Member
Shoe rack		Installed and being used. Decision made to create a sign so people will know it is a shoe rack. Linda will make the sign.
Banners/Flags to replace over the pool		Kriss and Sandi have installed the new flags, and all agree that they are an amazing improvement. Many compliments from the community. Linda is working with Candace Crafts for specialized flags. They

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 August 25, 2022
 via ZOOM
 Draft

		should be done within the next week. Sandi confirmed the design with Candace and believes that we do not need to see a template before they are approved.
Grab Bars for the Shower (priority)		Penny will purchase bars, one for each of the showers as soon as Sandi sends out recommendation/approval from Committee.
Kick Boards for children		In the pool area: positive response from parents and
Lights for Entrance and alcove to pool		Entrance lights to be determined. Alcove light installed.
Mats for shower rooms		The mats are in place and Kriss has been cleaning them with simple green. And she has agreed to try a new solution "Miracle Solution" that Linda made up for her, recipe given to her.
Pool Toy Box		Will use new rack for both toys and weights. See below Pool Toy to be removed
Commercial baby changing table		Have been installed and comments from parents have been very positive. Decision to have sanitizing wipes next to the station so that parents can sanitize the tables after using the BCS. Marnie will purchase sanitize wipes. Linda suggested the dispensers that have been purchased for the gym. Pool Committee members will assess after they have been installed in the gym.

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 August 25, 2022
 via ZOOM
 Draft

		Linda to create a sign to ask that the BCT be sanitized after use.
Rack for Foam Weights		Have been purchased and installed. It seems to be working very well and looks well in the pool area. Linda to create a sign that indicates the equipment is for adults only and for exercising.
Weights		Additional weights were discussed, and the group made a motion to give Patty permission to budget an additional \$300 to purchase additional weights, both medium and heavy weights.
Receptacle for Noodles		Marta: pending. Marta to investigate.
Tall Cabinet for misc. items		Installed
Fan for shower rooms to increase Temperature		Mike Thorwick
Mirrors to replace one in women's shower room		Have been installed and all agree they are an improvement
	Lockers for shower rooms. On the future list	
	Power lift for accessing pool for disabled folks. No update.	Linda
	Pool Vacuum. Still being evaluated	Patty/Kriss
	Wall Mounted Sound System. On the future list	Patty/Marta
	Water Extraction Spinner. Not being considered at this time	

- Please turn receipts into Penny for any items purchased.
- Cleaning Service: seems to be going better with the current cleaning service.
- Entrance to the pool under discussion. Penny/Joe G

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 25, 2022
via ZOOM
Draft

New Business:

- Suggestion Box: Request to purchase Paddle Jumpers and bathing suit spinner. After discussion, decision made not to purchase it at this time.
- Request for a second water aerobics class. Current one is going very well. Patty and Marta to consider time and days and who will run the class. Patty agrees to do a write for the potential new class.
- Pool Ladders, discussion of need to replace them vs just cleaning them. Kriss and Sandi will attempt to clean grab bar in shower room for a test.
- Concrete repairs, Marnie has put out calls to six vendors and no one has returned her calls. Marnie to follow-up.
- Halloween Party: to be considered. Will coordinate with Environmental Committee. Kriss and Penny to follow-up
- In depth discussion of operating budget vs. reserve budget.
- Pool Budget for 2023 must be submitted by October 2022.
- Thanks to all the committee members who have helped to improve the quality of the pool experience
- Next Meeting : September 6, 2022, 3 pm, Clubhouse

Cape George Colony Club

Manager's Report

September 2022

September

It has been a joy to step outside just before dawn to see clear skies and Orion in the southern sky.

The Labor Day Potluck Barbecue was well attended. Cape George Colony residents are finally able to enjoy the relative openness after the waves of Covid shutdowns.

The Marina-hosted Crab Feast was an amazing feat! The Marina Committee outdid themselves catching and cooking and serving the crab as well as managing the regatta and boat parade. Thank you to every single person who helped make that community-wide event a grand success!

The Wooden Boat Festival in Port Townsend was interesting and fun. I ran into a few friends from Cape George Colony and know that many of our residents volunteered to help make the Wooden Boat Festival a success.

Thank You

Many thanks to Cassie Reeves, Carol "Woody" Wood and Linda Mollino, from Office Administrator Terri Brown and me for stepping in to help while Terri was on a much-deserved vacation. Also, thank you to the other wonderful people who offered to help in the office while Terri was away!

In addition, when we had complaints about a barking dog, I spoke to the owner who told me he was in the hospital. Cassie called him and arranged to pick up the lonely pup for a few nights. Thank you so much Cassie for this neighborly gift that helped the owner, the dog, and the neighbors!

Thank you Gulin family artists! The Pool Committee held a celebration honoring Eric and Mike Gulin who provided the artwork for two of the new flags flying over the Cape George Colony pool. Sammy the Seal and Ollie the Otter are featured on the flags. They are cartoon characters created by Eric and Mike. Sandi Gulin's beautiful sign that graces the pool entrance was also recreated as a flag, which is between Eric and Mike's flags!

2023 Budget Update

Finance Committee Chair Nancy Charpentier has been working tirelessly with Treasurer Fayla Schwartz, President Jane Ludwig, me, and many other people to prepare the 2023 budget. The proposed budget will be presented at a Special Budget Meeting on October 17.

Within thirty days after the Board of Trustees approves the budget, it will be sent to the members to be voted on. Unless a majority of the membership votes against the budget it will be adopted for 2023.

Everything Else

Ad Hoc Technology Committee. Ten tech-talented people are on the new committee, plus Jane Ludwig, as board liaison, and me. The meeting notes will be included in the minutes section of this board report and published in the newsletter.

Cape George Colony Club

Manager's Report

September 2022

Memorial Park Gazebo. Early in the morning on September 13, someone attempted to burn the gazebo at Memorial Park. The fire department and sheriff's department were called. We haven't had any luck in finding the arsonist. Fortunately, the gazebo can be repaired.

Berm Repair. For now, the beautiful tree stumps near the horseshoe pit are an art installation. Soon they will be put to good use as part of the berm repair. The excavating company will deliver additional materials to the marina over the next few weeks before the repairs take place.

Road repairs. Building and Roads Committee Co-chair George Martin is working to obtain an estimate to make patch repairs to Cape George roads before the rain sets in.

Patience. Thank you to homeowners and committee members for your patience as we wait for vendors and suppliers to catch up with supply orders and maintenance/repair requests. It has been difficult for us to find some supplies, to obtain bids, and to schedule trades people in the area.

Barking dogs. Please be aware that your dog might be nervous when you aren't home and have a tendency to bark for long periods. I receive several such calls and letters from neighbors reporting barking dogs every month who don't want to complain but want the owner to be aware.

Administration

1. The annual backflow assembly test letters were mailed in early September. The reports are due by October 10, 2022. Instructions are included in the letter.
2. Reminder: Please do not post any candidate signage on community property.
3. Another reminder: The tables and chairs in the Clubhouse are NOT to be removed or borrowed.

Violations

September violations include barking dog complaints and several landscape maintenance issues.

Upcoming events

Sat., Sept. 24, 2022 – Cape George Colony Workshop Committee sponsored Salmon Barbecue

Sat., Oct. 29, 2022 – Halloween Party at the Clubhouse.

If you have any questions or comment, please contact me by phone or email, or make an appointment to meet with me at the office!

Sincerely,

Marnie Levy

General Manager

Cape George Colony Club

manager@capegeorge.org

360-385-2208

Cape George Treasurer's Report

August 31, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material are also available for review in the office upon request.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled, and reviewed.

Comparison between August 2022 and August 2021 shows a much higher Cash Basis income. This is the result of two factors: \$45,000 savings in payroll costs due to the extended vacancy of the General Manager position and adoption of the new employee medical benefits program, and \$26,000 revenue increases due to more water and marina users.

INCOME STATEMENT COMMENTS

General Operations:

- Net Income was \$26,000 over budget, primarily due to \$30,000 savings in payroll and benefits costs (see explanations above)
- Compared to last year, we saved \$42,000 in payroll costs and \$18,000 in Repairs and Maintenance. The latter is due to later expenditures for road repairs (have not occurred yet this year), and \$6000 less spent on other grounds and buildings repairs compared to last year.
- Contracted Services costs were \$20,000 higher this August than last year at this time. These costs include \$9000 more in legal fees (\$4000 of that was generated in 2021), and \$11,000 for other services including a \$4000 increase in janitorial service due to change in assistant caretaker's hours and duties, and \$7000 for accounting services (\$3000 of that was for 2021 invoices that were just presented to us this year and a service fee increase).

Water Operations:

Repair and Maintenance costs were under budget in August but will come up to budget expectations when the recent well cleaning invoices are put into the records.

New water meter installations brought in about \$8000.

Marina Operations:

August revenue is substantially over budget because nearly all Marina income is collected early in the year, but the budget spreads it out over the whole 12 months. The Marina collected \$94,000 in 2022, whereas \$91,000 was budgeted.

OTHER COMMENTS

We have completed the process of evening out the bank accounts at three banks (Pacific Premier, Chase and Kitsap Banks) and our CDARS (IntraFi Network) accounts, so that we are no longer over the FDIC limits at any of these banks. These new balances will show on the September bank statements.

We have changed the signers at all three banks to represent only individuals currently on the Board and the General Manager.

The Finance Committee, the General Manager, the President and I have been working on the 2023 budget and will have a budget to present to the Board before the Budget meeting in October.

Karen Krug has been working with the auditors and we hope to have the 2021 audit completed in the next few weeks.

CAPE GEORGE COLONY CLUB

As of Aug 31, 2022

Balance Sheet as of August 31, 2022 and 2021 - Preliminary Subject to Audit

Assets	2022		2021		%	Liabilities and Fund Balances		2022		2021		%
Cash and Cash Equivalents:						Current Liabilities:						
Operations Checking & Petty Cash	\$	107,695	\$	19,076	465%	Accounts Payable & Other Liabilities	\$	81,916	\$	74,694	10%	
Operating Savings & ICS		303,972		300,092	1%	Prepaid Income		28,334		48,587	-42%	
Reserves - General, Water & Marina		1,315,295		1,198,180	10%	Unearned Income, Marina Wait List		528		1,284	-59%	
Total Cash & Equivalents		1,726,962		1,517,348	14%	Total Current Liabilities		110,778		124,565	-11%	
Net Accounts Receivable		14,720		18,727	-21%	FUND BALANCES:						
Total Net Fixed Assets		1,669,384		1,677,339	0%	Fund Balances & Equity (Combined)		3,199,136		3,080,791	4%	
Total Prepaid & Other Assets		40,339		33,802	19%	Modified Cash Basis Income		141,491		41,860	238%	
TOTAL ASSETS		\$3,451,405		\$3,247,216	6%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,451,405		\$ 3,247,216	6%	

Summary Revenue and Expense Statements for the periods ended August 31, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022

General	2022 Year to Date - Unaudited				%	General	Comparative - Unaudited				%				
	Actual	Budget	Variance				2022 YTD	2021 YTD**	Variance						
General Assessment	\$	218,296	\$	218,294	2	0%	General Assessment	\$	218,296	\$	213,051	\$	5,245	2%	
Revenue - All Other Sources		16,954		12,936	4,018	31%	Revenue - All Other Sources		16,954		16,934		20	0%	
Total General Revenue		235,250		231,230	4,020		Total General Revenue		235,250		229,985		5,265		
Expenses:							Expenses:								
Salaries, Benefits, PR Tax		76,574		106,429	29,855	28%	Salaries, Benefits, PR Tax		76,574		118,228		41,654	35%	
Repairs & Maintenance		13,360		19,243	5,883	31%	Repairs & Maintenance		13,360		31,000		17,640	57%	
Contracted Services		56,848		46,176	(10,672)	-23%	Contracted Services		56,848		36,930		(19,918)	-54%	
Pool Expense & Utilities		16,460		14,767	(1,693)	-11%	Pool Expense & Utilities		16,460		26,740		10,280	38%	
Utilities & Insurance		22,193		23,550	1,357	6%	Utilities & Insurance		22,193		23,033		840	4%	
Other Expenses (incl taxes)		20,834		18,112	(2,722)	-15%	Other Expenses (incl taxes)		20,834		17,029		(3,805)	-22%	
Total General Expenses		206,269		228,277	22,008		Total General Expenses		206,269		252,960		39,376		
General Net Income	\$	28,981	\$	2,953	#####	-881%	General Net Income	\$	28,981	\$	(22,975)	\$	51,956	>-100%	
Water							Water								
Revenue - Water Use Fees	\$	144,763	\$	143,792	\$	971	1%	Revenue - Water Use Fees	\$	144,763	\$	136,856	\$	7,907	6%
Revenue - All Other Sources		12,040		4,359	7,681	176%	Revenue - All Other Sources		12,040		4,435		7,605	171%	
Total Water Revenue		156,803		148,151	8,652		Total Water Revenue		156,803		141,291		15,512		
Expenses:							Expenses:								
Salaries, Benefits, PR Tax		41,029		53,045	12,016	23%	Salaries, Benefits, PR Tax		41,029		52,248		11,219	21%	
Repairs & Maintenance		605		6,600	5,995	91%	Repairs & Maintenance		605		1,223		618	51%	
Contracted Services		17,592		17,406	(186)	-1%	Contracted Services		17,592		15,975		(1,617)	-10%	
Utilities & Insurance		15,874		16,967	1,093	6%	Utilities & Insurance		15,874		16,573		699	4%	
Other Expenses (incl taxes)		14,262		12,245	(2,017)	-16%	Other Expenses (incl taxes)		14,262		8,952		(5,310)	-59%	
Total Water Expenses		89,362		106,263	16,901		Total Water Expenses		89,362		94,971		5,609		
Water Net Income	\$	67,441	\$	41,888	#####	61%	Water Net Income	\$	67,441	\$	46,320	\$	21,121	46%	
Marina							Marina								
Revenue - Moorage/Parking	\$	74,719	\$	50,167	\$	24,552	49%	Revenue - Moorage/Parking	\$	74,719	\$	64,136	\$	10,583	17%
Revenue - All Other Sources		19,242		10,790	8,452	78%	Revenue - All Other Sources		19,242		11,728		7,514	64%	
Total Marina Revenue		93,961		60,957	33,004		Total Marina Revenue		93,961		75,864		18,097		
Expenses:							Expenses:								
Salaries, Benefits, PR Tax		13,719		17,166	3,447	20%	Salaries, Benefits, PR Tax		13,719		17,866		4,147	23%	
Repairs & Maintenance		15,590		12,334	(3,256)	-26%	Repairs & Maintenance		15,590		16,682		1,092	0%	
Contracted Services		5,313		4,236	(1,077)	-25%	Contracted Services		5,313		5,627		314	6%	
Utilities & Insurance		12,206		11,133	(1,073)	-10%	Utilities & Insurance		12,206		12,638		432	3%	
Other Expenses (incl taxes)		2,023		4,509	2,486	55%	Other Expenses (incl taxes)		2,023		2,357		334	14%	
Total Marina Expenses		48,851		49,378	527		Total Marina Expenses		48,851		55,170		6,319		
Marina Net Income	\$	45,110	\$	11,579	#####	290%	Marina Net Income	\$	45,110	\$	20,694	\$	24,416	118%	
Net Income/Loss from Combined Operations, No Reserve Activity	\$	141,532	\$	56,420	\$	85,112	151%	Net Income/Loss from Combined Operations, No Reserve Activity	\$	141,532	\$	44,039	\$	97,493	221%
Reserve Activity							**Reserve Activity								
Routine Reserve Assessment		128,840		129,613	(773)	-1%	Routine Reserve Revenue		128,840		126,771		2,069	2%	
Reserve Interest - all **		-		1,500	(1,500)	-100%	Reserve Interest - all		-		-		0	>100%	
Less: Reserve Offset**		(128,840)		(129,752)	912		Less: Reserve Offset		(128,840)		(126,854)		(1,986)		
Net Reserve Activity	\$	-	\$	1,361	\$	(1,361)	-100%	Gross Reserve Activity	\$	-	\$	(83)	\$	83	-100%

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

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New Members for September Meeting

Stephanie Armesto purchased lot 17-3 Vancouver Dr from Dan Swanson
Joel Tondreau purchased 151 Vancouver Dr from Terry & Janet Thearle
Rob & Gina Rose purchased 40 Fir Pl from Brian & Beth Etscheid
Harold Grubb & Ivana Halvorsen purchased 228 San Juan Pl from Phil & Margaret Grate
Stephen & Abigail Kikikis purchased 350 S Palmer Dr from Dennis McDaniels
Georgia Thomatos purchased lot 20-3 N Palmer from William Johnson Estate

ENVIRONMENTAL COMMITTEE MINUTES
August 9, 2022, 9:15 am (picnic shelter outside clubhouse)

ATTENDANCE: Chris Buzzard, Judy Gelwicks, Pat Gulick, Anne Jimenez, Steve McDevitt, Ruth Ross, Robin Scherting, Lori VanDeMark, Richard VanDeMark

I. CALL TO ORDER: Steve called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: Pat moved and Robin seconded that the minutes of the July 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: \$1861.51 (reflects payments to PTMSC of \$150 for beach walk and \$52.36 to Ruth Ross for food for beach walk).

IV. NEW BUSINESS

- A. Welcome to new EC Co-Chair:** The Board has approved Chris Buzzard as the new co-chair of the CG Environmental Committee. Chris will serve from May through mid-October, and will begin chairing the meeting in Sept 2022. The committee is seeking a second co-chair to serve the rest of the year.
- B. Pétanque courts:** A work party will take place on Tuesday August 16 to weed and clean the courts. Ruth will send out a notification.
- C. October plans:** The committee discussed plans for Halloween. The pool committee and social club have expressed interest in helping or taking over one or both. A meeting will be scheduled with representatives from the 3 groups. *[Addendum: The groups' reps met Aug 22. It was decided that the Environmental Committee will host the Halloween party as a fundraiser as in the past, but will not be doing the Trunk or Treat. The pool committee is considering the T or T.]*
- D. Updating volunteer list:** Ruth will clean up and update the volunteer list and send it out for discussion at the Sept meeting.
- E. Low tide beach walk:** It was decided to hold a low tide beach walk on August 11 at 9:30 am. Steve will ask Teri to send out an email blast to the community.
- F. Approve Styrofoam recycling notice for submission to CG newsletter:** Jo Blair asked the committee to approve the Styrofoam recycling notice to be submitted to the newsletter. The notice was unanimously approved.

IV. OLD BUSINESS

- A. Waterfront festival Aug 20:** The committee will have a table from 3:00-5:30 pm to sell flower booklets and mountain maps and have a sign-up sheet for people to be added to the committee email list.
- B. Ravine steps:** The steps in the ravine up to Huckleberry Place have been completed. Chuck Hommel's team of workers will be having a pizza party at the Pour House to celebrate. Chris moved and Ruth seconded that the committee cover the cost of the pizza for the party. This was unanimously approved and Ruth will let Chuck know. Chris will also put together a short article for the newsletter to acknowledge this great contribution to the community. Ruth will contact Chuck for good pictures we can include.
- C. Plaque for the bell:** Richard reported that the Tom Jay foundry has closed. He will explore other options for a cast plaque. The committee needs to finalize

wording concerning Bob Carter, his father, and the history of the bell for approval by Jan Carter.

- D. Annual beach walk** on July 14 was very successful with 60-80 people participating. Gabriele Sanchez has notified us that the charge for providing guides for the annual CG Beach Walk will be \$300 from now on, which is what is usually charged for other educational programs. PTMSC has been paid \$150 for their services and Ruth has been reimbursed \$52.36 for food.
- E. Update concerning the light on the flag at the marina:** Varn has worked with the marina committee and the light has been appropriately adjusted.
- F. Hemlock removal:** Peninsula Environmental has removed seed heads
- G. Berm ad hoc committee:** bids being obtained from contractors. Recommendations for choosing a contractor and approving funds will be presented to the Board by the ad hoc committee.

The meeting was adjourned at 10:10 am.

Respectfully submitted
Ruth Ross, Secretary

Pool Committee Meeting
8/2/2022

Called to order at 3 pm by Chair: Penny Jensen

Members Present: Patty Dunmire; Kriss Edwards; John Galm; Sandy Gulin; Marta Krissovich, Linda Mollino; Mardella Rowland; Robin Scherting; Marnie Woodward, Cape George Manager; Jane Ludwig, Board President and Board Liaison to Pool Committee

Financial Report:

Approx \$3494.11 in our Fund-Raising account.

Minutes of Last Meeting: Minutes were reviewed and there was a motion by John and second by John to accept the minutes and they were then accepted by the group.

Old Business

Discussion Items	Discussion	Decision/Member Responsibility
Banners/Flags to replace over the pool		All flags have been received and installed
Grab Bars for the Shower (priority)		Sandi will purchase bars, one for each of the showers. She and Jose will install
Lights for Entrance and alcove to pool		Entrance lights under way
Commercial baby changing table		Signs have been created to ask those using the Baby Changing Station to please wipe it down for the next user. Decision made not to provide the wipes at this time.
Rack for Foam Weights	Additional shelf is needed.	Marta is taking the lead on what is needed. Cost \$162.00
Weights		Additional weights were discussed, and the group made a motion to give Patty permission to budget an additional \$300 to purchase additional weights, both medium and heavy weights. Marta to send the link to Penny about which weights are needed.
Receptacle for Noodles		Marta: pending. Marta to investigate.
Tall Cabinet for misc. items		Installed
Lockers for shower rooms.		On the future list

Power lift for accessing pool for disabled folks. No update.	John agreed to do some investigation on cost and requirements.	John will report at next meeting
Pool Vacuum	Still being evaluated	Patty/Kriss
Wall Mounted Sound System.	On the future list	Patty/Marta
Water Extraction Spinner.	Still being requested. Discussion about the need. Consensuses of the group it is not justified at this point.	No further action

New Business:

<u>New Item</u> : Lap timer purchase: item was requested by a member.	Discussion about where it would be placed and cost.	Kriss agreed to obtain additional information. We'd like info from member who made request.
Discussion Items	Discussion	Decision/Member Responsibility
Resurfacing of the pool in the future	When it is done, new lines will need to be done to indicate the lanes	On hold currently
Second Water Aerobics class	Information being gathered. Possibility of Tuesday and Thursday from 9am to 10am but it is important that the aerobics class not interfere with lap swim times	10/17 begins 5x/week classes
Rule regarding use of inflatables in the pool		No change to rule re inflatables in the pool
Gift for Donnie Weathersby, Maintenance Manager	Gift for Donnie for all his work on the additions to the pool area. Voted on last month.	Donnie to receive a \$25.00 gift certificate to the local Pro Shop. Penny will purchase.
Reserving the Pool	There was much discussion about when reserving the pool does this limit use by other members. There is no cost currently to reserve the pool.	Decision made to put this on hold at this time as additional information is needed. Linda to check with Port Ludlow about their agreement in reserving their pools. Should we charge for pool reservations?

<p>Concrete repairs</p>	<p>Marnie received a concrete bid for \$5100 (\$3200 for the pool areas and \$1900 for areas around the wall) to resurface the area between the adult and children’s pool and the areas around the pool where there is leakage including the area between the pool and the fitness center. Pool resurfacing both adult and children’s pool would wait to 2023, reserve budget.</p>	<p>Marnie to follow-up with additional bids as there is only \$4030 in the pool budget for this repair. Decision made to resurface area between adult and children's pool.</p>
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- Next Meeting : October 4, 2022, 3 pm, Clubhouse

Cape George Colony Club
Technology Committee
September 15, 2022, 1:30 P.M.
Meeting Notes

The first Technology Committee Meeting was called to order at 1:31 p.m. on September 15, 2022.

- a. Committee members present: Christine Castigliano, Jay Hubert, Rick Kint, Diana Luckevich, Gary Nelson, Susan Sanford, and Bob Sullivan
- b. Committee members absent: Terri Brown, Linda Mollino and Shelly Strom
- c. Board liaison: Jane Ludwig, Board President
- d. Also present: Marnie Levy, Cape George Genl. Manager

The purpose of the Technology Committee

The purpose of the Technology Committee is to review the status of Cape George technology and make recommendations to the Board.

Subcommittee format

Committee members will participate in a subcommittee which will discuss, research, and bring recommendations, including specific products and cost estimates, to the Technology Committee. The Technology Committee will then make recommendations to the Board.

Technology subcommittees

1. **Website Redesign subcommittee:** Christine Castigliano, Diana Luckevich, Linda Mollino, Shelly Strom, and Terri Brown
2. **Technology Systems and Technology Infrastructure:** Jay Hubert, Rick Kint, Gary Nelson, and Bob Sullivan

Marnie Levy and Susan Sanford will participate on both subcommittees.

Subcommittees will arrange initial meetings to take place prior to the full technology committee meeting on Oct. 20th at which time they will report their progress.

Additional business

- Gary would like to make a short presentation at the next meeting about fiber optics.
- Marnie will distribute notes and committee contacts so the subcommittees can meet.
- The next meeting will be held on October 21 (the third Thursday of the month) at 1:30 p.m. by Zoom.

Next meeting and adjournment

The next meeting will be held on Thursday, October 20 (the third Thursday of the month) at 1:30 p.m. by Zoom.

The meeting adjourned at 2:28 p.m.

Village Mailbox Committee Meeting Report.

The Village Mailbox Committee met on September 16th. The following information was discussed:

1. 177 mail boxes will be needed
2. 3 design options were presented (all new boxes, mix of old new and keep current boxes)
3. Once designs have been drawn, committee will meet with residents as well as mail carriers to discuss what the best option would be, taking into account resident preferences as well as USPS requirements.
4. Committee will meet again within next two weeks

Betsy Coddington

Cape George Water Advisory Committee Meeting Report Sept 6, 2022

The meeting was held at 4 PM September 6, 2022, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Board Liaison Bart Mooyman-Beck, Carl Berger, Scott Carpenter, and Chair Marty Gilmore.

The committee did not meet in August.

Water tank diving and inspection was completed; no issues were found. Seepage showing on the external faces of the tanks is normal for concrete water tanks.

The water leak under Hemlock Drive was located and repaired. The leak was caused by a split in poly pipe and the repair took longer than expected because the needed repair parts are hard to find. The poly material is no longer used for water piping and has an unusual diameter, which makes parts hard to locate. Jose is obtaining a quote for the necessary spare parts for future repairs.

The new telemetry system was installed and is working well. The system will monitor performance data for the next year to determine usage trends; usage trends will help the Water Manager run the system more efficiently. Next year, the Highlands booster pumps will be added to the telemetry system at an estimated cost of \$5000. Marnie will be trained on telemetry system use next week.

The Committee is requesting that a pressure tank be added to the discharge of the Highlands booster pumps. The tank will reduce the frequency of pump cycling and will reduce power costs and maintenance frequency. The pressure tank would be funded in the 2023 budget, at an estimated cost of \$3000.

Cape George has renewed its insurance for the community. Marnie and the Committee will review coverage as it affects the water system.

A Level 1 Reserve Study will be performed in 2023. Once the dates are known, the Committee will obtain updated bids and likely replacement timeframes for major equipment and other system components.

The next scheduled meeting will be Tuesday, October 4, 2022, at 4 PM in the clubhouse.



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

08/01/2022 – 08/31/2022

Prepared by:

Community
 **Financials**

Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
6	Aged Owner Balance	The list of owners with balances over 30 days.
7	Prepaid Owners	The list of owners with a prepaid balance.
8	Check Register	The list of all checks written for a community during a period of time.
9	Bank Reconciliation	Bank reconciliation history for a given bank account.
10	Bank Reconciliation	Bank reconciliation history for a given bank account.
11	Bank Reconciliation	Bank reconciliation history for a given bank account.
12	Bank Reconciliation	Bank reconciliation history for a given bank account.
13	Bank Reconciliation	Bank reconciliation history for a given bank account.
14	Bank Reconciliation	Bank reconciliation history for a given bank account.
15	Bank Reconciliation	Bank reconciliation history for a given bank account.
16	Bank Reconciliation	Bank reconciliation history for a given bank account.
17	General Ledger Detail	Shows General Ledger activity and supporting information for a given time period.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 08/31/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$107,133.53	\$0.00	\$107,133.53
01106-001 OP - PPB 0125 New	\$153,675.84	\$0.00	\$153,675.84
01107-001 Oper Savings - General - Chase 5161	\$100,044.59	\$0.00	\$100,044.59
Operating Cash Total	\$361,414.57	\$0.00	\$361,414.57
Reserve Cash			
01108-001 Reserve Invest - General	\$0.00	\$1,795.00	\$1,795.00
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$260,330.45	\$260,330.45
01111-008 ICS Accounts- PPB Bank	\$50,250.63	\$0.00	\$50,250.63
01150-001 PPB - 6mo CD # 1015 Exp 02/02/2023	\$0.00	\$77,052.13	\$77,052.13
01170-001 Kitsap Bank- Money Market	\$0.00	\$100,524.39	\$100,524.39
01173-001 Kitsap Bank Intra FL-CD # 8152	\$0.00	\$475,236.91	\$475,236.91
01173-002 Kitsap Bank Intra FL-CD # 2008	\$0.00	\$400,356.81	\$400,356.81
01195-001 Due to / from Reserves -General	\$0.00	(\$49,197.30)	(\$49,197.30)
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-001 Due From / TO Operating - General	\$49,197.30	\$0.00	\$49,197.30
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$97,370.37	\$1,268,175.95	\$1,365,546.32
Current Assets			
01201-001 Accts Receivables General	\$8,464.01	\$0.00	\$8,464.01
01201-002 Accts Receivables Water	\$1,523.00	\$0.00	\$1,523.00
01201-003 Accts Receivables Marina	\$353.00	\$0.00	\$353.00
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-099 Acct Rec - Reserve Assessment	\$3,330.78	\$0.00	\$3,330.78
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$5,650.64	\$0.00	\$5,650.64
Current Assets Total	\$14,720.43	\$0.00	\$14,720.43
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$76,413.20	\$0.00	\$76,413.20
01406-001 Accum Depletion Land Improv - General	(\$18,429.42)	\$0.00	(\$18,429.42)
01411-001 Buildings General - General	\$904,677.90	\$0.00	\$904,677.90
01415-001 Accum Deprec Blds General - General	(\$623,317.41)	\$0.00	(\$623,317.41)
01421-001 Equip/Veh Assets General	\$134,804.08	\$0.00	\$134,804.08
01425-001 Accum Deprc Equip/Veh Gen	(\$101,304.72)	\$0.00	(\$101,304.72)
01431-002 Water System Improvements	\$1,068,319.08	\$0.00	\$1,068,319.08
01435-005 Accum Deprec Wtr/Grwth	(\$644,497.96)	\$0.00	(\$644,497.96)
01451-011 Roads Special	\$1,148,799.98	\$0.00	\$1,148,799.98
01455-011 Accum Deprec Roads Rds	(\$853,159.41)	\$0.00	(\$853,159.41)
01460-003 Marina Improvements - Marina	\$812,351.84	\$0.00	\$812,351.84
01461-003 Accum Depreciation-Marina - Marina	(\$272,646.68)	\$0.00	(\$272,646.68)
01490-001 CIP - Construction in Progress - General	\$529.89	\$0.00	\$529.89

Account	Operating	Reserves	Total
01490-002 CIP - Construction in Progress - Water	\$6,621.11	\$0.00	\$6,621.11
Fixed Assets Total	\$1,669,383.64	\$0.00	\$1,669,383.64
Other Assets			
01501-001 Prepaid Insurance General - General	\$38,194.88	\$0.00	\$38,194.88
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41
Other Assets Total	\$40,339.29	\$0.00	\$40,339.29
Total Assets:	\$2,183,228.30	\$1,268,175.95	\$3,451,404.25

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02101-001 Accts Payable Gen - General	\$8,077.00	\$0.00	\$8,077.00
02103-001 Accts Payable Comm Gen - General	\$877.13	\$0.00	\$877.13
02105-001 940 PR Tax Payable	\$44.39	\$0.00	\$44.39
02111-001 Vacation Payable - General	\$6,895.26	\$0.00	\$6,895.26
02120-001 Prepaid Income General	\$28,334.02	\$0.00	\$28,334.02
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	\$2,878.48	\$0.00	\$2,878.48
02130-003 Interest Rec Reserves	\$0.00	(\$841.00)	(\$841.00)
02510-001 Deferred Income - General	\$27,689.89	\$0.00	\$27,689.89
02510-002 Deferred Income - Water	\$19,221.41	\$0.00	\$19,221.41
02510-099 Deferred Income - Reserves	\$16,276.80	\$0.00	\$16,276.80
Current Liability Total	\$111,619.38	(\$841.00)	\$110,778.38
Total Liabilities:	\$111,619.38	(\$841.00)	\$110,778.38

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,196,646.80	\$1,196,646.80
03005-001 Reserves Fund - General	\$0.00	(\$211,692.05)	(\$211,692.05)
03005-002 Reserves Fund - Water	\$0.00	\$97,206.85	\$97,206.85
03005-003 Reserves Fund - Marina	\$0.00	\$125,025.00	\$125,025.00
03050-001 CY - RESERVE EXPENSE - General	\$0.00	\$73,832.21	\$73,832.21
03050-003 CY - RESERVES EXPENSE - Marina	\$0.00	(\$19,795.49)	(\$19,795.49)
03510-001 CY - RESERVE INTEREST: - General	\$0.00	\$8,025.63	\$8,025.63
03510-002 Reserve Interest - Water	\$0.00	(\$75.00)	(\$75.00)
03510-003 Reserve Interest - Marina	\$0.00	(\$157.00)	(\$157.00)
03600-001 Fund Balance - General	\$1,916,954.68	\$0.00	\$1,916,954.68
Fund Balances Total	\$1,916,954.68	\$1,269,016.95	\$3,185,971.63
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66
Equity Total	\$13,163.68	\$0.00	\$13,163.68

<u>Account</u>	<u>Operating</u>	<u>Reserves</u>	<u>Total</u>
Current Year Net Income/(Loss)	\$141,490.56	\$0.00	\$141,490.56
Total Equity:	\$2,071,608.92	\$1,269,016.95	\$3,340,625.87
Total Liabilities & Equity	\$2,183,228.30	\$1,268,175.95	\$3,451,404.25

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

General

Start: 08/01/2022 | End: 08/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-001 Reserve Income General	0.00	0.00	0.00	110.00	0.00	110.00	0.00
04101-001 Annual Assess General	27,686.11	27,686.11	0.00	218,296.13	218,294.14	1.99	329,038.58
04107-001 Lot Mow Fees General - General	2,700.00	916.67	1,783.33	8,730.00	7,333.36	1,396.64	11,000.00
04108-001 Comm Center Rental	345.00	93.75	251.25	1,380.00	750.00	630.00	1,125.00
04110-001 Marina Wait List - General	0.00	120.92	(120.92)	100.00	967.36	(867.36)	1,451.00
04113-001 Late Fee Income	420.00	129.17	290.83	1,980.50	1,033.36	947.14	1,550.00
04115-001 Other Fees General	80.00	25.00	55.00	300.00	200.00	100.00	300.00
04301-001 Int Income - Oper General - Ge...	2.20	4.67	(2.47)	50.44	37.36	13.08	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	2,212.79	358.00	1,854.79	537.00
04801-001 Misc Income- General	230.00	83.33	146.67	309.48	666.64	(357.16)	1,000.00
04805-001 Rental Application Fee - Gener...	0.00	0.00	0.00	80.00	0.00	80.00	0.00
04806-001 Fines - General	0.00	95.83	(95.83)	(42.50)	766.64	(809.14)	1,150.00
04807-001 Access Cards/FOB's - General	240.00	62.50	177.50	1,245.00	500.00	745.00	750.00
04808-001 Phone Directories - General	278.00	40.33	237.67	608.00	322.64	285.36	484.00
Income Total	31,981.31	29,303.03	2,678.28	235,359.84	231,229.50	4,130.34	348,441.58

