

Study Session Agenda
January 24, 2022
3:00 PM via Zoom Audio/Video Conference Call

- A. Call to Order - Vice President's Comments and Announcements
- B. Letters from Members –
- C. Board Items for Discussion and possible inclusion on the Agenda for Thursday's Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month's Study Session Agenda; 4) No action or further discussion required.
1. Discuss Coast Geologic Proposal for berm - Pat Gulick
 2. Discuss request for Ad-hoc committee for berm project – Pat Gulick
 3. Approve installation of protective symbolic fencing for the berm - Pat Gulick
 4. Discuss open Board position/Officer vacancy - Ray Graves
 5. Ratify any electronic voting by trustees - (Needs a motion for Thursday)- Fayla Schwartz
 - Increased CC limit for interim manager to \$5000
 6. Discuss Bldg. Com. recommendations on Variance request Quinault Loop-Ray Graves
 7. Discuss changes of Board Liaisons to committees. - Ray Graves
 8. Revision of Confidentiality Form - Jane Ludwig
 9. Computer purchase for Treasurer Fayla Schwartz
 10. Payroll - Fayla Schwartz
 11. Vacation accrual for Terri - Fayla Schwartz
 12. Zoom protocols - Jane Ludwig
 13. Search Committee - Ray Graves
- D. Information Items –
- E. Member Participation (Compliments, Issues, Concerns)
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, 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.**
- F. Open Board Discussion
- Tree limb cutting on common property - Terri
 - Donation of organ- Terri
 - February Study Session lands on a holiday - office is closed - reschedule meeting - Terri
- G. Announcements
- Board Meeting – January 27, 2022 – 3:00 PM via Zoom
 - Budget Ratification Meeting - February 11, 2022 - 3:00 PM via Zoom
- HI. Adjournment

To the Cape George Board of Trustees
January 18, 2022

I am sending this letter to explain my reasons for resigning from the Cape George Board of Trustees on December 10, 2021. This letter is being sent to be included in the formal correspondence to the Board and to be included in the Packet for the upcoming Study Session on January 24 as part of the permanent record for the Homeowners Association.

I resigned from the Board of Trustees of Cape George on December 10, 2021 because I could not continue to serve on the Board with Ray Graves, the acting president. On December 6, 2021, Ray very improperly sent an email to the whole community that was full of misinformation and unfounded accusations against our manager Pat Rooney. He sent this email unilaterally without the approval of the rest of the board, even though the message had the appearance of being an official notification as it went out in an email blast from the office. Ray Graves knew that sending this notice would force Pat Rooney to resign since there was no way Pat could effectively carry out his job after that. Pat told him this before the message was sent out. I contacted Terry to say that the Board was working on a statement to the community about the issue, but that the Board had not finalized any statement yet and that no unilateral statement from Ray should go out. Unfortunately, Ray insisted that Terry send out this inappropriate, unapproved notification as if it came from the Board as a whole. The damage Ray has done to Pat Rooney's reputation is horrendous and unjustified. Terry Leahy, an attorney who has worked with our HOA for a long time and who has known Pat for 30 years, told us that one of the most important things to Pat is his reputation for honesty and integrity. I have always found Pat an honest person of integrity. Ray Graves has also put the community at risk for a lawsuit for defamation and/or constructive termination (action that forces an employee to resign by making his continued employment untenable).

Here are the details of what happened as I know them. Much of the information in this letter involves personnel issues that should have remained confidential but Ray has wrongly discussed the issue, first with members of the finance committee, then in his email to the entire community, and finally in open sessions of the Board.

Pat Rooney notified the board in June, 2021 that he would need to go off the health insurance plan the Cape George employees belong to because he was required to go on Medicare in Sept 2021. Pat suggested that he receive the same amount of money that was being paid to the insurance company (minus whatever FICA taxes would be owed) to cover his Medicare premiums, purchase a supplemental policy, and vision and dental insurance to match what our employees receive. Rich Hilfer was president when Pat sent out a letter describing this proposal which went to all of the board members. At the first meeting after Lad Burgin was elected president, Pat's request was discussed and the board orally approved his request (I was at that meeting and remember what happened as do several others). The Board concluded that Pat's request sounded reasonable but that no actual motion was needed since there was no change to the bottom line 2021 budget. In hindsight, Pat Rooney and the board have recognized that we should have processed and passed a motion on this matter. This is an oversight for which the Board (not Pat) bears responsibility. The additional money was to be added to Pat's paychecks but was not to be construed as a salary increase since the bottom line did not change. We have

since learned that there is a better and more accepted method for handling this benefits issue but none of us knew that at that time. At any rate, Pat Rooney certainly came away from the Board meeting with the assurance that the Board had approved his request. He did not do anything illegal or underhanded. Our treasurer George Martin knew this had been done and did not see any problem with it. When this issue was raised by Ray Graves in early December, he was informed of all this history by Richard Hilfer and by George Martin and he was supplied with copies of Pat's memo from June 2021 as well as confirmation from Richard, George, me, and Fayla that we remembered the discussion of this matter. Nevertheless, Ray became convinced that there had been serious malfeasance (despite everything some of us could do to convince him otherwise) and was determined to terminate Pat for cause. I was shocked that so many people in the community were so ready to consider Pat guilty until proven innocent.

Because of Ray's actions, I was no longer willing to serve on the board with him. I was also so sorely disappointed by the hateful tenor so many of our neighbors have taken toward Pat Rooney as they plotted to deprive him of his job. I was also horrified at the tone taken in remarks to and about George Martin, especially by members of the finance committee, after he had worked so very hard and served with great integrity as our Treasurer. They in effect also forced George to resign from the Board. Given these events, I did not feel any desire to serve the community as a board member anymore. In fact, I felt that remaining on the board would have made me a collaborator in this sordid little coup.

Ruth Ross
Former Trustee, Cape George Board of Trustees
21 S. Rhododendron Dr.

George Martin
101 Maple Dr.
Port Townsend, WA 98368
12/16/21

Cape George Board of Trustees
Cape George Colony Club
61 Cape George Road
Port Townsend, WA 98368

Dear Cape George Board of Trustees:

This is to inform you of my immediate resignation as Treasurer, Board of Trustees, Cape George Colony Club. In addition, it also serves as my immediate resignation from the Board of Trustees, Cape George Colony Club.

I do not come to this decision lightly, but after the unauthorized unilateral actions of the Acting President of the board, I can no longer serve in good conscience. Those actions, filled with accusations but with incomplete facts, have caused division in this community that will take a long time to recover.

Those facts have been pointed out by others, but I will reiterate that the board was made aware of the desire to have a change in how to proceed when the Manager turned 65 in June of 2021. That was repeated in the July Board meeting stating that there was not a change to the overall compensation package, it was budget neutral. 20/20 hindsight is a wonderful thing, but the board was in general agreement with the plan provided. The President and I were notified in August that the actual cost would be a decrease and Regence was instructed to remove the General Manager from the plan beginning in September. Regence failed to fulfill that request and was notified the following month of the error and requested it be corrected and refunds issued. That process was completed. It was only in October during the budget process that we became aware of other options, and it was agreed that we would follow those recommendations for the 2022 budget.

I have been the object of vilification through personal emails sent to me and via board meetings. Those were attacks on my character, my integrity, and my competence. Those attacks have hampered my ability to continue to be a trustee. I will not subject myself to this damage to my health, to my wife and to our enjoyment of my retirement. I came here to enjoy my retirement in a warm community. That has been shattered. I ran for the board to serve this community to the best of my ability. I did not choose to be your Treasurer but was elected by the board when no one else would take on the task. Each year I offered the position to anyone else but again, no one else would take on the task. I have strived to do my very best but that was not good enough for the vocal minority that seems to be out for blood.

This is a sad time in the history of Cape George, and I only hope we can recover from this ugly episode.

George Martin

January 19, 2022

Good afternoon Board members

I want to commend you and the Finance Committee for an extraordinary meeting. It was transparent, it was educating, and it was respectful.

In the past I have been critical. I was part of the group to create the petition to replace the GM. There was the dreadful Zoom call where the board voted and then fortunately rescinded the back payment to the GM. The study session where over 90 members showed up seemed like a turning point.

I appreciate the fact that the board as it is now constituted is tackling the difficult issues of our community in a thoughtful and transparent manner.

As many of you know, Ray is a dear friend of mine. I want to publicly thank him for the letter he wrote to the community. It was truthful, transparent and I believe resulted in activating our community.

I want to thank the Finance Committee for their due diligence and for making such a positive difference in our community.

I appreciate the huge effort of the board in using your considerable talents to ensure the Board's appropriate actions, and for the devotion of your time to Cape George. This without pay but for the love of our community.

You have managed to bring us together and hopefully more members will volunteer to help bring back Cape George to the incredible community it should be.

Linda Schwartz
320 Sunset Blvd

Attachment A:

**Scope of Work and Fee Proposal for
Coastal Erosion Control Evaluation & Design
Cape George Colony
Jefferson County, WA**

**Prepared for: Cape George Colony Board
And Incoming General Manager**

**Prepared by: Coastal Geologic Services, Inc.
Jim Johannessen, Licensed Engineering Geologist and MS**



December 29, 2021

Introduction and Purpose

The purpose of the proposed scope of work is to evaluate current conditions at the shore at and north of the community clubhouse, propose short and long-term alternatives for erosion control, and complete a Phase 1 design to be implemented in 2022. This scope also includes permitting the Phase 1 design and helping set up implementation.

The area of concern is the northern portion of the community property including the shore waterward of the clubhouse and running north of the clubhouse in front of a picnic shelter and a small playground, which is all located north of the Cape George Colony Marina on the northeast Discovery Bay shore.

Coastal Geologic Services (CGS) completed a soft-shore protection design in 2013 for this area, in the form of an enhanced backshore cobble berm. Jim Johannessen, Licensed Engineering Geologist and MS of CGS, visited the site in February 2021 and on December 1, 2021, and met with several board members and the general manager following severe west wind storms at high water.