Total Income	31,981.31	29,303.03	2,678.28	235,359.84	231,229.50	4,130.34	348,441.58
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Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	1,339.05	974.67	(364.38)	6,792.99	7,797.36	1,004.37	11,696.00
05101-001 Wages - Manager- General	4,163.39	4,638.58	475.19	13,303.12	37,108.64	23,805.52	55,663.00
05103-001 Wages-Caretakers- General	2,913.38	2,710.67	(202.71)	20,686.45	21,685.36	998.91	32,528.00
05104-001 Wages-Office Admin. General	1,798.55	1,898.17	99.62	21,016.53	15,185.36	(5,831.17)	22,778.00
05120-001 Benefits General	967.79	1,812.92	845.13	9,318.72	14,503.36	5,184.64	21,755.00
05201-001 Payroll Taxes General	1,003.36	1,268.58	265.22	5,456.43	10,148.64	4,692.21	15,223.00
Salaries, Benefits & Tax Total	12,185.52	13,303.59	1,118.07	76,574.24	106,428.72	29,854.48	159,643.00

Repairs & Maintenance

05301-001 R & M Buildings- General	2,243.29	385.42	(1,857.87)	8,074.20	3,083.36	(4,990.84)	4,625.00
05302-001 R & M Roads & Drainage	0.00	833.33	833.33	764.41	6,666.64	5,902.23	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	292.00	292.00	438.00
05304-001 R & M Vehicles	254.16	183.33	(70.83)	441.58	1,466.64	1,025.06	2,200.00
05305-001 R & M Equipment	0.00	229.17	229.17	464.02	1,833.36	1,369.34	2,750.00
05307-001 R & M Wells, Tanks & Pipes - G...	69.78	0.00	(69.78)	69.78	0.00	(69.78)	0.00
05310-001 R & M Grounds	80.09	560.42	480.33	3,616.39	4,483.36	866.97	6,725.00
05313-001 R & M Swimming Pool -NEW	(2,062.97)	177.08	2,240.05	762.69	1,416.64	653.95	2,125.00
Repairs & Maintenance Total	584.35	2,405.25	1,820.90	14,193.07	19,242.00	5,048.93	28,863.00

Contracted Services

05401-001 Contract Service Copier Equip-...	243.40	239.58	(3.82)	2,198.72	1,916.64	(282.08)	2,875.00
05402-001 Contract Service - Legal - Gen...	0.00	1,000.00	1,000.00	8,685.50	8,000.00	(685.50)	12,000.00
05403-001 Contract Service -Accounting -...	2,283.62	1,784.83	(498.79)	18,671.61	14,278.64	(4,392.97)	21,418.00
05404-001 Contract Service - General	787.30	0.00	(787.30)	1,076.08	0.00	(1,076.08)	0.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05405-001 Contract Service - Lot Mow	0.00	916.67	916.67	5,856.49	7,333.36	1,476.87	11,000.00
05406-001 Contract Service-Other General	(3,063.13)	20.83	3,083.96	4,907.15	166.64	(4,740.51)	250.00
05407-001 Contracted Service -Janitorial...	1,395.00	739.58	(655.42)	7,205.63	5,916.64	(1,288.99)	8,875.00
05408-001 Contracted Services - Accting ...	0.00	125.00	125.00	2,351.44	1,000.00	(1,351.44)	1,500.00
05409-001 Contracted Service - Pest Cont...	329.48	102.08	(227.40)	1,275.38	816.64	(458.74)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	1,083.36	1,083.36	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	700.00	700.00	1,050.00
05412-001 Contracted Service - Cable Int...	78.32	193.25	114.93	621.56	1,546.00	924.44	2,319.00
05413-001 Contracted Service - Noxious W...	3,498.20	427.08	(3,071.12)	3,498.20	3,416.64	(81.56)	5,125.00
Contracted Services Total	5,552.19	5,771.82	219.63	56,347.76	46,174.56	(10,173.20)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	137.36	137.36	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	325.36	325.36	488.00
05507-001 Other Tax,License,Fee Gen	50.00	172.92	122.92	2,051.59	1,383.36	(668.23)	2,075.00
05508-001 Federal Income Tax - General	0.00	0.00	0.00	1,168.50	0.00	(1,168.50)	0.00
Property and other Taxes Total	50.00	230.76	180.76	3,220.09	1,846.08	(1,374.01)	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	518.69	187.50	(331.19)	3,131.68	1,500.00	(1,631.68)	2,250.00
05602-001 New Water Meters - General	0.00	0.00	0.00	(1,019.63)	0.00	1,019.63	0.00
05604-001 Vehicle Gas & Oil General	502.19	152.08	(350.11)	3,303.65	1,216.64	(2,087.01)	1,825.00
05605-001 Supplies- General	537.87	327.08	(210.79)	5,393.78	2,616.64	(2,777.14)	3,925.00
05606-001 Small Tools & Equip Gen	690.82	360.00	(330.82)	2,466.44	2,880.00	413.56	4,320.00
05607-001 Supplies General Pool - NEW	567.30	200.00	(367.30)	2,241.63	1,600.00	(641.63)	2,400.00
05608-001 Utilities Pool - NEW	1,654.89	1,468.75	(186.14)	13,455.22	11,750.00	(1,705.22)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	1,515.36	1,515.36	2,273.00
Supplies, Small Tools, Etc.. Total	4,471.76	2,884.83	(1,586.93)	28,972.77	23,078.64	(5,894.13)	34,618.00
Utilities							
05701-001 Utilities General	320.24	543.75	223.51	3,943.29	4,350.00	406.71	6,525.00
05702-001 Telephone- General	339.85	443.75	103.90	2,483.28	3,550.00	1,066.72	5,325.00
Utilities Total	660.09	987.50	327.41	6,426.57	7,900.00	1,473.43	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	2,033.35	1,956.25	(77.10)	15,766.28	15,650.00	(116.28)	23,475.00
05705-001 Postage - General	0.00	244.42	244.42	1,769.43	1,955.36	185.93	2,933.00
05707-001 Misc. Expense - General	379.72	550.17	170.45	2,823.49	4,401.36	1,577.87	6,602.00
05708-001 Certification/Education -Gen.	0.00	200.00	200.00	174.95	1,600.00	1,425.05	2,400.00
Insurances, Postage, Education, Misc. Total	2,413.07	2,950.84	537.77	20,534.15	23,606.72	3,072.57	35,410.00
Total Expense	25,916.98	28,534.59	2,617.61	206,268.65	228,276.72	22,008.07	342,415.00
Net Income	6,064.33	768.44	5,295.89	29,091.19	2,952.78	26,138.41	6,026.58

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Water

Start: 08/01/2022 | End: 08/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	18,678.73	18,608.33	70.40	144,762.59	143,791.66	970.93	218,225.00
04105-002 Water Hookup Fees - Water	2,200.00	300.00	1,900.00	6,600.00	2,400.00	4,200.00	3,600.00
04106-002 Excess Water Use	0.00	244.83	(244.83)	5,440.00	1,958.64	3,481.36	2,938.00
Income Total	20,878.73	19,153.16	1,725.57	156,802.59	148,150.30	8,652.29	224,763.00
Total Income	20,878.73	19,153.16	1,725.57	156,802.59	148,150.30	8,652.29	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	772.61	349.08	(423.53)	3,919.47	2,792.64	(1,126.83)	4,189.00
05101-002 Wages- Manager - Water	2,095.62	2,333.58	237.96	7,233.39	18,668.64	11,435.25	28,003.00
05103-002 Wages-Caretakers-WaterOperator	1,466.44	1,337.67	(128.77)	10,412.43	10,701.36	288.93	16,052.00
05104-002 Wages-Office Admin. -Water	905.29	955.25	49.96	10,687.78	7,642.00	(3,045.78)	11,463.00
05120-002 Benefits - Water	469.60	1,046.75	577.15	5,659.23	8,374.00	2,714.77	12,561.00
05201-002 Payroll Taxes Water	482.31	608.25	125.94	3,116.88	4,866.00	1,749.12	7,299.00
Salaries, Benefits & Tax Total	6,191.87	6,630.58	438.71	41,029.18	53,044.64	12,015.46	79,567.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	1,166.64	1,166.64	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	66.64	66.64	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	1,033.36	1,033.36	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	833.36	833.36	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	236.79	270.83	34.04	605.38	2,166.64	1,561.26	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	1,333.36	1,333.36	2,000.00
Repairs & Maintenance Total	236.79	825.00	588.21	605.38	6,600.00	5,994.62	9,900.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	666.64	666.64	1,000.00
05403-002 Contract Service- Acctg- Water	682.23	573.67	(108.56)	5,681.61	4,589.36	(1,092.25)	6,884.00
05404-002 Contract Service - Water	1,632.00	1,300.00	(332.00)	11,842.00	10,400.00	(1,442.00)	15,600.00
05406-002 Contract Service- Other Water	0.00	218.75	218.75	67.76	1,750.00	1,682.24	2,625.00
Contracted Services Total	2,314.23	2,175.75	(138.48)	17,591.37	17,406.00	(185.37)	26,109.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	1,020.52	0.00	(1,020.52)	8,100.17	5,000.00	(3,100.17)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	900.00	900.00	900.00
05507-002 Other Tax, License, Fee Wtr	0.00	83.33	83.33	861.05	666.64	(194.41)	1,000.00
Property and other Taxes Total	1,020.52	83.33	(937.19)	8,961.22	6,566.64	(2,394.58)	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	89.58	89.58	0.00	716.64	716.64	1,075.00
05604-002 Vehicle Gas & Oil - Water	0.00	170.83	170.83	125.85	1,366.64	1,240.79	2,050.00
05605-002 Supplies- Water	395.86	250.00	(145.86)	4,866.01	2,000.00	(2,866.01)	3,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05606-002 Small Tools & Equip Water	0.00	72.92	72.92	0.00	583.36	583.36	875.00
05607-002 Supplies General Pool - Water	0.00	0.00	0.00	113.38	0.00	(113.38)	0.00
Supplies, Small Tools, Etc.. Total	395.86	583.33	187.47	5,105.24	4,666.64	(438.60)	7,000.00
Utilities							
05701-002 Utilities Water	1,278.33	989.58	(288.75)	6,293.45	7,916.64	1,623.19	11,875.00
05702-002 Telephone-Water	311.29	35.92	(275.37)	1,829.24	287.36	(1,541.88)	431.00
Utilities Total	1,589.62	1,025.50	(564.12)	8,122.69	8,204.00	81.31	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	999.64	960.42	(39.22)	7,751.06	7,683.36	(67.70)	11,525.00
05705-002 Postage-Water	0.00	131.25	131.25	150.08	1,050.00	899.92	1,575.00
05707-002 Misc. Expense - Water	0.00	114.58	114.58	46.00	916.64	870.64	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	125.36	125.36	188.00
Insurances, Postage, Education, Misc. Total	999.64	1,221.92	222.28	7,947.14	9,775.36	1,828.22	14,663.00
Total Expense	12,748.53	12,545.41	(203.12)	89,362.22	106,263.28	16,901.06	161,445.00
Net Income	8,130.20	6,607.75	1,522.45	67,440.37	41,887.02	25,553.35	63,318.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Marina

Start: 08/01/2022 | End: 08/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	0.00	625.00	(625.00)	10,120.00	5,000.00	5,120.00	7,500.00
04109-003 Marina Moorage - Marina	230.00	5,645.83	(5,415.83)	64,599.00	45,166.64	19,432.36	67,750.00
04110-003 Marina Wait List Forfeiture	400.00	0.00	400.00	3,100.00	0.00	3,100.00	0.00
04112-003 Ramp Fee	300.00	308.33	(8.33)	3,600.00	2,466.64	1,133.36	3,700.00
04114-003 Daily Moorage/Ramp Fees	120.00	58.33	61.67	312.00	466.64	(154.64)	700.00
04802-003 Dock Boxes - Marina	20.00	0.00	20.00	780.00	0.00	780.00	0.00
04803-003 Dock Electric Fee - Marina	0.00	648.75	(648.75)	7,250.00	5,190.00	2,060.00	7,785.00
04804-003 Small Boats - Marina	300.00	333.33	(33.33)	4,200.00	2,666.64	1,533.36	4,000.00
Income Total	1,370.00	7,619.57	(6,249.57)	93,961.00	60,956.56	33,004.44	91,435.00
Total Income	1,370.00	7,619.57	(6,249.57)	93,961.00	60,956.56	33,004.44	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	258.31	99.67	(158.64)	1,310.47	797.36	(513.11)	1,196.00
05101-003 Wages-Manager-Marina	703.18	781.33	78.15	2,427.16	6,250.64	3,823.48	9,376.00
05103-003 Wages-Caretaker Marina	492.06	396.08	(95.98)	3,493.86	3,168.64	(325.22)	4,753.00
05104-003 Wages-Office Admin. -Marina	303.77	320.00	16.23	3,587.27	2,560.00	(1,027.27)	3,840.00
05120-003 Benefits-Marina	157.03	352.42	195.39	1,893.98	2,819.36	925.38	4,229.00
05201-003 Payroll Taxes - Marina	155.85	196.25	40.40	1,007.15	1,570.00	562.85	2,355.00
Salaries, Benefits & Tax Total	2,070.20	2,145.75	75.55	13,719.89	17,166.00	3,446.11	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	66.64	66.64	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	200.00	200.00	300.00
05305-003 R & M Equipment - Marina	0.00	18.75	18.75	214.64	150.00	(64.64)	225.00
05308-003 R & M- Docks & Ramps - Marina	100.08	281.25	181.17	5,726.02	2,250.00	(3,476.02)	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	9,427.98	9,000.00	(427.98)	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	220.93	666.64	445.71	1,000.00
Repairs & Maintenance Total	100.08	1,541.66	1,441.58	15,589.57	12,333.28	(3,256.29)	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	317.27	239.92	(77.35)	2,706.73	1,919.36	(787.37)	2,879.00
05404-003 Contract Service - Marina	(1,364.86)	52.08	1,416.94	651.00	416.64	(234.36)	625.00
05406-003 Contract Service- Other Marina	156.41	168.75	12.34	1,185.37	1,350.00	164.63	2,025.00
05410-003 Contracted Service - Sanitatio...	770.08	68.75	(701.33)	770.08	550.00	(220.08)	825.00
Contracted Services Total	(121.10)	529.50	650.60	5,313.18	4,236.00	(1,077.18)	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	0.00	6.25	6.25	0.00	50.00	50.00	75.00
05507-003 Other license, fee - marina	0.00	130.25	130.25	30.64	1,042.00	1,011.36	1,563.00
Property and other Taxes Total	0.00	136.50	136.50	30.64	1,092.00	1,061.36	1,638.00

Supplies, Small Tools, Etc..

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05601-003 Office Supplies-Marina	0.00	38.58	38.58	432.41	308.64	(123.77)	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	0.00	400.00	400.00	600.00
05604-003 Vehicle Gas & Oil Marina	0.00	3.17	3.17	37.04	25.36	(11.68)	38.00
05605-003 Supplies- Marina	32.69	185.42	152.73	928.70	1,483.36	554.66	2,225.00
05606-003 Small Tools & Equip Marina	0.00	93.75	93.75	163.24	750.00	586.76	1,125.00
Supplies, Small Tools, Etc.. Total	32.69	370.92	338.23	1,561.39	2,967.36	1,405.97	4,451.00
Utilities							
05701-003 Utilities Marina	396.62	666.67	270.05	5,863.30	5,333.36	(529.94)	8,000.00
Utilities Total	396.62	666.67	270.05	5,863.30	5,333.36	(529.94)	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	816.01	725.00	(91.01)	6,342.62	5,800.00	(542.62)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	150.07	200.00	49.93	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	280.42	250.00	(30.42)	375.00
Insurances, Postage, Education, Misc. Total	816.01	781.25	(34.76)	6,773.11	6,250.00	(523.11)	9,375.00
Total Expense	3,294.50	6,172.25	2,877.75	48,851.08	49,378.00	526.92	74,067.00
Net Income	(1,924.50)	1,447.32	(3,371.82)	45,109.92	11,578.56	33,531.36	17,368.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Cost Center 900

Start: 08/01/2022 | End: 08/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 REserve Income ALL	16,253.78	16,253.78	0.00	128,730.22	129,613.90	(883.68)	194,629.00
04055-900 Reserve Interest All	0.00	187.50	(187.50)	0.00	1,500.00	(1,500.00)	2,250.00
Income Total	16,253.78	16,441.28	(187.50)	128,730.22	131,113.90	(2,383.68)	196,879.00
Total Income	16,253.78	16,441.28	(187.50)	128,730.22	131,113.90	(2,383.68)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	16,253.78	16,219.08	(34.70)	128,840.22	129,752.64	912.42	194,629.00
Deprec, Interest & Bad Debt Total	16,253.78	16,219.08	(34.70)	128,840.22	129,752.64	912.42	194,629.00
Total Expense	16,253.78	16,219.08	(34.70)	128,840.22	129,752.64	912.42	194,629.00
Net Income	0.00	222.20	(222.20)	(110.00)	1,361.26	(1,471.26)	2,250.00



Cape George Colony Club

Regular Board of Trustees Meeting

October 27, 2022, 3:00 p.m.

Via Zoom

Variance Hearing

2:45 p.m.

(before the regular meeting)

Cape George Colony Club

Variance Hearings

2:45 p.m. Zoom Meeting

56 Huckleberry

Joanne Vermilion

Relief from setback from 25' to 20'

Regular Board of Trustees Meeting Agenda

October 27, 2022, 3:00 p.m.

Via Zoom

- A. President's Comments and Announcements – Jane Ludwig
There will be an Executive Session at the end of this meeting to discuss member violations.
- B. Action on Minutes – Pat Gulick
1. Approve minutes of the regular Board Meeting dated September 29, 2022
 2. Approve minutes of the Special Meeting dated October 17, 2022
- C. Manager's Report – Marnie Levy
- D. Treasurer's Report – Fayla Schwartz
- E. New Members – Pat Gulick
- F. October 2022 Committee Reports/Meeting Minutes
- G. Information items or documents submitted to the Trustees at Study Session
1. The Ballot for approval of the 2023 Budget is in the mail. Please make sure the office receives your ballot, by mail or in person, by 2 p.m. on Monday, November 28.
 2. Purchase of two security camera kits for surveillance of mail kiosks – Marnie Levy
 3. Cape George Colony Club MIS05 Fine Schedule review and revision for Nov. Board of Trustees Meeting – Marnie Levy
 4. The proposed Marina Rule and Regulation Changes will be published in the November Newsletter for Member Comments – Mike Heckinger
- H. Member Participation:
NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**
- I. New Business Agenda Items (*Consider approval of the following listed agenda items*)
- Motion 1. I move to approve Gary Nelson organizing a petition to Jefferson County PUD to explore bringing fiber optic service to Cape George. – Fayla Schwartz
- Motion 2. I move to accept the 2021 Financial Audit submitted to us by Newman CPA, PC. – Fayla Schwartz
- Motion 3. I move to authorize Jane Ludwig, President, and Fayla Schwartz, Treasurer to sign the Representation letter to be sent from Cape George to Newman CPA, PC. – Fayla Schwartz

Motion 4. I move to authorize transfer of \$53,879 excess 2021 income from our operational account at Pacific Premier Bank to our reserves account at Pacific Premier Bank. – Fayla Schwartz

Motion 5. Motion to approve Craig Muma as Marina Chairperson, and Penny Jensen as Marina Harbormaster. – Mike Heckinger

Motion 6. Motion to approve Rain Garden Fence Proposal by the Environmental Committee – Pat Gulick

Motion 7. I move to close the Cape George office to the public on Veterans' Day (November 11, 2022) so that the Manager and Office Administrator can organize office files and supplies. – Fayla Schwartz

J. Open Board Discussion – Trustee Discussion Only

K. Executive Session

L. Announcements:

- Mon., Nov. 14, 3 p.m. – Study Session, via ZOOM meeting
- Thurs., Nov. 17, 3 p.m. – Board Meeting, via ZOOM meeting
- Mon., Nov. 28, 2 p.m. – Budget Ballots must be returned by mail or by hand
- Tues., Nov. 29, Ballots counted by the Election Committee
- Wed., Nov. 30, 3 p.m. – Budget Ratification Meeting

M. Adjournment

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

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

VARIANCE REQUEST

Name: <u>Joanne Vermilion</u>		Date: <u>8-29-22</u>
Mailing Street Address: <u>56 Huckleberry Place</u>	City: <u>Port Townsend</u>	State & Zip: <u>WA 98368</u>
Telephone (day): <u>360-531-2121</u>	Telephone (evening): <u>360-531-2121</u>	
Legal Location: Blk No. _____ Colony <input type="checkbox"/> Div No.: <u>6</u> Village <input checked="" type="checkbox"/> Lot No.: <u>1</u> Highlands <input type="checkbox"/>	Street Name and No.: <u>56 Huckleberry Place</u>	

Requesting variance for:
 Home Manufactured/Mobile Home Addition Outbuilding Other

Description of Variance item:
Relief From the 25' setback to 20'

1. Attach elevation sketch to scale showing lot slope, location of house and road.
2. Attach sketch of plot plan to scale showing building(s) footprint, driveway and direction of land slope.

Reason for variance:
Due to the curve of the street AND slope of the property.

Owner's or Agent's Signature: Joanne Vermilion Date: 8-29-2022

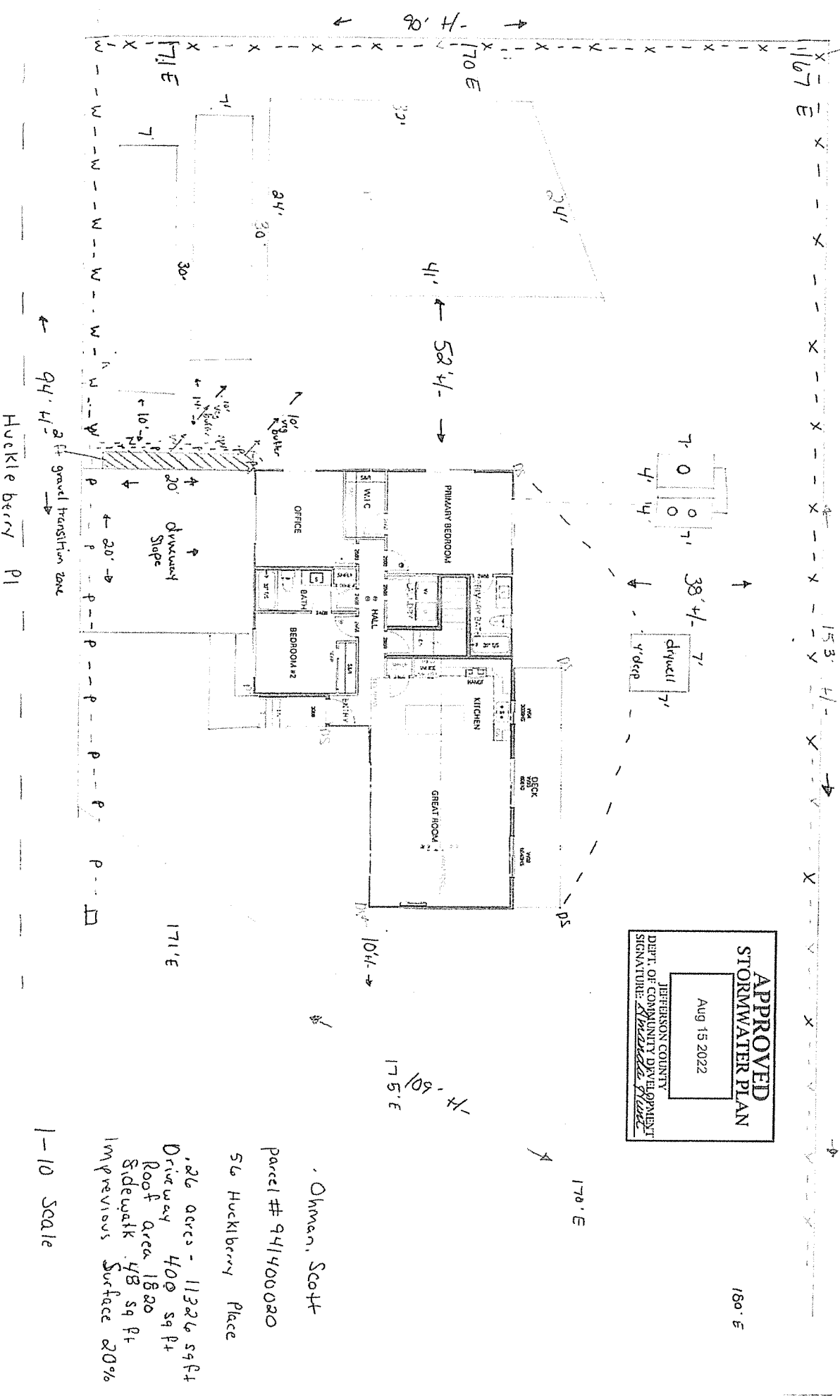
----- CLUB USE ONLY -----

Your request for a variance has been reviewed and the following decision rendered at a meeting of the Board Trustees on _____ (date)

<input type="checkbox"/>	Your request is hereby approved.
<input type="checkbox"/>	Your request is hereby denied for the following reason(s); see policy for variances on reverse side:

Signature: _____ Title: _____ Date: _____

BLD2022-00354
Silt fence



APPROVED
STORMWATER PLAN
 Aug 15 2022
 JERIKSON COUNTY
 DEPT. OF COMMUNITY DEVELOPMENT
 SIGNATURE: *[Signature]*

Ohman, Scott
 parcel # 941400020
 56 Huckleberry Place
 .26 acres - 11326 sq ft
 Driveway 400 sq ft
 Roof area 1820
 Sidewalk 48 sq ft
 Impervious Surface 20%
 1-10 Scale

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

Prior to the regular Board meeting two variance hearings were held. The hearings were called to order by President, Jane Ludwig, at 2:40.

Variance request for Lot 15-4 Quinault Loop: Bart Mooyman-Beck moved, and Fayla Schwartz seconded, to postpone a decision for further information, including a site plan with the home's footprint, square footage of the proposed home and what impact with or without the extra 5' setback would cause. Passed-4/0

Variance request for 407 Saddle Dr: Bart Mooyman-Beck moved and Pat Gulick seconded, to approve the request for relief of the 17' height restriction for a new build in the Highlands. Passed- 4/0

The Board Meeting was called to order by President, Jane Ludwig at 3:02 pm

There will be an Executive Session at the end of this meeting to discuss items which will include a member requested appeal and personnel matters.

In Attendance: Jane Ludwig, Fayla Schwartz, Pat Gulick, Betsy Coddington, and Bart Mooyman-Beck

Action on Minutes: Pat Gulick moved, and Fayla Schwartz seconded to approve the minutes of the regular Board Meeting dated – August 25, 2022. Passed – 4/0

New Members: Welcome to our newest members.

Stephanie Armesto purchased lot 17-3 Vancouver Dr from Dan Swanson

Joel Tondreau purchased 151 Vancouver Dr from Terry & Janet Thearle

Rob & Gina Rose purchased 40 Fir Pl from Brian & Beth Etscheid

Harold Grubb & Ivana Halvorsen purchased 228 San Juan Pl from Phil & Margaret Grate

Stephen & Abigail Kikikis purchased 350 S Palmer Dr from Dennis McDaniels

Georgia Thomatos purchased lot 20-3 N Palmer from William Johnson Estate

Managers' Report: September

It has been a joy to step outside just before dawn to see clear skies and Orion in the southern sky.

The Labor Day Potluck Barbecue was well attended. Cape George Colony residents are finally able to enjoy the relative openness after the waves of Covid shutdowns.

The Marina-hosted Crab Feast was an amazing feat! The Marina Committee outdid themselves catching and cooking and serving the crab as well as managing the regatta and boat parade. Thank you to every single person who helped make that community-wide event a grand success!

The Wooden Boat Festival in Port Townsend was interesting and fun. I ran into a few friends from Cape George Colony and know that many of our residents volunteered to help make the Wooden Boat Festival a success.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

Thank You

Many thanks to Cassie Reeves, Carol "Woody" Wood, and Linda Mollino, from Office Administrator Terri Brown and me for stepping in to help while Terri was on a much-deserved vacation. Also, thank you to the other wonderful people who offered to help in the office while Terri was away!

In addition, when we had complaints about a barking dog, I spoke to the owner who told me he was in the hospital. Cassie called him and arranged to pick up the lonely pup for a few nights. Thank you so much Cassie for this neighborly gift that helped the owner, the dog, and the neighbors!

Thank you Gulin family artists! The Pool Committee held a celebration honoring Eric and Mike Gulin who provided the artwork for two of the new flags flying over the Cape George Colony pool. Sammy the Seal and Ollie the Otter are featured on the flags. They are cartoon characters created by Eric and Mike. Sandi Gulin's beautiful sign that graces the pool entrance was also recreated as a flag, which is between Eric and Mike's flags!

2023 Budget Update

Finance Committee Chair Nancy Charpentier has been working tirelessly with Treasurer Fayla Schwartz, President Jane Ludwig, me, and many other people to prepare the 2023 budget. The proposed budget will be presented at a Special Budget Meeting on October 17.

Within thirty days after the Board of Trustees approves the budget, it will be sent to the members to be voted on. Unless a majority of the membership votes against the budget it will be adopted for 2023.

Everything Else

Ad Hoc Technology Committee. Ten tech-talented people are on the new committee, plus Jane Ludwig, as board liaison, and me. The meeting notes will be included in the minutes section of this board report and published in the newsletter.

Memorial Park Gazebo. Early in the morning on September 13, someone attempted to burn the gazebo at Memorial Park. The fire department and sheriff's department were called. We haven't had any luck in finding the arsonist. Fortunately, the gazebo can be repaired.

Berm Repair. For now, the beautiful tree stumps near the horseshoe pit are an art installation. Soon they will be put to good use as part of the berm repair. The excavating company will deliver additional materials to the marina over the next few weeks before the repairs take place.

Road repairs. Building and Roads Committee Co-chair George Martin is working to obtain an estimate to make patch repairs to Cape George roads before the rain sets in.

Patience. Thank you to homeowners and committee members for your patience as we wait for vendors and suppliers to catch up with supply orders and maintenance/repair requests. It has been difficult for us to find some supplies, to obtain bids, and to schedule trades people in the area.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

Barking dogs. Please be aware that your dog might be nervous when you aren't home and have a tendency to bark for long periods. I receive several such calls and letters from neighbors reporting barking dogs every month who don't want to complain but want the owner to be aware.

Administration

1. The annual backflow assembly test letters were mailed in early September. The reports are due by October 10, 2022. Instructions are included in the letter.
2. Reminder: Please do not post any candidate signage on community property.
3. Another reminder: The tables and chairs in the Clubhouse are NOT to be removed or borrowed.

Violations

September violations include barking dog complaints and several landscape maintenance issues.

If you have any questions or comment, please contact me by phone or email, or make an appointment to meet with me at the office!

In Addition: The Village mailboxes were ransacked overnight this week. A reminder to residents to pick up your mail daily if at all possible.

Treasurer's Report: Fayla Schwartz

Cape George Treasurer's Report

August 31, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled, and reviewed.

Comparison between August 2022 and August 2021 shows a much higher Cash Basis income. This is the result of two factors: \$45,000 savings in payroll costs due to the extended vacancy of the General Manager position and adoption of the new employee medical benefits program, and \$26,000 revenue increases due to more water and marina users.

INCOME STATEMENT COMMENTS

General Operations:

- Net Income was \$26,000 over budget, primarily due to \$30,000 savings in payroll and benefits costs (see explanations above)
- Compared to last year, we saved \$42,000 in payroll costs and \$18,000 in Repairs and Maintenance. The latter is due to later expenditures for road repairs (have not occurred yet this year), and \$6000 less spent on other grounds and buildings repairs compared to last year.
- Contracted Services costs were \$20,000 higher this August than last year at this time. These costs include \$9000 more in legal fees (\$4000 of that was generated in 2021), and \$11,000 for other services including a \$4000 increase in janitorial service due to change in assistant caretaker's hours and duties,

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

and \$7000 for accounting services (\$3000 of that was for 2021 invoices that were just presented to us this year and a service fee increase).

Water Operations:

Repair and Maintenance costs were under budget in August but will come up to budget expectations when the recent well cleaning invoices are put into the records.

New water meter installations brought in about \$8000.

Marina Operations:

August revenue is substantially over budget because nearly all Marina income is collected early in the year, but the budget spreads it out over the whole 12 months. The Marina collected \$94,000 in 2022, whereas \$91,000 was budgeted.

OTHER COMMENTS

We have completed the process of evening out the bank accounts at three banks (Pacific Premier, Chase, and Kitsap Banks) and our CDARS (IntraFi Network) accounts, so that we are no longer over the FDIC limits at any of these banks. These new balances will show on the September bank statements.

We have changed the signers at all three banks to represent only individuals currently on the Board and the General Manager.

The Finance Committee, the General Manager, the President, and I have been working on the 2023 budget and will have a budget to present to the Board before the Budget meeting in October.

Karen Krug has been working with the auditors and we hope to have the 2021 audit completed in the next few weeks.

CAPE GEORGE COLONY CLUB

As of Aug 31, 2022

<i>Balance Sheet as of August 31, 2022 and 2021 - Preliminary Subject to Audit</i>						
Assets	2022	2021		Liabilities and Fund Balances	2022	2021
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking & Petty Cash	\$ 107,695	\$ 19,076	465%	Accounts Payable & Other Liabilities	\$ 81,916	\$ 74,694
Operating Savings & ICS	303,972	300,092	1%	Prepaid Income	28,334	48,587
Reserves - General, Water & Marina	1,315,295	1,198,180	10%	Unearned Income, Marina Wait List	528	1,284
Total Cash & Equivalents	1,726,962	1,517,348	14%	Total Current Liabilities	110,778	124,565
Net Accounts Receivable	14,720	18,727	-21%	FUND BALANCES:		
Total Net Fixed Assets	1,669,384	1,677,339	0%	Fund Balances & Equity (Combined)	3,199,136	3,080,791
Total Prepaid & Other Assets	40,339	33,802	19%	Modified Cash Basis Income	141,491	41,860
TOTAL ASSETS	\$3,451,405	\$3,247,216	6%	TOTAL LIABILITIES & FUND BALANCE	\$3,451,405	\$3,247,216

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

Sept 29, 2022

via ZOOM

Draft

*Summary Revenue and Expense Statements for the periods ended August 31, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

2022 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2022 YTD	2021 YTD**	Variance	%
General					General				
General Assessment	\$ 218,296	\$ 218,294	2	0%	General Assessment	\$ 218,296	\$ 213,051	\$ 5,245	2%
Revenue - All Other Sources	16,954	12,936	4,018	31%	Revenue - All Other Sources	16,954	16,934	20	0%
Total General Revenue	235,250	231,230	4,020		Total General Revenue	235,250	229,985	5,265	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	76,574	106,429	29,855	28%	Salaries, Benefits, PR Tax	76,574	118,228	41,654	35%
Repairs & Maintenance	13,360	19,243	5,883	31%	Repairs & Maintenance	13,360	31,000	17,640	57%
Contracted Services	56,848	46,176	(10,672)	-23%	Contracted Services	56,848	36,930	(19,918)	-54%
Pool Expense & Utilities	16,460	14,767	(1,693)	-11%	Pool Expense & Utilities	16,460	26,740	10,280	38%
Utilities & Insurance	22,193	23,550	1,357	6%	Utilities & Insurance	22,193	23,033	840	4%
Other Expenses (incl taxes)	20,834	18,112	(2,722)	-15%	Other Expenses (incl taxes)	20,834	17,029	(3,805)	-22%
Total General Expenses	206,269	228,277	22,008		Total General Expenses	206,269	252,960	39,376	
General Net Income	\$ 28,981	\$ 2,953	\$ 26,028	-881%	General Net Income	\$ 28,981	\$ (22,975)	\$ 51,956	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 144,763	\$ 143,792	\$ 971	1%	Revenue - Water Use Fees	\$ 144,763	\$ 136,856	\$ 7,907	6%
Revenue - All Other Sources	12,040	4,359	7,681	176%	Revenue - All Other Sources	12,040	4,435	7,605	171%
Total Water Revenue	156,803	148,151	8,652		Total Water Revenue	156,803	141,291	15,512	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	41,029	53,045	12,016	23%	Salaries, Benefits, PR Tax	41,029	52,248	11,219	21%
Repairs & Maintenance	605	6,600	5,995	91%	Repairs & Maintenance	605	1,223	618	51%
Contracted Services	17,592	17,406	(186)	-1%	Contracted Services	17,592	15,975	(1,617)	-10%
Utilities & Insurance	15,874	16,967	1,093	6%	Utilities & Insurance	15,874	16,573	699	4%
Other Expenses (incl taxes)	14,262	12,245	(2,017)	-16%	Other Expenses (incl taxes)	14,262	8,952	(5,310)	-59%
Total Water Expenses	89,362	106,263	16,901		Total Water Expenses	89,362	94,971	5,609	
Water Net Income	\$ 67,441	\$ 41,888	\$ 25,553	61%	Water Net Income	\$ 67,441	\$ 46,320	\$ 21,121	46%
Marina					Marina				
Revenue - Moorage/Parking	\$ 74,719	\$ 50,167	\$ 24,552	49%	Revenue - Moorage/Parking	\$ 74,719	\$ 64,136	\$ 10,583	17%
Revenue - All Other Sources	19,242	10,790	8,452	78%	Revenue - All Other Sources	19,242	11,728	7,514	64%
Total Marina Revenue	93,961	60,957	33,004		Total Marina Revenue	93,961	75,864	18,097	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	13,719	17,166	3,447	20%	Salaries, Benefits, PR Tax	13,719	17,866	4,147	23%
Repairs & Maintenance	15,590	12,334	(3,256)	-26%	Repairs & Maintenance	15,590	16,682	1,092	0%
Contracted Services	5,313	4,236	(1,077)	-25%	Contracted Services	5,313	5,627	314	6%
Utilities & Insurance	12,206	11,133	(1,073)	-10%	Utilities & Insurance	12,206	12,638	432	3%
Other Expenses (incl taxes)	2,023	4,509	2,486	55%	Other Expenses (incl taxes)	2,023	2,357	334	14%
Total Marina Expenses	48,851	49,378	527		Total Marina Expenses	48,851	55,170	6,319	
Marina Net Income	\$ 45,110	\$ 11,579	\$ 33,531	290%	Marina Net Income	\$ 45,110	\$ 20,694	\$ 24,416	118%
Net Income/Loss from Combined Operations, No Reserve Activity					Net Income/Loss from Combined Operations, No Reserve Activity				
	\$ 141,532	\$ 56,420	\$ 85,112	151%		\$ 141,532	\$ 44,039	\$ 97,493	221%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	128,840	129,613	(773)	-1%	Routine Reserve Revenue	128,840	126,771	2,069	2%
Reserve Interest - all **	-	1,500	(1,500)	-100%	Reserve Interest - all	-	-	0	>100%
Less: Reserve Offset***	(128,840)	(129,752)	912		Less: Reserve Offset	(128,840)	(126,854)	(1,986)	
Net Reserve Activity	\$ -	\$ 1,361	\$ (1,361)	-100%	Gross Reserve Activity	\$ -	\$ (83)	\$ 83	-100%

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental, Pool, Technology, Village Mailbox and Water. The reports are attached to these minutes and incorporated by reference.

Member participation: Nancy Charpentier asked why a discussion of mailboxes was added to today's Executive Session and not open discussion. The manager wanted to propose an idea to the trustees before

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

pursuing action which may have legal ramifications. If the idea moves forward it will be presented during open discussion.

New Business Action Items:

Motion 1: Pat Gulick moved, and Fayla Schwartz seconded, to approve Dianne Tamblyn as co-chair of Election Committee – Passed- 4/0

Motion 2: Fayla Schwartz moved, and Betsy Coddington seconded, to authorize Collette Carpenter to act as a pro bono HR/ADP consultant with access to the ADP system when Human Resources and payroll guidance/advice /auditing is needed pertaining to Cape George Colony business for the President, Treasurer, General Manager, and Chair of the Finance Committee on an ad hoc basis. This position will require Collette to re-sign a confidentiality agreement – Passed- 4/0

Open Board Discussion: none.

Adjournment: Pat Gulick moved, and Betsy Coddington seconded to adjourn the regular session and move to Executive Session at 3:30 pm. Passed - 4/0

Adjournment: at Gulick moved, and Fayla Schwartz seconded to adjourn the Executive Session and move to the regular session at 4:13 pm. Passed – 4/0

Motion 3: Bart Mooyman-Beck moved, and Pat Gulick seconded to support the manager’s decision of August 3rd concerning a hedge complaint in the Village. – Passed 4/0

Motion 4: Bart Mooyman moved, and Fayla Schwartz seconded to approve a pilot program to monitor the common area around the Village mailboxes with surveillance equipment and signage. – Passed 4/0.

Adjournment: Betsy Coddington moved, and Fayla Schwartz seconded to adjourn the Board Meeting at 4:16 pm. Passed – 4/0

Announcements:

- Oct. 1 – Member quarterly assessments are due
- Mon., Oct. 17, 3 p.m. – Special Board Meeting, 2023 Operating Budget, via ZOOM meeting
- Mon., Oct. 24, 3 p.m. – Study Session, via ZOOM meeting
- Thurs., Oct. 27, 3 p.m. – Board Meeting, via ZOOM meeting

Submitted by:

Approved by:

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

Pat Gulick, Secretary

Jane Ludwig, President

ENVIRONMENTAL COMMITTEE MINUTES
August 9, 2022, 9:15 am (picnic shelter outside clubhouse)

ATTENDANCE: Chris Buzzard, Judy Gelwicks, Pat Gulick, Anne Jimenez, Steve McDevitt, Ruth Ross, Robin Scherting, Lori VanDeMark, Richard VanDeMark

I. CALL TO ORDER: Steve called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: Pat moved, and Robin seconded that the minutes of the July 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: \$1861.51 (reflects payments to PTMSC of \$150 for beach walk and \$52.36 to Ruth Ross for food for beach walk).

IV. NEW BUSINESS

- A. Welcome to new EC Co-Chair:** The Board has approved Chris Buzzard as the new co-chair of the CG Environmental Committee. Chris will serve from May through mid-October and will begin chairing the meeting in Sept 2022. The committee is seeking a second co-chair to serve the rest of the year.
- B. Pétanque courts:** A work party will take place on Tuesday August 16 to weed and clean the courts. Ruth will send out a notification.
- C. October plans:** The committee discussed plans for Halloween. The pool committee and social club have expressed interest in helping or taking over one or both. A meeting will be scheduled with representatives from the 3 groups. *[Addendum: The groups' reps met Aug 22. It was decided that the Environmental Committee will host the Halloween party as a fundraiser as in the past but will not be doing the Trunk or Treat. The pool committee is considering the T or T.]*
- D. Updating volunteer list:** Ruth will clean up and update the volunteer list and send it out for discussion at the Sept meeting.
- E. Low tide beach walk:** It was decided to hold a low tide beach walk on August 11 at 9:30 am. Steve will ask Teri to send out an email blast to the community.
- F. Approve Styrofoam recycling notice for submission to CG newsletter:** Jo Blair asked the committee to approve the Styrofoam recycling notice to be submitted to the newsletter. The notice was unanimously approved.

IV. OLD BUSINESS

- A. Waterfront festival Aug 20:** The committee will have a table from 3:00-5:30 pm to sell flower booklets and mountain maps and have a sign-up sheet for people to be added to the committee email list.
- B. Ravine steps:** The steps in the ravine up to Huckleberry Place have been completed. Chuck Hommel's team of workers will be having a pizza party at the Pour House to celebrate. Chris moved and Ruth seconded that the committee cover the cost of the pizza for the party. This was unanimously approved, and Ruth will let Chuck know. Chris will also put together a short

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

article for the newsletter to acknowledge this great contribution to the community. Ruth will contact Chuck for good pictures we can include.

- C. Plaque for the bell:** Richard reported that the Tom Jay foundry has closed. He will explore other options for a cast plaque. The committee needs to finalize wording concerning Bob Carter, his father, and the history of the bell for approval by Jan Carter.
- D. Annual beach walk** on July 14 was very successful with 60-80 people participating. Gabriele Sanchez has notified us that the charge for providing guides for the annual CG Beach Walk will be \$300 from now on, which is what is usually charged for other educational programs. PTMSC has been paid \$150 for their services and Ruth has been reimbursed \$52.36 for food.
- E. Update concerning the light on the flag at the marina:** Varn has worked with the marina committee and the light has been appropriately adjusted.
- F. Hemlock removal:** Peninsula Environmental has removed seed heads
- G. Berm ad hoc committee:** bids being obtained from contractors. Recommendations for choosing a contractor and approving funds will be presented to the Board by the ad hoc committee.

The meeting was adjourned at 10:10 am.

Respectfully submitted
Ruth Ross, Secretary

Pool Committee Meeting

8/2/2022

Called to order at 3 pm by Chair: Penny Jensen

Members Present: Patty Dunmire; Kriss Edwards; John Galm; Sandy Gulin; Marta Krissovich, Linda Mollino; Mardella Rowland; Robin Scherting; Marnie Woodward, Cape George Manager; Jane Ludwig, Board President, and Board Liaison to Pool Committee

Financial Report:

Approx \$3494.11 in our Fund-Raising account.

Minutes of Last Meeting: Minutes were reviewed and there was a motion by John and second by John to accept the minutes and they were then accepted by the group.

Old Business

Discussion Items	Discussion	Decision/Member Responsibility
Banners/Flags to replace over the pool		All flags have been received and installed
Grab Bars for the Shower (priority)		Sandi will purchase bars, one for each of the showers. She and Jose will install

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

Lights for Entrance and alcove to pool		Entrance lights under way
Commercial baby changing table		Signs have been created to ask those using the Baby Changing Station to please wipe it down for the next user. Decision made not to provide the wipes at this time.
Rack for Foam Weights	Additional shelf is needed.	Marta is taking the lead on what is needed. Cost \$162.00
Weights		Additional weights were discussed, and the group made a motion to give Patty permission to budget an additional \$300 to purchase additional weights, both medium and heavy weights. Marta to send the link to Penny about which weights are needed.
Receptacle for Noodles		Marta: pending. Marta to investigate.
Tall Cabinet for misc. items		Installed
Lockers for shower rooms.		On the future list
Power lift for accessing pool for disabled folks. No update.	John agreed to do some investigation on cost and requirements.	John will report at next meeting
Pool Vacuum	Still being evaluated	Patty/Kriss
Wall Mounted Sound System.	On the future list	Patty/Marta
Water Extraction Spinner.	Still being requested. Discussion about the need. Consensuses of the group it is not justified at this point.	No further action

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 Sept 29, 2022
 via ZOOM
 Draft

New Business:

<u>New Item:</u> Lap timer purchase: item was requested by a member.	Discussion about where it would be placed and cost.	Kriss agreed to obtain additional information. We'd like info from member who made request.
Discussion Items	Discussion	Decision/Member Responsibility
Resurfacing of the pool in the future	When it is done, new lines will need to be done to indicate the lanes	On hold currently
Second Water Aerobics class	Information being gathered. Possibility of Tuesday and Thursday from 9am to 10am but it is important that the aerobics class not interfere with lap swim times	10/17 begins 5x/week classes
Rule regarding use of inflatables in the pool		No change to rule re inflatables in the pool
Gift for Donnie Weathersby, Maintenance Manager	Gift for Donnie for all his work on the additions to the pool area. Voted on last month.	Donnie to receive a \$25.00 gift certificate to the local Pro Shop. Penny will purchase.
Reserving the Pool	There was much discussion about when reserving the pool does this limit use by other members. There is no cost currently to reserve the pool.	Decision made to put this on hold at this time as additional information is needed. Linda to check with Port Ludlow about their agreement in reserving their pools. Should we charge for pool reservations?
Concrete repairs	Marnie received a concrete bid for \$5100 (\$3200 for the pool areas and \$1900 for areas around	Marnie to follow-up with additional bids as there is only \$4030 in the pool budget for this repair.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

	the wall) to resurface the area between the adult and children's pool and the areas around the pool where there is leakage including the area between the pool and the fitness center. Pool resurfacing both adult and children's pool would wait to 2023, reserve budget.	Decision made to resurface area between adult and children's pool.
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- Next Meeting : October 4, 2022, 3 pm, Clubhouse

Cape George Colony Club

Technology Committee

September 15, 2022, 1:30 P.M.

Meeting Notes

The first Technology Committee Meeting was called to order at 1:31 p.m. on September 15, 2022.

- Committee members present: Christine Castigliano, Jay Hubert, Rick Kint, Diana Luckevich, Gary Nelson, Susan Sanford, and Bob Sullivan
- Committee members absent: Terri Brown, Linda Mollino and Shelly Strom
- Board liaison: Jane Ludwig, Board President
- Also present: Marnie Levy, Cape George Genl. Manager

The purpose of the Technology Committee

The purpose of the Technology Committee is to review the status of Cape George technology and make recommendations to the Board.

Subcommittee format

Committee members will participate in a subcommittee which will discuss, research, and bring recommendations, including specific products and cost estimates, to the Technology Committee. The Technology Committee will then make recommendations to the Board.

Technology subcommittees

- 1. Website Redesign subcommittee:** Christine Castigliano, Diana Luckevich, Linda Mollino, Shelly Strom, and Terri Brown

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

2. **Technology Systems and Technology Infrastructure:** Jay Hubert, Rick Kint, Gary Nelson, and Bob Sullivan

Marnie Levy and Susan Sanford will participate on both subcommittees.

Subcommittees will arrange initial meetings to take place prior to the full technology committee meeting on Oct. 20th at which time they will report their progress.

Additional business

- Gary would like to make a short presentation at the next meeting about fiber optics.
- Marnie will distribute notes and committee contacts so the subcommittees can meet.
- The next meeting will be held on October 21 (the third Thursday of the month) at 1:30 p.m. by Zoom.

Next meeting and adjournment

The next meeting will be held on Thursday, October 20 (the third Thursday of the month) at 1:30 p.m. by Zoom.

The meeting adjourned at 2:28 p.m.

Village Mailbox Committee Meeting Report.

The Village Mailbox Committee met on September 16th. The following information was discussed:

1. 177 mailboxes will be needed
2. 3 design options were presented (all new boxes, mix of old new and keep current boxes)
3. Once designs have been drawn, committee will meet with residents as well as mail carriers to discuss what the best option would be, taking into account resident preferences as well as USPS requirements.
4. Committee will meet again within next two weeks

Betsy Coddington

**Cape George Water Advisory Committee
Meeting Report Sept 6, 2022**

The meeting was held at 4 PM September 6, 2022, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Board Liaison Bart Mooyman-Beck, Carl Berger, Scott Carpenter, and Chair Marty Gilmore.

The committee did not meet in August.

Water tank diving and inspection was completed; no issues were found. Seepage showing on the external faces of the tanks is normal for concrete water tanks.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

Sept 29, 2022

via ZOOM

Draft

The water leak under Hemlock Drive was located and repaired. The leak was caused by a split in poly pipe and the repair took longer than expected because the needed repair parts are hard to find. The poly material is no longer used for water piping and has an unusual diameter, which makes parts hard to locate. Jose is obtaining a quote for the necessary spare parts for future repairs.

The new telemetry system was installed and is working well. The system will monitor performance data for the next year to determine usage trends; usage trends will help the Water Manager run the system more efficiently. Next year, the Highlands booster pumps will be added to the telemetry system at an estimated cost of \$5000. Marnie will be trained on telemetry system use next week.

The Committee is requesting that a pressure tank be added to the discharge of the Highlands booster pumps. The tank will reduce the frequency of pump cycling and will reduce power costs and maintenance frequency. The pressure tank would be funded in the 2023 budget, at an estimated cost of \$3000.

Cape George has renewed its insurance for the community. Marnie and the Committee will review coverage as it affects the water system.

A Level 1 Reserve Study will be performed in 2023. Once the dates are known, the Committee will obtain updated bids and likely replacement timeframes for major equipment and other system components.

The next scheduled meeting will be Tuesday, October 4, 2022, at 4 PM in the clubhouse.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
October 17, 2022
via ZOOM
DRAFT

The Special Board meeting was called to order by President, Jane Ludwig, at 3:02 pm

The purpose of this meeting is to review the proposed 2023 Budget.

In Attendance: Jane Ludwig, Fayla Schwartz, Pat Gulick, Betsy Coddington and Bart Mooyman-Beck.
Absent: John Dwyer, Mike Heckinger

New Business Items:

1. **Motion 1:** Fayla Schwartz moved, and Pat Gulick seconded to accept the Operational Budget as submitted for 2023. Passed – 4/0

2. **Motion 2:** Fayla Schwartz moved, and Bart Mooyman-Beck seconded to approve the Reserved Projects list for 2023 with the proposed additional statement, “ Cape George Colony opted to omit a Level 3 Study in the fall of 2022 in favor of an Enhanced Level 2 study in early 2023 in order to thoroughly and most accurately reflect our current economic status with regards to the ongoing values of the many assets represented in the Study.” Passed - 4/0

Announcements:

- Study Session – Monday, October 24, 2022, 3 pm via Zoom
- Board Meeting - Thursday, October 27, 2022, 3 pm via Zoom

Adjournment: Fayla Schwartz moved, and Bart Mooyman-Beck seconded to adjourn the meeting at 4:05 pm. Passed - 4/0

Pat Gulick, Secretary

Jane Ludwig, President

Cape George Colony Club

Manager's Report

October 2022

Farewell Fall

We have been surrounded by fall colors of orange and red this month. Now it is raining. The snow is like frosting on the mountains. And it is cold. I think we are falling into winter.

Mail Theft

The outgoing USPS mailbox was stolen from the Colony mail kiosk driveway between late afternoon on October 24 and the morning of October 25. If you mailed anything that day in the USPS mailbox, please follow up. Mailboxes were also looted in the morning throughout Cape George Colony Club.

The Ad Hoc Technology Committee, our mail carriers, and the Board are working to add surveillance, but we aren't there yet. Please follow the guidelines sent to the membership via email blast.

Thank You

I want to thank Ernie and Toni, for helping to set up interim security features to monitor the mailbox kiosks. They have gone above and beyond to help curtail the looting of the mailboxes in Cape George Colony Club.

Thank you to the homeowners who responded immediately to a complaint that their lights were too bright at night. They put their lights on a motion sensor, stating that they want to be good neighbors.

And thank you to a second family who aimed their lights toward the ground in respect of a neighbor who enjoys the dark starlit skies in Cape George.

Thank you to Assistant Caretaker Aimee Garrett for reporting real estate signs in the community that cover the emergency street number signs. It is a small gesture that could be a very big deal if a fire or ambulance crew couldn't find an address because "Sold By" signage was blocking the small reflective sign in front of a home.

Thank you so much to Finance Chair Nancy Charpentier and Treasurer Fayla Schwartz for creating, shepherding, and finalizing a 2023 Budget that works.

And many thanks to Karen Krug who has worked tirelessly with our accounting firm to complete the 2021 Audit!

Thank you to all of the volunteers in Cape George Colony Club who bring knowledge, talent, dedication, expertise and generosity to the table throughout the year to make this a great place to live!

2023 Budget Update

The Board of Trustees voted to approve the 2023 Budget at the October 17 budget meeting. We are working on the budget packet which will go out for a vote of the membership on Wednesday, October 26. You will receive a ballot packet that includes the approved 2023 Budget and the Reserves Projects for 2023. The ballot includes a separate vote for each. The ballots can be returned by mail or returned to the office by hand until 2 p.m. on Monday, November 28. The ballots will be counted under the direction of the Election Committee on November 29. If the budget vote passes,

October 2022, Manager's Report

which it will unless 51% of the membership votes NO, the Board will hold a special meeting on November 30 to ratify the 2023 Budget, as stated.

The 2023 Budget will go into effect on January 1, 2023.

Creating a budget with a four percent increase in assessments meant sacrificing some projects. Treasurer Fayla Schwartz explained it well in the 2023 Budget Packet that was emailed to the members on October 14 and is included with the Budget voting material.

A new Caretaker Apprentice job position will be added in January to provide back up for the Caretaker. This job will replace the seasonal assistant caretaker job and will be a half-time, year around position. The goal is to have the person in that position trained in the landscape, pool, tank farm, and other processes to fill in if Donnie is unavailable or takes a vacation. The position will be advertised in January.

Everything Else

Ad Hoc Technology Committee. The Ad Hoc Technology Committee is working in two groups. This month "Team Tech" is focusing on a pilot security program for the mailbox kiosks following a rash of thefts. A proposal for the purchase of security cameras will be discussed later in this study session.

"Team Web" met to begin work on the Cape George Colony Club website. We are looking at features and web design that will include Cape George administration, management, and the Board of Trustees' goals.

As it happens in Cape George Colony, the Ad Hoc Technology Committee members have so much insight, expertise, enthusiasm, and knowledge that the work product of the committee will certainly have a positive impact going forward.

Berm Update. The Berm repairs should begin in the next week. The staging of material for the berm is almost complete.

- As a side note, designated paths over the berm will be discussed after the major repairs are completed.

Road repairs. Lakeside Industries has begun the road repairs throughout the Cape George Colony Club. The specific road repairs were selected to stay within the 2022 budget.

Administration

The annual backflow assembly test letters are due.

Violations

- Several violation letters were sent for landscape maintenance issues.
- The shorter days have more residents stargazing. It is helpful if home security lights are aimed at the ground and that motion sensors are installed instead of continuous bright lighting.

Sincerely,

Marnie Levy

General Manager

Cape George Colony Club

manager@capegeorge.org ~ 360-385-2208

Cape George Treasurer's Report

September 30, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled and reviewed.

Comparison between September 2022 and September 2021 shows a much higher Cash Basis income. This is the result of two factors: \$64,000 savings in payroll costs due to the extended vacancy of the General Manager position and adoption of the new employee medical benefits program, and \$34,000 revenue increases due to more water and marina users.

INCOME STATEMENT COMMENTS

General Operations:

- We have not spent as much in Repairs and Maintenance as we did this time last year because:
 - 1) We are just starting Roads repairs this month, whereas last year they were begun in September, and last year there were some one time costs in electrical repairs, purchase of a new heat pump for the clubhouse, and vehicle repair/maintenance costs.
 - 2) Contracted Services costs were \$20,000 higher this year than last. These include legal fees of \$10,000 over last year, and \$6000 increased accounting charges, due to Community Financials' new billing structure.

Water Operations:

New water meter installations brought in about \$8000.

Marina Operations:

Revenue is substantially over budget because nearly all Marina income is collected early in the year, but the budget spreads it out over the whole 12 months. The Marina collected \$94,000 in 2022, whereas \$91,000 was budgeted.

OTHER COMMENTS

The 2023 budget has been approved by the Board and the ballot asking for approval of the budget and Reserves projects for 2023 is currently being mailed to all members. Please return your ballot promptly.

The 2021 audit has been completed. The Board will vote today to approve it and to transfer the excess income of \$53,879 from Operations to Reserves. After this transfer, we will have the following balances as of December 31, 2021 in the Reserves accounts:

- General Reserves: \$254,183
- Water Reserves: \$897,353
- Marina Reserves: \$ 62,915

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

www.capegeorge.org
office@capegeorge.org

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

New Members for October Meeting

Saul Carranza & Courtney Thrall purchased 97 Pine Dr from Soaring Hawk Holdings LLC
Bob & Sharon Dale purchased 20 Vancouver Pl and lot 57 Vancouver from Patrick Byrne Estate
DCI Investments, LLC purchased lot 52-4 Pine Dr from Robert Jones, Jr.

CG Building and Roads Committee

October 14, 2022

Minutes:

In Attendance: George Martin, Dave Baker, Betsy Coddington, Mike Hinogos, Richard VanDeMark, Marni Levy

1) Discussed the building permits for 330 N Palmer. Determined that the elevation height of the lot was established by the survey marker on the NE Corner. Height was established on several prints. The building height was established on print A1-3. New prints were submitted that referenced an asphalt driveway apron rather than a gravel one.

Signed the building permit, earthworks permit and driveway permit

2) Discussed the Huckleberry Variance again because the hearing was upcoming.

3) Discussed the Quinault Loop Variance again because the hearing was upcoming.

4) Discussed road projects that were approved with funds that were available this year:

a) Repair sink hole	450 Dennis Blvd.	\$2,950
b) Repair road at driveway apron	330 Colman Dr.	\$1,750
c) Repair diversion berm	241 Coleman Dr.	\$200.
d) Diversion berm	441 Ridge Dr.	\$450
e) 60/61 Hemlock road patch.		\$1,150
f) 262 Saddle Dr. repair.		<u>\$1,500</u>

Total: \$8,350

George Martin,
Co-Chair Building and Roads Committee

ENVIRONMENTAL COMMITTEE MINUTES
September 13, 2022, 9:15 am (picnic shelter outside clubhouse)

ATTENDANCE: Pat Gulick, Chris Buzzard, Gina Webber, Patty Dunmire, Lori VanDeMark, Richard VanDeMark, Robin Scherting, Steve McDevitt, Diane Kochendorfer

I. CALL TO ORDER: Chris called the meeting to order at 9:18 am.

II. APPROVAL OF MINUTES: Steve moved and Lori seconded that the minutes of the August 9, 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: \$1,861.51

IV. NEW BUSINESS

- A. Winter programs at the clubhouse:** Possible topics discussed were general coastal erosion and erosion specific to Cape George beach. Committee members to check out resources that may be available to do presentations.
- B. Need for second co-chair:** We are still seeking a co-chair for this committee. Chris Buzzard will continue via ZOOM until one is found. However, she is unavailable for the October 11 meeting. Steve McDevitt will facilitate this meeting.
- C. Rain garden:** The temporary fence is ready to be taken down and replaced by something permanent. 5'8" pressurized posts with rope were suggested. Steve McDevitt will provide proposed plan with approximate cost.

OLD BUSINESS

- A. Halloween Party:** The committee will sponsor a Halloween party on October 29th in the evening. Patty Dunmire and Sue Dunning will organize it. Brats and sauerkraut will be provided. The community will bring side dishes, including scary food items. Pat Gulick will provide gift bags for children. Patty Dunmire will write an article for the newsletter and send out a sign-up for volunteers. Patty Dunmire moved to approve these plans and Gina Webber seconded. Motion passed unanimously.
- B. Review and update volunteer list:** This was started and will be further discussed at next month's meeting.
- C. Waterfront festival:** The committee sold \$80 worth of flower booklets and maps. This sale will be reflected in next month's fiscal report. Three community members asked to be added to the committee email list.
- D. Low tide beach walk:** A well-attended impromptu beach walk was held on August 11 after an email blast was sent from the office. We will have two beach walks next year.
- E. Petanque courts:** A work party was held on August 16 to weed and clean up the courts. Thanks to all the volunteers who helped and special thanks to Richard VanDeMark for using his tiller to clear and smooth the courts. Pat Gulick submitted a receipt of approximately \$20 to be reimbursed for vinegar used to kill weeds.
- F. Chuck Hommel's work group and future plans:** Chuck submitted the pizza receipt from their party and has been reimbursed. The steps in the ravine have

been completed but plants still need to be planted on the sides to stabilize the slopes. Fayla will be consulted. The group hopes to focus on the steps from Victoria Loop to Marina Drive next year.

- G. Plaque for the bell:** The bell has been officially donated to Cape George. A line will be added to our volunteer list to maintain the bell and a very simple plaque will be installed. Richard VanDeMark will get an estimate of cost. Robin Scherting will ask Ross Anderson to write an article for our newsletter once completed.
- H. Update on hemlock removal:** The committee feels that this is too big of an issue for the Environmental Committee to maintain. Robin Scherting moved that the responsibility for control of the hemlock should become a whole community concern rather than that of the Environmental Committee. Gina Webber seconded the motion and it passed unanimously.
- I. Berm ad hoc committee:** The Board has approved funding for needed repairs to the berm and two companies have submitted bids. The committee is concerned that work has not yet started on this project since it would be best to complete it this year.

Diane Kochendorfer moved, and Gina Webber seconded to adjourn the meeting at 10:15. The motion passed unanimously.

Respectfully submitted

Pat Gulick

Fitness Committee Meeting

9/26/2022

Attendees: Allan Zee, Judith Chambliss (Co-Chairs), Marnie Levy (CG Manager), Betsy Coddington (Board Liaison), Phyllis Ballough, Jon Karpilow, Fred Miercort, Linda Mollino, Tom Ramsey, Don Rogers, Mardella Rowland, Robin Schering, and Bill Sery

Absent: Mike Hinojos and Sherry Hanan

Introduction: Agenda and rules of the meeting was reviewed. Roles of the Committee and Members of the Committee and administrative responsibilities were reviewed by Judith: all members agreed (please refer to the agenda)

Assignments

Day-to-Day/Weekly on-going tasks	Committee Member	Frequency
Monitoring supplies that are used in the FC	Mardella has agreed to track supplies and notifying Terri and Marnie (with a cc to Judith and Allan)	Mardella to determine. Addition of tissues and paper towels requested by members.
Maintenance of water cooler	John agreed to put new bottles of water onto cooler as needed	John to determine frequency Mardella to contact Terri regarding water needs
Equipment Oversight	Bill	When alerted
Signage	Linda	Will work with Judith to determine which signs are needed.
Electrical Issues	Bill and Tom	Consulting Only

Additional Discussion Items:

Item	Discussion	Next Steps
Budget	Reserve vs. Fitness Committee Budget from fundraising	Monies that are currently in FC budget are from fundraising and monies transferred from reserve. Budget requests must be submitted by the first of the year. Current amount in the FC budget is: \$10, 954.62. FC funds managed by the social club. Monies set aside for the L-10 treadmill
Fundraiser	To be held in February 2023 to coincide with National Heart Healthy Month. Phyllis, Judith,	More to follow as we get closer. Additional help might be

	<p>and Lori to chair the events. Even will be advertised in the CG Newsletter and submitted to Terri by the 20th of December for the January newsletter. Phyllis has all the posters from this year.</p>	<p>needed by other members of the committee.</p>
<p>Open House</p>	<p>Suggestion made as part of our Fundraising even is to have an open house which was done in the past. This was previously done to introduce community members to the FC and the variety of available machines. There are new community members who may not be aware of the FC or members who have not utilized it for awhile and are not aware of some of the new machines. Suggestion made to have someone demonstrate use of some of the machines.</p>	<p>Further discussion at future meetings</p>
<p>Leak from the Pool</p>	<p>Marnie updated the group. Contractor has put in a bid to seal some of the areas along the pool wall. However she is not convinced that the wetness on the carpet came from the pool. It looks there was a spill that bleached the carpet. Marnie requested she be contacted if the problem reoccurs.</p>	<p>Marnie to make the final decision on next steps but all using the FC should alert her if the problem reoccurs.</p>
<p>Electrical Issues</p>	<p>Bill reviewed what the electrician has done so far. Awaiting the purchase of the new L-10 Treadmill (which had previously been approved) and then the electrician will return to complete the work once the L-10 is in place.</p>	<p>Purchase L-10 Treadmill so the electrical work can be completed.</p>
<p>Equipment: L-10 Treadmill</p>	<p>To be purchased with funds from the FC budget monies and \$3,000 from the reserve budget which was previously approved by the CG Board.</p>	<p>Judith and Allan to follow-up on the purchase, with assistance from Phyllis.</p>

Equipment: L-7 Treadmill	Being replaced by the L-10 and because it has multiple issues, it needs to be disposed of.	Donnie to be notified and Tom agreed to help.
Equipment: L-8 Treadmill	Needs to be evaluated as has intermittent problems (won't start) possibly a mother-board problem). Problems may be related to unit not being on the correct circuit.	Judith, Phyllis and Marnie to coordinate delivery and set-up of L-10 and request an evaluation of L-8.
Welcome Bench	Robin has been coordinating with Mike LaPointe about replacement vs. repair of the bench. Discussion about whether the unit could be painted and not have to be replaced.	John to evaluate the best way to repair and refurbish the bench and coordinate with Mike and get back to the committee.
Phone	Discussion about the need for a phone replacement in the FC. Current phone does not always work.	Phyllis to follow-up with a replacement.
Suggestion Box	Discussion about a suggestion box vs. keeping a pad of paper. Pros and cons discussed of each	Linda to obtain information on the suggestion box that was obtained for the pool area and bring information back to the committee.
Equipment: Bench Press	Repaired or replaced	Mardella had been in-touch with a repair person, but they have gone out of business. Tom put her in touch with another vendor In Boat Haven and she will follow-up
Rules and Regulations	Discussion of whether the rules and regulations need to be updated	Decision made that the rules and regulations dated March 12, 2020 are up to date. Allan to post the latest version and leave extra copies in the FC. Marnie to get copies to Allan

Next Meeting: Monday 10, 31 at 11am

Bat woman has agreed to take on any problems while Allan and Judith are gone during February and March.

Marina Committee Meeting, 4 October 2022 Minutes

11am Cape George Clubhouse

Attendees: 28 members present

Agenda items

- 1) Waterfront Festival: The 2022 Waterfront Festival was reviewed. Items discussed included the contribution of the marina committee of about 200 crab for participants consumption, along with burgers, dogs and side dishes. Provided crab are available, it may be worth providing in future festivals, at a level of about ½ crab per person. It was recommended that servers be provided to expedite service and reduce waste. Care must be taken in food preparation.
- 2) A motion to revise the classification of marina wait list “deposits” to non-refundable “fees” was seconded and passed a vote of membership. Ben Fellows will draft the specific language and submit to the committee.
- 3) Harbormaster Mark Thayer submitted his notice of intent to resign as harbormaster effective 1 November 2022, following two years of exceptional service.
- 4) Marina Committee chair Jim Bodkin notified the committee of the completion of his two-year term and intended resignation concurrent with the appointment of a new harbormaster and marina committee chair.
- 5) Committee members, Mike Heckinger, Geoff McMichael, Nick Muzik, Paul Serafin and Jim Barr agreed to serve on a nominating committee to fill the harbormaster and marina chair positions.

Meeting adjourned 12:20

Next meeting will be Tuesday 1 November, 11 am, provided a member volunteers to chair the meeting.

Pool Committee Meeting

10/4/2022

Called to order at 3 pm by Chair: Penny Jensen

Members: Patty Dunmire; Kriss Edwards (absent); John Galm (absent); Sandy Gulin (absent); Marta Krissovich, Linda Mollino; Mardella Rowland; Robin Scherting; Marnie Woodward, Cape George Manager; Jane Ludwig, Board President and Board Liaison to Pool Committee(absent). New Member: Mike Volkman

Financial Report:

Approx \$3491.11 in our Fund-Raising account.

Minutes of Last Meeting: Minutes were reviewed by all and there was a motion by Robin to accept the minutes and they were seconded by Mardella and then accepted by the group.

Old Business

Discussion Items	Discussion	Decision/Member Responsibility
Grab Bars for the Shower (priority)		Grab bars have been purchased and Sandi and Jose will install them when Jose's schedule allows.
Lights for Entrance and alcove to pool		Penny: entrance lights are now in place, (fishes). The lights are on all time, but very low wattage.
Rack for Foam Weights	Additional shelf is needed.	Marta is taking the lead on what is needed. Cost \$162.00
Weights		Marta and Patty are continuing to investigate the purchase of additional weights. \$300 was approved at the prior meeting.
Receptacle for Noodles		Marta is investigating
Lockers for shower rooms.		On the future list
Power lift for accessing the pool, for disabled folks.	John did some research on power lifts and Penny was able to present the	Further research is required before a final decision is made.