Proposed Work Tasks

Task 1. Field Data Collection and Alternatives Evaluation

CGS staff will visit the site to make selected ground measurements and establish several temporary ground control points. These will allow CGS to fly a drone and create scaled vertical air photos for comparison of current versus past conditions. CGS will make an initial update of the older project base map showing the current berm, erosional scarp, and other features. This will be the base map for analysis and development of several short and possibly long-term erosion control alternatives.

Senior Engineering Geologist Jim Johannessen and Senior Coastal Engineer Dr. Wei Chen, PE, will lead an alternatives analysis to determine the recommended short to medium-term repair approach as well as one or two alternatives for longer term erosion control in light of anticipated increased future sea level rise and storm intensity (climate change).

Deliverables:

- ◆ Memo outlining findings from the above work including the conceptual level shorter term repair and one or two longer term erosion control alternatives described in text
- ◆ Alternative design approached will be depicted at the conceptual level on the project base map; each alternative will have one conceptual cross section.
- ◆ Planning level construction costs breakdown

Assumptions:

- ◆ CGS will utilize past mapping and other available data as much as possible to be efficient with budget; only data near the berm will be updated
- ◆ CGS can provide a draft and a revised final version of the memo if needed

Cost: \$4,300

Task 2. Soft Shore Protection Design

After coastal conditions are verified and the short to medium term conceptual design approach is approved by Cape George, design work will commence on the short to medium term approach. CGS will develop a preliminary (draft) design sheet set for review by Cape George and this set will then be used for permitting. Following initial permitting steps, the final design sheet set will be developed. Notes would contain all information required for construction and a separate specifications package would not be provided. Standard 2021 WSDOT specifications will be used for the project.

The proposed soft shore protection project, materials descriptions, quantities, along with a separate cost estimate would be delivered. The sheets will include proposed construction access route and staging area(s) design is assumed to include the following elements:

- Minor grading of the waterward portion of the area
- Beach nourishment to development a wider backshore berm with and also fill low areas in the existing berm crest
- Large wood (log) placement
- Simple salt tolerant revegetation plan for the landward-most portion of the backshore berm

The design sheets will be 22"x34" on CGS title block that allow half scale printing to 11"x17". All info anticipated to be needed for JARPA sheets will be included on design sheets for permitting. The half scale 11"x17" sheets will be formatted to allow for printing at 8.5"x11" size for use by agencies that require 8.5"x11". These sheets will be designed so that they can be printed at reduced 8.5x11" size if needed, and a separate 8.5"x11" sheet set will not be developed.

A project specific geologic/geotechnical report with site conditions summary and project justification (for permitting) will be prepared by Licensed Engineering Geologist Johannessen. A separate, brief design memo with project description and materials will be developed for permitting and construction.

Deliverables

- ◆ Preliminary design drawings for short to medium term repair drawings (cover and location sheet, existing conditions site plan, proposed conditions site plan, cross sections, notes and details sheet)
- ◆ Final design drawings (cover and location sheet, existing conditions site plan, proposed conditions site plan, cross sections, notes, and details sheet)
- ◆ Brief geologic/geotechnical report with site conditions summary and project justification (for permitting) and separate brief design memo with project description and materials (for permitting and construction)
- ◆ Construction cost estimate

Assumptions:

- ◆ Cultural resources (archeology) will not be needed
- ◆ Property lines will not be included except in approximate locations
- ◆ Biological/ecological issues are to be investigated and reported by others in the following task
- ◆ A specifications document will not be provided; all notes and unique material and installation specifications will be included in the sheet sets

Cost: \$8,300

Task 3. Permitting

This task will include initial consultation with board representative(s)/general manager, Jefferson County Community Development, and the Washington Department of Fish and Wildlife (WDFW) to address permit requirements. We would need to have a pre-application meeting (planned for virtual) with the County early in this task.

CGS would need to hire a biological firm to complete biological reporting for permitting. This cost is not known at this time, and the cost is not included in this scope and fee. The cost would be first approved by Cape George, and could be paid by CGS (with a 10% admin. fee) or by Cape George directly.

The project is not anticipated to require federal permitting. If any conditions (changes) are placed on the project by agencies while issuing permits, the final step would be to create an updated final design sheet set with any potentially needed modifications and additional construction notes.

Permitting shoreline projects can be very cumbersome and time consuming. The budgeted time is anticipated to be adequate for this work, based on past professional experience. However, should permitting get more complicated than anticipated and additional complications or requirements arise; additional labor will need to be agreed upon separately.

Deliverables

- Shoreline permit application to Jefferson County Community Development
- Application for SEPA exemption/SEPA to Jefferson County Community Development
- Application to State Dept. of Fish and Wildlife (WDFW) for Hydraulic Project Approval (HPA)
- Updated design sheet set if needed

- Permit tracking and coordination

Assumptions

- ◆ A Biological/Fish and Wildlife Assessment will be required for this project and CGS will organize getting the report from a qualified firm to be agreed upon (along with cost) by Cape George. However, **the cost of biological reporting is not included in this Scope of Work** (anticipated to be approximately \$3,000 to \$4,500 total).
- ◆ CGS will pay all permit application and review fees and will charge a 10% administrative markup on the fees that CGS charges for covering processing and taxes on these costs. **The costs of these permit fees are not added into this agreement and will be in addition to the amounts listed herein** (with receipts provided; estimated to be less than \$3,000).
- ◆ Client will authorize CGS representative to act as the “Authorized Agent” for the purpose of permit application submittals and related project correspondence; all important products will be sent to client for review first
- ◆ The project is not anticipated to require federal permitting
- ◆ The project is not anticipated to require archeology/cultural resources consulting
- ◆ Should permitting get more complicated than anticipated and additional complications, report requirements arise; labor will need to be agreed upon separately
- ◆ A State Environmental Policy Act (SEPA) permit and Floodplain Permit are not anticipated for this project. If the project should require these permits, this will need to be added or contracted separately.

Cost: \$4,200

Task 4. Assistance During Implementation

This task would consist of limited technical assistance during planning and project implementation. These work areas will only be completed as needed. Potential work areas could include the following under the direction of the owners:

- ◆ Planning and contractor identification to acquire bids
- ◆ Addressing requests for information (RFIs) from contractors
- ◆ Review/approval of materials
- ◆ Construction oversight (recommended for soft shore protection projects like this)

Deliverables

- As listed above and as requested/required

Assumptions

- A lump sum budget is proposed to cover the above work topics. This budget would only be used when requests are received from Jen-Jay or owners to complete the above listed or similar work. Work will be limited to available budget.

Cost: Up to \$3,000

Total Cost

The total cost of the 4 tasks described above is provided in the table below. This includes all labor and expenses to complete the soft shore protection design and other steps as outlined in the work tasks above, and is a not-to-exceed amount, unless conditions change.

Task Name	Cost
Task 1: Field Data Collection and Project Management	\$4,300
Task 2: Soft Shore Protection Design	\$8,300
Task 3. Permitting	\$4,200
Task 4: Assistance During Implementation	\$3,000
<i>Total Not to exceed amount</i>	<i>\$19,800</i>

The 2022 CGS fee schedule will be used, and is in Attachment B.

On December 20th, 2021 the Building and Roads Committee met to discuss the proposed height variance on Lot 15, Quinault Loop as submitted by the owner, Patrick Henry. This proposal had been previously reviewed by the Committee and forwarded to the Board of Trustees with a unanimous recommendation to approve. The Board reviewed the recommendation and returned the application to the Committee for further consideration. This was in part due to a letter of objection submitted by Bonnie Whyte (undated). The reasons stated for her objections are listed below with the Committee's responses immediately following:

1. Insufficient information was submitted regarding the location, shape, and size of the new structure. *Additional information will be required of the applicant to assess the impact of the proposal. A schematic site plan and schematic building mass drawing showing roof elevations above existing grade must be submitted to accurately assess the proposal.*
2. The location of the new structure has not been staked on the site. *Cape George Building Regulations do not allow the Building Committee to make this specific requirement as the building location can be determined by field measurements off staked corners. The building location will be reviewed by the Building Committee as part of the Cape George Building Permit review.*
3. There was insufficient justification given for the variance. *It is common that perimeter lots are allowed to exceed the standard height restrictions provided they do not adversely affect other's views. Based on the Committee's review of the buildable area of Lot 15, no view blockage appears to be possible.*
4. *The proposed "tall structure" would have "the potential to block light and views and create other problems that would affect my property value". See above. Due to the lot orientation, the predictable movement of the sun, and the proposed structure's placement to the north of the Ms. Whyte, shading is unlikely.*

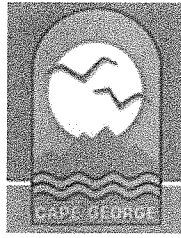
In addition Ms. Whyte asked:

1. if Jefferson County will also be involved in the "process" and if there would be public hearings. *The height restriction in Jefferson County is 30-feet so a variance would not be required. A Building Permit from the County will be required but would not trigger public hearings.*
2. "will there be a rash of third story additions be granted based on this precedence?". *As stated above a precedent has already been set for granting variances on perimeter lots where there is no adverse affects.*
3. Additional detailed information be submitted including:
 - Elevation drawings for existing and proposed structures with sightline and light studies *Elevation drawings will be required. There is no mechanism in the Building Regulations to require sightline or lighting analysis from applicants.*
 - Corners of the proposed building be staked with heights above grade indicated *See #2 above.*
 - "Clarification as to where and how the 9' variance will be measured and if the actual ridgeline and total height will be greater" *The variance would not allow any height to exceed the amount that it would be granted for.*

- Clarification of the process for the variance and its potential for Jefferson County review The Cape George height restriction is not considered by the County. *As stated above the maximum allowable height in the County is 30-feet so not variance would be necessary.*
- A statement of need that there is a compelling reason to grant the variance. See #3 above. *A precedent has been established that perimeter lots may exceed the maximum height restrictions provided that they don't adversely affect neighboring properties.*

**Cape George Colony Club
Committee Chairs for 2021-2022 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	*
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	Lad Burgin *
Marina	Jim Bodkin	646-957-4719	jldbodkin@gmail.com	Lad Burgin *
Pool	Penny Jensen	360-385-0242	poodlerower@gmail.com	Fayla Schwartz
Water	Marty Gilmore	360-301-3111	fairview10@yahoo.com	*
Workshop	Mike Lapointe	503-977-1893	Mikel.geo@yahoo.com	Ray Graves



Cape George Colony Club

Confidentiality Agreement

Trustees, Employees, Committee Members, and other Members of the community who are, in the course of their duties, entrusted with access to confidential, sensitive or private information as enumerated in RCW 64.38.035 which are defined as: *"personnel matters; consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the association, and matters involving the possible liability of an owner to the association."* agree to the following:

The signee of this agreement hereby agrees to hold such information in confidentiality and not disclose, share, or distribute information from the records of the Association whether in electronic form, paper form, or verbally.

Information may be shared with Trustees, committee members, individual members such as the Harbormaster, etc., or employees on a need-to-know basis and in conformance with the duties and responsibilities of the position.

All Member and Employee information is to be deemed confidential unless authorized by the Board of Trustees to be distributed. This includes delinquencies, violations, contact information, performance appraisals and other employee records, etc.

An employee may be disciplined per Regulation EMP 06 for a Confidentiality breach and a breach by member volunteers may be fined and removed from their position, except Trustees who are subject to a vote of the membership for removal.

AGREED:

Printed Name

Signature

DATE: _____

Study Session Agenda
February 22, 2022
3:00 PM via Zoom Audio/Video Conference Call

- A. Call to Order - Vice President's Comments and Announcements
1. There will be an Executive Session at the end of this meeting to discuss Board membership and officers.
- B. Letters from Members – 2 letters
- C. Board Items for Discussion and possible inclusion on the Agenda for Thursday's Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month's Study Session Agenda; 4) No action or further discussion required.
1. Discussion of quote for well cleaning - John Dwyer
 2. Discussion of telemetry alarm quote for tank farm - John Dwyer
 3. Discuss acceptance of new healthcare program – Fayla Schwartz
 4. Discuss Dual Control of payroll and benefits plans - Fayla Schwartz
 5. Discussion of website management/platform - Fayla Schwartz
 6. Discussion Trustee vote by email - Fayla Schwartz
 7. Discuss change in Building Committee chair position - Joel Janetski
 8. Discuss appointment of Jim Bodkin as chair of the Ad Hoc Berm Committee - Pat Gulick
 9. Discuss purchase of new equipment for fitness - John Dwyer
 10. Request for relief of excess water fees - John Dwyer
 11. Ratification of BOT vote to approve purchase of the HR module with ADP - Fayla Schwartz
 12. Discuss new rule MIS11 supporting Confidentiality Agreement – Terri Brown
 13. Discuss changes to Trustee Nomination Form - Terri Brown
 14. Discussion on Reserve Balances - Fayla Schwartz
- D. Information Items –
- E. Member Participation (Compliments, Issues, Concerns)
- 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, 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.***
- F. Open Board Discussion
- Tree limb cutting on common property - Terri
 - No-Shoot Petition Update – Kris Easterday
- G. Adjourn to Executive Session
- H. Announcements
- Board Meeting – February 24, 2022 – 3:00 PM via Zoom
Study Session - March 21, 2022 - 3 PM via Zoom
- I. Adjournment

Feb. 17, 2022

To: The Cape George Board, Cape George Manager

From: Penny Jensen, Member

Terri, Please include this letter in the 2/22/2022 Study Session's Board Packet. Thanks. Penny

Greetings,

It is a wonderful idea to move forward from the fiasco created by Ray Graves resulting in the resignation of Pat Rooney, Manager. It is unfortunate, however, that the Board has resolved to stand by their decisions about the incident (2/2022 Newsletter statement) but leave us with unanswered questions. Following are some questions which require honest answers from the Board if we are to move ahead:

1. Did Pat Rooney steal or embezzle money from Cape George? If yes, have actions been taken against Pat, or is the Board ignoring it?
2. What are the consequences to a Board member who violates The Confidentiality Agreement and Trustee Code of Conduct? What actions have the Board taken against Ray Graves?
3. Did Ray lie to and mislead Cape George Members with the email blast he sent 12/6/2021.
4. Why did Ray choose to go rogue and act on his own? Did Ray have an individual in mind to take Pat's position before Pat resigned?
5. How much of Cape George Member's money have we spent on the Pat Rooney case so far?

There is a way to move forward and that is by telling the truth. Ray bragged about transparency and we deserve it. Ray must resign from the Cape George Board of Trustees. The harm he has inflicted on our Community could have so easily been avoided.

Penny Jensen
Member

February 17, 2022

To the Cape George Colony Club Board of Trustees:

We are former Cape George trustees. We have read your recent Newsletter statement concerning the 2021 events which caused the 2022 budget to be delayed and the resignation of the former general manager. In your statement, you stood by your conduct and appealed to the community to focus on moving forward.

We also wish to move forward. However, we believe in order to do so the membership requires a fuller accounting than you have provided. An anodyne statement is insufficient to address events which have caused a fracture in our association.

At the January 24 session, a member suggested it would be helpful if a timeline of events was prepared. We believe that is an excellent suggestion. Since the Board has no interest in doing so, we have prepared the enclosed "Chronology of Events June to December 2021" for the membership to review.

To be clear, this is not about the former general manager. He is gone and will not return. If he so wishes, there are legal remedies he may pursue against Cape George. We recognize there is a segment of the membership who wanted him gone and for many of them the end no doubt justifies the means.

Moving forward, we are concerned about responsible association governance. The enclosed chronology suggests to us the Board's presiding officer abused his executive powers by ignoring a collective decision of the Trustees. Specifically, on a Friday afternoon the Trustees decided on a course of action with respect to the general manager, namely probation and an agreed Trustee statement. On the following Monday morning, the presiding officer ignored that collective decision and acted on his own to compel the general manager's resignation.

Further, there is no evidence the other Board members have held the presiding officer accountable for this breach of Cape George's governing documents and norms. Moving forward, a presiding officer who is willing to go rogue is a real concern to us.

Some members may review this timeline of events and have no concerns. But we believe this fuller accounting is necessary to allow the Cape George membership to assess the judgment and conduct of their Trustees.

Richard Hilfer, Ruth Ross, George Martin, Penny Jensen
Former Cape George Trustees

CHRONOLOGY OF EVENTS JUNE TO DECEMBER 2021

6/14/21: GM sends President Hilfer and Treasurer Martin a memo stating he would turn 65 in September and would be required to enroll in Medicare. Proposes a budget neutral plan to drop his health coverage at that time and pay premium amount to GM to cover his Medicare and supplements. (Memo 6/14)

6/24/21: Memo discussed at study session and/or meeting. VP Graves present. (Hilfer, Martin and Ross memory; Minutes)

7/20/21: Trustees meet to elect new officers. President Burgin elected. GM's benefits proposal again discussed. Trustees assent if budget neutral. GM asked to provide actual cost details. VP Graves present. (Martin and Ross memory; Minutes)

7/28/21: GM provides requested cost analysis. (GM e-mail)

9/1/21: GM drops health plan and makes account coding changes. President and Treasurer informed. (Martin)

10/18/21: President Burgin takes leave of absence. VP Graves presides at special meeting. Employee compensation matters discussed. (Minutes; Newsletter)

10/22/21: Member Easterday sends out e-mail to multiple other members seeking to organize a campaign against the GM. Specifically mentions GM compensation/benefit change. (e-mail)

10/22/21: Member Hilfer e-mails Trustee Schwartz correcting misstatements of fact in Easterday e-mail. (e-mail)

10/23/21: Trustee Schwartz responds stating, in part regarding GM compensation, "I know I voted for it at the time of his request but I would not do it again..." (e-mail)

11/29/21: VP Graves calls former President Hilfer. Suggests the GM and possibly the Treasurer have acted improperly regarding the benefit change. Hilfer reminds Graves of the June discussion and sends him copy of June memo as well as a link to health insurer website indicating Medicare at age 65. (e-mail)

12/3/21: Friday afternoon meeting. VP Graves wants to fire GM immediately. Trustees decline to fire. Trustees then ratify the GM's benefit to salary plan for Sept.-Dec. 2021 as GM did go off his health plan and enroll in Medicare. VP threatens to resign. Trustees rescind ratification decision just made. Instead, they decide to put GM on probation and issue an agreed statement by Trustees to the community explaining past events and how this occurred. (Minutes)

12/6/21: Monday morning. VP Graves presents his own message to be sent out to community via association e-mail without review by any other Trustee. GM sees message and realizes it makes his continued employment untenable. GM contacts Trustee Ross, who then calls office staff and instructs to hold the proposed message until the other Trustees review it, as agreed on Friday. VP Graves directs message to be sent out ASAP anyway. Message sent without review by other Trustees. (Ruth Ross)

12/6/21: Monday at 10:07AM. Members receive VP Graves unreviewed message via community e-mail. Message claims goal is "full transparency" but does not mention events of June-Sept. 2021 described above and accuses GM of unauthorized actions. (Message)

12/6/21: Monday at 11:39AM. Members send out petition via e-mail to fire GM immediately. Available to sign at Clubhouse. (e-mail)

12/6/21: GM resigns

12/10/21: Trustee Ross resigns, citing misconduct by VP Graves. (Letter)

12/13/21: VP Graves presides at session attended by many members. Personnel matters are openly discussed. Members call former GM some version of thief, criminal, crook, embezzler, etc., over a dozen times in open session. Some members suggest calling the authorities. A member reads larceny provision of the Washington criminal code. Neither VP Graves nor any other Trustee mentions the events of June-Sept. 2021 described above. (Zoom recording)

12/16/21: Trustee Martin resigns, citing misconduct by VP Graves.