	<p>literature. Discussion about the costs of the units that are between \$6,000-\$12,740 (\$5,00-\$6,000/permanent and \$12,432- \$12,740 (portable)</p> <p>Additional research is needed because of the cost and concern about whether the pool can sustain construction of the stationary lift/ This is due to the way the pool was initially constructed.</p>	<p>Marnie agreed to ask a contractor who is coming to do other work in the pool area, as to the feasibility of installing a permanent power lift. The other option is a portable unit which is considerably more expensive. Considerable fundraising would be required for such a unit.</p>
Pool Vacuum	Still being evaluated	Patty/Kriss
Wall Mounted Sound System.	On the future list	Patty/Marta
Water Extraction Spinner.	Still being requested. Discussion about the need. Consensus of the group is not justified at this point.	No further action
No baby wipes in the baby changing stations	Working fine. Parents are encouraged to wipe the station after use. Signs in place	No further action.
Lap timer purchase: item was requested by a member.	Discussion about where it would be placed and cost.	Mike agreed to obtain additional information. Duncan Lynde has also made a recommendation.
Gift for Donnie Weathersby, Maintenance Manager	Gift for Donnie for all his work on the additions to the pool area. Voted and	Donnie to receive a \$25.00 gift certificate to the local Pro Shop. Penny has purchased it and the

	approved during September's meeting.	committee voted to reimburse Penny for the purchase.
Rule regarding use of inflatables in the pool	Brief discussion, all agreed	Inflatables will continue to be allowed in the pool, but they need to be removed from the pool area once the members leave the area.

New Business:

Discussion Items	Discussion	Decision/Member Responsibility
Front door carpet	Brief discussion, all agreed.	Penny to take responsibility and be reimbursed
Front entrance Painted	Thank you to Penny and Mardella	No further action.
Celebration for Eric and Mike Gulin	Everyone agreed that the event was wonderful and appreciated by the boys.	Thank you to Patty and Penny
New Pool Hours: Update sign on Entrance,	On hold at this time	Further action in the future
Reserving the Pool	There was much discussion about when reserving the pool does this limit use by other members. There is no cost currently to reserve the pool.	Decision made to put this on hold at this time as additional information is needed. Linda to check with Port Ludlow about their agreement in reserving their pools. Should we charge for pool reservations?
Donnie repaired chlorine system	Water is looking great and spare parts are ordered.	Thanks to Donnie for keeping the pool healthy for all its users.
Concrete repairs	Marnie received a concrete bid to resurface the area between the adult and children's pool.	Marnie to follow-up with contracture. Current bid is \$4300 for repair between the two pools.

	<p>The areas around the pool where there is leakage including the area between the pool and the fitness center, still unclear if this will resolve the problem. Pool resurfacing both adult and children's pool would wait until 2023, reserve budget.</p>	<p>Decision made to resurface the area between adult and children's pool if it is affordable. Areas around the pool wall including the area between the fitness center and the pool needs further evaluation. No further action on the pool resurfacing currently.</p>
Second Water Aerobics class	<p>Further information received from Patty and Marta.</p>	<p>New class will be on Tuesdays and Thursday from 0900-10am.</p>
Covid		<p>Message to all, to stay home if you are ill and test. Follow the Jefferson Public Health Advisory regarding testing positive to Covid and/or exposure to Covid</p>

- Next Meeting : November 1, 2022, 3 pm, Clubhouse

Cape George Water Advisory Committee
Meeting Report October 4, 2022

The meeting was held at 4 PM October 4, 2022, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Board Liaison Bart Mooyman-Beck, Carl Berger, Thad Bickling, Stewart Pugh, and Chair Marty Gilmore.

The water leak under Hemlock Drive was caused by a split in poly pipe and the repair took longer than expected because the needed repair parts are hard to find. Spares have been ordered for future repairs, but cost has increased significantly, and delivery is not expected until 2023. Any component with brass has a long delivery time.

The committee reviewed the cost for new water meter installation. Both labor and material costs have increased significantly. Cape George only charges \$1000 for a new water meter hookup, which is significantly below cost. The committee recommends that the charge for new water meter hookup be increased to \$5000.

The Committee is requesting that a pressure tank be added to the discharge of the Highlands booster pumps. The tank will reduce the frequency of pump cycling and will reduce power costs and maintenance frequency. The pressure tank would be funded in the 2023 budget, at an estimated cost of \$3000.

The committee is developing a recommendation for monthly charges for water overuse. This recommendation would replace the current annual charge for overuse. It is expected that a monthly overuse charge would reduce both water usage and stress on the water system during the hot summer months.

Cape George has tested the four backflow devices that the community owns. Two were installed incorrectly and will be reinstalled. One device failed and will be repaired. The fourth one will be tested soon.

Two recent water quality tests were positive for coliform bacteria in the water. The subsequent eight tests were negative, so it is likely that the positive tests were caused by contamination during sample handling. The protocol for sample acquisition and transport is being reviewed.

The water samples for water quality testing are not taken from dedicated sample points and should be. The committee recommends that six dedicated sample points be installed at an approximate cost of \$750 each.

The next scheduled meeting will be Tuesday, November 8, 2022, (not November 1) at 4 PM in the clubhouse.

Cape George Colony Club Ad Hoc Technology Committee

10.20.2022

Recommendation: Arlo Pro4 Security Cameras

Page 1 of 2

Camera Specifications:

Max Video Resolution

2560x1440 resolution

Image Sensor

4 megapixels

Video modes

2k, 1080p, 720p

Video Features

Auto Track and Zoom, HDR, H.264 and H.265 Encoding

Lens Field of View

160 degree diagonal

Sensor Size

1/3"

Spotlight

6500K, 42Lux@1M

Motion Detection

Single Motion Detector, 130 degree horizontal

Night Vision

High powered Infrared LEDs (850nm) with IR Cut Filter

AC Adapter Output

5V 2A

AC Adapter Input

100-240V AC, 50/60Hz

Indoor/Outdoor

Both - outdoor UV and weather-resistant

Digital Zoom

12x

Microphone

Single Microphone with noise and echo cancellation

Audio

Full Duplex 2 way Audio

Status Lights

2x LEDs (blue and amber)

Networking

802.11 b/g/n

Compliant Standards

128-bit SSL, AED-128, TSL, 2 factor authentication

Battery Life

6 months*

Charge Time to Full (via camera)

3.5 hours

Charge time to Full (via charger accessory)

2.9 hours

Operating Temperature

-20 to 45 degree Celsius

Connectivity

Wi-Fi Connection. Working broadband connection with at least 2Mbps upload speed

USB requirements

USB 2.0 compliant devices

Minimum upload speed

2-4Mbps; optimized for 2 simultaneous 2k streams

Snaps into place and keeps the camera continuously charged.

SmartHub Description

The SmartHub securely connects Arlo cameras to the Internet via a local router, while providing long range connectivity and better battery life for cameras.

25-ft. Outdoor Magnetic Charging Cable

Availability

Customers normally receive orders within 1-3 business days. Ground shipping is free of charge for qualifying orders over \$35

Cape George Colony Club Ad Hoc Technology Committee

10.20.2022

Recommendation: Arlo Pro4 Security Cameras

Page 2 of 2

Item	Model	Cost
Arlo Pro 4 Camera	VMC4050P-100NAS	\$179.99
Smart Hub	VMB4540-100NAS	\$99.99
Outdoor Charge Cable	VMA5600C-100NAS	\$49.99
Anti-Theft Mount	VMA5100-10000S	\$49.99
Sub-total		\$379.96
Sales tax		\$39.13
Shipping		\$0.00
TOTAL		\$419.09

Order from: <https://www.arlo.com/en-us/>

Recommendation: Purchase two camera kits for security camera pilot program.

CAPE GEORGE FINE SCHEDULE – 2022

✓	PRIVATE PROPERTY DEVELOPMENT AND MAINTENANCE	1 ST VIOLATION	FAILURE TO CORRECT AND/OR SUBSEQUENT VIOLATION	RESOLUTION TIME
1.	Building in violation of 25-foot front setback (C)	Up to \$5,000	Up to \$10,000	45 days
2.	Failure to obtain a Cape George building permit prior to starting construction of a home, ancillary building, culvert, foundation or driveway (C) BG III	\$100 - \$500	\$500 – 1000	5 days
3.	Failure to obtain an earthworks permit before starting work (C) BG III	\$100	\$200	5 days
4.	Failure to obtain a permit to remove trees and natural shrubbery (C) BG II	\$150 per tree/shrub	\$300 per tree/shrub	N/A
5.	Building in violation of 5-foot side/back yard setback BG III	Up to \$5,000	Up to \$10,000	45 days
6.	Building in violation of 17-foot height restriction BG III	Up to \$5,000	Up to \$10,000	45 days
7.	Failure to complete building exterior within 6 mo. of starting date (C) BG IV	\$250 per month	\$300 per month	14 days
8.	Failure to fill perc holes in a timely manner as per regulation BG III	\$100	\$200	14 days
9.	Failure to follow guidelines for antennae, BG III	\$25 - \$100	\$25 - \$100	14 days
10.	Exceeding 8-foot height regulation for hedges, fences, screens BG III	\$250 per month	\$500 per month	14 days
11.	Failure to complete hookups for water, septic and power prior to occupancy (C)	\$500	\$500	5 days
12.	Failure to install asphalt driveway apron. PP09	\$100	\$200 per month	30 days
13.	Minimum house size	Up to \$1000	Up to \$2,000	45 days
	MEMBER'S PERSONAL OBLIGATIONS			
14.	Discharging of firearms/hunting (C)	\$500	\$1000	N/A
15.	Outdoor burning without a permit (C) PP03	\$50	\$100	N/A
16.	Operation of a home business in violation of policy. (C) (PP07)	\$100	\$200	14 days \$200 per mo.
17.	Parking Violations: (1) unauthorized parking of heavy equipment (PP05) (2) the parking of any vehicle or placement of any object in the road, common areas, or right-of-way for more than 48 hours per CP12	\$75.00	\$100	3 days
18.	Violation of Junk Vehicle Rule BG III, PP08	\$50	\$100	5 days
19.	Violation of Fireworks Rule CP10	\$100	\$200	N/A
20.	Violation of Livestock/Pet Rule (C) PP01	\$50 - \$500	\$100 - \$1,000	14 days
21.	Failure to Maintain property or permitted structure BG III (Maintenance Obligation) PP02 (vegetation, septic, other nuisance)	\$85-\$1,500	\$100-\$2,500	21 days
22.	Abuse of or misconduct on common property (Swimming pool, shop, fitness center, marina, etc.) CP01, 02, 03, 04, 05, User's Contract, common law	\$50 - \$500 and liability for damages and possible loss of privileges	\$100 - \$1,000 and liability for damages and possible loss of privileges	N/A
23.	Unauthorized disposal of waste material on common property and/or improper storage of waste material on private property CP11	\$150	\$250	5 days
24.	Other covenant, building guidelines or rule violation	\$25 to \$1,000	\$50 to \$3,000	Discretionary
25.	Violation of Traffic Regulations CP19	\$50.00	\$100.00	N/A
26.	Late Fees FIN03	\$20.00	\$20.00	30 days

Cape George Colony Club 2021 Financial Audit: Treasurer's comments

21 October, 2022.

We have received the draft Audit of our Financial Statements for 2021 from Newman CPA, PC.

Karen Krug, former treasurer and former chair of the Finance Committee, has worked intensively with Newman CPA, PC, to provide our documents and review the audit draft. All of her questions have been answered and adjustments have been made. At this time we present the 2021 Audit to the Board for approval.

Here are some findings about our financial status as of 12/31/2021:

- General operations finished 2021 with a loss of (\$48,132)
- Water operations showed an income of \$49,464
- Marina operations showed an income of \$ 4,414

The total of Reserves holdings at the end of 2021 was \$1,160,472, which is an increase of \$14,536 over the previous year. This increase came from interest income and reserve contributions in excess of expenditures during 2021.

Within the Reserves, after the transfer of 2021 excess income to Reserves, we have the following 2021 balances:

- General Reserves: \$254,183
- Water Reserves: \$897,353
- Marina Reserves: \$ 62,915

The Audit includes a Report of Internal Control, which brings to light certain conditions that occurred during 2021 which may have biased our financial reporting. I am happy to report that we have been working on these issues during the current year and we have rectified several of them. Here are the internal control issues noted for 2021 and their current status:

- Recommendation that we do not accept any more cash payments. At this time, we do not see an alternative to the cash payment option for our members, but as time goes by, we hope that more members will choose electronic payment options.
- Concern about \$133,957 in our funds that were above the FDIC limit in our bank accounts. That situation has now been rectified and we currently have no funds above the FDIC limit in any of our bank accounts. In order to maintain these balances, the treasurer and manager need to work together to periodically review bank balances and make appropriate transfers.
- At the end of 2021, Cape George did not have a property and equipment depreciation schedule. The Finance Committee has updated an older, unused depreciation schedule in 2022 and it will be maintained in the future.
- The Audit noted a deficiency in accounting and documentation of our balance sheet accounts. Now that we have a full-time general manager, office administrator, treasurer and a finance

committee, and Board oversight, we are working to correct this. The finance committee reviews monthly financial statements and reports along with quarterly reviews of the balance sheet reconciliations. The treasurer, president, and general manager are also in communication with Community Financials, our accounting service.

- Some staff functions overlapped during 2021. When our current general manager started in May 2022, a new system of accounting was put in place so that Accounts Payable and Accounts Receivable are now overseen by two different employees.
- In 2021, the Board did not regularly review Payroll reports and information. Since the current General Manager started, all payroll and related filing and reporting has been carried out by the Manager, the Treasurer, and often a second Board member as well.

I recommend that the Board approves this draft of the 2021 Audit and the Representation Letter from Newman CPA, PC.

Fayla Schwartz,

Cape George Treasurer



Cape George Colony Club

Newman Certified Public Accountant, PC
10900 N.E. 4th Street, Ste 2300
Bellevue, WA 98004

This representation letter is provided in connection with your audit of the financial statements of Cape George Colony Club (the "Association"), which comprise the balance sheet as of December 31, 2021, and the related statements of revenues, expenses, and changes in fund balance, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities and, as set out in the terms of the audit engagement letter, including our responsibilities for the preparation and fair presentation of the financial statements.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. If applicable, a list of the uncorrected misstatements is attached to the representation letter.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Significant estimates and material concentrations have been properly disclosed in accordance with U.S. GAAP.
11. Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
12. Transfers or designations of fund balance or inter-fund borrowings have been properly authorized and approved and have been properly recorded or disclosed in accordance with GAAP.
13. Uncollectible inter-fund loans have been properly accounted for and disclosed in accordance with GAAP.

Information Provided

14. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.

15. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
16. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
17. We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
18. We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, regulators, or others.
19. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
20. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
21. We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions of which we are aware.
22. The Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
23. We acknowledge our responsibility for presenting the supplementary information on major repairs and replacements in accordance with U.S. GAAP, and we believe the supplementary information on major repairs and replacements, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information on major repairs and replacements have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
24. The board of directors is collecting funds for future major repairs and replacements in conformity with the Association's policy to fund for those needs based on the latest study conducted. The board of directors believes the funds will adequately provide for future major repairs and replacements.
25. The Association's allocation of expenses against exempt and nonexempt function income conforms with IRS rules, which require that the allocation be made "on a reasonable basis." We have adequately documented such allocation.
26. The Association's excess income, if applicable, in the current year, has for tax purposes in the event form 1120 is prepared and filed, elected to either (a) offset it against next year's assessments, or (b) refund it to members. We have adequately documented such election in the current year. In the event form 1120-H is prepared and filed, we understand that the resolution to offset or refund is not required.
27. We understand that management is responsible for requesting clarification from the tax preparer, if necessary for the Association's choice of filing Form 1120 or 1120-H, and the consequences thereof.

Cape George Colony Club. Audit for the year ended December 31, 2021.

BOARD:

Date: _____

Signature: _____

Print name: _____

Title: _____

MANAGING AGENT:

Date: _____

Signature: _____

Print name: _____

Title: _____

Environmental Committee Rain Garden Fence Replacement Project
10.19.2022

The Plan

It is proposed that the ten long black metal poles supporting the black flexible plastic garden fence surrounding the Rain Garden, be replaced with pressure treated short wooden posts 3.5" x 3.5" x 4', and with natural fiber (jute or other) rope, (1 or 2 strands, 0.5" thick) strung between them. A few small red reflectors will be placed on the post faces facing the Ravine trail entrance and exit, as a warning to walkers.

The posts will be approximately 3' high off the ground level and will follow the current fence layout, more or less.

Approximate Costs:

5 Pressure Treated 8 foot Long Posts, \$20 (each), \$100 for 5. (To be cut in half)
200' (2 strands). Natural Fiber (Jute) Rope, 100' (\$30), 200' (\$60)
4 Round Plastic Reflectors (Red), \$20

Total costs of the Rain Garden Fence Replacement Project will be approximately \$160 - \$190.

All work will be performed by volunteers and will be completed by 21 March 2023.

Donation of the required materials should be encouraged! I am glad to do the work and assemble volunteers to assist with this effort.

Thanks,
Steve McDevitt



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

09/01/2022 – 09/30/2022

Prepared by:



Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
6	Aged Owner Balance	The list of owners with balances over 30 days.
7	Prepaid Owners	The list of owners with a prepaid balance.
8	Check Register	The list of all checks written for a community during a period of time.
9	Bank Reconciliation	Bank reconciliation history for a given bank account.
10	Bank Reconciliation	Bank reconciliation history for a given bank account.
11	Bank Reconciliation	Bank reconciliation history for a given bank account.
12	Bank Reconciliation	Bank reconciliation history for a given bank account.
13	Bank Reconciliation	Bank reconciliation history for a given bank account.
14	Bank Reconciliation	Bank reconciliation history for a given bank account.
15	Bank Reconciliation	Bank reconciliation history for a given bank account.
16	Bank Reconciliation	Bank reconciliation history for a given bank account.
17	General Ledger Detail	Shows General Ledger activity and supporting information for a given time period.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 09/30/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$560.61	\$0.00	\$560.61
01104-001 Chase #1366 New Chase checking	\$122,094.39	\$0.00	\$122,094.39
01106-001 OP - PPB 0125 New	\$63,462.20	\$0.00	\$63,462.20
01107-001 Oper Savings - General - Chase 5161	\$100,046.21	\$0.00	\$100,046.21
Operating Cash Total	\$286,163.41	\$0.00	\$286,163.41
Reserve Cash			
01108-001 Reserve Invest - General	\$0.00	\$1,795.00	\$1,795.00
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$129,562.65	\$129,562.65
01111-008 ICS Accounts- PPB Bank	\$150,251.72	\$0.00	\$150,251.72
01150-001 PPB - 6mo CD # 1015 Exp 02/02/2023	\$0.00	\$77,052.13	\$77,052.13
01170-001 Kitsap Bank- Money Market	\$0.00	\$226,567.70	\$226,567.70
01173-001 Kitsap Bank Intra FL-CD # 8152	\$0.00	\$475,000.00	\$475,000.00
01173-002 Kitsap Bank Intra FL-CD # 2008	\$0.00	\$400,000.00	\$400,000.00
01195-001 Due to / from Reserves -General	\$0.00	(\$49,197.30)	(\$49,197.30)
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-001 Due From / TO Operating - General	\$49,197.30	\$0.00	\$49,197.30
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$197,371.46	\$1,262,857.74	\$1,460,229.20
Current Assets			
01201-001 Accts Receivables General	\$3,904.15	\$0.00	\$3,904.15
01201-002 Accts Receivables Water	\$401.40	\$0.00	\$401.40
01201-003 Accts Receivables Marina	\$369.00	\$0.00	\$369.00
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-099 Acct Rec - Reserve Assessment	\$1,727.98	\$0.00	\$1,727.98
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$5,650.64	\$0.00	\$5,650.64
Current Assets Total	\$7,452.17	\$0.00	\$7,452.17
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$76,413.20	\$0.00	\$76,413.20
01406-001 Accum Depletion Land Improv - General	(\$18,429.42)	\$0.00	(\$18,429.42)
01411-001 Buildings General - General	\$904,677.90	\$0.00	\$904,677.90
01415-001 Accum Deprec Blds General - General	(\$623,317.41)	\$0.00	(\$623,317.41)
01421-001 Equip/Veh Assets General	\$134,804.08	\$0.00	\$134,804.08
01425-001 Accum Deprc Equip/Veh Gen	(\$101,304.72)	\$0.00	(\$101,304.72)
01431-002 Water System Improvements	\$1,068,319.08	\$0.00	\$1,068,319.08
01435-005 Accum Deprec Wtr/Grwth	(\$644,497.96)	\$0.00	(\$644,497.96)
01451-011 Roads Special	\$1,148,799.98	\$0.00	\$1,148,799.98
01455-011 Accum Deprec Roads Rds	(\$853,159.41)	\$0.00	(\$853,159.41)
01460-003 Marina Improvements - Marina	\$812,351.84	\$0.00	\$812,351.84
01461-003 Accum Depreciation-Marina - Marina	(\$272,646.68)	\$0.00	(\$272,646.68)
01490-001 CIP - Construction in Progress - General	\$529.89	\$0.00	\$529.89

Account	Operating	Reserves	Total
01490-002 CIP - Construction in Progress - Water	\$6,621.11	\$0.00	\$6,621.11
Fixed Assets Total	\$1,669,383.64	\$0.00	\$1,669,383.64
Other Assets			
01501-001 Prepaid Insurance General - General	\$34,345.88	\$0.00	\$34,345.88
01530-001 Exchange	\$1,951.91	\$0.00	\$1,951.91
Other Assets Total	\$36,297.79	\$0.00	\$36,297.79
Total Assets:	\$2,196,668.47	\$1,262,857.74	\$3,459,526.21

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02101-001 Accts Payable Gen - General	\$8,077.00	\$0.00	\$8,077.00
02103-001 Accts Payable Comm Gen - General	\$260.24	\$0.00	\$260.24
02105-001 940 PR Tax Payable	\$44.39	\$0.00	\$44.39
02111-001 Vacation Payable - General	\$6,895.26	\$0.00	\$6,895.26
02120-001 Prepaid Income General	\$104,371.55	\$0.00	\$104,371.55
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	\$2,283.19	\$0.00	\$2,283.19
02130-003 Interest Rec Reserves	\$0.00	(\$841.00)	(\$841.00)
02510-001 Deferred Income - General	\$3.78	\$0.00	\$3.78
02510-002 Deferred Income - Water	\$613.08	\$0.00	\$613.08
02510-099 Deferred Income - Reserves	\$23.02	\$0.00	\$23.02
Current Liability Total	\$123,896.51	(\$841.00)	\$123,055.51
Total Liabilities:	\$123,896.51	(\$841.00)	\$123,055.51

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	\$1,196,646.80	\$1,196,646.80
03005-001 Reserves Fund - General	\$0.00	(\$207,140.99)	(\$207,140.99)
03005-002 Reserves Fund - Water	\$0.00	\$104,521.05	\$104,521.05
03005-003 Reserves Fund - Marina	\$0.00	\$129,413.52	\$129,413.52
03050-001 CY - RESERVE EXPENSE - General	\$0.00	\$51,768.21	\$51,768.21
03050-003 CY - RESERVES EXPENSE - Marina	\$0.00	(\$19,795.49)	(\$19,795.49)
03510-001 CY - RESERVE INTEREST: - General	\$0.00	\$8,517.64	\$8,517.64
03510-002 Reserve Interest - Water	\$0.00	(\$75.00)	(\$75.00)
03510-003 Reserve Interest - Marina	\$0.00	(\$157.00)	(\$157.00)
03600-001 Fund Balance - General	\$1,916,954.68	\$0.00	\$1,916,954.68
Fund Balances Total	\$1,916,954.68	\$1,263,698.74	\$3,180,653.42
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66
Equity Total	\$13,163.68	\$0.00	\$13,163.68

Account	Operating	Reserves	Total
Current Year Net Income/(Loss)	\$142,653.60	\$0.00	\$142,653.60
Total Equity:	\$2,072,771.96	\$1,263,698.74	\$3,336,470.70
Total Liabilities & Equity	\$2,196,668.47	\$1,262,857.74	\$3,459,526.21

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 General
 Start: 09/01/2022 | End: 09/30/2022
 Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-001 Reserve Income General	0.00	0.00	0.00	110.00	0.00	110.00	0.00
04101-001 Annual Assess General	27,686.11	27,686.11	0.00	245,982.24	245,980.25	1.99	329,038.58
04107-001 Lot Mow Fees General - General	0.00	916.67	(916.67)	8,730.00	8,250.03	479.97	11,000.00
04108-001 Comm Center Rental	480.00	93.75	386.25	1,860.00	843.75	1,016.25	1,125.00
04110-001 Marina Wait List - General	0.00	120.92	(120.92)	100.00	1,088.28	(988.28)	1,451.00
04113-001 Late Fee Income	(20.00)	129.17	(149.17)	1,960.50	1,162.53	797.97	1,550.00
04115-001 Other Fees General	0.00	25.00	(25.00)	300.00	225.00	75.00	300.00
04301-001 Int Income - Oper General - Ge...	2.71	4.67	(1.96)	53.15	42.03	11.12	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	2,212.79	402.75	1,810.04	537.00
04801-001 Misc Income- General	65.00	83.33	(18.33)	374.48	749.97	(375.49)	1,000.00
04805-001 Rental Application Fee - Gener...	0.00	0.00	0.00	80.00	0.00	80.00	0.00
04806-001 Fines - General	150.00	95.83	54.17	107.50	862.47	(754.97)	1,150.00
04807-001 Access Cards/FOB's - General	65.00	62.50	2.50	1,310.00	562.50	747.50	750.00
04808-001 Phone Directories - General	3.00	40.33	(37.33)	611.00	362.97	248.03	484.00
Income Total	28,431.82	29,303.03	(871.21)	263,791.66	260,532.53	3,259.13	348,441.58

Total Income **28,431.82** **29,303.03** **(871.21)** **263,791.66** **260,532.53** **3,259.13** **348,441.58**

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries,Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	1,067.84	974.67	(93.17)	7,860.83	8,772.03	911.20	11,696.00
05101-001 Wages - Manager- General	4,040.95	4,638.58	597.63	17,344.07	41,747.22	24,403.15	55,663.00
05103-001 Wages-Caretakers- General	2,474.22	2,710.67	236.45	23,160.67	24,396.03	1,235.36	32,528.00
05104-001 Wages-Office Admin. General	1,124.30	1,898.17	773.87	22,140.83	17,083.53	(5,057.30)	22,778.00
05120-001 Benefits General	2,077.94	1,812.92	(265.02)	11,396.66	16,316.28	4,919.62	21,755.00
05201-001 Payroll Taxes General	333.84	1,268.58	934.74	5,790.27	11,417.22	5,626.95	15,223.00
Salaries,Benefits & Tax Total	11,119.09	13,303.59	2,184.50	87,693.33	119,732.31	32,038.98	159,643.00

Repairs & Maintenance

05301-001 R & M Buildings- General	(3,069.85)	385.42	3,455.27	5,004.35	3,468.78	(1,535.57)	4,625.00
05302-001 R & M Roads & Drainage	0.00	833.33	833.33	764.41	7,499.97	6,735.56	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	328.50	328.50	438.00
05304-001 R & M Vehicles	0.00	183.33	183.33	441.58	1,649.97	1,208.39	2,200.00
05305-001 R & M Equipment	0.00	229.17	229.17	464.02	2,062.53	1,598.51	2,750.00
05307-001 R & M Wells, Tanks & Pipes - G...	0.00	0.00	0.00	69.78	0.00	(69.78)	0.00
05310-001 R & M Grounds	489.79	560.42	70.63	4,106.18	5,043.78	937.60	6,725.00
05313-001 R & M Swimming Pool -NEW	4,125.94	177.08	(3,948.86)	4,888.63	1,593.72	(3,294.91)	2,125.00
Repairs & Maintenance Total	1,545.88	2,405.25	859.37	15,738.95	21,647.25	5,908.30	28,863.00

Contracted Services

05401-001 Contract Service Copier Equip-...	289.12	239.58	(49.54)	2,487.84	2,156.22	(331.62)	2,875.00
05402-001 Contract Service - Legal - Gen...	1,122.00	1,000.00	(122.00)	9,807.50	9,000.00	(807.50)	12,000.00
05403-001 Contract Service -Accounting -...	1,875.69	1,784.83	(90.86)	20,547.30	16,063.47	(4,483.83)	21,418.00
05404-001 Contract Service - General	96.26	0.00	(96.26)	1,172.34	0.00	(1,172.34)	0.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05405-001 Contract Service - Lot Mow	2,454.75	916.67	(1,538.08)	8,311.24	8,250.03	(61.21)	11,000.00
05406-001 Contract Service-Other General	487.28	20.83	(466.45)	5,394.43	187.47	(5,206.96)	250.00
05407-001 Contracted Service -Janitorial...	1,007.50	739.58	(267.92)	8,213.13	6,656.22	(1,556.91)	8,875.00
05408-001 Contracted Services - Accting ...	0.00	125.00	125.00	2,351.44	1,125.00	(1,226.44)	1,500.00
05409-001 Contracted Service - Pest Cont...	0.00	102.08	102.08	1,275.38	918.72	(356.66)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	1,218.78	1,218.78	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	787.50	787.50	1,050.00
05412-001 Contracted Service - Cable Int...	78.32	193.25	114.93	699.88	1,739.25	1,039.37	2,319.00
05413-001 Contracted Service - Noxious W...	0.00	427.08	427.08	3,498.20	3,843.72	345.52	5,125.00
Contracted Services Total	7,410.92	5,771.82	(1,639.10)	63,758.68	51,946.38	(11,812.30)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	154.53	154.53	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	366.03	366.03	488.00
05507-001 Other Tax,License,Fee Gen	0.00	172.92	172.92	2,051.59	1,556.28	(495.31)	2,075.00
05508-001 Federal Income Tax - General	0.00	0.00	0.00	1,168.50	0.00	(1,168.50)	0.00
Property and other Taxes Total	0.00	230.76	230.76	3,220.09	2,076.84	(1,143.25)	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	140.92	187.50	46.58	3,272.60	1,687.50	(1,585.10)	2,250.00
05602-001 New Water Meters - General	0.00	0.00	0.00	(1,019.63)	0.00	1,019.63	0.00
05604-001 Vehicle Gas & Oil General	704.92	152.08	(552.84)	4,008.57	1,368.72	(2,639.85)	1,825.00
05605-001 Supplies- General	213.93	327.08	113.15	5,607.71	2,943.72	(2,663.99)	3,925.00
05606-001 Small Tools & Equip Gen	502.05	360.00	(142.05)	2,968.49	3,240.00	271.51	4,320.00
05607-001 Supplies General Pool - NEW	0.00	200.00	200.00	2,241.63	1,800.00	(441.63)	2,400.00
05608-001 Utilities Pool - NEW	1,604.25	1,468.75	(135.50)	15,059.47	13,218.75	(1,840.72)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	1,704.78	1,704.78	2,273.00
Supplies, Small Tools, Etc.. Total	3,166.07	2,884.83	(281.24)	32,138.84	25,963.47	(6,175.37)	34,618.00
Utilities							
05701-001 Utilities General	321.08	543.75	222.67	4,264.37	4,893.75	629.38	6,525.00
05702-001 Telephone- General	436.50	443.75	7.25	2,919.78	3,993.75	1,073.97	5,325.00
Utilities Total	757.58	987.50	229.92	7,184.15	8,887.50	1,703.35	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	2,033.35	1,956.25	(77.10)	17,799.63	17,606.25	(193.38)	23,475.00
05705-001 Postage - General	8.95	244.42	235.47	1,778.38	2,199.78	421.40	2,933.00
05707-001 Misc. Expense - General	470.00	550.17	80.17	3,293.49	4,951.53	1,658.04	6,602.00
05708-001 Certification/Education -Gen.	0.00	200.00	200.00	174.95	1,800.00	1,625.05	2,400.00
Insurances, Postage, Education, Misc. Total	2,512.30	2,950.84	438.54	23,046.45	26,557.56	3,511.11	35,410.00
Total Expense	26,511.84	28,534.59	2,022.75	232,780.49	256,811.31	24,030.82	342,415.00
Net Income	1,919.98	768.44	1,151.54	31,011.17	3,721.22	27,289.95	6,026.58

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Water

Start: 09/01/2022 | End: 09/30/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	18,608.33	18,608.33	0.00	163,370.92	162,399.99	970.93	218,225.00
04105-002 Water Hookup Fees - Water	1,100.00	300.00	800.00	7,700.00	2,700.00	5,000.00	3,600.00
04106-002 Excess Water Use	0.00	244.83	(244.83)	5,440.00	2,203.47	3,236.53	2,938.00
Income Total	19,708.33	19,153.16	555.17	176,510.92	167,303.46	9,207.46	224,763.00
Total Income	19,708.33	19,153.16	555.17	176,510.92	167,303.46	9,207.46	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	616.13	349.08	(267.05)	4,535.60	3,141.72	(1,393.88)	4,189.00
05101-002 Wages- Manager - Water	2,033.99	2,333.58	299.59	9,267.38	21,002.22	11,734.84	28,003.00
05103-002 Wages-Caretakers-WaterOperator	1,245.39	1,337.67	92.28	11,657.82	12,039.03	381.21	16,052.00
05104-002 Wages-Office Admin. -Water	565.91	955.25	389.34	11,253.69	8,597.25	(2,656.44)	11,463.00
05120-002 Benefits - Water	1,133.26	1,046.75	(86.51)	6,792.49	9,420.75	2,628.26	12,561.00
05201-002 Payroll Taxes Water	894.64	608.25	(286.39)	4,011.52	5,474.25	1,462.73	7,299.00
Salaries, Benefits & Tax Total	6,489.32	6,630.58	141.26	47,518.50	59,675.22	12,156.72	79,567.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	1,312.47	1,312.47	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	74.97	74.97	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	1,162.53	1,162.53	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	937.53	937.53	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	2,900.00	270.83	(2,629.17)	3,505.38	2,437.47	(1,067.91)	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	1,500.03	1,500.03	2,000.00
Repairs & Maintenance Total	2,900.00	825.00	(2,075.00)	3,505.38	7,425.00	3,919.62	9,900.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	749.97	749.97	1,000.00
05403-002 Contract Service- Acctg- Water	626.20	573.67	(52.53)	6,307.81	5,163.03	(1,144.78)	6,884.00
05404-002 Contract Service - Water	2,467.00	1,300.00	(1,167.00)	14,309.00	11,700.00	(2,609.00)	15,600.00
05406-002 Contract Service- Other Water	0.00	218.75	218.75	67.76	1,968.75	1,900.99	2,625.00
Contracted Services Total	3,093.20	2,175.75	(917.45)	20,684.57	19,581.75	(1,102.82)	26,109.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	1,076.56	2,500.00	1,423.44	9,176.73	7,500.00	(1,676.73)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	900.00	900.00	900.00
05507-002 Other Tax,License,Fee Wtr	0.00	83.33	83.33	861.05	749.97	(111.08)	1,000.00
Property and other Taxes Total	1,076.56	2,583.33	1,506.77	10,037.78	9,149.97	(887.81)	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	89.58	89.58	0.00	806.22	806.22	1,075.00
05604-002 Vehicle Gas & Oil - Water	0.00	170.83	170.83	125.85	1,537.47	1,411.62	2,050.00
05605-002 Supplies- Water	0.00	250.00	250.00	4,866.01	2,250.00	(2,616.01)	3,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05606-002 Small Tools & Equip Water	0.00	72.92	72.92	0.00	656.28	656.28	875.00
05607-002 Supplies General Pool - Water	0.00	0.00	0.00	113.38	0.00	(113.38)	0.00
Supplies, Small Tools, Etc.. Total	0.00	583.33	583.33	5,105.24	5,249.97	144.73	7,000.00
Utilities							
05701-002 Utilities Water	1,394.38	989.58	(404.80)	7,687.83	8,906.22	1,218.39	11,875.00
05702-002 Telephone-Water	193.93	35.92	(158.01)	2,023.17	323.28	(1,699.89)	431.00
Utilities Total	1,588.31	1,025.50	(562.81)	9,711.00	9,229.50	(481.50)	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	999.64	960.42	(39.22)	8,750.70	8,643.78	(106.92)	11,525.00
05705-002 Postage-Water	0.00	131.25	131.25	150.08	1,181.25	1,031.17	1,575.00
05707-002 Misc. Expense - Water	0.00	114.58	114.58	46.00	1,031.22	985.22	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	141.03	141.03	188.00
Insurances, Postage, Education, Misc. Total	999.64	1,221.92	222.28	8,946.78	10,997.28	2,050.50	14,663.00
Total Expense	16,147.03	15,045.41	(1,101.62)	105,509.25	121,308.69	15,799.44	161,445.00
Net Income	3,561.30	4,107.75	(546.45)	71,001.67	45,994.77	25,006.90	63,318.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Marina

Start: 09/01/2022 | End: 09/30/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	0.00	625.00	(625.00)	10,120.00	5,625.00	4,495.00	7,500.00
04109-003 Marina Moorage - Marina	0.00	5,645.83	(5,645.83)	64,599.00	50,812.47	13,786.53	67,750.00
04110-003 Marina Wait List Forfeiture	200.00	0.00	200.00	3,300.00	0.00	3,300.00	0.00
04112-003 Ramp Fee	0.00	308.33	(308.33)	3,600.00	2,774.97	825.03	3,700.00
04114-003 Daily Moorage/Ramp Fees	16.00	58.33	(42.33)	328.00	524.97	(196.97)	700.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	780.00	0.00	780.00	0.00
04803-003 Dock Electric Fee - Marina	0.00	648.75	(648.75)	7,250.00	5,838.75	1,411.25	7,785.00
04804-003 Small Boats - Marina	100.00	333.33	(233.33)	4,300.00	2,999.97	1,300.03	4,000.00
Income Total	316.00	7,619.57	(7,303.57)	94,277.00	68,576.13	25,700.87	91,435.00
Total Income	316.00	7,619.57	(7,303.57)	94,277.00	68,576.13	25,700.87	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	206.03	99.67	(106.36)	1,516.50	897.03	(619.47)	1,196.00
05101-003 Wages-Manager-Marina	682.50	781.33	98.83	3,109.66	7,031.97	3,922.31	9,376.00
05103-003 Wages-Caretaker Marina	417.89	396.08	(21.81)	3,911.75	3,564.72	(347.03)	4,753.00
05104-003 Wages-Office Admin. -Marina	189.89	320.00	130.11	3,777.16	2,880.00	(897.16)	3,840.00
05120-003 Benefits-Marina	378.91	352.42	(26.49)	2,272.89	3,171.78	898.89	4,229.00
05201-003 Payroll Taxes - Marina	296.50	196.25	(100.25)	1,303.65	1,766.25	462.60	2,355.00
Salaries, Benefits & Tax Total	2,171.72	2,145.75	(25.97)	15,891.61	19,311.75	3,420.14	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	74.97	74.97	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	225.00	225.00	300.00
05305-003 R & M Equipment - Marina	42.48	18.75	(23.73)	257.12	168.75	(88.37)	225.00
05308-003 R & M- Docks & Ramps - Marina	0.00	281.25	281.25	5,726.02	2,531.25	(3,194.77)	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	9,427.98	10,125.00	697.02	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	220.93	749.97	529.04	1,000.00
Repairs & Maintenance Total	42.48	1,541.66	1,499.18	15,632.05	13,874.94	(1,757.11)	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	280.04	239.92	(40.12)	2,986.77	2,159.28	(827.49)	2,879.00
05404-003 Contract Service - Marina	460.58	52.08	(408.50)	1,111.58	468.72	(642.86)	625.00
05406-003 Contract Service- Other Marina	154.01	168.75	14.74	1,339.38	1,518.75	179.37	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	770.08	618.75	(151.33)	825.00
Contracted Services Total	894.63	529.50	(365.13)	6,207.81	4,765.50	(1,442.31)	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	0.00	6.25	6.25	0.00	56.25	56.25	75.00
05507-003 Other license, fee - marina	0.00	130.25	130.25	30.64	1,172.25	1,141.61	1,563.00
Property and other Taxes Total	0.00	136.50	136.50	30.64	1,228.50	1,197.86	1,638.00
Supplies, Small Tools, Etc..							

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05601-003 Office Supplies-Marina	0.00	38.58	38.58	432.41	347.22	(85.19)	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	0.00	450.00	450.00	600.00
05604-003 Vehicle Gas & Oil Marina	0.00	3.17	3.17	37.04	28.53	(8.51)	38.00
05605-003 Supplies- Marina	366.07	185.42	(180.65)	1,294.77	1,668.78	374.01	2,225.00
05606-003 Small Tools & Equip Marina	0.00	93.75	93.75	163.24	843.75	680.51	1,125.00
Supplies, Small Tools, Etc.. Total	366.07	370.92	4.85	1,927.46	3,338.28	1,410.82	4,451.00
Utilities							
05701-003 Utilities Marina	322.87	666.67	343.80	6,186.17	6,000.03	(186.14)	8,000.00
Utilities Total	322.87	666.67	343.80	6,186.17	6,000.03	(186.14)	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	816.01	725.00	(91.01)	7,158.63	6,525.00	(633.63)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	150.07	225.00	74.93	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	280.42	281.25	0.83	375.00
Insurances, Postage, Education, Misc. Total	816.01	781.25	(34.76)	7,589.12	7,031.25	(557.87)	9,375.00
Total Expense	4,613.78	6,172.25	1,558.47	53,464.86	55,550.25	2,085.39	74,067.00
Net Income	(4,297.78)	1,447.32	(5,745.10)	40,812.14	13,025.88	27,786.26	17,368.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 Cost Center 900
 Start: 09/01/2022 | End: 09/30/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 REserve Income ALL	16,253.78	16,253.78	0.00	144,984.00	145,867.68	(883.68)	194,629.00
04055-900 Reserve Interest ALI	0.00	187.50	(187.50)	0.00	1,687.50	(1,687.50)	2,250.00
Income Total	16,253.78	16,441.28	(187.50)	144,984.00	147,555.18	(2,571.18)	196,879.00
Total Income	16,253.78	16,441.28	(187.50)	144,984.00	147,555.18	(2,571.18)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	16,253.78	16,219.08	(34.70)	145,094.00	145,971.72	877.72	194,629.00
Deprec, Interest & Bad Debt Total	16,253.78	16,219.08	(34.70)	145,094.00	145,971.72	877.72	194,629.00
Total Expense	16,253.78	16,219.08	(34.70)	145,094.00	145,971.72	877.72	194,629.00
Net Income	0.00	222.20	(222.20)	(110.00)	1,583.46	(1,693.46)	2,250.00

Account #	Lot	Name/Address	Current	Over 30	Over 60	Over 90	Total
224		91 MARINE VIEW PL					
Community Total			\$163.15	\$550.00	\$160.00	\$5,176.38	\$6,049.53



Cape George Colony Club

Regular Board of Trustees Meeting

November 17, 2022, 3:00 p.m.

Via Zoom

Cape George Colony Club
Regular Board of Trustees Meeting Agenda

November 17, 2022, 3:00 p.m.

Via Zoom

- A. President’s Comments and Announcements – Jane Ludwig
There will be an Executive Session at the end of this meeting to discuss member delinquency issues, bonuses and consider communication with legal counsel.

- B. Action on Minutes – Pat Gulick
 - 1. Approve minutes of the regular Board Meeting dated October 27, 2022

- C. Manager’s Report – Marnie Levy

- D. Treasurer’s Report – Fayla Schwartz

- E. New Members – Pat Gulick

- F. November 2022 Committee Reports/Meeting Minutes

- G. Information items or documents submitted to the Trustees at Study Session
 - 1. Proposed changes to Rules and Regulations EMP 03 Payroll – Personnel Changes will be published in the December Newsletter for Member Comments – Fayla Schwartz – See attached changes

 - 2. December 7th meeting for the Village residents (only) to meet with mail carriers to discuss mailbox remodel options.

H. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

I. New Business Agenda Items (*Consider approval of the following listed agenda items*)

Consider Motion 1 to accept the statement below – Fayla Schwartz:

The 2020 Audit created balance sheet accounts to indicate monies needing to transfer between Operating and Reserve Cash Accounts based on expenditure activities for Reserve projects during that year. While the funds were transferred correctly, a GL entry was never made to record it to the Balance Sheet. Therefore, we propose concluding the transaction with the following GL entry that will remove the ‘Due to/Due from’ notations and record the actual transfer which took place:

01106-001 PPB #0125 Operating - Checking.	\$47,154.44
01109-001 PPB #0082 Reserves - Checking.	(47,154.44)
01195-001 Due From Reserves - General.	49,232.00
01199-001 Due to Operating - General.	(49,232.00)
01199-003. Due From Operating - Marina.	2,077.56
01195-003 Due To Reserves - Marina.	<u>(2,077.56)</u>
	\$ 0.00

Approve/Reject Motion 2 to increase the water meter hook-up fee from \$1,100 to \$5,000 – Bart Mooyman-Beck

Consider Motion 3 to accept the amended Marina Rules as published in the November Newsletter – Mike Heckinger

Consider Motion 4 to accept Kriss Edwards as the Pool Committee Chair – Fayla Schwartz

Consider Motion 5 to accept proposal from Peninsula Environmental 2023 proposal for poison hemlock herbicide application at \$1000 per visit up to a total of \$5,000 – Pat Gulick – See attached proposal

Consider Motion 6 to renew Selective Insurance Company flood insurance in 2023 for the Clubhouse for \$2,389 and for the Workshop for \$1,411 – John Dwyer – See attached invoices

J. Open Board Discussion – Trustee Discussion Only

K. Executive Session

L. Announcements:

- Thurs. and Fri., Nov. 24- 25 – Office in observance of Thanksgiving
- Mon., Nov. 28, 2 p.m. – Budget Ballots must be returned by mail or by hand
- Tues., Nov. 29, Ballots counted by the Election Committee
- Wed., Nov. 30, 3 p.m. – Budget Ratification Meeting
- Mon., Dec. 12, 3 p.m. – Study Session, via ZOOM meeting
- Thurs., Dec. 15, 3 p.m. – Board Meeting, via ZOOM meeting
- Mon., Dec. 26 – Office closed in observance of Christmas
- Mon., Jan 2, 2023 – Office closed in observance of New Year’s Day

M. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 27, 2022
via ZOOM
Draft

Prior to the regular Board meeting a variance hearing was held. The hearing was called to order by President, Jane Ludwig, at 2:48.

Variance request for 56 Huckleberry Pl, relief from the 25' setback to 20'.

- Betsy Coddington moved, and Mike Heckinger seconded to approve the variance. Passed - 4/0

The Board Meeting was called to order by President, Jane Ludwig at 3:00 pm

There will be an Executive Session at the end of this meeting to discuss member violations.

In Attendance: Jane Ludwig, Fayla Schwartz, Pat Gulick, Betsy Coddington, and Mike Heckinger

Action on Minutes: Pat Gulick moved, and Fayla Schwartz seconded to approve the minutes of the regular Board Meeting dated – September 29, 2022. Passed – 4/0

Pat Gulick moved, and Betsy Coddington seconded to approve the minutes of the October 17, 2022, Special Meeting. Passed – 4/0

New Members: Welcome to our newest members.

Saul Carranza & Courtney Thrall purchased 97 Pine Dr from Soaring Hawk Holdings LLC

Bob & Sharon Dale purchased 20 Vancouver Pl and lot 57 Vancouver from Patrick Byrne Estate

DCI Investments, LLC purchased lot 52-4 Pine Dr from Robert Jones, Jr.

Managers' Report:

Farewell Fall

We have been surrounded by fall colors of orange and red this month. Now it is raining. The snow is like frosting on the mountains. And it is cold. I think we are falling into winter.

Mail Theft

The outgoing USPS mailbox was stolen from the Colony mail kiosk driveway between late afternoon on October 24 and the morning of October 25. If you mailed anything that day in the USPS mailbox, please follow up. Mailboxes were also looted in the morning throughout Cape George Colony Club.

The Ad Hoc Technology Committee, our mail carriers, and the Board are working to add surveillance, but we aren't there yet. Please follow the guidelines sent to the membership via email blast.

Thank You

I want to thank Ernie and Toni, for helping to set up interim security features to monitor the mailbox kiosks. They have gone above and beyond to help curtail the looting of the mailboxes in Cape George Colony Club.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 27, 2022
via ZOOM
Draft

Thank you to the homeowners who responded immediately to a complaint that their lights were too bright at night. They put their lights on a motion sensor, stating that they want to be good neighbors.

And thank you to a second family who aimed their lights toward the ground in respect of a neighbor who enjoys the dark starlit skies in Cape George.

Thank you to Assistant Caretaker Aimee Garrett for reporting real estate signs in the community that cover the emergency street number signs. It is a small gesture that could be a very big deal if a fire or ambulance crew couldn't find an address because "Sold By" signage was blocking the small reflective sign in front of a home.

Thank you so much to Finance Chair Nancy Charpentier and Treasurer Fayla Schwartz for creating, shepherding, and finalizing a 2023 Budget that works.

And many thanks to Karen Krug who has worked tirelessly with our accounting firm to complete the 2021 Audit!

Thank you to all of the volunteers in Cape George Colony Club who bring knowledge, talent, dedication, expertise and generosity to the table throughout the year to make this a great place to live!

2023 Budget Update

The Board of Trustees voted to approve the 2023 Budget at the October 17 budget meeting. We are working on the budget packet which will go out for a vote of the membership on Wednesday, October 26. You will receive a ballot packet that includes the approved 2023 Budget and the Reserves Projects for 2023. The ballot includes a separate vote for each. The ballots can be returned by mail or returned to the office by hand until 2 p.m. on Monday, November 28. The ballots will be counted under the direction of the Election Committee on November 29.

If the budget vote passes, which it will unless 51% of the membership votes NO, the Board will hold a special meeting on November 30 to ratify the 2023 Budget, as stated.

The 2023 Budget will go into effect on January 1, 2023.

Creating a budget with a four percent increase in assessments meant sacrificing some projects. Treasurer Fayla Schwartz explained it well in the 2023 Budget Packet that was emailed to the members on October 14 and is included with the Budget voting material.

A new Caretaker Apprentice job position will be added in January to provide back up for the Caretaker. This job will replace the seasonal assistant caretaker job and will be a half-time, year around position. The goal is to have the person in that position trained in the landscape, pool, tank farm, and other processes to fill in if Donnie is unavailable or takes a vacation. The position will be advertised in January.

Everything Else

Ad Hoc Technology Committee. The Ad Hoc Technology Committee is working in two groups. This month "Team Tech" is focusing on a pilot security program for the mailbox kiosks following a rash of thefts. A proposal for the purchase of security cameras will be discussed later in this study session.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 27, 2022
via ZOOM
Draft

“Team Web” met to begin work on the Cape George Colony Club website. We are looking at features and web design that will include Cape George administration, management, and the Board of Trustees’ goals.

As it happens in Cape George Colony, the Ad Hoc Technology Committee members have so much insight, expertise, enthusiasm, and knowledge that the work product of the committee will certainly have a positive impact going forward.

Berm Update. The staging of material for the berm is almost complete and the berm repairs should begin in the next week.

- As a side note, designated paths over the berm will be discussed after the major repairs are completed.

Road repairs. Lakeside Industries has begun the road repairs throughout the Cape George Colony Club. The specific road repairs were selected to stay within the 2022 budget.

Administration

The annual backflow assembly test letters are due.

Violations

- Several violation letters were sent for landscape maintenance issues.
- The shorter days have more residents stargazing. It is helpful if home security lights are aimed at the ground and that motion sensors are installed instead of continuous bright lighting.

Treasurer’s Report: Fayla Schwartz

September 30, 2022

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled, and reviewed.

Comparison between September 2022 and September 2021 shows a much higher Cash Basis income. This is the result of two factors: \$64,000 savings in payroll costs due to the extended vacancy of the General Manager position and adoption of the new employee medical benefits program, and \$34,000 revenue increases due to more water and marina users.

INCOME STATEMENT COMMENTS

General Operations:

- We have not spent as much in Repairs and Maintenance as we did this time last year because:
 - 1) We are just starting Roads repairs this month, whereas last year they were begun in September, and last year there were some onetime costs in electrical repairs, purchase of a new heat pump for the clubhouse, and vehicle repair/maintenance costs.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 27, 2022
via ZOOM
Draft

- 2) Contracted Services costs were \$20,000 higher this year than last. These include legal fees of \$10,000 over last year, and \$6000 increased accounting charges, due to Community Financials' new billing structure.

Water Operations:

New water meter installations brought in about \$8000.

Marina Operations:

Revenue is substantially over budget because nearly all Marina income is collected early in the year, but the budget spreads it out over the whole 12 months. The Marina collected \$94,000 in 2022, whereas \$91,000 was budgeted.

OTHER COMMENTS

The 2023 budget has been approved by the Board and the ballot asking for approval of the budget and Reserves projects for 2023 is currently being mailed to all members. Please return your ballot promptly.

The 2021 audit has been completed. The Board will vote today to approve it and to transfer the excess income of \$53,879 from Operations to Reserves. After this transfer, we will have the following balances as of December 31, 2021, in the Reserves accounts:

- General Reserves: \$254,183
- Water Reserves: \$897,353
- Marina Reserves: \$ 62,915

Committee Reports: The following committee reports were submitted to the Board of Trustees: Building & Roads, Environmental, Fitness, Marina, Pool, and Water. The reports are attached to these minutes and incorporated by reference.

Information items: to be included in the minutes from the Board Meeting.

1. The Ballot for approval of the 2023 Budget is in the mail. Please make sure the office receives your ballot, by mail or in person, by 2 p.m. on Monday, November 28. The ratification meeting is scheduled for Nov 30th at 3 p.m.
2. Purchase of two security camera kits for surveillance of mail kiosks is moving forward.
3. Cape George Colony Club MIS05- Fine Schedule to be reviewed by committees for possible revision at the Nov. Board meeting.
4. The proposed Marina Rule and Regulation changes will be published in the November newsletter for member comments.

Member participation: none

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 27, 2022
via ZOOM
Draft

New Business Action Items:

Motion 1: Fayla Schwartz moved, and Mike Heckinger seconded to approve Gary Nelson to organize a petition to Jefferson County PUD to explore bringing fiber optic service to Cape George. Passed- 4/0

Motion 2: Fayla Schwartz moved, and Pat Gulick seconded to accept the 2021 Financial Audit submitted to us by Newman CPA, PC. Passed- 4/0

Motion 3: Fayla Schwartz moved, and Mike Heckinger seconded to authorize Jane Ludwig, President and Fayla Schwartz, Treasurer to sign the Representation letter to be sent from Cape George to Newman CPA, PC. Passed – 4/0

Motion 4: Fayla Schwartz moved, and Betsy Coddington seconded, to authorize transfer of \$53,879. excess 2021 income from our operational account at Pacific Premier Bank to our reserves account at Pacific Premier Bank. Passed – 4/0

Motion 5: Mike Heckinger moved, and Pat Gulick seconded, to approve Craig Muma as Marina Chairperson and Penny Jensen as Marina Harbormaster. Passed – 4/0

Motion 6: Pat Gulick moved, and Fayla Schwartz seconded to approve the Rain Garden fence proposal by the Environmental Committee. Passed – 4/0

Motion 7: Fayla Schwartz moved, and Mike Heckinger seconded, to close the Cape George office to the public on Veterans Day (November 11, 2022) so that the Manager and Office Administrator can organize files and supplies. Passed – 4/0

Open Board Discussion: none.

Adjournment: Mike Heckinger moved, and Betsy Coddington seconded to adjourn the regular session and move to Executive Session at 3:42 pm. Passed - 4/0

The Executive Session was called to order by President, Jane Ludwig at 3:43.

Adjournment: Fayla Schwartz moved, and Betsy Coddington seconded to adjourn the Executive Session and move to the regular session at 4:08. Passed 4/0.

Announcements:

- Mon., Nov. 14, 3 p.m. – Study Session, via ZOOM meeting
- Thurs., Nov. 17, 3 p.m. – Board Meeting, via ZOOM meeting
- Mon., Nov. 28, 2 p.m. – Budget Ballots must be returned by mail or by hand
- Tues., Nov. 29, Ballots counted by the Election Committee
- Wed., Nov. 30, 3 p.m. – Budget Ratification Meeting

Adjournment: Betsy Coddington moved, and Mike Heckinger seconded to adjourn the regular session at 4:10. Passed 4/0.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 27, 2022
via ZOOM
Draft
Submitted by: Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

CG Building and Roads Committee

October 14, 2022

Minutes:

In Attendance: George Martin, Dave Baker, Betsy Coddington, Mike Hinogos, Richard VanDeMark, Marni Levy

- 1) Discussed the building permits for 330 N Palmer. Determined that the elevation height of the lot was established by the survey marker on the NE Corner. Height was established on several prints. The building height was established on print A1-3. New prints were submitted that referenced an asphalt driveway apron rather than a gravel one.

Signed the building permit, earthworks permit and driveway permit

- 2) Discussed the Huckleberry Variance again because the hearing was upcoming.
- 3) Discussed the Quinault Loop Variance again because the hearing was upcoming.
- 4) Discussed road projects that were approved with funds that were available this year:

a) Repair sink hole	450 Dennis Blvd.	\$2,950
b) Repair road at driveway apron	330 Colman Dr.	\$1,750
c) Repair diversion berm	241 Coleman Dr.	\$200.
d) Diversion berm	441 Ridge Dr.	\$450
e) 60/61 Hemlock road patch.		\$1,150
f) 262 Saddle Dr. repair.		<u>\$1,500</u>
	Total:	\$8,350

George Martin,
Co-Chair Building and Roads Committee

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 27, 2022
via ZOOM
Draft

ENVIRONMENTAL COMMITTEE MINUTES
September 13, 2022, 9:15 am (picnic shelter outside clubhouse)

ATTENDANCE: Pat Gulick, Chris Buzzard, Gina Webber, Patty Dunmire, Lori VanDeMark, Richard VanDeMark, Robin Scherting, Steve McDevitt, Diane Kochendorfer

I. CALL TO ORDER: Chris called the meeting to order at 9:18 am.

II. APPROVAL OF MINUTES: Steve moved and Lori seconded that the minutes of the August 9, 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: \$1,861.51

IV. NEW BUSINESS

- A. Winter programs at the clubhouse:** Possible topics discussed were general coastal erosion and erosion specific to Cape George beach. Committee members to check out resources that may be available to do presentations.
- B. Need for second co-chair:** We are still seeking a co-chair for this committee. Chris Buzzard will continue via ZOOM until one is found. However, she is unavailable for the October 11 meeting. Steve McDevitt will facilitate this meeting.
- C. Rain garden:** The temporary fence is ready to be taken down and replaced by something permanent. 5'8" pressurized posts with rope were suggested. Steve McDevitt will provide proposed plan with approximate cost.

OLD BUSINESS

- A. Halloween Party:** The committee will sponsor a Halloween party on October 29th in the evening. Patty Dunmire and Sue Dunning will organize it. Brats and sauerkraut will be provided. The community will bring side dishes, including scary food items. Pat Gulick will provide gift bags for children. Patty Dunmire will write an article for the newsletter and send out a sign-up for volunteers. Patty Dunmire moved to approve these plans and Gina Webber seconded. Motion passed unanimously.
- B. Review and update volunteer list:** This was started and will be further discussed at next month's meeting.
- C. Waterfront festival:** The committee sold \$80 worth of flower booklets and maps. This sale will be reflected in next month's fiscal report. Three community members asked to be added to the committee email list.
- D. Low tide beach walk:** A well-attended impromptu beach walk was held on August 11 after an email blast was sent from the office. We will have two beach walks next year.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 27, 2022
via ZOOM
Draft

- E. Petanque courts:** A work party was held on August 16 to weed and clean up the courts. Thanks to all the volunteers who helped and special thanks to Richard VanDeMark for using his tiller to clear and smooth the courts. Pat Gulick submitted a receipt of approximately \$20 to be reimbursed for vinegar used to kill weeds.
- F. Chuck Hommel's work group and future plans:** Chuck submitted the pizza receipt from their party and has been reimbursed. The steps in the ravine have been completed but plants still need to be planted on the sides to stabilize the slopes. Fayla will be consulted. The group hopes to focus on the steps from Victoria Loop to Marina Drive next year.
- G. Plaque for the bell:** The bell has been officially donated to Cape George. A line will be added to our volunteer list to maintain the bell and a very simple plaque will be installed. Richard VanDeMark will get an estimate of cost. Robin Scherting will ask Ross Anderson to write an article for our newsletter once completed.
- H. Update on hemlock removal:** The committee feels that this is too big of an issue for the Environmental Committee to maintain. Robin Scherting moved that the responsibility for control of the hemlock should become a whole community concern rather than that of the Environmental Committee. Gina Webber seconded the motion and it passed unanimously.
- I. Berm ad hoc committee:** The Board has approved funding for needed repairs to the berm and two companies have submitted bids. The committee is concerned that work has not yet started on this project since it would be best to complete it this year.

Diane Kochendorfer moved, and Gina Webber seconded to adjourn the meeting at 10:15. The motion passed unanimously.

Respectfully submitted

Pat Gulick

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 October 27, 2022
 via ZOOM
 Draft

Fitness Committee Meeting

9/26/2022

Attendees: Allan Zee, Judith Chambliss (Co-Chairs), Marnie Levy (CG Manager), Betsy Coddington (Board Liaison), Phyllis Ballough, Jon Karpilow, Fred Miercort, Linda Mollino, Tom Ramsey, Don Rogers, Mardella Rowland, Robin Schering, and Bill Sery

Absent: Mike Hinojos and Sherry Hanan

Introduction: Agenda and rules of the meeting was reviewed. Roles of the Committee and Members of the Committee and administrative responsibilities were reviewed by Judith: all members agreed (please refer to the agenda)

Assignments

Day-to-Day/Weekly on-going tasks	Committee Member	Frequency
Monitoring supplies that are used in the FC	Mardella has agreed to track supplies and notifying Terri and Marnie (with a cc to Judith and Allan)	Mardella to determine. Addition of tissues and paper towels requested by members.
Maintenance of water cooler	John agreed to put new bottles of water onto cooler as needed	John to determine frequency Mardella to contact Terri regarding water needs
Equipment Oversight	Bill	When alerted
Signage	Linda	Will work with Judith to determine which signs are needed.
Electrical Issues	Bill and Tom	Consulting Only

Additional Discussion Items:

Item	Discussion	Next Steps
Budget	Reserve vs. Fitness Committee Budget from fundraising	Monies that are currently in FC budget are from fundraising and monies transferred from reserve. Budget requests must be submitted by the first of the year. Current amount in the FC budget is: \$10, 954.62. FC funds managed by the social club. Monies set aside for the L-10 treadmill
Fundraiser	To be held in February 2023 to coincide with National Heart Healthy Month. Phyllis, Judith,	More to follow as we get closer. Additional help might be

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 October 27, 2022
 via ZOOM
 Draft

	and Lori to chair the events. Even will be advertised in the CG Newsletter and submitted to Terri by the 20 th of December for the January newsletter. Phyllis has all the posters from this year.	needed by other members of the committee.
Open House	Suggestion made as part of our Fundraising even is to have an open house which was done in the past. This was previously done to introduce community members to the FC and the variety of available machines. There are new community members who may not be aware of the FC or members who have not utilized it for awhile and are not aware of some of the new machines. Suggestion made to have someone demonstrate use of some of the machines.	Further discussion at future meetings
Leak from the Pool	Marnie updated the group. Contractor has put in a bid to seal some of the areas along the pool wall. However she is not convinced that the wetness on the carpet came from the pool. It looks there was a spill that bleached the carpet. Marnie requested she be contacted if the problem reoccurs.	Marnie to make the final decision on next steps but all using the FC should alert her if the problem reoccurs.
Electrical Issues	Bill reviewed what the electrician has done so far. Awaiting the purchase of the new L-10 Treadmill (which had previously been approved) and then the electrician will return to complete the work once the L-10 is in place.	Purchase L-10 Treadmill so the electrical work can be completed.
Equipment: L-10 Treadmill	To be purchased with funds from the FC budget monies and \$3,000 from the reserve budget which was previously approved by the CG Board.	Judith and Allan to follow-up on the purchase, with assistance from Phyllis.

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 October 27, 2022
 via ZOOM
 Draft

Equipment: L-7 Treadmill	Being replaced by the L-10 and because it has multiple issues, it needs to be disposed of.	Donnie to be notified and Tom agreed to help.
Equipment: L-8 Treadmill	Needs to be evaluated as has intermittent problems (won't start) possibly a mother-board problem). Problems may be related to unit not being on the correct circuit.	Judith, Phyllis and Marnie to coordinate delivery and set-up of L-10 and request an evaluation of L-8.
Welcome Bench	Robin has been coordinating with Mike LaPointe about replacement vs. repair of the bench. Discussion about whether the unit could be painted and not have to be replaced.	John to evaluate the best way to repair and refurbish the bench and coordinate with Mike and get back to the committee.
Phone	Discussion about the need for a phone replacement in the FC. Current phone does not always work.	Phyllis to follow-up with a replacement.
Suggestion Box	Discussion about a suggestion box vs. keeping a pad of paper. Pros and cons discussed of each	Linda to obtain information on the suggestion box that was obtained for the pool area and bring information back to the committee.
Equipment: Bench Press	Repaired or replaced	Mardella had been in-touch with a repair person, but they have gone out of business. Tom put her in touch with another vendor In Boat Haven and she will follow-up
Rules and Regulations	Discussion of whether the rules and regulations need to be updated	Decision made that the rules and regulations dated March 12, 2020 are up to date. Allan to post the latest version and leave extra copies in the FC. Marnie to get copies to Allan

Next Meeting: Monday 10, 31 at 11am

Bat woman has agreed to take on any problems while Allan and Judith are gone during February and March.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 27, 2022
via ZOOM
Draft

Marina Committee Meeting, 4 October 2022 Minutes

11am Cape George Clubhouse

Attendees: 28 members present

Agenda items

- 1) Waterfront Festival: The 2022 Waterfront Festival was reviewed. Items discussed included the contribution of the marina committee of about 200 crab for participants consumption, along with burgers, dogs and side dishes. Provided crab are available, it may be worth providing in future festivals, at a level of about ½ crab per person. It was recommended that servers be provided to expedite service and reduce waste. Care must be taken in food preparation.
- 2) A motion to revise the classification of marina wait list “deposits” to non-refundable “fees” was seconded and passed a vote of membership. Ben Fellows will draft the specific language and submit to the committee.
- 3) Harbormaster Mark Thayer submitted his notice of intent to resign as harbormaster effective 1 November 2022, following two years of exceptional service.
- 4) Marina Committee chair Jim Bodkin notified the committee of the completion of his two-year term and intended resignation concurrent with the appointment of a new harbormaster and marina committee chair.
- 5) Committee members, Mike Heckinger, Geoff McMichael, Nick Muzik, Paul Serafin and Jim Barr agreed to serve on a nominating committee to fill the harbormaster and marina chair positions.

Meeting adjourned 12:20

Next meeting will be Tuesday 1 November, 11 am, provided a member volunteers to chair the meeting.

Pool Committee Meeting 10/4/2022

Called to order at 3 pm by Chair: Penny Jensen

Members: Patty Dunmire; Kriss Edwards (absent); John Galm (absent); Sandy Gulin (absent); Marta Krissovich, Linda Mollino; Mardella Rowland; Robin Scherting; Marnie Woodward, Cape George Manager; Jane Ludwig, Board President, and Board Liaison to Pool Committee(absent). New Member: Mike Volkman

Financial Report:

Approx \$3491.11 in our Fund-Raising account.

Minutes

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 October 27, 2022
 via ZOOM
 Draft

Minutes of Last Meeting: Minutes were reviewed by all and there was a motion by Robin to accept the minutes and they were seconded by Mardella and then accepted by the group.

Old Business

Discussion Items	Discussion	Decision/Member Responsibility
Grab Bars for the Shower (priority)		Grab bars have been purchased and Sandi and Jose will install them when Jose's schedule allows.
Lights for Entrance and alcove to pool		Penny: entrance lights are now in place, (fishes). The lights are on all time, but very low wattage.
Rack for Foam Weights	Additional shelf is needed.	Marta is taking the lead on what is needed. Cost \$162.00
Weights		Marta and Patty are continuing to investigate the purchase of additional weights. \$300 was approved at the prior meeting.
Receptacle for Noodles		Marta is investigating
Lockers for shower rooms.		On the future list
Power lift for accessing the pool, for disabled folks.	John did some research on power lifts and Penny was able to present the literature. Discussion about the costs of the units that are between \$6,000-\$12,740 (\$5,00-\$6,000/permanent and \$12,432- \$12,740 (portable)	Further research is required before a final decision is made. Marnie agreed to ask a contractor who is coming to do other work in the pool area, as to the feasibility of installing a permanent power lift. The other option is a portable unit which is considerably more expensive. Considerable

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 October 27, 2022
 via ZOOM
 Draft

	Additional research is needed because of the cost and concern about whether the pool can sustain construction of the stationary lift/ This is due to the way the pool was initially constructed.	fundraising would be required for such a unit.
Pool Vacuum	Still being evaluated	Patty/Kriss
Wall Mounted Sound System.	On the future list	Patty/Marta
Water Extraction Spinner.	Still being requested. Discussion about the need. Consensus of the group is not justified at this point.	No further action
No baby wipes in the baby changing stations	Working fine. Parents are encouraged to wipe the station after use. Signs in place	No further action.
Lap timer purchase: item was requested by a member.	Discussion about where it would be placed and cost.	Mike agreed to obtain additional information. Duncan Lynde has also made a recommendation.
Gift for Donnie Weathersby, Maintenance Manager	Gift for Donnie for all his work on the additions to the pool area. Voted and approved during September's meeting.	Donnie to receive a \$25.00 gift certificate to the local Pro Shop. Penny has purchased it and the committee voted to reimburse Penny for the purchase.
Rule regarding use of inflatables in the pool	Brief discussion, all agreed	Inflatables will continue to be allowed in the pool, but they need to be removed from the pool area once the members leave the area.

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 October 27, 2022
 via ZOOM
 Draft

New Business:

<p><u>New Item:</u> Lap timer purchase: item was requested by a member.</p>	<p>Discussion about where it would be placed and cost.</p>	<p>Kriss agreed to obtain additional information. We'd like info from member who made request.</p>
<p>Discussion Items</p>	<p>Discussion</p>	<p>Decision/Member Responsibility</p>
<p>Resurfacing of the pool in the future</p>	<p>When it is done, new lines will need to be done to indicate the lanes</p>	<p>On hold currently</p>
<p>Second Water Aerobics class</p>	<p>Information being gathered. Possibility of Tuesday and Thursday from 9am to 10am but it is important that the aerobics class not interfere with lap swim times</p>	<p>10/17 begins 5x/week classes</p>
<p>Rule regarding use of inflatables in the pool</p>		<p>No change to rule re inflatables in the pool</p>
<p>Gift for Donnie Weathersby, Maintenance Manager</p>	<p>Gift for Donnie for all his work on the additions to the pool area. Voted on last month.</p>	<p>Donnie to receive a \$25.00 gift certificate to the local Pro Shop. Penny will purchase.</p>
<p>Reserving the Pool</p>	<p>There was much discussion about when reserving the pool does this limit use by other members. There is no cost currently to reserve the pool.</p>	<p>Decision made to put this on hold at this time as additional information is needed. Linda to check with Port Ludlow about their agreement in reserving their pools. Should we charge for pool reservations?</p>

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 October 27, 2022
 via ZOOM
 Draft

Concrete repairs	Marnie received a concrete bid to resurface the area between the adult and children’s pool. The areas around the pool where there is leakage including the area between the pool and the fitness center, still unclear if this will resolve the problem. Pool resurfacing both adult and children’s pool would wait until 2023, reserve budget.	Marnie to follow-up with contracture. Current bid is \$4300 for repair between the two pools. Decision made to resurface the area between adult and children's pool if it is affordable. Areas around the pool wall including the area between the fitness center and the pool needs further evaluation. No further action on the pool resurfacing currently.
Second Water Aerobics class	Further information received from Patty and Marta.	New class will be on Tuesdays and Thursday from 0900-10am.
Covid		Message to all, to stay home if you are ill and test. Follow the Jefferson Public Health Advisory regarding testing positive to Covid and/or exposure to Covid

- Next Meeting : November 1, 2022, 3 pm, Clubhouse

**Cape George Water Advisory Committee
 Meeting Report October 4, 2022**

The meeting was held at 4 PM October 4, 2022, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Board Liaison Bart Mooyman-Beck, Carl Berger, Thad Bickling, Stewart Pugh, and Chair Marty Gilmore.