1/27/21: Trustees issue a group statement standing by their decisions and their conduct. Again, no mention is made of the events of June-Sept. 2021 described above. (Newsletter)



Cape George Colony Club Inc
Jose Escalera
 61 Cape George Drive
 Port Townsend, WA 98368

Date: February 8, 2022
 Phone: (360) 821-8253
 Email: josemescalera@gmail.com

Diving Services for Potable Water Tank Cleaning and Inspection

Tanks	Tank Description	The Additional Information	Scope of Work Includes:
1	33KG Tank On-Grade, Concrete, 20' Dia x 14' Dp	All Discharge water does not require de-chlorination. All Discharge water and sediment may be released onto the ground.	<u>Clean and Inspect</u> Up to three (3) inches of sediment removal from the tank floor.
1	56KG Tank On-Grade, Concrete, 26' Dia x 14' Dp		Visual inspection of the interior and exterior of the tank.
1	56KG Tank On-Grade, Concrete, 26' Dia x 14' Dp		Written report with photos and a DVD of the dive.
1	74KG Tank On-Grade, Concrete, 30' Dia x 14' Dp		Inspection & Sealing of Weepholes
			Provide description and video of the level sensor transducer installation

Proposal Total: \$2,875.00-not to exceed \$5750.00

Price for one day is \$2,875.00-If a second day is needed to address leak repairs approval will be needed from on-site authorized representative

****Inland Potable Services is a State of Washington Licensed Contractor****

Proposals signed and returned to Inland Potable Services are valid for one year from date of acceptance.

Payment terms: 1% Ten Days, Net 30 Days. 1.5% interest will be charged on all accounts past 30 days.

This contract is based on a total price which includes time and mobilization to and from the project site, set-up and breakdown of equipment, and the preparation for the dive and diving services. Diving services will include sediment removal up to 3 inches from the floor, a video inspection and written report for your records (still photos included). During the initial dive, sediment depths will be measured by the diver and documented on video.

If removal of sediment of an abnormal consistency (clay, calcium, rocks, pebbles, mud, etc.), additional sediment removal (over 3 inches from the floor), wall cleaning or epoxy repairs is requested and approved by designated on-site representative, each of these services will be performed at a rate of \$369.00 per hour.

Inland Potable Services, Inc. will provide all personnel and equipment necessary to provide diving services in the above referenced tank(s) or reservoir(s). We will provide your utility with a written report as well as a

narrated color video for the services performed. The tank(s) or reservoir(s) will be inspected according to American Water Works Association (AWWA), NACE, SSPC, ASNT, ACI and AWS standards.

- All divers employed by Inland Potable Services are certified Commercial Divers.
- Inland Potable Services is fully bondable and insured.
- All equipment entering the tanks will be disinfected with a minimum of 200 ppm Chlorine.
- Schedule dates are tentative and are subject to change.
- If Inland Potable Services dive team is required to stop working or is delayed working due to unforeseen circumstances or any reasons beyond our control (i.e. no utility personnel onsite, inability to access designated work site, low water level, etc.) a down-time charge of \$369.00 per hour will be charged.
- A fee based on \$369.00 per hour will be charged if we are unable to get our truck and trailer to a tank location. We will use portable dive gear and cleaning equipment to complete the job. Please understand that use of utility vehicles or equipment may be necessary to get our equipment to a tank.
- Inland Potable Services makes every attempt to obtain complete information from customers prior to the presentation of bids concerning fees required for municipal licenses, registration fees, Sales Tax or Use Taxes in your area. These items are identified on your contract. In the event that additional fees are discovered or charged, after the bid has been submitted, these charges will be added to the stated contract amount when billed.

Paul Click, Regional Account Manager

Date: February 8, 2022

Important Information

Hatch Size - The entry hatch on top of the tank must be at least 20 inches in diameter or square with no obstructions that would prevent entry. A futile trip charge of \$500.00 will be levied if the team is unable to enter the tank due to the hatch size being too small or objects are blocking the entry.

Water Level – Please be advised and understand, the water level within the tank must be within ten (10) feet or less of the hatch opening prior to the dive team’s arrival. If the air gap is more than 10 feet, a fee of \$369.00 per hour will be charged until the water reaches the appropriate level.

Tank Information – Please initial below to verify the type of tank, dimensions or information listed in the proposal is accurate. If the tank dimensions or information is not accurate as listed then additional costs may be added.

Fuel Surcharge - Effective January 1, 2021 a fuel surcharge of \$25.00 per day will be added to this contract, if the price of diesel fuel exceeds \$4.00 per gallon on the date of the contract completion.

Completion Date – With acceptance this work will be completed at a mutually acceptable date within one year. If money budgeted for this work must be used by a specific date, please indicate the date on this line and every attempt will be made to meet the given date: _____

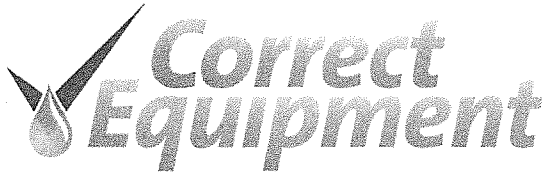
Option – If a hatch gasket (\$75), a #24 mesh vent screen (\$75) and/or a lock for the hatch (\$25) is needed, would you like the dive team to install while on-site? Yes ___ No ___

To accept, please sign and date the proposal. Please fax both pages to 303-400-4215 or scan and email them to me at paul@inlandpotableservices.com.

Printed Name and Title

Signature

Date: _____



14576 NE 95th St
 Redmond, WA 98052
 877-371-4555

Quote

Date	Quote #
2/10/2022	5373

Name / Address
Cape George Colony Club ATTN: Jose Escalera

Job Name		Terms	Rep	Project
		Due on receipt	DZ	
Item	Description	Qty	Cost	Total
Mission	M851: RTU – MyDro Wireless Real time alarm system – NEMA 1 Enclosure\$2245.00 Touch Screen Battery Back-up Eight Digital Inputs (Expandable to 16 with Expansion Module) Two 4-20 mA inputs (Expandable to 6 with Analog Expansion Module) Antenna Service plan 3 years includes 15% discount	1	3,682.00	3,682.00T
Mission Labor	Installation of Mission I Mission RTU. Includes labor, travel and parts required for installation	1	2,500.00	2,500.00T
Freight	Freight Estimate (prepay and add)*****Freight is only Estimated and will be adjusted upon delivery. Please note: Your freight charges may differ from the freight estimated Redmond	1	35.00	35.00T
			627.92	627.92
			Total	\$6,844.92

RULES AND REGULATIONS – MISCELLANEOUS

Confidentiality Agreement MIS11

This Confidentiality Agreement is to be studied and signed by any Trustee, Employee, and/or Committee Member whose role entails the review of, and recommendations concerning personnel, financial or member information.

Trustees, Employees, Committee Members, and other Members of the community who are, in the course of their duties, entrusted with access to confidential, sensitive or private information as enumerated in RCW 64.38.035 which are defined as: *"personnel matters; consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the association, and matters involving the possible liability of an owner to the association."* agree to the following:

- The signee of this agreement hereby agrees to hold such information in confidentiality and not disclose, share, or distribute information from the records of the Association whether in electronic form, paper form, or verbally.

Each identified member must study and sign the Confidentiality Agreement Form MIS11. If any member is on multiple committees/boards/roles requiring the Confidentiality Agreement, a separate agreement shall be signed for each position.

Any member who violates the conditions of the Confidentiality Agreement will be removed from their role and barred from serving on any other Cape George position requiring the agreement.

Adopted by the Board of Trustees, XXXX XX, 2022

Ray Graves, Acting President

Jane Ludwig, Secretary

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

DRAFT

Study Session Agenda

March 21, 2022

3:00 PM via Zoom Audio/Video Conference Call

- A. Call to Order - President's Comments and Announcements
- B. Letters from Members
- C. Managers' Report - quarterly
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday's Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month's Study Session Agenda; 4) No action or further discussion required.
 - 1. Consider a proposal from Whitworth Excavating for annual marina dredging - Manager
 - 2. Discuss proposal for additional rock at the jetty. - Manager
 - 3. Consider a resignation from the Finance Com - Fayla Schwartz
 - 4. Consider seven Due Date Adjustment request letters from members - Manager
 - 5. Discuss request for convex mirror installation for the Highlands. - Manager
 - 6. Discuss acceptance of new healthcare program – Jane Ludwig
 - 7. Discuss Sound mitigation plan from the adhoc 2nd Court Committee - Manager
 - 8. Consider changes to regulation FIN11 Records retention policy – Fayla Schwartz
 - 9. Consider eliminating regulation FIN17 - Delegation of Authority to General Manager and Committees – Fayla Schwartz
 - 10. Discuss rescinding 2 votes from Oct. 2020, as recommended in Finance Committee Reserves proposal, Option 1 presented at the Special Meeting, March 3, 2022– Fayla Schwartz
 - 11. Motion for Thursday to ratify email vote for employee's salary change – Fayla Schwartz
 - 12. Discuss website design proposal - Kris Easterday
 - 13. Consider waiving late fees for the 1st quarter. - Fayla Schwartz
- E. Member Participation (Compliments, Issues, Concerns)

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, 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.**
- F. Open Board Discussion
 - Drain backups at the pool
 - Vacation coverage for employees
 - Fire halls repurpose
- G. Announcements
 - Board Meeting – March 24, 2022 – 3:00 PM via Zoom
 - Study Session – April 25, 2022 - 3 PM via Zoom
 - Board Meeting – April 28, 2022 – 3 PM via Zoom
- H. Adjournment

March 16, 2022

To: The Cape George Board of Trustees, Cape George Manager

From: Penny & Lee Jensen - Members

Regarding: Ray Graves, President

Ray Graves is not a Member in Good Standing. He has violated sections of Cape George Governing Documents and Rules and Regulations of the Club. Specifically, he violated the "Confidentiality Agreement" with the email blast he sent to our Community December 6, 2021, and he violated the Trustee Code of Conduct whereby Trustees will use sound judgement when conducting Cape George business. Trustees must be Members in Good Standing.

In good conscience Ray should have resigned from the Board some time ago. It's not too late to step down now. Please do.

Thank you. Penny and Lee Jensen

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.

5. 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.
6. Septic screens at the facilities are scheduled for their annual cleaning on March 21st.
7. 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

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

www.whitwortheexcavatinginc.com

WHITWE196JT • Fed ID 91-2107696 • UBI 602-102-755

Cape George Colony Club, Inc.
 61 Cape George Drive
 Port Townsend, WA 98368

PROPOSAL

Date Estimate #

2/11/2022 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 on site. Price includes up to 16hrs. on each machine			1	8,300.00
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	\$8,300.00
			Sales Tax (9.1%)	\$755.30
			Total	\$9,055.30
Customer Signature: _____ Date: _____				

Whitworth Excavating, Inc.
 PO Box 194
 Hansville, WA 98340
 office@whitwortheexcavatinginc.com



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Cape George Colony Club, Inc.
 61 Cape George Drive
 Port Townsend, WA 98368

PROPOSAL

Date Estimate #
 2/11/2022 21-814

Office #	Fax #	Job name / Description	Terms	
360-638-2300	360-638-1028	Jetty Construction	Bal Due Upon Completion	
<i>Estimate Description</i>			Qty	Rate
Deliver & place 3-4 Man Basalt rock to build up existing Jetty at a rate of \$75.00 Ton Thanks Jim! <div style="text-align: center; color: blue;"> <p>150-200 tons estimated</p> <p>\$ 11,250. - 15,000.</p> </div>				0.00
<small>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.</small>			Subtotal	\$0.00
			Sales Tax (9.1%)	\$0.00
			Total	\$0.00
Customer Signature: _____ Date: _____				

March 13, 2022

To: Cape George Board of Trustees

From: Collette Carpenter, Finance Committee

RE: Finance Committee Resignation

First and foremost, thank you so much for the opportunity to assist Cape George for the last 4 ½ months. It was true serendipity that my long career in payroll/HR consulting helped me to be in the right place at the right time along with the outstanding, talented committee members that were willing to serve at a moment's notice last November.

From the beginning, my mission was to find, fix payroll items and prevent future roadblocks as well as help to produce a 2022 budget. The proactive payroll procedures you have since mindfully adopted will serve Cape George for a long time to come and assure the community that dual controls and financial transparencies will yield greater financial stability going forward.

Payroll processing is in good hands with Fayla!

With that said, I will always make myself available to you for future payroll/HR ad hoc questions, projects and budget preparations.

Some new tools I am leaving behind:

Labor Allocation Timecard

- Employees are now (since mid-January) also recording hours worked each pay period on the Water and Marina cost centers for actual labor allocation percentages to be used during the next budgeting process.
- Timecard is now broken out into three separate overtime weeks to make calculations of hourly overtime much easier for a payroll that contains one full week and two partial weeks.

Payroll/HR Manual

- This Cape George Payroll/HR manual has tasks by payroll to be performed, including year-end items like updating new tax rates for WA SUI and L&I
- Special payroll entry methods to achieve specific results such as rate changes, bonuses, retro pay, etc.
- Visual screen navigation steps to achieve the tasks above
- Outline of all (new) HR features, purposes and where they can be found

Benefits Administration Items

- Carrier (Regence) Open Enrollment periods (if Regence is retained)
- IRA Account Funding steps at the end of each month
- New custom reports I've written for you in ADP to give you:
 - Vacation Liability (vacation earned but not yet taken) totals for the Community Financials computation to the monthly balance sheet
 - Year-End Employer IRA matching funds audit

Additionally, I will finish what I've promised regarding the implementation a new benefit plan, if adopted by the board.

Thank you again for everything! I've learned a lot. I've met some wonderful people and I'm very grateful.

Respectfully,

Collette



What is ICHRA?

(Individual Coverage Health Reimbursement Account)

In simplest terms, ICHRA is a federal ruling which allows businesses the option to offer employees a monthly allowance of tax-free money to buy health insurance that fits their unique needs.

Along with provisions for out of pocket health insurance expenses, ICHRA also directly addresses ACA compliance for employers with more than 50 employees.

How much can an employer reimburse under an ICHRA?

There are no limits on how much an employer can reimburse under an ICHRA. An employer cannot offer an employee a choice between a group health plan and an ICHRA; it has to be one or the other.

What is an ICHRA arrangement?

An individual coverage health reimbursement arrangement (ICHRA) is a new type of health reimbursement arrangement, available as of 2020, in which employers of any size can reimburse employees for some or all of the premiums that the employees pay for health insurance that they purchase on their own.

Who can't participate in an ICHRA?

Employees covered by a spouse's group health insurance plan, employees participating in a health care sharing ministry, or employees who choose to go without insurance coverage cannot participate in an ICHRA.

ICHRA eligible plans include:

1. Major medical plans purchased on the exchange (Bronze, Silver, and Gold)
 2. Medicare (Part A+B, or Part C)
 3. Catastrophic Plans (limited to those under age 30 or must qualify for hardship exemption)
 4. Student Health Insurance
- To qualify for an ICHRA, the employee eligible for Medicare must have coverage of Part A and Part B together or Part C - Part B by itself doesn't qualify as Minimum Essential Coverage.
 - ICHRA may be used to reimburse premiums for Medicare and Medicare supplemental health insurance (Medigap), as well as other medical care expenses. (Premiums for Parts A,B, C, D, and Medigap policies are all eligible for reimbursement).

ICHRA Presentation to Cape George Board of Trustees

Individual Coverage Health Reimbursement Account

- What is an ICHRA document
- ICHRA Info Sheet – Take Command (Plan Administrator)

Current Plan:

- Regence
 - Current annual cost for 3 employees is \$45,103.47 - \$15,034.49/employee
 - Cape George is billed \$1,252.87/employee/month
 - This amount is paid whether employees use the plan or not
 - There are deductibles that employees must meet before Regence will reimburse costs. There is a 30% co-insurance requirement even when deductible is met.
 - Plan only covers employee

Proposed Plan:

- Move to an ICHRA Program (Individual Coverage Health Reimbursement Account)
 - *Take Command* will administer the plan (takecommandhealth.com)
 - The monthly plan administration fee for 3 employees would be \$20/month + \$15 per employee.
- Our employees choose a plan on the open market that best meets their needs
 - *Take Command* will walk the employee through how to do this
- Cape George will reimburse the employee (*through Take Command*) for submitted expenses including:
 - Their monthly premium (actual cost)
 - Covers out of pocket costs not covered by the plan
 - Medicare Premiums are reimbursable (Type A + B / C, Supplemental plans/MediGap)
 - Over the counter (OTC) 'remedies' can be reimbursed via IRS allowable expenses (<https://www.irs.gov/publications/p502>)
 - Household member's (spouse/partner/child) allowable expenses (not premiums) can also be reimbursed
 - May include Vision plan if desired
- Estimated annual reimbursement limit, per employee, would be set at a maximum \$8000/year based upon employee choice of plan and usage. This is based on employee stated usage of current insurance.
 - This amount is expended only when employees use their plan
- Cape George sets the plan maximum cost each year in the fall. The cost is re-evaluated every year based on employee choice of plan. The first year will be estimated and prorated based on a short plan year and employee input on previous usage.

Cost Savings

- The costs will be pro-rated based upon the short year (2022)
- Savings over current plan may be a minimum of \$21,000.⁰⁰ / year for 3 employees

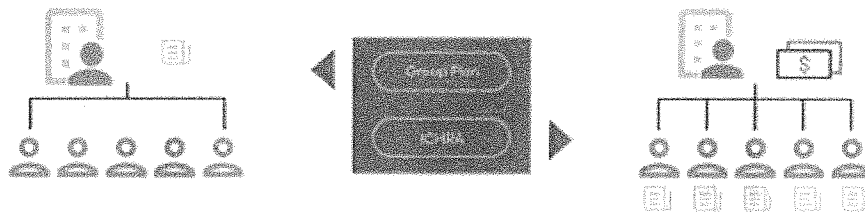
All About

The New Individual Coverage HRA.

There's a new way to do health insurance.

What is ICHRA?

An "Individual Coverage Health Reimbursement Arrangement" (ICHRA) is a new kind of HRA that enables employers of any size to reimburse their employees tax-free for health insurance premiums and medical expenses. Employers set an allowance and employees choose the plan that fits their needs.



Unlike group insurance, ICHRA provides employees the freedom to choose from multiple options provided by various carriers.

Why ICHRA?

Benefits For Employers:

- Costs Control:** Set your budget & cap spend
- Remove Risk:** No more carrier renewals
- Participation:** No minimum requirements
- Compliant:** Satisfies employer mandate
- Savings:** Keep unclaimed reimbursements

Benefits For Employees:

- Choice:** Pick the health plan to meet needs
- Portability:** Keep their health insurance
- Control:** Secure the right level of coverage

Why Take Command?

We are a leading end-to-end ICHRA platform. We've set up thousands of employers so you can lean on us as you explore this fresh approach to health insurance.

- ✓ Expert Consultants for customizing program design
- ✓ Online shopping & licensed team for health insurance enrollment
- ✓ Software platform and world-class service for easy administration
- ✓ Legal documents, reporting & expertise for compliance ease

FIN11 – Records Retention – A Highly Unusual Change

In April 2020, the relatively new Records Retention policy that was first adopted in May 2019 was changed for two elements. Published material outlining the rationale for the change has not yet been found.

The first, and most perplexing changed item was that Federal Tax returns would only be kept for 12 years – a highly unusual number and one that does not seem related to any common practice. A Federal return remains open for three years from the date it was filed, at a minimum. It is standard practice to keep at least three years plus the current return on file. Many businesses double this “just in case,” and some businesses, often those that have fiduciary responsibilities, keep tax records forever.

Twelve years seems quite out of sync with standard business practices. The tax returns are generally only one or two pages and can easily be digitized.

Could there have been an issue that some past returns may not have been as well documented as others? Of course. Is there an IRS audit risk? There is always an IRS audit risk, but how likely are they for Cape George? Highly unlikely.

Experience suggests that doing something quite atypical is more likely to garner attention than not. **If the historical tax returns have not yet been destroyed, they should not be and the policy to revert to the original permanent status.**

The second change of keeping only one year's ballots is more understandable as the paper volume over the years can be quite overwhelming. **The policy should be modified to state that the Board Secretary's Certification or the Ballot and/or Election should be retained permanently.**

Finally, based on information from the Society for Human Resource Management, we are recommending changes to the Payroll, payroll-related and employment retention periods. A revised FIN11 follows. Changed items are underlined for ease of review.