The water leak under Hemlock Drive was caused by a split in poly pipe and the repair took longer than expected because the needed repair parts are hard to find. Spares have been ordered for future repairs, but cost has increased significantly, and delivery is not expected until 2023. Any component with brass has a long delivery time.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

October 27, 2022

via ZOOM

Draft

The committee reviewed the cost for new water meter installation. Both labor and material costs have increased significantly. Cape George only charges \$1000 for a new water meter hookup, which is significantly below cost. The committee recommends that the charge for new water meter hookup be increased to \$5000.

The Committee is requesting that a pressure tank be added to the discharge of the Highlands booster pumps. The tank will reduce the frequency of pump cycling and will reduce power costs and maintenance frequency. The pressure tank would be funded in the 2023 budget, at an estimated cost of \$3000.

The committee is developing a recommendation for monthly charges for water overuse. This recommendation would replace the current annual charge for overuse. It is expected that a monthly overuse charge would reduce both water usage and stress on the water system during the hot summer months.

Cape George has tested the four backflow devices that the community owns. Two were installed incorrectly and will be reinstalled. One device failed and will be repaired. The fourth one will be tested soon.

Two recent water quality tests were positive for coliform bacteria in the water. The subsequent eight tests were negative, so it is likely that the positive tests were caused by contamination during sample handling. The protocol for sample acquisition and transport is being reviewed.

The water samples for water quality testing are not taken from dedicated sample points and should be. The committee recommends that six dedicated sample points be installed at an approximate cost of \$750 each.

The next scheduled meeting will be Tuesday, November 8, 2022, (not November 1) at 4 PM in the clubhouse.

Cape George Colony Club

Manager's Report

November 2022

The month of giving thanks

A challenging week

The week of the big storm was a challenge for many Cape George Colony Club residents. The windstorm on Friday, November 4, caused havoc across Jefferson County. The power was out in Cape George Colony Club for days. In the Highlands, the power was out from Friday night through Monday evening. Trees fell, blocking Saddle Drive. One couple had a tree fall smashing their truck in half. Several disabled cars were left in front of the office for a few days. I have not heard from anyone who had worse emergencies during those days, which is a blessing.

Thank You!

On Monday, fuel was delivered to the tank farm in case the power was out through Monday night. The truck did not have a fuel hose long enough to reach the generator, so Donnie and Stu carried 70 gallons of fuel in five-gallon containers to partially fill the tank. Thank you, Stu and Donnie.

That evening, well after dark, our Water Manager Jose called to say that power had been restored, and he was going to the tank farm to shut down the generator. He asked if I had an iPhone and then shared his phone screen with me. A pile of trees were blocking Saddle Drive. He said he would walk in. He called shortly after and said that while he was walking toward the water facility another tree went down behind his truck. And then a power line was hit by another tree and sparks flew. It was then that Jose decided it would be best to keep the generator on through the night. I spoke to him three times through this ordeal.

In between conversations with Jose, I called Donnie to let him know what was going on. He insisted on going to the Highlands. Donnie drove out to Saddle Drive, agreeing to not cut or clear anything unless someone was with him. When he called me, I could hear chain saws in the background. He said there were a few men clearing some of the debris, and that he would do what he could to help.

♥ **Thank you so much to Donnie, Jose, and everyone else** who helped clear roads, invited neighbors over during the power outages, and stepped up to make sure that the community members weathered the storm and its aftermath as well as possible.

On Tuesday morning I drove through the Highlands and found that Saddle Drive was clear to the tank farm.

♥ **Another big thank you to the wonderful helpers** who came to work in the office while Terri was gone early this month. Every day that Terri was on vacation I was greeted by a volunteer, smiling, and bright, who helped homeowners solve problems, conduct business, and even get recommendations for housing during the power outage. Thank you, Betsy, Carol, Elaine, Karen, and Linda! And thank you every who volunteered to help while Terri was gone!

♥ **Thank you to Betty, Barb and Susan**, for maintaining the landscape at the corner of Cape George Drive and North Palmer. I have heard that Betty was the unofficial landscape caretaker of that corner for years! I understand that Barb and Susan have taken over the unofficial maintenance of that slice of Cape George common property. Thanks to all three of you for helping to keep the community looking so well kept! In addition, Barb and Susan noticed that Marine Drive was littered with flora from the recent storm and took it upon themselves to clean it up. Donnie thanks you! I thank you!

I am continually impressed with the community spirit, and the dedication of the volunteers and staff of Cape George Colony Club!

2023 Budget Update

The ballot box is filling up! If you haven't voted, please do! Ballots can be returned by mail or to the office by hand until 2 p.m. on Monday, November 28.

The ballots will be counted by the Election Committee on November 29. If the budget vote passes, which it will unless 51% of the membership votes NO, the Board will hold a special meeting on November 30 to ratify the 2023 Budget, as stated. The 2023 Budget will go into effect on January 1, 2023.

Everything Else

Mailboxes. The Ad Hoc Technology Committee has received the new security cameras. We need power and software to complete the installation of security cameras at the Colony and Village mailboxes. Thank you, Rick and Jay for the time you are putting in to help this committee project.

- ✓ Please continue to collect your mail before dusk, stop your mail if you cannot pick it up, and mail important letters and parcels at a post office.

Technology Committee member Shelly reviewed some web services to host and provide user-friendly design platforms to Cape George Colony Club. One fee-based web company did a demonstration for committee members.

Diana, who writes computer code and is on the Committee as well, demonstrated a sample Cape George Colony Club website that accomplishes our immediate goals. She generously offered to use her skills and time to make those changes.

To save money in 2023 the committee is going forward will most likely go forward with the most cost-effective plan. With Diana's help we will rework the website to accomplish our stated goals. We will share the new website in the first quarter of 2023. Thank you, Shelly and Diana, for the hours of research and work you have done to move the web update forward.

Berm Update. As of November 11, the berm repairs are almost complete. The Ad Hoc Berm Committee will be involved in creating designated berm crossover spots.

- ✓ **Please do not walk over the berm. We need to protect the berm, so the berm can protect our waterfront and community assets.**

Thank you to Ben Fellows, the Ad Hoc Berm Committee, the Marina Committee, and the Environmental Committee for the work you have all done so far and going forward in this effort.

Violations

Violation letters were sent for derelict vehicles in a driveway, a dumpster that is set too close to the road, one dog barking, a hedge that is overgrown, and lights that are too bright.

Note: When I talk to people about complaints from their neighbors, they usually say that they would have appreciated their neighbor mentioning the problem to them directly.

*Happy Thanksgiving to everyone at Cape George Colony Club,
and all of your families and friends! ❤️*

Marnie Levy

General Manager

Cape George Colony Club

manager@capegeorge.org

360-385-2208

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New Members for November Meeting

Gregg Sconce & Carli Herrs purchased 420 S Palmer from Kathleen McCormick

Brian & Summer Carlson purchased 101 Ridge Dr from Liam Carmody

Tom & Ann Larkin purchased 31 Marine View Pl from Darryl & Robin Fling

CG Building and Roads Committee

November 11, 2022

Minutes:

In Attendance: George Martin, Betsy Coddington, Mike Hinojos, Richard VanDeMark, Marni Levy, Richard VanDeMark, Jeff Collum, John Dwyer

- 1) Discussed the building permits for 141 Alder. Determined that the 25-foot setback was established on site plan prints. The building height of 23 feet was granted a variance by the Board. Building permit approved.
Signed the building permit, earthworks permit and driveway permit
- 2) Discussed a shed permit and will approve when a site plan is submitted, and setbacks can be verified.
- 3) Began discussion at the request of the Board of the fine schedule that relates to building. Also discussed changing the wording to reflect the building codes and also building size as it relates to Tiny Houses.
- 4) Discussed a variance request for 391 Victoria Loop to put a shed within the 5-foot setback from property line. Because of the uniqueness of the property and septic placement limiting shed placement and no apparent effect of neighboring properties the committee had no objections.
- 5) Information Item: Richard VanDeMark brought to the group a proposal to install a viewing bench on the corner of Marine Drive where the white traffic bollards are located. Because it was near the roadway, he felt the committee should be involved. Discussed restricted parking there to protect the edge of the roadway.

George Martin,
Co-Chair Building and Roads Committee

ENVIRONMENTAL COMMITTEE MINUTES

October 11, 2022, 9:15 am

ATTENDANCE: Varn Brooks, Lori Cameron, Patty Dunmire, Sue Dunning, Judy Gelwicks, Anne Jimenez, Ruth Ross

I. CALL TO ORDER: Patty Dunmire called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: Sue moved and Ruth seconded that the minutes of the September 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: \$1878.45

IV. NEW BUSINESS

- A. Plantings on the berm.** The committee will need to follow-up concerning the plantings on the berm after the berm repair is completed

IV. OLD BUSINESS

- A. Plans for winter programs.** The committee would like to restart our educational programs. Suggestions include programs by Varn Brooks on our coastal geology, local wildlife, local birds (based on one he did for the Audubon Society). The committee will contact Lorna and Darrell Smith to see if they could present some film nights. The idea of programs on local wildlife led to the idea of creating a booklet on the wildlife of Cape George, similar to the plant booklet. This idea will be added to the ongoing agenda.
- B. Halloween party plans.** The committee discussed plans for the Halloween party on October 29th being organized by Patty Dunmire and Sue Dunning. Patty wrote an article for the newsletter inviting everyone who lives in Cape George to the party (\$5/person, tickets in the office). She will ask the office to send a follow-up encouraging people to buy tickets early so we can have an accurate idea of how much food to buy. Ruth will send out an online sign-up sheet for volunteers. Ruth moved and Varn seconded a motion that Patty be reimbursed for purchasing decorations/food for the party, which was approved unanimously.
- C. Rain garden update.** Pat Gulick will present Steve McDevitt's plan for replacing the temporary fence to the Board.
- D. Search for co-chair:** We are still seeking a co-chair. Chris Buzzard will continue to chair via ZOOM until one is found. Chris won't be able to chair on Nov 8 because she is working the polls, so we will meet in person for November.
- E. Continue updating volunteer list:** It was suggested that we add descriptions of what is involved for each task and then circulate the list first to the committee, and then to the community through the newsletter.
- F. Plaque for the bell:** Richard VanDeMark is getting get an estimate of cost.
- G. Update on hemlock removal:** We need to notify the board/manager that the Committee voted that the issue of hemlock control is too big for the Environmental Committee and should become a whole community concern.

Ruth moved, and Patty seconded to adjourn the meeting at 10:05. The motion passed unanimously.

Respectfully submitted

Ruth Ross

Fitness Committee Meeting

11/7/2022

Attendees: Allan Zee, Judith Chambliss (Co-Chairs), Betsy Coddington (Board Liaison), Phyllis Ballough, Jon Karpilow, Linda Mollino, Mardella Rowland, Robin Scherting and Bill Sery

Absent: Marnie Levy (CG Manager), Fred Miercort, Tom Ramsey and Don Rogers

Assignments: No changes in assignments

Day-to-Day/Weekly on-going tasks	Committee Member	Frequency
Monitoring supplies that are used in the FC	Mardella has agreed to track supplies and notify Terri and Marnie (with a "cc" to Judith and Allan)	Mardella to determine. Addition of tissues and paper towels requested by members.
Maintenance of watercooler	Jon agreed to put new bottles of water onto cooler as needed	Jon to determine frequency; Mardella to contact Terri regarding water needs
Equipment Oversight	Bill	When alerted
Signage	Linda and Judith	Judith and Linda will determine which signs are needed.
Electrical Issues	Bill and Tom	Consulting only

Additional Discussion Items:

Item	Discussion	Next Steps
Budget	<p>Current monies available after paying for the purchase of the L-10 Treadmill is \$4,754.10.</p> <p>Reserve schedule discussed: How do we get on the reserve schedule.</p> <p>Discussion about the need for an inventory of all the current equipment and when it needs to be replaced.</p>	<p>We have not yet been invoiced or paid for the servicing of the L-8 Treadmill.</p> <p>Allan and Betsy to follow-up with the CG Board Treasurer, Fayla, regarding the reserve process.</p> <p>Allan & Judith is working on updating the current list of equipment</p>
Fundraiser	To be held in February 2023 to coincide with National Heart Healthy Month. Judith, Phyllis, Robin and Lori to be the sub-committee and plan the events.	More to follow as we get closer. Additional help might be needed by other members of the committee.

	<p>Event will be advertised in the CG Newsletter and submitted to Terri by the 20th of December for the January newsletter. Phyllis has all the posters from this year.</p> <p>Discussion about the next piece of equipment that should be replaced and how to celebrate the equipment during the fundraiser.</p> <p>Discussion about some type of equipment to promote health for those recovering from orthopedic surgeries.</p>	<p>Judith, Phyllis, Robin and Lori to be on the subcommittee and will meet prior to the next meeting. Note: Judith and Allan will be out of town during February.</p> <p>Signs announcing the fundraising event should be put up by the end of January throughout the mailbox areas.</p> <p>A bar-graph to be put up in gym indicating how successful the fundraising event is going.</p> <p>Judith will write a teaser blurb for the December newsletter about the treadmill purchase and “tease” about the February fundraising event.</p> <p>Jon agreed to write an article with Lori by the 20th of January for the newsletter.</p>
Open House	<p>A suggestion made as part of our Fundraising event is to have an Open House, which was done in the past. This was previously done to introduce community members to the FC and the variety of available machines. There are new community members who may not be aware of the FC or members who have not utilized it for a while and are not aware of some of the new machines.</p> <p>Suggestion made to have someone demonstrate use of some of the machines.</p>	<p>Further discussion at future meetings. No decision made at this meeting.</p> <p>Fred Miercort has offered to demonstrate the machines at an Open House. Schedule to be determined.</p>
Leak from the Pool	No further leaks at this time have been noted	No further action at this point. Inform Allan, Judith and Marnie if further leaks are noted.

Electrical Issues	Bill reported that Double-D completed the designated 240 outlet for the new L-10 Treadmill. The current cover has two designated 120 outlets in addition to the single 240 outlet. It should only have one 120 outlet so that no further equipment can be plugged in at the site.	Bill to meet with Double-D to discuss the need. Allan will request that Marnie contact Double-D.
Equipment: L-10 Treadmill	L-10 Treadmill has been purchased and paid for. Installed by Mark Harder on 10/31	Allan to follow-up with a bid for semi-annual maintenance contract.
Equipment: L-7 Treadmill	Has been removed and recycled by Mark Harder on 10/31 for \$75.00	No further action.
Equipment: L-8 Treadmill	Serviced by Mark Harder, but is still having problems.	Allan to follow-up with Mark Harder.
Welcome Bench	Repair of the welcome bench is not recommended after evaluation by Jon and others. Discussion about replacement vs. not doing anything at this point. It will cost about \$150.00+ to replace. A vote resulted in a decision to replace the welcome bench, but how was not determined.	Robin agreed to talk with Mike LaPointe to determine whether a replacement can be fabricated by the users of the Workshop.
Phone	A new phone is in place, the phone works well, but the line is not working properly.	Allan to follow-up with Marnie or Terri.
Suggestion Box	Discussion about a suggestion box vs. keeping a pad of paper. Pros and cons were discussed. Mardella would like her table back.	A vote resulted in the decision to purchase the same suggestion box the pool has. Linda will send out the link to Judith for the suggestion box that was purchased for the pool area and has worked well. Judith to follow up with Marnie regarding the purchase. Phyllis will donate a table for the Purell bottle.

Equipment: Bench Press	Was repaired by Mark Harder on 10/31 but is not satisfactory. It needs heavier duty material.	Allan to follow-up with Mark Harder, service representative.
Cape George Fitness Center Sign	Discussion about the need for durability because of the weather factor.	On hold at this time. If anyone would like to look into this endeavor, they will need to volunteer at next meeting.
Sign to reinforce basic rules of the FC (cleaning of equipment and changing shoes)	Discussion about what the sign should consist of, material and where it would be posted. Phyllis had some ideas of material based on a previous sign she had made	Judith and Linda to work on the signage and check out the local sign company to see the costs. Will bring it back to the group.
Supplies	Discussion of antiseptic supplies	Decision made to continue to have a large bottle of Purell antiseptic at the front door and not fill the small dispensers. At some point when they are empty they could be removed.
Rules and Regulations	Allan let the group know that the rules and regulations have been posted in the FC and there are copies available in the cabinet.	No further action.

Next Meeting: Monday December 5th at 11am

**Cape George Water Advisory Committee
Meeting Report November 8, 2022**

The meeting was held at 4 PM November 8, 2022, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Carl Berger, Thad Bickling, Stewart Pugh, Scott Carpenter, Steve King, and Chair Marty Gilmore.

The committee voted to recommend to the Board that the charge for water overuse be assessed monthly rather than annually. It is expected that a monthly overuse charge would reduce both water use and stress on the water system during the hot summer months. The committee is working on a revision to CP 08b, Water Conservation Pricing.

We discussed the water system response during the recent multi-day power failure. Although most of Cape George had power restored within two days, the Highlands and the tank farm did not. The power failure required the backup generator to run continuously for days and use most of the diesel fuel. Marnie will set up a contract relationship with a diesel fuel supplier to ensure that we have top tier status for diesel supply during the next extended power failure. Thad will check the requirements from the Department of Emergency Management for top tier status for water systems.

During the power outage, there was unauthorized intrusion into the tank farm. This is a federal offense, taken seriously by the Department of Homeland Security. Cape George will obtain and post signs to that effect.

We recognize that there are times when community members must access the tank farm during emergencies since the Water Manager might be unable to be on site. The designated community members are Thad Bickling and Stew Pugh. They are members of both the Water Advisory Committee and the Emergency Preparedness Committee so they are in the best position to respond to the range of emergencies that might affect the water system.

The committee reviewed the cost for new water meter installation. Both labor and material costs have increased significantly. Cape George only charges \$1000 for a new water meter hookup, which is significantly below cost. The committee recommends that the charge for new water meter hookup be increased to \$5000.

Cape George has tested the four backflow devices that the community owns. Two were installed incorrectly and will be reinstalled. One device failed and will be replaced. The fourth one at Memorial Park will be tested soon.

Last month, two water quality tests were positive for coliform bacteria in the water. There have been no further positive tests, so it is likely that the positive tests were caused by contamination during sample handling. The protocol for

sample acquisition and transport is being reviewed. Samples for water quality testing are not taken from dedicated sample points and should be. The committee recommends that six dedicated sample points be installed at an approximate cost of \$750 each.

The next scheduled meeting will be Tuesday, December 13, 2022, at 3 PM in the clubhouse. This meeting and future meetings will be held on the second Tuesday of the month, not the first Tuesday. During the winter, meetings will begin at 3 PM.

RULES AND REGULATIONS -- PERSONNEL

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

PAYROLL

1. Compensation. The policy of the Club is to provide adequate compensation to its employees. The General Manager shall periodically review employees' pay scales and may recommend pay amendments to the Board. Pay increases are generally implemented on a calendar year basis determined in conjunction with annual approved budgets.

2. Recording of Time Worked. All employees must record their own time worked. Under no circumstances should an employee allow his/her work time to be recorded by anyone else. Employees ~~may be~~ are required to sign their time sheet each pay period. Meal breaks are not paid time, unless the General Manager informs employees otherwise, such as a performance review lunch meeting.

3. Attendance/Punctuality. The General Manager is accountable for monitoring attendance habits and determining the cause of any related problems. Written records will be maintained on each absence for every employee. Each employee is responsible for notifying the General Manager prior to the start of the working day of an intended absence. Excessive absenteeism will result in negative performance reviews and may subject the employee to discipline up to and including discharge.

4. Paid Holidays. Holidays with pay shall apply to all full-time and exempt employees of the Club. In the event a holiday falls on a Saturday, the attendance day immediately prior shall be considered a holiday. If the holiday occurs on a Sunday, the attendance day immediately after shall be considered a holiday. The Club recognizes the following paid holidays during each calendar year.

- New Year's DayJanuary 1
- President's Day.....Third Monday in February
- Memorial Day.....Last Monday in May
- Independence DayJuly 4
- Labor DayFirst Monday in September
- Thanksgiving DayFourth Thursday in November
- Day after Thanksgiving..... Friday after Thanksgiving
- Christmas DayDecember 25
- Two Personal Holidays of Employee's choice to be taken within the calendar year with advance approval of the General Manager

To be eligible, an employee must have a continuous service date that precedes any given holiday by ninety (90) days. Full-time and exempt employees will be paid for 8 hours at their regular rate of pay or prorated based on their regularly scheduled hours per day. Employees shall not be paid for holidays occurring while they are on an approved or unapproved leave-without-pay status. Where workload permits, the Club will allow employees to take the day before or after Christmas as a non-paid holiday. Employees may use accrued paid vacation or personal holidays if available.

5. Overtime. Employees will be compensated for overtime in accordance with federal and state laws and regulations. It is recognized that overtime duty is an occasional necessity dictated by conditions most of which ordinarily cannot be foreseen. Hours are calculated on a work week of Saturday through Friday. A full-time non-exempt employee who is called back to work for a time that they are typically not on shift will be paid for a minimum of two hours.

Authorized overtime work on a non-work day (normally Saturdays, Sundays and holidays) or at the end of any ordinary work day, if when added to all other time worked (excluding paid time off hours) during the same week (Saturday through Friday) exceeds forty (40) hours, shall be paid at the rate of time and one-half. ~~unless the employee prefers comp time. Comp time requests must be in writing.~~

RULES AND REGULATIONS -- PERSONNEL

6. Payroll Deductions. Deductions will be made for state and federal withholding taxes (where applicable), social security taxes, and other applicable federal, state, or local taxes. Garnishments and other similar required payments also fall into this category. Other deductions will be made only on written request of the employee and after approval of the General Manager.

7. Garnishments. The Cape George Colony Club is required to honor court ordered garnishments and other attachments to employees' pay. The Club does not wish to become involved in personal finances of its employees and, therefore, strongly encourages all employees to resolve debts and financial disputes to avoid costly garnishment proceedings. Should an employee's personal financial situation begin to interfere with proper work performance (absenteeism, excessive personal phone calls, etc.), the employee may be subject to termination.

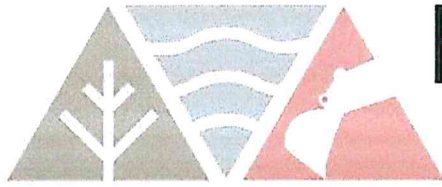
8. Pay Periods. ~~Salaries Wages will be paid semi-monthly biweekly, based on two Saturday to Friday work weeks. Pay periods end on the 10th and 25th day of each month. Accrued pay will be paid within 6 days following the end of the pay period. Pay periods end every other Friday and are paid on the following Friday.~~

Approved at Board of Trustees Meeting dated: July 12, 2018.

Approved at Board of Trustees Meeting dated _____

Katie Habegger, President

Joel Janetski, Secretary



PENINSULA ENVIRONMENTAL

Date: October 20, 2022

To: Cape George Colony Club
General Manager

John Bornsworth | Principal

Prepared by: WSDA Commercial Herbicide Operator #87736
Cell: (360) 819-3081 | Email: john@peninsulaeg.com

Project Name: Poison Hemlock Herbicide Application

We are pleased to provide you with this proposal for invasive plant management, specifically Poison Hemlock. Peninsula Environmental Group strives to provide excellent science-based natural resource management services.

1 Background

The Cape George Colony Club and representative councils seek to engage a contractor to manage their invasive Poison Hemlock (*Conium maculatum*) infestation along their lower slope and beach area. During a site assessment with representatives we discussed a combination of manual control and chemical control is the only effective control program against large infestations.

Location of the invasive plant is generally the western slope toe, along the lower beach area, stretching for approximately 2,000 feet. Some patches have growth upwards, approximately 100-200 feet upslope. Access to the lower patches of the plant will be simple, as they are nearby the road. Access to the sloped portion of the plants will require brush cutting and safety ropes. We will access the upper slope in two ways: using (1) safety ropes from the road area, or above the slope, and rappelling or traversing the safety ropes, and (2) brush cutting a small path up an old trail starting at the marina that ascends the slope.

Some areas of infestation are nearby aquatic resources, including Discovery Bay. Our licensed applicators are trained and certified in aquatic herbicide application. We are currently permitted by the WSDA and EPA to discharge into waterways, through an NPDES permit.

We provide expert services, and fully understand the physiology of the plants we treat, their habits and ecologies. We have experience in the complete eradication and control of noxious weeds in many environments. This area cannot be fully, 100% eradicated, as there is external seed sources in nearby residential lots.

Peninsula Environmental Group, Inc.
824 E. 8th St. Suite D | Port Angeles WA 98362
Office: (360) 504-3825 | Online: www.peninsulaenvironmental.com

Community Specific – Resource Specific Planning
Port Angeles | Port Townsend | Olympia

2 Scope

- Peninsula Environmental Group (Contractor) will perform control treatments of invasive plant Poison Hemlock (*Conium maculatum*).
 - Four to six herbicide treatments per year
 - Will occur through the months of April to August annually.
 - Treatments will be flagged off while treating.
 - General Manager will be notified of treatments 48 hours or greater in advance.
- Herbicide treatment will consist of 2,4-d amine, triclopyr, or other broadleaf only herbicides. (Will not affect grasses.)
- Contractor shall provide all chemicals.
- Chemicals are to be applied according to the manufacturer's recommendations and comply with all ordinances and governing agencies.
- All herbicide applications by the Contractor shall be under the direct supervision of a person possessing a license or certification with endorsements by the State of Washington.
- We will file documents as needed by the WSDA and post signage as necessary required by law.
- All state, safety, label and other mandated requirements will be followed.

3 Herbicide Application

Herbicides used for this project will be 2,4-d and triclopyr. Both chemicals are naturally occurring. Chemicals only damage broadleaf plants, leaving some conifers and grasses undamaged.

Triclopyr and 2,4-d are approved in Washington State by the Department of Ecology for aquatic use. When used per the manufacture's labels, they have extremely low human health and environmental risk.

Both 2,4-d and triclopyr can be purchased over the counter in Washington State.

4 Staff Members

Staff include:

Kia Sutter – Restoration Technician

<https://peninsulaenvironmental.com/about-us/kia-sutter/>

Sebastian Barragan – Restoration Technician

<https://peninsulaenvironmental.com/about-us/sebastian-barragan/>

5 Billing & Invoicing

- Invoice will be sent electronically and/or via mail after each treatment
- Invoice due in 30 days.

Costs

<p>Scope:</p> <p>Site preparation, flagging and herbicide application of poison hemlock</p>	<p>Budget:</p> <p>\$1,000 per application (One licensed applicator, 10 hour work day).</p> <p>Up to five times per year. Total budget of \$5,000 per year, as needed.</p>	<p>Timeframe:</p> <p>April – August</p>
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6 About *Conium maculatum*

Poison-hemlock stems have reddish or purple spots and streaks, are not hairy, and are hollow. Leaves are bright green, fern-like, finely divided, toothed on edges and have a strong musty odor when crushed. Flowers are tiny, white and arranged in small, umbrella-shaped clusters on ends of branched stems.

Poison-hemlock is a biennial and germinates throughout the year. First year plants are low-growing and may overwinter in mild climates. Young poison-hemlock plants somewhat resemble carrot plants but can be distinguished by the lack of hairs on the stems and the purple-reddish blotches on the stems.

In late spring, second-year plants reach 6-10 feet tall and produce numerous umbrella-shaped clusters of tiny, white, 5-petaled flowers. Flowering poison-hemlock may be confused with wild carrot (*Daucus carota*, or Queen Anne's Lace). In contrast with poison-hemlock, wild carrot has one densely packed umbrella-shaped flower cluster on a narrow, hairy stem, usually with one purple flower in the center of the flower cluster and is usually 3 feet tall or less. Wild carrot also flowers later in the summer.

Toxicity

Poison-hemlock is acutely toxic to people and animals, with symptoms appearing 20 minutes to three hours after ingestion. All parts of the plant are poisonous and even the dead canes remain toxic for up to three years. The amount of toxin varies and tends to be higher in sunny areas. Eating the plant is the main danger, but it is also toxic to the skin and respiratory system. When controlling poison-hemlock, minimize exposure by wearing gloves and taking frequent breaks when pulling or mowing large amounts of plants. One individual had a severe reaction after pulling plants on a hot day because the toxins were absorbed into her skin.

The typical symptoms for humans include dilation of the pupils, dizziness, and trembling followed by slowing of the heartbeat, paralysis of the central nervous system, muscle paralysis, and death due to respiratory failure. For animals, symptoms include nervous trembling, salivation, lack of coordination, pupil dilation, rapid weak pulse, respiratory paralysis, coma, and sometimes death. For both people and animals, quick treatment can reverse

the harm and typically there are not noticeable aftereffects. If you suspect poisoning from this plant, call for help immediately because the toxins are fast-acting – for people, call 911 or poison-control at 1-800-222-1222 or for animals, call your veterinarian

7 References

We’ve applied pesticides for the following companies, agencies, and organizations.

City of Sequim	City of Marysville	City of Port Townsend
City of Everett	City of Olympia	City of Bremerton
Lakeside Industries	Scarcella Brothers, Inc.	Interwest Construction, Inc.
Jefferson County	Kitsap County	Thurston County
Department of Enterprise Services	Department of Ecology	Department of Natural Resources
Department of Corrections	U.S. Coast Guard	Washington State Parks
King County Conservation District	Clallam County Noxious Weed Board	Snohomish County Noxious Weed Board
	Mason County Noxious Weed Board	

8 Closing

We appreciate your potential business and look forward to working with you. We pride ourselves in informed decisions and strive for an exceptional quality of work. If you have any questions now or in the future, please ask us.

This proposal is *confidential* and may not be shared with other companies. We take pride in our decades of natural resource management training and education.

Respectfully submitted by,

John Bornsworth, Principal
Board Certified Master Arborist
Registered Consulting Arborist
WSDA Commercial Herbicide Operator #87736



Peninsula Environmental Group, Inc.
824 E. 8th Street, Suite D
Port Angeles, WA 98362
Contractor License: PENINEG813MC

Motion 6 Clubhouse

SELECTIVE INSURANCE®

Your account information
Account name: CAPE GEORGE COLONY CLUB
Policy number: FLD1397651
Mortgage loan number: 0
Payor: CAPE GEORGE COLONY CLUB
61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98068

Your Flood Renewal Bill

as of September 27, 2022

RECEIVED OCT - 6 2022

Contact us
SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT
877-348-0552 OR COMMUNITY ASSOC UNDERWRITERS OF
AMERICA AT (267) 757-7100

Payment due/expiration date:
12/01/2022 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 12/01/2022.

You should retain this copy for your records.

Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

INTRODUCING SELECTIVE'S PERKS PROGRAM

As a flood customer you can take advantage of a variety of discounts to help protect your property, assist during and after a flood and more.

Visit customer.myselectiveflood.com to learn more!



Policy coverage options

Location: 312 MARINA DRIVE (CLUBHOUSE) PORT TOWNSEND, WA 98068

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$2,374.00	\$500,000.00	\$200,000.00	\$1,250.00	\$1,250.00
Option B	Increased coverage	\$2,389.00	\$500,000.00	\$210,000.00	\$1,250.00	\$1,250.00

PAGE 1 OF 2

COMMUNITY ASSOC UNDERWRITERS OF AMERICA
2 CAUFIELD PL
NEWTOWN, PA 18940-9428

SELECTIVE INSURANCE®

MB 01 000976 32802 H 4 A



CAPE GEORGE COLONY CLUB
61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368-9403

YOUR POLICY RENEWAL DATE	POLICY NUMBER
12/01/2022	FLD1397651

Select one: OPTION A \$2,374 OPTION B \$2,389

Amount enclosed: \$

See reverse for ways to pay.

000018130675 000176608539 0

000976 1/1

1.6

Motion 6
Workshop

SELECTIVE INSURANCE®

Your account information

Account name: CAPE GEORGE COLONY CLUB
Policy number: FLD1397650
Mortgage loan number: 0
Payor: CAPE GEORGE COLONY CLUB
61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

Your Flood Renewal Bill

as of September 27, 2022

RECEIVED OCT - 6 2022

Contact us




SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT
877-348-0552 OR COMMUNITY ASSOC UNDERWRITERS OF
AMERICA AT (267) 757-7100

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-  mail in check - made payable to Selective

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Visit customer.myselectiveflood.com to learn more!

Policy coverage options

Location: 312 MARINA DRIVE (WORKSHOP) PORT TOWNSEND, WA 98368

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$1,364.00	\$100,000.00	\$50,000.00	\$1,000.00	\$1,000.00
Option B	Increased coverage	\$1,411.00	\$110,000.00	\$53,000.00	\$1,250.00	\$1,250.00

PAGE 1 OF 2

COMMUNITY ASSOC UNDERWRITERS OF AMERICA
2 CAUFIELD PL
NEWTOWN, PA 18940-9428

SELECTIVE INSURANCE®

MB 01 000977 32802 H 4 A



CAPE GEORGE COLONY CLUB
61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368-9403

YOUR POLICY RENEWAL DATE

POLICY NUMBER

12/01/2022

FLD1397650

Select one:

OPTION A
\$1,364

OPTION B
\$1,411

Amount enclosed:

\$

See reverse for ways to pay.

000018130676 000176609521 0

**Cape George Colony Club
Variance Hearing**

2:45 p.m. Zoom Meeting

391 Victoria Loop
Mark & Bianca Thayer
Relief from 5 ft. property line setback

Regular Board of Trustees Meeting Agenda

December 15, 2022, 3:00 p.m.

Via Zoom

A. President's Comments and Announcements – Jane Ludwig

There will be an Executive Session at the end of this meeting to discuss collections.