RULES AND REGULATIONS – FINANCE AND BUDGET

FIN11 - Cape George Colony Club Records Retention Policy

This policy outlines the guidelines for the retention of Cape George Colony Club, Inc. records and documents. The policy seeks to ensure compliance with State and Federal requirements as well as establishing a framework that provides for retention of records that constitute a reasonable approach to sound business practices. The policy also establishes the outline upon which internal operating procedures are to be based, including where appropriate digitization of records and destruction of stale or out of date records.

The general categories of records and the length of time they should be retained are outlined below.

Permanent	Life of +3	Six Years
All Governing Documents		AR reports
Board minutes	Fixed Asset invoices	Vendor reports
Executive session material	Depreciation schedules	Reserve Studies
Annual meeting minutes	Loans	Bad debts
Annual audit	Warranties	Contracts
	Time cards	Committee minutes
Annual general ledgers		Bank statements
Budgets		All other financial records
CG Licenses & certificates		<u>All payroll (PR) records</u>
Prop.-Insurance Policies		<u>Employment Benefits Records</u>
Deeds		<u>Personnel records following separation</u>
Legal files		
Water system records		
Building permits & variances		
<u>Federal Tax Returns</u>		
<u>Federal PR tax filings</u>		
<u>State PR tax filings</u>		
<u>Secretary's Certification of Election Results</u>		

NOTE: Ballots will be held for a period of one year only.

It is noted that despite the desired retention period, some historical records may no longer exist. Ever reasonable effort should be taken to locate and secure permanent documents wherever practical.

All Records may be kept in digital format.

Approved by the Board of Trustees, May 2019

Amended by the Board of Trustees April 2020

, President

, Secretary

Unintended Consequences - FIN17 –Delegation of Authority

It is understandable that when provided with inaccurate or incomplete information, decisions made with good intentions can sometimes result in unintended consequences.

Such is the case with the March 2020 adoption of FIN17 (see attached). The policy indicates it was previously adopted in April 2009 but no record in published Board minutes from that period show that adoption actually occurred. The old version was likely deleted as a policy since the critical content was covered in other FIN and CP policies and as a result of an audit finding.

In March 2020 adopted version of FIN17, Section B, paragraph 2, states that the Manager has approval authority over a Committee's discretionary funds. Section C, paragraphs 1, 2, 3, 4, and 6 also implies that the Manager therefore Cape George have control over a Committee's discretionary funds.

An earlier external financial audit noted that if funds were under the control or oversight of the Board, they are the property and responsibility of Cape George and must therefore appear on the organization's Balance Sheet. It is likely that this audit finding is what caused FIN17 not to be formally but rather deleted from the FIN policies in 2009.

Considerable efforts were made throughout the mid to late 2000s to ensure that Committees were free to have funds that were not under the control and oversight of the CG Board and therefore not subject to the regulatory requirements incumbent on CG. This was accomplished in a variety of methods including the generous agreement of the CG Social Club, a separate and distinct corporate entity, to assist various CG Committees in the accounting and distribution of funds that are not the property of the CG homeowners' association.

The March 2020 adoption of FIN17 containing the provisions sited above have the unintended consequence of making any funds now held by various CG Committees the responsibility of the CG Board. As a result, those funds need to appear in the formal CG records and they are subject to the regulatory requirement incumbent on CG.

The unintended consequence can easily be corrected by one of two means. The first is to remove the policy since FIN01 and CP15 and CP20 cover the same material. For the one or two items that may not be contained in those three existing rules, simply add the item(s) to FIN01.

If it is felt that having the same material in an additional financial policy is of benefit, then FIN17 should be modified to remove: Section B, paragraph 3; Section C, paragraphs 1,2,3, 4 and 6. In addition in Committee minutes and reports, when discussing the Committee's non-CG controlled monies, the fact that these funds are not the property of CG should be prominently displayed.

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

BOARD POLICY

DELEGATION OF AUTHORITY TO GENERAL MANAGER AND COMMITTEES TO ACQUIRE AND DISPOSE OF LESSER VALUED CAPE GEORGE PROPERTY

A. BOARD AUTHORITY OVER PROPERTY AND POWER TO DELEGATE:

1. **Board Authority:** The Cape George Board of Trustees ("Board") is granted broad powers by the Cape George governing documents (Covenants, By Laws, Articles of Incorporation) to purchase, acquire, lease, sell or otherwise dispose of real and personal property.

2. **Reasonable Delegation to Employees and Committees:** The Board has determined that it is convenient, reasonable and cost effective to delegate to its agents, including the General Manager, other employees and standing Committees some limited authority to receive, purchase, sell and/or otherwise dispose of Cape George personal property according to the dollar value and other guidelines set forth below.

3. **Reservation of Authority:** By this limited delegation the Board does not waive any of the authority or powers granted to it and the Board specifically retains the right to revoke or suspend, with or without cause, any delegation of authority described in this Policy.

B. AUTHORITY DELEGATED TO THE GENERAL MANAGER:

1. **Sales:** The General Manager is authorized to sell or otherwise dispose of property having a value of less than \$1,000 if he determines that it is in the best interest of Cape George to do so. The General Manager shall obtain Board approval in advance to sell or dispose of property with a value greater than \$1,000.

2. **Valuation:** The General Manager is responsible for determining the value of property to be acquired, accepted or disposed of.

3. **Committee Requests:** The General Manager may approve or deny a Committee request to use the Committee's discretionary funds to purchase property valued at between \$500 and \$1,000.

4. **Gifts/Donations:** The General Manager has the authority to accept or reject gift/donations of property to Cape George (including gifts/donations to specific committees) having a value of \$1,000 or less. The Board retains its authority to accept or reject gifts/donations valued at more than \$1,000.

5. **Loans:** The General Manager has the authority to accept or reject an offer by a Member to loan property to Cape George. The transfer of property by a Member to Cape George (including to a Cape George Committee) shall be presumed to be a gift/donation unless the Member contacts the General Manager and specifically identifies the property as being a temporary loan.

C. AUTHORITY DELEGATED TO COMMITTEES:

1. **\$500 Purchasing Authority:** A Cape George Committee may, without the need for approval by the Board or the General Manager, purchase with its discretionary funds¹ property with a value of up to \$500 if the purchase is reasonably related to the purpose or mission of the Committee, is for the benefit of the Committee, or is consistent with stated fund raising goals.

2. **Board or General Manager Approval of Purchases:** A Cape George Committee must obtain prior approval from the General Manager for expenditures of discretionary funds for purchases between \$500 and \$1,000 and the Committee must obtain Board approval prior to expenditures of Committee discretionary funds in an amount greater than \$1,000.

¹ "Discretionary funds" are monies raised from fund raisers, gifts and donations and include "memorial funds" donated for the benefit of the Committee.

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

3. **Authority to Dispose of Property:** A Cape George Committee may sell or dispose of Cape George property regularly used by or related to the purpose or mission of the Committee if the property in its present condition has a fair market value of less than \$300 and is formally determined by the Committee Chair (or his/her appointee) to be broken, or to be beyond reasonable repair, or to be of no continuing value to the Committee or to Cape George EXCEPT THAT such minimal value property shall not be disposed of if the property in its current condition is still functional and meets a continuing need and there are no funds readily available to replace the property or to obtain a substitute. The General Manager (with authority up to \$1,000) or the Board control disposals of property valued in excess of \$300.

4. **Account and Remit Proceeds:** Committee Chairpersons shall identify the property sold and promptly remit property sales proceeds to the General Manager. Committee Chairpersons shall periodically provide the General Manager with a general written summary of property sold or disposed of.

5. **Board or General Manager Approval of Gifts/Donations:** Gifts or donations offered to a Committee must be approved/accepted by the General Manager if the value is \$1,000 or less, and must be approved/accepted by the Board if the value of the gift/donation is greater than \$1,000.

6. **Fund-raising Proceeds:** Committees shall use discretionary monies raised from fund raising events for purposes consistent with the stated purposes of the fund raisers subject to the expenditure limits described at Para. C.1 and 2 above EXCEPT THAT no advance approval from the General Manager or Board is necessary for a Committee to distribute funds, in any amount, which were specifically and explicitly raised by the Committee for a charitable purpose (such as UGN, victim relief, Red Cross or similar causes).

Adopted by the Board of Trustees, September 14, 2006

Adopted by the Board of Trustees, April 16, 2009

Adopted by the Board of Trustees, March 12, 2020

Kathleen Habegger, President

Joel Janetski, Secretary

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES

October 20, 2020

Via ZOOM

DRAFT

COPY

The meeting was called to order by President, Rich Hilfer, at 2:03 pm.

Welcome

The purpose of this Special Board Meeting is to discuss the Budget and Reserve Studies for the fiscal year 2021.

In Attendance: Richard Hilfer, George Martin, Lad Burgin, Jane Ludwig, Ruth Ross and Fayla Schwartz

Motion 1: Approve Budget for 2021. Vote postponed until October 26th to answers member questions.

Motion 2: George Martin moved and Fayla Schwartz seconded to approve the updated draft of three Reserve Studies submitted by Reserve Consultants LLC. Passed – 5/0

Motion 3: Lad Burgin moved, and George Martin seconded to transfer \$100,000. from the operating account PPB 0125 to Marina Reserves. Passed - 5/0

Motion 4: Lad Burgin moved, and George Martin seconded to approve the Reserves percentage split to 60% Marina, 25% Water and 15% General. Passed - 5/0

Motion 5: No vote necessary. Information discussed on pool opening plan related to Covid19 guidelines.

Adjournment: Lad Burgin moved, and George Martin seconded to adjourn the Special Board Meeting at 3:43 pm. Passed - 5/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President





Web Design Proposal

For a clean, professional, and easy to navigate website, making it an incredibly effective tool for your business.

Prepared for: Cape George Colony Club

Prepared by: David Dumdei

 (360) 809-0838  www.assai.tech

 info@assai.tech  1160 Cays Road, Sequim, WA



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INTRODUCTION

Kris, on behalf of the entire team here at Assai Web Design, I want to thank you for the opportunity to earn your business as your provider of web design services. There are thousands of companies offering these services that you could have chosen, and yet here we are, with an opportunity to earn your business.

I've included a lot of detail in this proposal, because I want to make it abundantly clear that Assai Web Design is one of the best online marketing companies in business today. You'll find details regarding the functionality of your future website, our web design process, testimonials from past Assai clients, and detailed project pricing.

David Dumdei, Executive Director
Assai Web Design

YOUR WEBSITE

The purpose of this project is to create a professional, modern, and mobile-friendly website for Cape George Colony Club. And to create an effective brand implemented across all digital and print media. This project will include the following:

A Content Management System (WordPress) to update content without knowledge of web coding. The Content Management System will allow you to:

- o Edit text and images within the content pages and blog posts
- o Edit menus and submenus
- o Edit content pages
- o Update the items on your sidebar

Web design and development for a 14-page website.

Profile & Membership functionality utilizing the Ultimate Member plugin and any necessary custom development to meet the needs of CGCC

A registration and approval system for members and residents. Private access to specific pages and posts for registered users.

A custom built WordPress theme specifically for CGCC

8 hours of edits and/or changes to the website draft. Additional changes will be charged at our standard rate of \$78/hour

Introduction

Your Website

Testimonials

Our Process

Pricing

Additional Options

Project Terms



TESTIMONIALS

The team at Assai Web Design is great. Their professionalism and expertise are top notch and are reflected in the finished product. Everyone's always high energy and highly focused.

Dr. Mark Swanson, Health Preventics

I highly recommend Assai Web Design. They do great work, meet deadlines and are always a pleasure to work with. I've been in the internet business since 1996 and they are a perfect fit.

Mike Keesling, SEO Consultant

David and his team have done several projects for us. They are smart, patient and have a great sense of style and taste. Highly recommend.

Kyle Johnson, Jamestown EDA

We have seen a significant increase in calls since our website went live.

Laurel Herrera, Sequim Ballet

Excellent design skills, makes the complex understandable and is great to work with.

Rebecca Zambito, Wholehearted Functional Medicine

This is a great outfit. They actually listen, make suggestions, and follow through. Very pleasant change from my past web designer.

Kirk Thompson, Angeles Vision Clinic

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OUR PROCESS

Our goal is to ensure you, the client, are delighted with our services. One way we accomplish this is by making sure both parties have a clear understanding of what is to be expected. This proposal outlines the work to be done, the timeline for completing the project and the project quote.

 1160 Cays Road, Sequim, WA

 info@assai.tech

 www.assai.tech

 (360) 809-0838

Introduction

Your Website

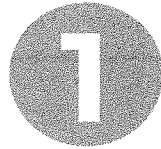
Testimonials

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Proposal & Contract

We provide you a detailed proposal, including project details, timeline, and cost. We also include additional options for you to consider. Upon your approval of the proposal we will email you a contract for you to review and eSign.



Planning Interview

We need to get to the bottom of who you are and what you stand for. Only then can we begin to create a design that portrays the value you offer in a way that resonates with the people who matter: the people you want to do business with.



Required Materials

The following is a list of materials needed for us to begin the project.

1. High-resolution logo if we are not designing your logo.
2. Any images to be used in the design of the website.
3. FTP & hosting account information if you will not be hosting with Assai.



Design Presentation

We will create a branded homepage design. Naturally, there will be a common theme, but we try to think outside the box and develop something that isn't obvious. This is often where the best ideas come from. We will go through these options and decide which direction to take and any adjustments



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- Project Terms



Website Development

Now we have your design locked in and we can begin to construct the website. Our copywriter will be in touch with you to help put your ideas down through the "voice" of your new brand. Using everything we've gathered, your website is built.



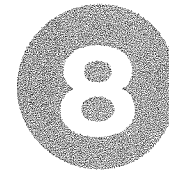
Website Draft Edits

Now that we've completed the website draft, we'll present it to you and go through the details in accordance with the objectives originally set. Any amends are made at this stage. 4 hours of edits to the draft are included in your original quote.



Deployment

The deployment process is a carefully considered one. We need to ensure email addresses don't go down, the site has minimal downtime, old links are re-directed to the new pages, and several other things. This is something we have done hundreds of times before.



Analytics & Tools

Now that your website is live and viewable on your production domain, we will setup numerous tools and applications that will allow you to track site traffic, improve seo, and improve site speed.



PRICING

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Web design and development as detailed above	\$4800
Branding: A design system that reflects the Cape George Colony Club for the purpose of creating the website, in addition to business cards, brochures, and advertisements to produce brand recognition and a cohesive experience for your audience	\$450
Custom graphic design assets	\$350
Ultimate Member WP Plugin	\$249/year
TOTAL	\$5849

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ADDITIONAL OPTIONS

Managed Web Hosting Includes on-going website management, monthly backups, software updates, and managed security and monitoring.	\$69.95/month
Alternatively, Premium Self-Hosting Includes SSL certificate, SSD server, cPanel	\$19.95/month
Logo Design	\$550
Print Media including business cards, brochure, and letterhead.	\$900
Search Engine Optimization Onsite and offsite seo to improve your website's search ranking and drive long-term organic search traffic to your website.	Starting at \$350 setup + \$119/month (6 month minimum)
Google Advertising Get targeted traffic to your website immediately with Google search ads, display ads, and remarketing	Starting at \$300 setup, plus \$149/month




PROJECT TERMS

The project as described above will be completed within 45 to 60 days upon approval of this proposal and completed submissions of required materials as indicated above. This is assuming the client is available to provide feedback daily.


Assai Web Design will provide support for fixing website bugs for 60 days after website launch at no additional charge.


A deposit fee of 50% of total fee is due upon acceptance of our contract. Payment of the remaining 50% of total fee is due on delivery of the website

This quote is guaranteed until 4/1/22

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Study Session Agenda

April 25, 2022

3:00 PM via Zoom Audio/Video Conference Call

A. Call to Order – Vice President’s Comments and Announcements

- a. Update on new manager

B. Letters from Members

C. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.

1. Consider changes to regulation FIN11 Records retention policy – Fayla Schwartz
2. Consider proposed deletion of regulation FIN17 - Delegation of Authority to General Manager and Committees – Fayla Schwartz
3. Consider adding Jefferson County shoreline management language to the CG Tree Cutting Permit Form - BG05a - Pat Gulick
4. Consider installing additional mammal stranding signage along beach. - Pat Gulick
5. Consider request from the Ad hoc Berm Committee to obtain permit for berm maintenance – Pat Gulick
6. Consider approval of Coastal Geological Survey proposal- task #1. – Pat Gulick
7. Consider next steps on insurance renewal due in June - Manager
8. Consider accepting the Fitness Committee donation of \$2212.79 for their agreed portion of the Elliptical purchase. Donations over \$1000 require Board approval. Fayla Schwartz
9. Consider raising the employee credit card limit to meet the need of increased fuel prices – Manager
10. Consider opening a new account at 1st Security Bank for additional CDARS – Fayla Schwartz
11. Consider proposed changes to the Sick and Vacation benefits in policy EMP04 – Jane Ludwig

D. Member Participation (Compliments, Issues, Concerns)

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, 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.**

E. Open Board Discussion

1. Update on candidates for Board of Trustees -Jane Ludwig
2. Update on ICHRA status – Jane Ludwig
3. Update on No Shooting Zone – Kris Easterday
4. Update on new website – Kris Easterday
5. Level 3 Reserve Study for 2022 - Fayla Schwartz

F. Announcements

Board Meeting – April 28, 2022 – 3 PM via Zoom

Study Session - May 23, 2022 - 3 PM via Zoom

Board Meeting - May 26, 2022 - 3PM via Zoom - Close of nominations - announce candidates for trustee

G. Adjournment

**At the March Study Session, the Trustees requested that changes to the Records Retention Policy – FIN11 be published in the newsletter for member comment. No comments were received.

Text added or moved in the proposed rule is highlighted and text colored, deleted text has been stricken.

Cape George Colony Club Records Retention Policy

This policy outlines the guidelines for the retention of Cape George Colony Club, Inc. records and documents. The policy seeks to ensure compliance with State and Federal requirements as well as establishing a framework that provides for retention of records that constitute a reasonable approach to sound business practices. The policy also establishes the outline upon which internal operating procedures are to be based, including where appropriate digitization of records and destruction of stale or out of date records.

The general categories of records and the length of time they should be retained are outlined below.

Permanent	Life of +3	Six Years	Four Years
All Governing Documents		AR reports	Personnel records
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		Committee minutes	
Annual general ledgers		Bank statements	
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<u>State PR tax filings</u>			
<u>Secretary's Certification of Election Results</u>			

NOTE: Ballots will be held for a period of one year only.

NOTE: Federal Tax Returns will be kept for a period of twelve years see above

It is noted that despite the desired retention period, some historical records may no longer exist. Every reasonable effort should be taken to locate and secure permanent documents wherever practical.

All Records may be kept in digital format.

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

BOARD POLICY

DELEGATION OF AUTHORITY TO GENERAL MANAGER AND COMMITTEES TO ACQUIRE AND DISPOSE OF LESSER VALUED CAPE GEORGE PROPERTY

A. BOARD AUTHORITY OVER PROPERTY AND POWER TO DELEGATE:

1. **Board Authority:** The Cape George Board of Trustees ("Board") is granted broad powers by the Cape George governing documents (Covenants, By Laws, Articles of Incorporation) to purchase, acquire, lease, sell or otherwise dispose of real and personal property.

2. **Reasonable Delegation to Employees and Committees:** The Board has determined that it is convenient, reasonable and cost effective to delegate to its agents, including the General Manager, other employees and standing Committees some limited authority to receive, purchase, sell and/or otherwise dispose of Cape George personal property according to the dollar value and other guidelines set forth below.

3. **Reservation of Authority:** By this limited delegation the Board does not waive any of the authority or powers granted to it and the Board specifically retains the right to revoke or suspend, with or without cause, any delegation of authority described in this Policy.

B. AUTHORITY DELEGATED TO THE GENERAL MANAGER:

1. **Sales:** The General Manager is authorized to sell or otherwise dispose of property having a value of less than \$1,000 if he determines that it is in the best interest of Cape George to do so. The General Manager shall obtain Board approval in advance to sell or dispose of property with a value greater than \$1,000.