B. Action on Minutes – Pat Gulick

1. Approve minutes of the regular Board Meeting dated November 17, 2022
2. Approve minutes of the Budget Ratification Meeting dated November 30, 2022

C. Manager's Report – Marnie Levy

D. Treasurer's Report – Fayla Schwartz

E. New Members – Pat Gulick

F. Committee Reports/Meeting Minutes

G. Information items or documents submitted to the Trustees at Study Session

\$100,000 was transferred from the Chase operations account to the PPB operations account in November – Fayla Schwartz

H. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. **Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.**

I. New Business Agenda Items (*Consider approval of the following listed agenda items*)

Motion 1. I move to accept the changes in EMP 03 Payroll that were published in the December newsletter. – Fayla Schwartz

Motion 2. I move to accept the changes to the Marina waitlist rules as published in the Dec. 12, 2022, Study Session, and to reduce the waitlist fee to \$50 per year. – Mike Heckinger

Motion 3. I move to accept the donation by the Marina Memorial Fund of a new fish/crab cleaning station at the south end of the Marina. – Mike Heckinger

Motion 4. I move to establish an Ad Hoc Committee to implement the proposed berm crossing guidelines, fencing and revegetation schedule as presented at the Dec. 12th Study Session. The General Manager will chair this committee and coordinate the completion of the projects. – Pat Gulick

Motion 5. I move to approve a donation of the Peter Wilding Memorial Bench by his wife, Kim Wilding, to be placed at Memorial Park. – Pat Gulick

Motion 6. I move to approve temporary Doggie Playtime at 2:30 p.m. at Memorial Park until the grounds adjacent to the berm are replanted and restored. – Pat Gulick

J. Open Board Discussion – Trustee Discussion Only

K. Executive Session

L. Announcements:

- Mon., Jan. 23, 2023 - 5 p.m. – Study Session, via ZOOM
- Thurs., Jan. 26, 2023 - 3 p.m. – Board Meeting, via ZOOM

M. Adjournment

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

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

**Notice of Hearing on Request for
Variance**

Date: December 15, 2022

Time: 2:45 pm

Place: Zoom prior to Board Meeting

Lot Location: 391 Victoria Loop in the Colony

Lot Owner: Mark & Bianca Thayer

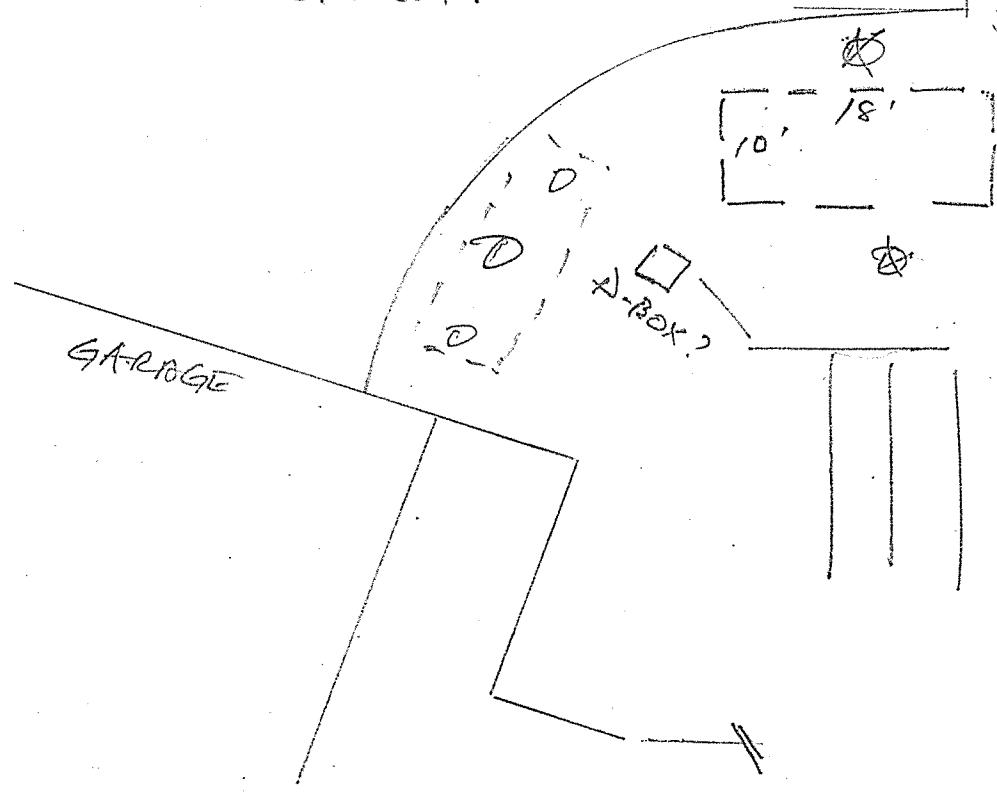
Variance Requested: Relief from 5 ft. property line setback.

Reason: To install a storage shed in an optimal location in relation to the septic system.

The variance file is maintained in the office for community review or on our website under Pending Permits. Written responses to the variance request will be included in the Board Information Packet available in the office and on www.capegeorge.org one day prior to the hearing.

MOVING THE PLACEMENT CLOSER TO THE
PROPERTY LINE SIGNIFICANTLY REDUCES
ANY POSSIBILITY OF POTENTIAL DAMAGE
TO SEPTIC SYSTEM.

PROPERTY LINE



CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 17, 2022
via ZOOM
Draft

The Board Meeting was called to order by President, Jane Ludwig at 3:00 pm

There will be an Executive Session at the end of this meeting to discuss member delinquency issues, bonuses and to consider communication with legal counsel.

In Attendance: Jane Ludwig, Fayla Schwartz, Pat Gulick, John Dwyer, Betsy Coddington, and Bart Mooyman-Beck. **Absent:** Mike Heckinger.

Action on Minutes: Pat Gulick moved, and Bart Mooyman-Beck seconded to approve the minutes of the regular Board Meeting dated – October 27, 2022, as amended with format changes. Passed – 5/0

New Members: Welcome to our newest members.

Gregg Sconce & Carli Herra purchased 420 S Palmer from Kathleen McCormick

Brian & Summer Carlson purchased 101 Ridge Dr from Liam Carmody

Tom & Ann Larkin purchased 31 Marine View Pl from Darryl & Robin Fling

Managers' Report: November 2022 - *The month of giving thanks*

A challenging week

The week of the big storm was a challenge for many Cape George Colony Club residents. The windstorm on Friday, November 4, caused havoc across Jefferson County. The power was out in Cape George Colony Club for days. In the Highlands, the power was out from Friday night through Monday evening. Trees fell, blocking Saddle Drive. One couple had a tree fall smashing their truck in half. Several disabled cars were left in front of the office for a few days. I have not heard from anyone who had worse emergencies during those days, which is a blessing.

Thank You!

On Monday, fuel was delivered to the tank farm in case the power was out through Monday night. The truck did not have a fuel hose long enough to reach the generator, so Donnie and Stu carried 70 gallons of fuel in five-gallon containers to partially fill the tank. Thank you, Stew and Donnie.

That evening, well after dark, our Water Manager Jose called to say that power had been restored, and he was going to the tank farm to shut down the generator. He asked if I had an iPhone and then shared his phone screen with me. A pile of trees were blocking Saddle Drive. He said he would walk in. He called shortly after and said that while he was walking toward the water facility another tree went down behind his truck. And then a power line was hit by another tree and sparks flew. It was then that Jose decided it would be best to keep the generator on through the night. I spoke to him three times through this ordeal.

In between conversations with Jose, I called Donnie to let him know what was going on. He insisted on going to the Highlands. Donnie drove out to Saddle Drive, agreeing to not cut or clear anything unless someone was with him. When he called me, I could hear chain saws in the background. He said there were a few men clearing some of the debris, and that he would do what he could to help.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 17, 2022
via ZOOM
Draft

♥ **Thank you so much to Donnie, Jose, and everyone else** who helped clear roads, invited neighbors over during the power outages, and stepped up to make sure that the community members weathered the storm and its aftermath as well as possible.

On Tuesday morning I drove through the Highlands and found that Saddle Drive was clear to the tank farm.

♥ **Another big thank you to the wonderful helpers** who came to work in the office while Terri was gone early this month. Every day that Terri was on vacation I was greeted by a volunteer, smiling, and bright, who helped homeowners solve problems, conduct business, and even get recommendations for housing during the power outage. Thank you, Betsy, Carol, Elaine, Karen, and Linda! And thank you every who volunteered to help while Terri was gone!

♥ **Thank you to Betty, Barb and Susan**, for maintaining the landscape at the corner of Cape George Drive and North Palmer. I have heard that Betty was the unofficial landscape caretaker of that corner for years! I understand that Barb and Susan have taken over the unofficial maintenance of that slice of Cape George common property. Thanks to all three of you for helping to keep the community looking so well kept! In addition, Barb and Susan noticed that Marine Drive was littered with flora from the recent storm and took it upon themselves to clean it up. Donnie thanks you! I thank you!

I am continually impressed with the community spirit, and the dedication of the volunteers and staff of Cape George Colony Club!

2023 Budget Update

The ballot box is filling up! If you haven't voted, please do! Ballots can be returned by mail or to the office by hand until 2 p.m. on Monday, November 28.

The ballots will be counted by the Election Committee on November 29. If the budget vote passes, which it will unless 51% of the membership votes NO, the Board will hold a special meeting on November 30 to ratify the 2023 Budget, as stated. The 2023 Budget will go into effect on January 1, 2023.

Everything Else

Mailboxes. The Ad Hoc Technology Committee has received the new security cameras. We need power and software to complete the installation of security cameras at the Colony and Village mailboxes. Thank you, Rick and Jay for the time you are putting in to help this committee project.

- ✓ Please continue to collect your mail before dusk, stop your mail if you cannot pick it up, and mail important letters and parcels at a post office.

Technology Committee member Shelly reviewed some web services to host and provide user-friendly design platforms to Cape George Colony Club. One fee-based web company did a demonstration for committee members.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 17, 2022
via ZOOM
Draft

Diana, who writes computer code and is on the Committee as well, demonstrated a sample Cape George Colony Club website that accomplishes our immediate goals. She generously offered to use her skills and time to make those changes.

To save money in 2023 the committee is going forward will most likely go forward with the most cost-effective plan. With Diana's help we will rework the website to accomplish our stated goals. We will share the new website in the first quarter of 2023. Thank you, Shelly and Diana, for the hours of research and work you have done to move the web update forward.

Berm Update. As of November 11, the berm repairs are almost complete. The Ad Hoc Berm Committee will be involved in creating designated berm crossover spots.

- ✓ **Please do not walk over the berm. We need to protect the berm, so the berm can protect our waterfront and community assets.**

Thank you to Ben Fellows, the Ad Hoc Berm Committee, the Marina Committee, and the Environmental Committee for the work you have all done so far and going forward in this effort.

Violations

Violation letters were sent for derelict vehicles in a driveway, a dumpster that is set too close to the road, one dog barking, a hedge that is overgrown, and lights that are too bright.

Note: When I talk to people about complaints from their neighbors, they usually say that they would have appreciated their neighbor mentioning the problem to them directly.

*Happy Thanksgiving to everyone at Cape George Colony Club,
and all of your families and friends! ♥*

Treasurer's Report: Fayla Schwartz

Due to the holidays and early date of the Board Meeting this month, the financial reports are not yet ready. The October report will be presented at the December meeting and in turn the November report will be included in the January meeting.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Building & Roads, Environmental, and Water. The reports are attached to these minutes and incorporated by reference.

Member participation: none

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 17, 2022
via ZOOM
Draft

New Business Action Items:

Motion 1: Fayla Schwartz withdrew the original motion included in the Board Meeting packet and replaced it with this correction: I move that the Board authorize a transfer of \$47,154.44 from the PPBI Reserve bank account to the PPBI Operating bank account, as detailed in the Due To/Due From in the 2020 Audit. Motion seconded by John Dwyer. Passed - 5/0

Motion 2: Bart Mooyman-Beck moved, and John Dwyer seconded to increase the water meter hook-up fee from \$1100 to \$5000 effective January 1, 2023. Passed – 5/0

Motion 3: Motion withdrawn, John Dwyer speaking for absent Mike Heckinger.

Motion 4: Fayla Schwartz moved, and Bart Mooyman-Beck seconded to accept the nomination of Kriss Edwards as chair of the Pool Committee. Passed – 5/0

Motion 5: Pat Gulick moved, and Fayla Schwartz seconded to accept the 2023 proposal from Peninsula Environmental for poison hemlock herbicide applications at \$1,000 per visit , up to \$5,000. Passed – 5/0

Motion 6: John Dwyer moved, and Bart Mooyman-Beck seconded to accept Selective Insurance Company's flood insurance policy for 2023 at \$2,389 for the Clubhouse and \$1,411 for the Workshop. Passed – 5/0

Open Board Discussion: none.

Adjournment: Pat Gulick moved, and Betsy Coddington seconded to adjourn the regular session and move to Executive Session at 3:58 pm. Passed - 5/0

Adjournment: Fayla Schwartz moved, and Betsy Coddington seconded to adjourn the Executive Session and move to the regular session at 4:22 pm. Passed – 5/0

Adjournment: John Dwyer moved, and Betsy Coddington seconded to adjourn the Board Meeting at 4:56 pm. Passed – 5/0

Announcements:

- Thurs. and Fri., Nov. 24- 25 – Office closed in observance of Thanksgiving
- Mon., Nov. 28, 2 p.m. – Budget Ballots must be returned by mail or by hand
- Tues., Nov. 29, Ballots counted by the Election Committee
- Wed., Nov. 30, 3 p.m. – Budget Ratification Meeting
- Mon., Dec. 12, 3 p.m. – Study Session, via ZOOM meeting
- Thurs., Dec. 15, 3 p.m. – Board Meeting, via ZOOM meeting
- Mon., Dec. 26 – Office closed in observance of Christmas
- Mon., Jan 2, 2023 – Office closed in observance of New Year's Day

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 17, 2022
via ZOOM
Draft
Submitted by: Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

CG Building and Roads Committee

November 11, 2022,

Minutes.

In Attendance: George Martin, Betsy Coddington, Mike Hinojos, Richard VanDeMark, Marni Levy, Richard VanDeMark, Jeff Collum, John Dwyer

- 1) Discussed the building permits for 141 Alder. Determined that the 25-foot setback was established on site plan prints. The building height of 23 feet was granted a variance by the Board. Building permit approved.
Signed the building permit, earthworks permit and driveway permit
- 2) Discussed a shed permit and will approve when a site plan is submitted, and setbacks can be verified.
- 3) Began discussion at the request of the Board of the fine schedule that relates to building. Also discussed changing the wording to reflect the building codes and also building size as it relates to Tiny Houses.
- 4) Discussed a variance request for 391 Victoria Loop to put a shed within the 5-foot setback from property line. Because of the uniqueness of the property and septic placement limiting shed placement and no apparent effect of neighboring properties the committee had no objections.
- 5) Information Item: Richard VanDeMark brought to the group a proposal to install a viewing bench on the corner of Marine Drive where the white traffic bollards are located. Because it was near the roadway, he felt the committee should be involved. Discussed restricted parking there to protect the edge of the roadway.

George Martin,
Co-Chair Building and Roads Committee

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 17, 2022
via ZOOM
Draft

ENVIRONMENTAL COMMITTEE MINUTES

October 11, 2022, 9:15 am

ATTENDANCE: Varn Brooks, Lori Cameron, Patty Dunmire, Sue Dunning, Judy Gelwicks, Anne Jimenez, Ruth Ross

I. CALL TO ORDER: Patty Dunmire called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: Sue moved and Ruth seconded that the minutes of the September 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT: \$1878.45

IV. NEW BUSINESS

- A. Plantings on the berm.** The committee will need to follow-up concerning the plantings on the berm after the berm repair is completed

IV. OLD BUSINESS

- A. Plans for winter programs.** The committee would like to restart our educational programs. Suggestions include programs by Varn Brooks on our coastal geology, local wildlife, local birds (based on one he did for the Audubon Society). The committee will contact Lorna and Darrell Smith to see if they could present some film nights. The idea of programs on local wildlife led to the idea of creating a booklet on the wildlife of Cape George, similar to the plant booklet. This idea will be added to the ongoing agenda.
- B. Halloween party plans.** The committee discussed plans for the Halloween party on October 29th being organized by Patty Dunmire and Sue Dunning. Patty wrote an article for the newsletter inviting everyone who lives in Cape George to the party (\$5/person, tickets in the office). She will ask the office to send a follow-up encouraging people to buy tickets early so we can have an accurate idea of how much food to buy. Ruth will send out an online sign-up sheet for volunteers. Ruth moved and Varn seconded a motion that Patty be reimbursed for purchasing decorations/food for the party, which was approved unanimously.
- C. Rain garden update.** Pat Gulick will present Steve McDevitt's plan for replacing the temporary fence to the Board.
- D. Search for co-chair:** We are still seeking a co-chair. Chris Buzzard will continue to chair via ZOOM until one is found. Chris won't be able to chair on Nov 8 because she is working the polls, so we will meet in person for November.
- E. Continue updating volunteer list:** It was suggested that we add descriptions of what is involved for each task and then circulate the list first to the committee, and then to the community through the newsletter.
- F. Plaque for the bell:** Richard VanDeMark is getting get an estimate of cost.
- G. Update on hemlock removal:** We need to notify the board/manager that the Committee voted that the issue of hemlock control is too big for the Environmental Committee and should become a whole community concern.

Ruth moved, and Patty seconded to adjourn the meeting at 10:05. The motion passed unanimously.

Respectfully submitted

Ruth Ross

Minutes

**CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 17, 2022
via ZOOM
Draft**

Fitness Committee Meeting

11/7/2022

Attendees: Allan Zee, Judith Chambliss (Co-Chairs), Betsy Coddington (Board Liaison), Phyllis Ballough, Jon Karpilow, Linda Mollino, Mardella Rowland, Robin Scherting and Bill Sery

Absent: Marnie Levy (CG Manager), Fred Miercort, Tom Ramsey and Don Rogers

Assignments: No changes in assignments

Day-to-Day/Weekly on-going tasks	Committee Member	Frequency
Monitoring supplies that are used in the FC	Mardella has agreed to track supplies and notify Terri and Marnie (with a "cc" to Judith and Allan)	Mardella to determine. Addition of tissues and paper towels requested by members.
Maintenance of watercooler	Jon agreed to put new bottles of water onto cooler as needed	Jon to determine frequency; Mardella to contact Terri regarding water needs
Equipment Oversight	Bill	When alerted
Signage	Linda and Judith	Judith and Linda will determine which signs are needed.
Electrical Issues	Bill and Tom	Consulting only

Additional Discussion Items:

Item	Discussion	Next Steps
Budget	<p>Current monies available after paying for the purchase of the L-10 Treadmill is \$4,754.10.</p> <p>Reserve schedule discussed: How do we get on the reserve schedule.</p> <p>Discussion about the need for an inventory of all the current equipment and when it needs to be replaced.</p>	<p>We have not yet been invoiced or paid for the servicing of the L-8 Treadmill.</p> <p>Allan and Betsy to follow-up with the CG Board Treasurer, Fayla, regarding the reserve process.</p> <p>Allan & Judith is working on updating the current list of equipment</p>

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 November 17, 2022
 via ZOOM
 Draft

<p>Fundraiser</p>	<p>To be held in February 2023 to coincide with National Heart Healthy Month. Judith, Phyllis, Robin and Lori to be the sub-committee and plan the events. Event will be advertised in the CG Newsletter and submitted to Terri by the 20th of December for the January newsletter. Phyllis has all the posters from this year.</p> <p>Discussion about the next piece of equipment that should be replaced and how to celebrate the equipment during the fundraiser.</p> <p>Discussion about some type of equipment to promote health for those recovering from orthopedic surgeries.</p>	<p>More to follow as we get closer. Additional help might be needed by other members of the committee.</p> <p>Judith, Phyllis, Robin and Lori to be on the subcommittee and will meet prior to the next meeting. Note: Judith and Allan will be out of town during February.</p> <p>Signs announcing the fundraising event should be put up by the end of January throughout the mailbox areas.</p> <p>A bar-graph to be put up in gym indicating how successful the fundraising event is going.</p> <p>Judith will write a teaser blurb for the December newsletter about the treadmill purchase and “tease” about the February fundraising event.</p> <p>Jon agreed to write an article with Lori by the 20th of January for the newsletter.</p>
<p>Open House</p>	<p>A suggestion made as part of our Fundraising event is to have an Open House, which was done in the past. This was previously done to introduce community members to the FC and the variety of available machines. There are new community members who may not be aware of the FC or members who have not utilized it for a while and are not aware of some of the new machines.</p>	<p>Further discussion at future meetings. No decision made at this meeting.</p> <p>Fred Miercort has offered to demonstrate the machines at an Open House. Schedule to be determined.</p>

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 November 17, 2022
 via ZOOM
 Draft

	Suggestion made to have someone demonstrate use of some of the machines.	
Leak from the Pool	No further leaks at this time have been noted	No further action at this point. Inform Allan, Judith and Marnie if further leaks are noted.
Electrical Issues	Bill reported that Double-D completed the designated 240 outlet for the new L-10 Treadmill. The current cover has two designated 120 outlets in addition to the single 240 outlet. It should only have one 120 outlet so that no further equipment can be plugged in at the site.	Bill to meet with Double-D to discuss the need. Allan will request that Marnie contact Double-D.
Equipment: L-10 Treadmill	L-10 Treadmill has been purchased and paid for. Installed by Mark Harder on 10/31	Allan to follow-up with a bid for semi-annual maintenance contract.
Equipment: L-7 Treadmill	Has been removed and recycled by Mark Harder on 10/31 for \$75.00	No further action.
Equipment: L-8 Treadmill	Serviced by Mark Harder but is still having problems.	Allan to follow-up with Mark Harder.
Welcome Bench	Repair of the welcome bench is not recommended after evaluation by Jon and others. Discussion about replacement vs. not doing anything at this point. It will cost about \$150.00+ to replace. A vote resulted in a decision to replace the welcome bench, but how was not determined.	Robin agreed to talk with Mike LaPointe to determine whether a replacement can be fabricated by the users of the Workshop.
Phone	A new phone is in place, the phone works well, but the line is not working properly.	Allan to follow-up with Marnie or Terri.
Suggestion Box	Discussion about a suggestion box vs. keeping a pad of paper. Pros and cons were discussed.	A vote resulted in the decision to purchase the same suggestion box the pool has.

Minutes

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 November 17, 2022
 via ZOOM
 Draft

	Mardella would like her table back.	Linda will send out the link to Judith for the suggestion box that was purchased for the pool area and has worked well. Judith to follow up with Marnie regarding the purchase. Phyllis will donate a table for the Purell bottle.
Equipment: Bench Press	Was repaired by Mark Harder on 10/31 but is not satisfactory. It needs heavier duty material.	Allan to follow-up with Mark Harder, service representative.
Cape George Fitness Center Sign	Discussion about the need for durability because of the weather factor.	On hold at this time. If anyone would like to look into this endeavor, they will need to volunteer at next meeting.
Sign to reinforce basic rules of the FC (cleaning of equipment and changing shoes)	Discussion about what the sign should consist of, material and where it would be posted. Phyllis had some ideas of material based on a previous sign she had made	Judith and Linda to work on the signage and check out the local sign company to see the costs. Will bring it back to the group.
Supplies	Discussion of antiseptic supplies	Decision made to continue to have a large bottle of Purell antiseptic at the front door and not fill the small dispensers. At some point when they are empty they could be removed.
Rules and Regulations	Allan let the group know that the rules and regulations have been posted in the FC and there are copies available in the cabinet.	No further action.

Next Meeting: Monday December 5th at 11am

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

November 17, 2022

via ZOOM

Draft

**Cape George Water Advisory Committee
Meeting Report November 8, 2022**

The meeting was held at 4 PM November 8, 2022, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Carl Berger, Thad Bickling, Stewart Pugh, Scott Carpenter, Steve King, and Chair Marty Gilmore.

The committee voted to recommend to the Board that the charge for water overuse be assessed monthly rather than annually. It is expected that a monthly overuse charge would reduce both water use and stress on the water system during the hot summer months. The committee is working on a revision to CP 08b, Water Conservation Pricing.

We discussed the water system response during the recent multi-day power failure. Although most of Cape George had power restored within two days, the Highlands and the tank farm did not. The power failure required the backup generator to run continuously for days and use most of the diesel fuel. Marnie will set up a contract relationship with a diesel fuel supplier to ensure that we have top tier status for diesel supply during the next extended power failure. Thad will check the requirements from the Department of Emergency Management for top tier status for water systems.

During the power outage, there was unauthorized intrusion into the tank farm. This is a federal offense, taken seriously by the Department of Homeland Security. Cape George will obtain and post signs to that effect.

We recognize that there are times when community members must access the tank farm during emergencies since the Water Manager might be unable to be on site. The designated community members are Thad Bickling and Stew Pugh. They are members of both the Water Advisory Committee and the Emergency Preparedness Committee so they are in the best position to respond to the range of emergencies that might affect the water system.

The committee reviewed the cost for new water meter installation. Both labor and material costs have increased significantly. Cape George only charges \$1000 for a new water meter hookup, which is significantly below cost. The committee recommends that the charge for new water meter hookup be increased to \$5000.

Cape George has tested the four backflow devices that the community owns. Two were installed incorrectly and will be reinstalled. One device failed and will be replaced. The fourth one at Memorial Park will be tested soon.

Last month, two water quality tests were positive for coliform bacteria in the water. There have been no further positive tests, so it is likely that the positive tests were caused by contamination during sample handling. The protocol for sample acquisition and transport is being reviewed. Samples for water quality testing are not taken from dedicated sample points and should be. The committee recommends that six dedicated sample points be installed at an approximate cost of \$750 each.

The next scheduled meeting will be Tuesday, December 13, 2022, at 3 PM in the clubhouse. This meeting and future meetings will be held on the second Tuesday of the month, not the first Tuesday. During the winter, meetings will begin at 3 PM.

CAPE GEORGE COLONY CLUB
Budget Ratification Meeting Minutes
November 30, 2022
Via ZOOM
DRAFT

The meeting was called to order by President, Jane Ludwig, at 3:00 pm.

Trustees in Attendance: Jane Ludwig, Pat Gulick, John Dwyer, Betsy Coddington, Bart Mooyman-Beck and Fayla Schwartz

The Election Committee, including the Board Secretary, met on November 29, 2022 at 9:00am in the Cape George office to count appropriately submitted Member ballots for the ratification of the 2023 Budget and Reserve Projects.

Election Results are presented by Secretary, Pat Gulick as follows:

Of a maximum of 654 possible votes of members in good standing, a total of 279 ballots were received. Eight (8) of those could not be counted, one (1) envelopes were not signed, three (3) were members not in good standing and one (1) envelope was empty, two (2) had no outside envelope, and one (1) was duplicated by mail.

The voting results are:

Measure	Item	Votes Cast	Approval	Disapproval
1	2023 Operating budget	271	252	19
2	2023 Reserve projects	271	247	24

Secretary, Pat Gulick announced, as we comply with the Cape George By-laws, the budget is ratified.

Adjournment: Pat Gulick moved, and Bart Mooyman-Beck seconded to adjourn the Ratification meeting at 3:06 pm. Passed-5/0.

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

Cape George Colony Club

Manager's Report

December 2022

Happy Holidays!

And here we are. December of 2022. My Holiday Wish for each of you is that you are able share a holiday meal in harmony and warmth, with people you love, and that you take a moment to remember special moments of this year, and toast to the joys of tomorrow.

Thank You!

♥ Thank you, Robin Scherting for dropping everything to cover the office one morning in November.

♥ Big thanks to the ever-meticulous Election Committee and volunteers led by Committee Co-Chairs Joyce Skoien and Diane Tamblyn: Nancy Charpentier, Merci del Valle, Marta Favati, Pat Gulick, Connie Nelson, and Laurie Owen. The election committee showed up on a very cold November morning to count the ballots in the Budget vote. They were there for more than three hours organizing, verifying and meticulously checking the ballots and votes to make sure the election was valid and true!

2023 Cape George Quarterly Assessment Schedule

General Assessment, Reserve Assessment and Water Fees are due on the first day of each quarter. Nobody likes to receive late fee notices. Here are a couple of things to be aware of about the process. Whether you receive a notice or not, your fees will be due on the first day of each quarter.

Those dates are:

- **January 1st**
- **April 1st**
- **July 1st**
- **October 1st**

There are several ways to pay your quarterly assessments. Go to the www.CapeGeorge.org website and click on the link "Quarterly Assessment Payment Options," to learn about each payment method.

To avoid a late fee, please note that there is a potential lag time using most payment methods. In other words, to avoid late fees, allow additional days for your payment to appear as a credit on your account.

To monitor your payment status in any given quarter there is a handy tool available to Cape George Colony Club owners called ComWeb. The instructions for accessing ComWeb are listed in the Quarterly Assessment Payment Options. On the ComWeb portal you can:

- See your Cape George balance
- Check the status of payments
- Review your payment information
- Make payments

The Berm, the berm, the berm

Please do not cross the berm to access the beach at the Marina except by the path next to the jetty. There are steps being taken to provide cross-over paths that will not erode the berm. The berm is an important structure which protects the Clubhouse, pool, workshop, and picnic area from high tides and storms. Thank you in advance for helping to preserve the integrity of the berm!

Pool Deck Repair

The concrete repair to the walkway between the kiddie pool and the big pool are complete. It surprised many people to see what a difference replacing that patch of concrete makes in the overall appearance of the pool!

Bringing Fiber Optics to Cape George

If you are the least bit curious about what a difference having fiber optic internet service in Cape George would cost, please stop by the office to sign the petition to have the PUD provide us with a quote.

Gary Nelson, Cape George homeowner and retired optical communications engineer, is working with the PUD to get a proposal for the installation of fiber optic internet to Cape George homes. For the PUD to submit a proposal to Cape George they have asked for 10% of our homeowners to sign the petition. This is not a promise or an obligation on our part to the PUD. It is a request for a proposal for the community to consider. Stop by the office to sign the petition during office hours.

Storm Clean-up

Donnie and Aimee are working to clean up and dispose of the fallen trees throughout the community. Thank you for your patience as this will probably be an ongoing project through the winter. Thank you, Donnie and Aimee!

Violations

- Violations for a dumpster, an unkept yard, and derelict vehicles are all close to second, elevated violations.
- I have received complaints about bright lights and the homeowner has asked to be in touch with the neighbor to discuss lumen levels.
- A complaint came in about Christmas lights being up in November. I encourage homeowners to speak with their neighbors to try to resolve lighting issues, if possible.
- We had one report of a barking dog.

Cape George University

The Cape George University event on Tuesday, December 6 in the Clubhouse had a great attendance of more than 70 Cape George residents. New resident Harvey Stone was the M. C. for the evening. Ross Anderson presented the history of Cape George Colony Club and put our Association in context with homeowner associations in general.

The question-and-answer period was lively and informative. Good questions were raised and answered by our president, treasurer, committee chairs, and committee members in the audience.

We look forward to Bringing Cape George University back on a regular basis in 2023!

2nd Annual Cape George Christmas Café!

Saturday, December 17th, 3:00 – 5:00 p.m. – I look forward to seeing many of you at the Christmas Café. Bring holiday desserts and a bottle of wine to share and enjoy. I guarantee you will feel the joy as Mark Thayer plays holiday tunes on his accordion as we mingle and sing along!

Please RSVP to Terri in the office by email (office@capegeorge.org), or phone (360.385.1177) so we will be prepared revelers, one and all!

All the best for the Holidays and the New Year!!

Marnie W. Levy CMCA®, AMS®,

General Manager

Cape George Colony Club

manager@capegeorge.org, 360-385-2208

COMMENTS ON OCTOBER 2022 FINANCIALS

Balance Sheet

October reflects two kinds of adjusting entries. The conclusion of the 2021 audit has provided adjustments that were input into December 2021, and since many, but not all, of these entries had been input into 2022 when reconciliations were performed, those became duplicates and were therefore reversed from 2022 activity. This has resulted in some changes to the Balance sheet and Income statement. There are a few more reconciling items which will be input into November, and at that time we anticipate the Balance sheet will be fully reconciled and able to be maintained going forward.

Income Statement

A) General Operations:

\$33k Net Income pickup over Budget owing primarily to \$34k savings in payroll costs owing primarily to (1) vacancy in Manager's position but also (2) savings in the new Benefits program the Board inacted earlier this year that reduced the expense by \$600/employee/month.

\$34k savings over last year in payroll costs

\$8k Repair and Maintenance improvement over budget is due to a late start in Road maintenance. This will correct itself in November as the work began last month

\$15k increase over budget in Contracted Services

\$9k in Accounting Expense overrun owing to unbudgeted audit expense as well as resumption of mailings and other services that were suspended during the pandemic.

Additional \$3k over budget for additional noxious weed mitigation services

B) Water Operations

Revenue increase due to Hookup fees, which were budgeted at \$3k but so far accounts for \$10k in revenue

\$13k savings in Salary expense, for reasons explained above

C) Marina Operations

Revenue substantially over budget because almost 100% of the annual revenue budget was received in the first 2 months of the year, but the Budget spread it out over 12 months. Budget for the year is \$91k, vs \$94k collected

Net Income substantially higher than budget because the full revenue is not contained in the YTD budget figures. That number will reduce incrementally every month.

Other Treasurer Activities

The proposed 2023 budget was approved by the Board and sent to membership for ratification.

The 2021 financial audit was received from Newman CPA auditors and approved by the board. The chair of the Finance Committee worked with our bookkeeper at Community Financials to make the adjustments shown in the audit on the General Ledger (see Balance Sheet comments above).



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

10/01/2022 – 10/31/2022

Prepared by:

Community
 **Financials**

Table of Contents

Section	Report	Description
1	Fund Balance Sheet - By Range	A list of the balances in all general ledger accounts broken down by funds.
2	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
4	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
5	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
6	Aged Owner Balance	The list of owners with balances over 30 days.
7	Prepaid Owners	The list of owners with a prepaid balance.
8	Check Register	The list of all checks written for a community during a period of time.
9	Bank Reconciliation	Bank reconciliation history for a given bank account.
10	Bank Reconciliation	Bank reconciliation history for a given bank account.
11	Bank Reconciliation	Bank reconciliation history for a given bank account.
12	Bank Reconciliation	Bank reconciliation history for a given bank account.
13	Bank Reconciliation	Bank reconciliation history for a given bank account.
14	Bank Reconciliation	Bank reconciliation history for a given bank account.
15	Bank Reconciliation	Bank reconciliation history for a given bank account.
16	Bank Reconciliation	Bank reconciliation history for a given bank account.
17	General Ledger Detail	Shows General Ledger activity and supporting information for a given time period.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 10/31/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$300.00	\$0.00	\$300.00
01104-001 Chase #1366 New Chase checking	\$137,849.04	\$0.00	\$137,849.04
01106-001 OP - PPB 0125 New	\$20,436.81	\$0.00	\$20,436.81
01107-001 Oper Savings - General - Chase 5161	\$100,047.88	\$0.00	\$100,047.88
Operating Cash Total	\$258,633.73	\$0.00	\$258,633.73
Reserve Cash			
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$198,386.78	\$198,386.78
01111-008 ICS Accounts- PPB Bank	\$150,263.16	\$0.00	\$150,263.16
01150-001 PPB - 6mo CD # 1015 Exp 02/02/2023	\$0.00	\$77,052.13	\$77,052.13
01170-001 Kitsap Bank- Money Market	\$0.00	\$226,984.52	\$226,984.52
01173-001 Kitsap Bank Intra FL-CD # 8152	\$0.00	\$475,000.00	\$475,000.00
01173-002 Kitsap Bank Intra FL-CD # 2008	\$0.00	\$400,000.00	\$400,000.00
01195-001 Due to / from Reserves -General	\$0.00	(\$49,768.91)	(\$49,768.91)
01195-003 Due to / from - Reserves - Marina	\$0.00	\$2,077.56	\$2,077.56
01199-001 Due From / TO Operating - General	\$49,768.91	\$0.00	\$49,768.91
01199-003 Due From / TO Operating - Marina	(\$2,077.56)	\$0.00	(\$2,077.56)
Reserve Cash Total	\$197,954.51	\$1,329,732.08	\$1,527,686.59
Current Assets			
01201-001 Accts Receivables General	\$9,998.75	\$0.00	\$9,998.75
01201-002 Accts Receivables Water	\$2,665.63	\$0.00	\$2,665.63
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-099 Acct Rec - Reserve Assessment	\$4,909.80	\$0.00	\$4,909.80
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
01202-001 Accts Receivables Other - General	\$5,650.64	\$0.00	\$5,650.64
Current Assets Total	\$18,623.82	\$0.00	\$18,623.82
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$76,413.20	\$0.00	\$76,413.20
01406-001 Accum Depletion Land Improv - General	(\$18,429.42)	\$0.00	(\$18,429.42)
01411-001 Buildings General - General	\$904,677.90	\$0.00	\$904,677.90
01415-001 Accum Deprec Blds General - General	(\$629,786.41)	\$0.00	(\$629,786.41)
01421-001 Equip/Veh Assets General	\$134,804.08	\$0.00	\$134,804.08
01425-001 Accum Deprc Equip/Veh Gen	(\$101,306.72)	\$0.00	(\$101,306.72)
01431-002 Water System Improvements	\$1,068,319.08	\$0.00	\$1,068,319.08
01435-005 Accum Deprec Wtr/Grwth	(\$644,497.96)	\$0.00	(\$644,497.96)
01451-011 Roads Special	\$1,148,799.98	\$0.00	\$1,148,799.98
01455-011 Accum Deprec Roads Rds	(\$853,159.41)	\$0.00	(\$853,159.41)
01460-003 Marina Improvements - Marina	\$812,351.84	\$0.00	\$812,351.84
01461-003 Accum Depreciation-Marina - Marina	(\$272,646.68)	\$0.00	(\$272,646.68)
01490-001 CIP - Construction in Progress - General	(\$0.11)	\$0.00	(\$0.11)
01490-002 CIP - Construction in Progress - Water	\$6,621.11	\$0.00	\$6,621.11
Fixed Assets Total	\$1,662,382.64	\$0.00	\$1,662,382.64

Account	Operating	Reserves	Total
Other Assets			
01501-001 Prepaid Insurance General - General	\$30,496.88	\$0.00	\$30,496.88
01510-001 Prepaid taxes - General	\$298.00	\$0.00	\$298.00
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41
Other Assets Total	\$32,939.29	\$0.00	\$32,939.29
Total Assets:	\$2,170,533.99	\$1,329,732.08	\$3,500,266.07

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02100-001 A/P - Reserves - General	\$0.00	\$600.00	\$600.00
02103-001 Accts Payable Comm Gen - General	\$6,885.31	\$0.00	\$6,885.31
02105-001 940 PR Tax Payable	\$44.39	\$0.00	\$44.39
02111-001 Vacation Payable - General	\$7,152.26	\$0.00	\$7,152.26
02120-001 Prepaid Income General	\$7,751.25	\$0.00	\$7,751.25
02122-001 Security Deposit- General	\$825.00	\$0.00	\$825.00
02122-002 Security / Waiting - Unused Water	(\$400.00)	\$0.00	(\$400.00)
02122-003 Wait List - Marina	\$900.00	\$0.00	\$900.00
02130-001 Chase Credit Card	(\$135.13)	\$0.00	(\$135.13)
02130-003 Interest Rec Reserves	\$0.00	(\$343.00)	(\$343.00)
02510-001 Deferred Income - General	\$55,377.89	\$0.00	\$55,377.89
02510-002 Deferred Income - Water	\$38,136.28	\$0.00	\$38,136.28
02510-099 Deferred Income - Reserves	\$32,525.57	\$0.00	\$32,525.57
Current Liability Total	\$149,062.82	\$257.00	\$149,319.82
Total Liabilities:	\$149,062.82	\$257.00	\$149,319.82

Equity

Account	Operating	Reserves	Total
Fund Balances			
03002-001 Prior Year Reserves -ALL	\$0.00	(\$0.20)	(\$0.20)
03003-001 PY - Reserves - General	\$0.00	\$254,183.00	\$254,183.00
03003-002 PY - Reserves - General	\$0.00	\$897,353.00	\$897,353.00
03003-003 PY - Reserves - Marina	\$0.00	\$62,916.00	\$62,916.00
03005-001 Reserves Fund - General	\$0.00	\$45,177.07	\$45,177.07
03005-002 Reserves Fund - Water	\$0.00	\$72,606.25	\$72,606.25
03005-003 Reserves Fund - Marina	\$0.00	\$43,564.04	\$43,564.04
03050-001 CY - RESERVE EXPENSE - General	\$0.00	(\$28,448.40)	(\$28,448.40)
03050-002 CY - RESERVES Expense - Water	\$0.00	(\$1,331.25)	(\$1,331.25)
03050-003 CY - RESERVES EXPENSE - Marina	\$0.00	(\$19,795.49)	(\$19,795.49)
03510-001 CY - RESERVE INTEREST: - General	\$0.00	\$3,251.06	\$3,251.06
03600-001 Fund Balance - General	\$1,849,339.68	\$0.00	\$1,849,339.68
Fund Balances Total	\$1,849,339.68	\$1,329,475.08	\$3,178,814.76
Equity			
03800-001 Retained Earnings - General	\$10,763.02	\$0.00	\$10,763.02
03800-002 Retained Earnings - Water	\$2,400.66	\$0.00	\$2,400.66

Account	Operating	Reserves	Total
Equity Total	\$13,163.68	\$0.00	\$13,163.68
Current Year Net Income/(Loss)	\$158,967.81	\$0.00	\$158,967.81
Total Equity:	\$2,021,471.17	\$1,329,475.08	\$3,350,946.25
Total Liabilities & Equity	\$2,170,533.99	\$1,329,732.08	\$3,500,266.07

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

General

Start: 10/01/2022 | End: 10/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-001 Reserve Income General	0.00	0.00	0.00	110.00	0.00	110.00	0.00
04101-001 Annual Assess General	27,775.45	27,686.11	89.34	273,757.69	273,666.36	91.33	329,038.58
04107-001 Lot Mow Fees General - General	0.00	916.67	(916.67)	8,730.00	9,166.70	(436.70)	11,000.00
04108-001 Comm Center Rental	0.00	93.75	(93.75)	1,860.00	937.50	922.50	1,125.00
04110-001 Marina Wait List - General	0.00	120.92	(120.92)	100.00	1,209.20	(1,109.20)	1,451.00
04113-001 Late Fee Income	1,120.00	129.17	990.83	3,080.50	1,291.70	1,788.80	1,550.00
04115-001 Other Fees General	0.00	25.00	(25.00)	300.00	250.00	50.00	300.00
04301-001 Int Income - Oper General - Ge...	(4.39)	4.67	(9.06)	48.76	46.70	2.06	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	2,212.79	447.50	1,765.29	537.00
04801-001 Misc Income- General	585.00	83.33	501.67	959.48	833.30	126.18	1,000.00
04805-001 Rental Application Fee - Gener...	0.00	0.00	0.00	80.00	0.00	80.00	0.00
04806-001 Fines - General	0.00	95.83	(95.83)	107.50	958.30	(850.80)	1,150.00
04807-001 Access Cards/FOB's - General	125.00	62.50	62.50	1,435.00	625.00	810.00	750.00
04808-001 Phone Directories - General	71.00	40.33	30.67	682.00	403.30	278.70	484.00
Income Total	29,672.06	29,303.03	369.03	293,463.72	289,835.56	3,628.16	348,441.58

Total Income 29,672.06 29,303.03 369.03 293,463.72 289,835.56 3,628.16 348,441.58

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	794.58	974.67	180.09	8,655.41	9,746.70	1,091.29	11,696.00
05101-001 Wages - Manager- General	4,236.48	4,638.58	402.10	21,580.55	46,385.80	24,805.25	55,663.00
05103-001 Wages-Caretakers- General	2,661.10	2,710.67	49.57	25,821.77	27,106.70	1,284.93	32,528.00
05104-001 Wages-Office Admin. General	1,755.43	1,898.17	142.74	23,896.26	18,981.70	(4,914.56)	22,778.00
05120-001 Benefits General	919.01	1,812.92	893.91	12,315.67	18,129.20	5,813.53	21,755.00
05201-001 Payroll Taxes General	904.63	1,268.58	363.95	6,694.90	12,685.80	5,990.90	15,223.00
Salaries, Benefits & Tax Total	11,271.23	13,303.59	2,032.36	98,964.56	133,035.90	34,071.34	159,643.00

Repairs & Maintenance

05301-001 R & M Buildings- General	2,230.69	385.42	(1,845.27)	7,235.04	3,854.20	(3,380.84)	4,625.00
05302-001 R & M Roads & Drainage	0.00	833.33	833.33	764.41	8,333.30	7,568.89	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	365.00	365.00	438.00
05304-001 R & M Vehicles	0.00	183.33	183.33	441.58	1,833.30	1,391.72	2,200.00
05305-001 R & M Equipment	(97.05)	229.17	326.22	366.97	2,291.70	1,924.73	2,750.00
05307-001 R & M Wells, Tanks & Pipes - G...	0.00	0.00	0.00	69.78	0.00	(69.78)	0.00
05310-001 R & M Grounds	24.38	560.42	536.04	4,130.56	5,604.20	1,473.64	6,725.00
05313-001 R & M Swimming Pool -NEW	(2,062.97)	177.08	2,240.05	2,825.66	1,770.80	(1,054.86)	2,125.00
Repairs & Maintenance Total	95.05	2,405.25	2,310.20	15,834.00	24,052.50	8,218.50	28,863.00

Contracted Services

05401-001 Contract Service Copier Equip...	751.99	239.58	(512.41)	3,239.83	2,395.80	(844.03)	2,875.00
05402-001 Contract Service - Legal - Gen...	(1,914.00)	1,000.00	2,914.00	7,893.50	10,000.00	2,106.50	12,000.00
05403-001 Contract Service -Accounting - ...	1,825.17	1,784.83	(40.34)	22,372.47	17,848.30	(4,524.17)	21,418.00
05404-001 Contract Service - General	96.26	0.00	(96.26)	1,268.60	0.00	(1,268.60)	0.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05405-001 Contract Service - Lot Mow	0.00	916.67	916.67	8,311.24	9,166.70	855.46	11,000.00
05406-001 Contract Service-Other General	9,007.73	20.83	(8,986.90)	14,402.16	208.30	(14,193.86)	250.00
05407-001 Contracted Service -Janitorial...	(583.00)	739.58	1,322.58	7,630.13	7,395.80	(234.33)	8,875.00
05408-001 Contracted Services - Accting ...	0.00	125.00	125.00	2,351.44	1,250.00	(1,101.44)	1,500.00
05409-001 Contracted Service - Pest Cont...	0.00	102.08	102.08	1,275.38	1,020.80	(254.58)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	1,354.20	1,354.20	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	875.00	875.00	1,050.00
05412-001 Contracted Service - Cable Int...	78.32	193.25	114.93	778.20	1,932.50	1,154.30	2,319.00
05413-001 Contracted Service - Noxious W...	0.00	427.08	427.08	3,498.20	4,270.80	772.60	5,125.00
Contracted Services Total	9,262.47	5,771.82	(3,490.65)	73,021.15	57,718.20	(15,302.95)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	171.70	171.70	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	406.70	406.70	488.00
05507-001 Other Tax,License,Fee Gen	0.00	172.92	172.92	2,051.59	1,729.20	(322.39)	2,075.00
05508-001 Federal Income Tax - General	(1,084.50)	0.00	1,084.50	84.00	0.00	(84.00)	0.00
Property and other Taxes Total	(1,084.50)	230.76	1,315.26	2,135.59	2,307.60	172.01	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	199.55	187.50	(12.05)	3,472.15	1,875.00	(1,597.15)	2,250.00
05602-001 New Water Meters - General	2,590.34	0.00	(2,590.34)	1,570.71	0.00	(1,570.71)	0.00
05604-001 Vehicle Gas & Oil General	(110.58)	152.08	262.66	3,897.99	1,520.80	(2,377.19)	1,825.00
05605-001 Supplies- General	(1,385.78)	327.08	1,712.86	4,221.93	3,270.80	(951.13)	3,925.00
05606-001 Small Tools & Equip Gen	(100.73)	360.00	460.73	2,867.76	3,600.00	732.24	4,320.00
05607-001 Supplies General Pool - NEW	392.54	200.00	(192.54)	2,634.17	2,000.00	(634.17)	2,400.00
05608-001 Utilities Pool - NEW	15.45	1,468.75	1,453.30	15,074.92	14,687.50	(387.42)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	1,894.20	1,894.20	2,273.00
Supplies, Small Tools, Etc.. Total	1,600.79	2,884.83	1,284.04	33,739.63	28,848.30	(4,891.33)	34,618.00
Utilities							
05701-001 Utilities General	(268.34)	543.75	812.09	3,996.03	5,437.50	1,441.47	6,525.00
05702-001 Telephone- General	357.65	443.75	86.10	3,277.43	4,437.50	1,160.07	5,325.00
Utilities Total	89.31	987.50	898.19	7,273.46	9,875.00	2,601.54	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	2,033.35	1,956.25	(77.10)	19,832.98	19,562.50	(270.48)	23,475.00
05705-001 Postage - General	(187.07)	244.42	431.49	1,591.31	2,444.20	852.89	2,933.00
05707-001 Misc. Expense - General	(354.26)	550.17	904.43	2,939.23	5,501.70	2,562.47	6,602.00
05708-001 Certification/Education -Gen.	(160.00)	200.00	360.00	14.95	2,000.00	1,985.05	2,400.00
Insurances, Postage, Education, Misc. Total	1,332.02	2,950.84	1,618.82	24,378.47	29,508.40	5,129.93	35,410.00
Total Expense	22,566.37	28,534.59	5,968.22	255,346.86	285,345.90	29,999.04	342,415.00
Net Income	7,105.69	768.44	6,337.25	38,116.86	4,489.66	33,627.20	6,026.58

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Water

Start: 10/01/2022 | End: 10/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	19,127.50	18,608.33	519.17	182,498.42	181,008.32	1,490.10	218,225.00
04105-002 Water Hookup Fees - Water	2,200.00	300.00	1,900.00	9,900.00	3,000.00	6,900.00	3,600.00
04106-002 Excess Water Use	0.00	244.83	(244.83)	5,440.00	2,448.30	2,991.70	2,938.00
Income Total	21,327.50	19,153.16	2,174.34	197,838.42	186,456.62	11,381.80	224,763.00
Total Income	21,327.50	19,153.16	2,174.34	197,838.42	186,456.62	11,381.80	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	458.47	349.08	(109.39)	4,994.07	3,490.80	(1,503.27)	4,189.00
05101-002 Wages- Manager - Water	2,132.40	2,333.58	201.18	11,399.78	23,335.80	11,936.02	28,003.00
05103-002 Wages-Caretakers-WaterOperator	1,339.45	1,337.67	(1.78)	12,997.27	13,376.70	379.43	16,052.00
05104-002 Wages-Office Admin. -Water	883.58	955.25	71.67	12,137.27	9,552.50	(2,584.77)	11,463.00
05120-002 Benefits - Water	534.88	1,046.75	511.87	7,327.37	10,467.50	3,140.13	12,561.00
05201-002 Payroll Taxes Water	435.29	608.25	172.96	4,446.81	6,082.50	1,635.69	7,299.00
Salaries, Benefits & Tax Total	5,784.07	6,630.58	846.51	53,302.57	66,305.80	13,003.23	79,567.00
Repairs & Maintenance							
05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	1,458.30	1,458.30	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	83.30	83.30	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	1,291.70	1,291.70	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	1,041.70	1,041.70	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	0.00	270.83	270.83	3,505.38	2,708.30	(797.08)	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	1,666.70	1,666.70	2,000.00
Repairs & Maintenance Total	0.00	825.00	825.00	3,505.38	8,250.00	4,744.62	9,900.00
Contracted Services							
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	833.30	833.30	1,000.00
05403-002 Contract Service- Acctg- Water	532.82	573.67	40.85	6,840.63	5,736.70	(1,103.93)	6,884.00
05404-002 Contract Service - Water	860.00	1,300.00	440.00	15,169.00	13,000.00	(2,169.00)	15,600.00
05406-002 Contract Service- Other Water	55.44	218.75	163.31	123.20	2,187.50	2,064.30	2,625.00
Contracted Services Total	1,448.26	2,175.75	727.49	22,132.83	21,757.50	(375.33)	26,109.00
Property and other Taxes							
05501-002 Sales B&O Taxes Water	991.13	0.00	(991.13)	10,167.86	7,500.00	(2,667.86)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	900.00	900.00	900.00
05507-002 Other Tax, License, Fee Wtr	0.00	83.33	83.33	861.05	833.30	(27.75)	1,000.00
Property and other Taxes Total	991.13	83.33	(907.80)	11,028.91	9,233.30	(1,795.61)	11,900.00
Supplies, Small Tools, Etc..							
05601-002 Office Supplies-Water	0.00	89.58	89.58	0.00	895.80	895.80	1,075.00
05602-002 New Water Meters - Water	433.15	0.00	(433.15)	433.15	0.00	(433.15)	0.00
05604-002 Vehicle Gas & Oil - Water	(56.15)	170.83	226.98	69.70	1,708.30	1,638.60	2,050.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05605-002 Supplies- Water	(268.98)	250.00	518.98	4,597.03	2,500.00	(2,097.03)	3,000.00
05606-002 Small Tools & Equip Water	0.00	72.92	72.92	0.00	729.20	729.20	875.00
05607-002 Supplies General Pool - Water	0.00	0.00	0.00	113.38	0.00	(113.38)	0.00
Supplies, Small Tools, Etc.. Total	108.02	583.33	475.31	5,213.26	5,833.30	620.04	7,000.00
Utilities							
05701-002 Utilities Water	595.20	989.58	394.38	8,283.03	9,895.80	1,612.77	11,875.00
05702-002 Telephone-Water	193.06	35.92	(157.14)	2,216.23	359.20	(1,857.03)	431.00
Utilities Total	788.26	1,025.50	237.24	10,499.26	10,255.00	(244.26)	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	999.64	960.42	(39.22)	9,750.34	9,604.20	(146.14)	11,525.00
05705-002 Postage-Water	(150.08)	131.25	281.33	0.00	1,312.50	1,312.50	1,575.00
05707-002 Misc. Expense - Water	0.00	114.58	114.58	46.00	1,145.80	1,099.80	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	156.70	156.70	188.00
Insurances, Postage, Education, Misc. Total	849.56	1,221.92	372.36	9,796.34	12,219.20	2,422.86	14,663.00
Total Expense	9,969.30	12,545.41	2,576.11	115,478.55	133,854.10	18,375.55	161,445.00
Net Income	11,358.20	6,607.75	4,750.45	82,359.87	52,602.52	29,757.35	63,318.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
Marina
Start: 10/01/2022 | End: 10/31/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	0.00	625.00	(625.00)	10,120.00	6,250.00	3,870.00	7,500.00
04109-003 Marina Moorage - Marina	0.00	5,645.83	(5,645.83)	64,599.00	56,458.30	8,140.70	67,750.00
04110-003 Marina Wait List Forfeiture	0.00	0.00	0.00	3,300.00	0.00	3,300.00	0.00
04112-003 Ramp Fee	0.00	308.33	(308.33)	3,600.00	3,083.30	516.70	3,700.00
04114-003 Daily Moorage/Ramp Fees	0.00	58.33	(58.33)	328.00	583.30	(255.30)	700.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	780.00	0.00	780.00	0.00
04803-003 Dock Electric Fee - Marina	0.00	648.75	(648.75)	7,250.00	6,487.50	762.50	7,785.00
04804-003 Small Boats - Marina	100.00	333.33	(233.33)	4,400.00	3,333.30	1,066.70	4,000.00
Income Total	100.00	7,619.57	(7,519.57)	94,377.00	76,195.70	18,181.30	91,435.00
Total Income	100.00	7,619.57	(7,519.57)	94,377.00	76,195.70	18,181.30	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	153.30	99.67	(53.63)	1,669.80	996.70	(673.10)	1,196.00
05101-003 Wages-Manager-Marina	715.52	781.33	65.81	3,825.18	7,813.30	3,988.12	9,376.00
05103-003 Wages-Caretaker Marina	449.45	396.08	(53.37)	4,361.20	3,960.80	(400.40)	4,753.00
05104-003 Wages-Office Admin. -Marina	296.48	320.00	23.52	4,073.64	3,200.00	(873.64)	3,840.00
05120-003 Benefits-Marina	178.84	352.42	173.58	2,451.73	3,524.20	1,072.47	4,229.00
05201-003 Payroll Taxes - Marina	140.66	196.25	55.59	1,444.31	1,962.50	518.19	2,355.00
Salaries, Benefits & Tax Total	1,934.25	2,145.75	211.50	17,825.86	21,457.50	3,631.64	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	83.30	83.30	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	250.00	250.00	300.00
05305-003 R & M Equipment - Marina	0.00	18.75	18.75	257.12	187.50	(69.62)	225.00
05308-003 R & M- Docks & Ramps - Marina	0.00	281.25	281.25	5,726.02	2,812.50	(2,913.52)	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	9,427.98	11,250.00	1,822.02	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	220.93	833.30	612.37	1,000.00
Repairs & Maintenance Total	0.00	1,541.66	1,541.66	15,632.05	15,416.60	(215.45)	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	217.98	239.92	21.94	3,204.75	2,399.20	(805.55)	2,879.00
05404-003 Contract Service - Marina	166.91	52.08	(114.83)	1,278.49	520.80	(757.69)	625.00
05406-003 Contract Service- Other Marina	14.01	168.75	154.74	1,353.39	1,687.50	334.11	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	770.08	687.50	(82.58)	825.00
Contracted Services Total	398.90	529.50	130.60	6,606.71	5,295.00	(1,311.71)	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	0.00	6.25	6.25	0.00	62.50	62.50	75.00
05507-003 Other license, fee - marina	0.00	130.25	130.25	30.64	1,302.50	1,271.86	1,563.00
Property and other Taxes Total	0.00	136.50	136.50	30.64	1,365.00	1,334.36	1,638.00
Supplies, Small Tools, Etc..							

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05601-003 Office Supplies-Marina	(478.24)	38.58	516.82	(45.83)	385.80	431.63	463.00
05603-003 Water System Supplies	196.98	50.00	(146.98)	196.98	500.00	303.02	600.00
05604-003 Vehicle Gas & Oil Marina	(37.04)	3.17	40.21	0.00	31.70	31.70	38.00
05605-003 Supplies- Marina	139.28	185.42	46.14	1,434.05	1,854.20	420.15	2,225.00
05606-003 Small Tools & Equip Marina	0.00	93.75	93.75	163.24	937.50	774.26	1,125.00
Supplies, Small Tools, Etc.. Total	(179.02)	370.92	549.94	1,748.44	3,709.20	1,960.76	4,451.00
Utilities							
05701-003 Utilities Marina	(458.85)	666.67	1,125.52	5,727.32	6,666.70	939.38	8,000.00
Utilities Total	(458.85)	666.67	1,125.52	5,727.32	6,666.70	939.38	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	684.01	725.00	40.99	7,842.64	7,250.00	(592.64)	8,700.00
05705-003 Postage-Marina	(150.07)	25.00	175.07	0.00	250.00	250.00	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	280.42	312.50	32.08	375.00
Insurances, Postage, Education, Misc. Total	533.94	781.25	247.31	8,123.06	7,812.50	(310.56)	9,375.00
Total Expense	2,229.22	6,172.25	3,943.03	55,694.08	61,722.50	6,028.42	74,067.00
Net Income	(2,129.22)	1,447.32	(3,576.54)	38,682.92	14,473.20	24,209.72	17,368.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 Cost Center 900
 Start: 10/01/2022 | End: 10/31/2022
 Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 REReserve Income ALL	16,253.78	16,253.78	0.00	161,237.78	162,121.46	(883.68)	194,629.00
04055-900 Reserve Interest ALL	0.00	187.50	(187.50)	0.00	1,875.00	(1,875.00)	2,250.00
Income Total	16,253.78	16,441.28	(187.50)	161,237.78	163,996.46	(2,758.68)	196,879.00
Total Income	16,253.78	16,441.28	(187.50)	161,237.78	163,996.46	(2,758.68)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	16,253.78	16,219.08	(34.70)	161,347.78	162,190.80	843.02	194,629.00
Deprec, Interest & Bad Debt Total	16,253.78	16,219.08	(34.70)	161,347.78	162,190.80	843.02	194,629.00
Total Expense	16,253.78	16,219.08	(34.70)	161,347.78	162,190.80	843.02	194,629.00
Net Income	0.00	222.20	(222.20)	(110.00)	1,805.66	(1,915.66)	2,250.00

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
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New Members for December Meeting

Scott Philbrick & Catherine Hutchinson purchased 151 Johnson from Chris & Joanne O'Higgins

Ellen Ryan purchased 311 Ridge Dr from Jane Adams

Heather Longcrier inherited 273 Saddle Dr from Pauline Longcrier

CG Building and Roads Committee

December 9, 2022

Minutes:

In Attendance: George Martin, Dave Baker, Betsy Coddington, Marnie Levy, Richard VanDeMark, Jeff Collum, John Dwyer

- 1) Discussed a building in progress in the Highlands. Siding not complete within 6 months of start date. Manager will send letter as to status.
- 2) Discussed a lot in the Highlands that didn't complete driveway connection within the required time. Manager with send letter as to completion date. Complication is now the weather for asphalt option.
- 3) Discussed driveway connections in general, multiple residences do not have the connection causing possible damage to the road surface due to erosion and breaking of the asphalt road edge. Will do an inventory of sites lacking connections to have a better idea of the roads at risk.
- 4) Reviewed the fine schedule at the request of the Board of Trustees. Made changes and recommendations to the schedule that will be presented to the Board via the Board Liaisons.
- 5) Information Item: Richard VanDeMark brought to the group a proposal to install a new 'Crab Shack' on the south side of the Marina including the cleaning sink. This will be a Marina project.
- 6) Information Item: Jeff Collum presented the upcoming change in the state building regulations requiring heat pumps as of July 2023 eliminating combustible sources in homes. Ground water heat pumps may be a source of concern with our water system. Will advise the Water Committee of our concerns.

George Martin,
Co-Chair Building and Roads Committee

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, November 8, 2022, 9:15 am

Cape George Clubhouse

IN ATTENDANCE: Varn Brooks, Lori Cameron, Patty Dunmire, Sue Dunning, Pat Gulick, Anne Jimenez, Steve McDevitt, Ruth Ross, Robin Scherting, Richard VanDeMark

I. CALL TO ORDER: Patty called the meeting to order at 9:05 am

II. APPROVAL OF MINUTES: Robin moved and Varn seconded that the minutes of the October 2022 meeting be approved as written, and the motion passed unanimously

III. FISCAL REPORT \$1878.45 (no change from last month).

IV. NEW BUSINESS

A. Fine schedule: The Board has asked for input on increasing fines for cutting trees/natural vegetation without a permit to consider at their upcoming meeting. Members are asked to review the existing fine schedule and make suggestions for increasing the fines to be more of a deterrent to unauthorized tree cutting. This is particularly an issue on the bluff, where such action can destabilize the slope. Currently, owners living on the bluff who apply for tree cutting permits are required to first obtain a decision from the county as to whether the trees fall under county shoreline jurisdiction. The issue here concerns fines for not obtaining a permit before cutting a tree. Current fines are \$150/tree for the first violation and \$300/tree for subsequent violations. Gina Webber sent an email suggesting two different schedules depending on whether the tree is located on the bluff or elsewhere. Varn said cutting on community property should have higher fines, which should be substantial, because nobody but Cape George maintenance personnel has permission to cut trees on common property. Because many owners on the bluff may not understand that they don't own all the way to the waterfront, Anne recommended educational outreach to that group of members and Sue agreed that education on these issues to the community as a whole was an important role of our committee. The committee agreed that we should recommend removing the wording 'and natural shrubbery' from the fine schedule to avoid confusion so that it would read "Failure to obtain a permit to remove trees." The committee, with guidance from Richard VanDeMark and Varn Brooks, discussed various proposals for establishing the relative value of different trees in terms of setting fines for unauthorized cutting (eg, based on type of tree, size of tree, etc). The committee would like more time to come up with some specific suggestions—hopefully by our next meeting. Ruth moved and Lori seconded a motion that Pat discuss with the board our recommendations for an educational and enforcement initiative and let them know we are working on drafting some specific suggestions. The motion passed unanimously.

- B. Lidar survey of the shoreline.** Steve offered to contact the group who did the lidar survey of the Cape George shoreline to see if any of their data on the position of trees might be helpful.

V. OLD BUSINESS

- A. Halloween party:** Everything went well and approximately 60 people attended. Receipts were \$600; food and decorations cost \$260 and \$340 will be deposited to the Environmental Committee's account. The Committee thanked Patty for all her hard work organizing the party.
- B. Plans for winter programs:** Discussion of future educational programs and films continued. We plan to organize a presentation on the repair work on the berm in the near future and photographs and other materials are being assembled to share with the community.
- C. Ad hoc berm committee:** Concern was expressed concerning the monitoring of the berm repair project. Ruth moved and Sue seconded a motion asking the Ad Hoc Berm Committee to hold a meeting in the next few days to be sure that the project is following the specs/permit as required, which passed unanimously.

Discussion of other items on the agenda was deferred until the next meeting because of lack of time. The meeting was adjourned at 10:25 am.

Respectfully submitted

Ruth Ross
Secretary
Cape George Environmental Committee

TUESDAY, SEPTEMBER 13, 2022

FINANCE COMMITTEE MINUTES

Nancy C, Susan S, and Mark K in attendance.

1. I & E ANALYSIS WORKBOOK

Needs review before August numbers are available

2. GOOGLE DRIVE

Create a shared space for FC documents and data

Mark created some folders for us to store our work instead of emailing attachments

3. STATUS OF BUDGET & RESERVE PROJECTS FOR NEXT YEAR

Nancy will send latest version of 2023 Budget and reserve project list

4. BALANCE SHEET ANALYSIS

Susan will create a Balance Sheet workbook for comparing current month and last year

Balance sheet accounts

FRIDAY, NOVEMBER 4, 2022

FINANCE COMMITTEE MINUTES

In attendance : Nancy Charpentier, Mark Kochendorfer, Susan Sanford,

Fayla Schwartz and Marnie Levy

2022 AUDIT PREP

Karen Krug memo attached (assign items to individuals). Mark to set up folders on shared drive and provide access to Fayla and Marnie so we can have one depository for all audit materials. Finance Committee will reconcile materials prior to sending to Newman.

BUDGET CONCLUSION

Recommend that revenue be booked quarterly as they are billed and not allocated monthly. Distribute expenses more timely (when most probably occurs not 1/12th per month). Final distribution to be reviewed by the Committee, adjustments made and a final submitted to Community Financials for input by the end of the month.

GL ACCOUNT RETIREMENT

Susan has identified which gl codes have never been used, and which have been used but are no longer active. They number into the hundreds. Nancy to follow up with Community Financials about deleting or deactivating codes so they cannot be used, but are available for reporting if they've been used in the past.

Quarterly Balance Sheet Reconciliation & 2021 Audit Adjustments

Since the 2021 Audit Adjustments and reversals have been booked into October, a reconciliation will encompass all accounts. Final entries to reconcile will be presented to CF for November postings so that November should be a clean balance sheet in preparation for year end journal entries.

Year End Preparation

- 1) Add Marnie and Fayla to Google Drive for FC
- 2) Review invoices for completed and not posted – should be accrued in December
- 3) Careful review of incoming invoices need to identify year end expenses and be sure they are posted into December. Care should be taken to segregate January expenses. Work with Marnie and Terrie to assist in having clean cutoffs, including identifying expenses which may not have appeared and preparing defensible accruals for anticipated activity to be booked as reversing entries into December.

Pool Committee Meeting

12/6/2022

Called to order at 3pm by Chair: Kriss Edwards

Members: Patty Dunmire; Kriss Edwards (Chair); John Galm; Sandy Gulin (absent); Marta Krissovich, Linda Mollino; Mardella Rowland; Robin Scherting; Mike Volkman (absent)Marnie Woodward (Cape George Manager) and Jane Ludwig (Board President, and Board Liaison to Pool Committee);

Financial Report:

\$3491.11 in our Fund-Raising account.

Minutes of Last Meeting: Minutes were reviewed by all and there was motion to accept the minutes and accepted by the group.

Old Business

Discussion Items	Discussion	Decision/Member Responsibility
Grab Bars for the Shower		Grab bars have been purchased and Sandi and Jose will install when able
Weights	Marta and Patty are continuing to investigate the purchase of additional weights. \$300 was approved at a prior meeting.	Marta and Patty will make the final decision of what type of triangular weights to purchase and proceed
Power lift for accessing the pool, for disabled folks.	John did some research on power lifts and Penny was able to present the literature. Discussion about the costs of the units that are between \$6,000-\$12,740 (\$5,00-\$6,000/permanent and \$12,432- \$12,740 (portable)	Further research is required before a final decision is made. Marnie agreed to ask a contractor who is coming to do other work in the pool area, as to the feasibility of installing a permanent power lift. The other option is a portable unit which is considerably more expensive.

	Additional research is needed because of the cost and concern about whether the pool can sustain construction of the stationary lift/ This is due to the way the pool was initially constructed.	Considerable fundraising would be required for such a unit. This item is being tabled at this time.
Lap timer purchase: item was requested by a member.	Kriss and Mike have evaluated timers and one has been purchased for \$89.00	Kriss and Mike installed the clock and members are happy with having it in place.
New Pool Hours: Update sign on Entrance,	Discussion about whether to produce a new sign at this time as the hours need to be updated. Other option is to use the schedule that is produced by the Cape George Office and posted outside the pool area.	All agreed to use the calendar produced for Cape George. In the future a new sign might need to be produced but not at this time. https://capegeorge.org/index.php?event-calendar
Concrete repairs	Discussion of the concrete repairs, everyone was happy with the outcome.	Thank you to Marnie for the outcome. No further action

New Business:

Discussion Items	Discussion	Decision/Member Responsibility
Fine Schedule	Fine schedule for damage to the pool was discussed, everyone agreed to stay with the schedule as outlined in the Cape George Fine Schedule (number 22 refers to the pool)	The decision of the committee: no changes at this time. https://capegeorge.org/index.php?fee-schedule
2023 Pool Reserves	<p>Discussion of the items on the reserve schedule for 2023:</p> <ul style="list-style-type: none"> • Replace Heat Pump: \$12,300 • Resurface Pool and wading pool: \$70,00 • Recoat Pool deck: \$4,300 plus 20%: Marnie to get a detail quote. 	No action at this time as items are on the reserve schedule for 2023.
Windows	Kriss has requested that outside windows in the pool area be evaluated for whether the seals are intact or need to be replaced.	Marnie agreed to follow-up with local window repair companies to get an evaluation.
Suggestion box	Discussion: what should we do about suggestions/concerns that are put into the suggestion box that are anonymous. How do we let the community members know the outcome. Motion that suggestions would not be considered if it is not signed. This motion did not pass.	No resolution at this time except to ask community members to sign suggestions/concerns. Refer to pool minutes for suggestions/concerns that are dealt with in the meetings.

Cleaning service	Discussion about the quality of the cleaning service. Unclear if they are following the required list.	Kriss agreed to put a list together of what should be done weekly and every two weeks by the cleaning service and present it to Marnie.
Recap of 2022	Kriss reviewed all the events and items that have been purchased to improve the quality of the pool experience: Increase in water aerobics classes to four times a week; new pool flags; exercise weights; mirrors in shower rooms; baby changing stations; new shower curtains; shower mats; grab bars in shower (to be installed); lap timer two mascots; children’s pool party and fundraising event. Total expenditures: \$5,722 through fundraising.	Only action is to thank the pool committee for their work in improving the pool experience for community members.

- Next Meeting : February 7, 2023, 3 pm, Clubhouse

Cape George Colony Club
Ad Hoc Technology Committee
Meeting Notes

December 8, 2022, 10 a.m. via Zoom

Present:

Christine Castigliano
Jay Hubert
Rick Kint
Diana Luckevich

Linda Mollino
Terri Brown
Marnie Levy

C. Updates:

- PUD Electrical for the Village mail kiosk: Marnie is waiting to hear from PUD
- Electrical installation for the Colony mail kiosk: Marnie: When the Village power system is set up, an electrician will be hired

D. Web Team report

1. Website update: Diana, Terri and Marnie will work together on the web site.

E. Tech Team reports

1. Security Camera review: Rick Kint tested the camera, app software and battery system. The committee discussed placement and the installation of motion sensitive cameras as well.
2. Blink Cameras: Marnie reported that we have additional cameras.

F. PUD Fiber Optic petition

1. Petition to obtain quote for fiber optic installation will be available to sign at the CG Office after December 15. Ten percent of households (55+) need to sign.

G. New Projects for January: Robust and reliable internet connection at the Marina

Improved wi-fi and equipment for key fob access, security cameras and blended Zoom/in person meetings.

Tasks:

1. Rick Kint and Christine Castigliano and Terri will assess the current wi-fi
2. Rick Kint and Christine Castigliano will research solutions to improve the wi-fi from the Clubhouse to the south end of the Marina.
3. Lack of specific funding might make fundraising a necessity: Linda Mollino volunteered to organize and lead any fundraising efforts that arise!

H. Open Discussion of other projects for 2023

- None at this time.

Happy Holidays and thank you all once again for sharing your expertise, wisdom, and time to help accomplish our goals! We will gather as a group in January!