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1. **\$500 Purchasing Authority:** A Cape George Committee may, without the need for approval by the Board or the General Manager, purchase with its discretionary funds¹ property with a value of up to \$500 if the purchase is reasonably related to the purpose or mission of the Committee, is for the benefit of the Committee, or is consistent with stated fund raising goals.

2. **Board or General Manager Approval of Purchases:** A Cape George Committee must obtain prior approval from the General Manager for expenditures of discretionary funds for purchases between \$500 and \$1,000 and the Committee must obtain Board approval prior to expenditures of Committee discretionary funds in an amount greater than \$1,000.

¹ "Discretionary funds" are monies raised from fund raisers, gifts and donations and include "memorial funds" donated for the benefit of the Committee.

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

3. **Authority to Dispose of Property:** A Cape George Committee may sell or dispose of Cape George property regularly used by or related to the purpose or mission of the Committee if the property in its present condition has a fair market value of less than \$300 and is formally determined by the Committee Chair (or his/her appointee) to be broken, or to be beyond reasonable repair, or to be of no continuing value to the Committee or to Cape George EXCEPT THAT such minimal value property shall **not** be disposed of if the property in its current condition is still functional and meets a continuing need and there are no funds readily available to replace the property or to obtain a substitute. The General Manager (with authority up to \$1,000) or the Board control disposals of property valued in excess of \$300.

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Adopted by the Board of Trustees, September 14, 2006

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Adopted by the Board of Trustees, March 12, 2020

Kathleen Habegger, President

Joel Janetski, Secretary

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

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

TREE CUTTING PERMIT APPLICATION

Section 7.5 of the Cape George Building and Property Regs 2018 require that members obtain an approved Tree Cutting Permit before they can cut a tree on their property: (<https://capegeorge.org/pdf/Building%20and%20Property%20Regs%202018.pdf>). Please note that, if the tree you want to remove is within shoreline jurisdiction (ie, adjacent to the shoreline), you must obtain approval from the Jefferson County Department of Community Development (DCD) before Cape George can approve your permit. For information about properties within shoreline jurisdiction, consult the map by clicking the Shoreline Environments tab at this link <https://berk.maps.arcgis.com/apps/MapSeries/index.html?appid=e978c79bfa5a4eaea19bb33b92e092e6>. If this map does not clearly indicate that said tree is outside of the shoreline jurisdiction, the owner must provide either proof of approval by the county or proof that this approval is not needed. This must be submitted to the Cape George office before a Cape George cutting permit can be issued.

The Jefferson County Tree Request Application Packet is available at <https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-PDF?bidId=>. For more information, please contact the DCD (www.co.jefferson.wa.us/communitydevelopment); (360)379-4450; dcd@co.jefferson.wa.us).

Name:		Date:
Mailing Street Address:	City:	State & Zip
Telephone:	Email address:	
Legal Location: Lot No. _____ Colony <input type="checkbox"/> Div No.: _____ Village <input type="checkbox"/> Blk No.: _____ Highlands <input type="checkbox"/>	Street Name and No.:	

Number of trees to cut down:

Reason for removing trees (e.g., clearing for building, enhance view, etc.):

Owner's Signature:	Date:
--------------------	-------

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

We have reviewed this application and:		
1		Your request is hereby approved.
2		Your request is hereby denied at this time for the following reason(s):
3		Your request has been referred to the CGCC Board of Trustees for a decision and will be heard at the _____ meeting at _____ p.m.
Signature:		Title:
		Date:

This permit will be valid for one year from date of issue.

DRAFT

Attachment A:

**Scope of Work and Fee Proposal for
Coastal Erosion Control Evaluation & Design
Cape George Colony
Jefferson County, WA**

**Prepared for: Cape George Colony Board
And Incoming General Manager**

**Prepared by: Coastal Geologic Services, Inc.
Jim Johannessen, Licensed Engineering Geologist and MS**



December 29, 2021

Introduction and Purpose

The purpose of the proposed scope of work is to evaluate current conditions at the shore at and north of the community clubhouse, propose short and long-term alternatives for erosion control, and complete a Phase 1 design to be implemented in 2022. This scope also includes permitting the Phase 1 design and helping set up implementation.

The area of concern is the northern portion of the community property including the shore waterward of the clubhouse and running north of the clubhouse in front of a picnic shelter and a small playground, which is all located north of the Cape George Colony Marina on the northeast Discovery Bay shore.

Coastal Geologic Services (CGS) completed a soft-shore protection design in 2013 for this area, in the form of an enhanced backshore cobble berm. Jim Johannessen, Licensed Engineering Geologist and MS of CGS, visited the site in February 2021 and on December 1, 2021, and met with several board members and the general manager following severe west wind storms at high water.

Proposed Work Tasks

Task 1. Field Data Collection and Alternatives Evaluation

CGS staff will visit the site to make selected ground measurements and establish several temporary ground control points. These will allow CGS to fly a drone and create scaled vertical air photos for comparison of current versus past conditions. CGS will make an initial update of the older project base map showing the current berm, erosional scarp, and other features. This will be the base map for analysis and development of several short and possibly long-term erosion control alternatives.

Senior Engineering Geologist Jim Johannessen and Senior Coastal Engineer Dr. Wei Chen, PE, will lead an alternatives analysis to determine the recommended short to medium-term repair approach as well as one or two alternatives for longer term erosion control in light of anticipated increased future sea level rise and storm intensity (climate change).

Deliverables:

- ◆ Memo outlining findings from the above work including the conceptual level shorter term repair and one or two longer term erosion control alternatives described in text
- ◆ Alternative design approached will be depicted at the conceptual level on the project base map; each alternative will have one conceptual cross section.
- ◆ Planning level construction costs breakdown

Assumptions:

- ◆ CGS will utilize past mapping and other available data as much as possible to be efficient with budget; only data near the berm will be updated
- ◆ CGS can provide a draft and a revised final version of the memo if needed

Cost: \$4,300

Task 2. Soft Shore Protection Design

After coastal conditions are verified and the short to medium term conceptual design approach is approved by Cape George, design work will commence on the short to medium term approach. CGS will develop a preliminary (draft) design sheet set for review by Cape George and this set will then be used for permitting. Following initial permitting steps, the final design sheet set will be developed. Notes would contain all information required for construction and a separate specifications package would not be provided. Standard 2021 WSDOT specifications will be used for the project.

The proposed soft shore protection project, materials descriptions, quantities, along with a separate cost estimate would be delivered. The sheets will include proposed construction access route and staging area(s) design is assumed to include the following elements:

- Minor grading of the waterward portion of the area
- Beach nourishment to development a wider backshore berm with and also fill low areas in the existing berm crest
- Large wood (log) placement
- Simple salt tolerant revegetation plan for the landward-most portion of the backshore berm

The design sheets will be 22"x34" on CGS title block that allow half scale printing to 11"x17". All info anticipated to be needed for JARPA sheets will be included on design sheets for permitting. The half scale 11"x17" sheets will be formatted to allow for printing at 8.5"x11" size for use by agencies that require 8.5"x11". These sheets will be designed so that they can be printed at reduced 8.5x11" size if needed, and a separate 8.5"x11" sheet set will not be developed.

A project specific geologic/geotechnical report with site conditions summary and project justification (for permitting) will be prepared by Licensed Engineering Geologist Johannessen. A separate, brief design memo with project description and materials will be developed for permitting and construction.

Deliverables

- ◆ Preliminary design drawings for short to medium term repair drawings (cover and location sheet, existing conditions site plan, proposed conditions site plan, cross sections, notes and details sheet)
- ◆ Final design drawings (cover and location sheet, existing conditions site plan, proposed conditions site plan, cross sections, notes, and details sheet)
- ◆ Brief geologic/geotechnical report with site conditions summary and project justification (for permitting) and separate brief design memo with project description and materials (for permitting and construction)
- ◆ Construction cost estimate

Assumptions:

- ◆ Cultural resources (archeology) will not be needed
- ◆ Property lines will not be included except in approximate locations
- ◆ Biological/ecological issues are to be investigated and reported by others in the following task
- ◆ A specifications document will not be provided; all notes and unique material and installation specifications will be included in the sheet sets

Cost: \$8,300

Task 3. Permitting

This task will include initial consultation with board representative(s)/general manager, Jefferson County Community Development, and the Washington Department of Fish and Wildlife (WDFW) to address permit requirements. We would need to have a pre-application meeting (planned for virtual) with the County early in this task.

CGS would need to hire a biological firm to complete biological reporting for permitting. This cost is not known at this time, and the cost is not included in this scope and fee. The cost would be first approved by Cape George, and could be paid by CGS (with a 10% admin. fee) or by Cape George directly.

The project is not anticipated to require federal permitting. If any conditions (changes) are placed on the project by agencies while issuing permits, the final step would be to create an updated final design sheet set with any potentially needed modifications and additional construction notes.

Permitting shoreline projects can be very cumbersome and time consuming. The budgeted time is anticipated to be adequate for this work, based on past professional experience. However, should permitting get more complicated than anticipated and additional complications or requirements arise; additional labor will need to be agreed upon separately.

Deliverables

- Shoreline permit application to Jefferson County Community Development
- Application for SEPA exemption/SEPA to Jefferson County Community Development
- Application to State Dept. of Fish and Wildlife (WDFW) for Hydraulic Project Approval (HPA)
- Updated design sheet set if needed

- Permit tracking and coordination

Assumptions

- ◆ A Biological/Fish and Wildlife Assessment will be required for this project and CGS will organize getting the report from a qualified firm to be agreed upon (along with cost) by Cape George. However, **the cost of biological reporting is not included in this Scope of Work** (anticipated to be approximately \$3,000 to \$4,500 total).
- ◆ CGS will pay all permit application and review fees and will charge a 10% administrative markup on the fees that CGS charges for covering processing and taxes on these costs. **The costs of these permit fees are not added into this agreement and will be in addition to the amounts listed herein** (with receipts provided; estimated to be less than \$3,000).
- ◆ Client will authorize CGS representative to act as the “Authorized Agent” for the purpose of permit application submittals and related project correspondence; all important products will be sent to client for review first
- ◆ The project is not anticipated to require federal permitting
- ◆ The project is not anticipated to require archeology/cultural resources consulting
- ◆ Should permitting get more complicated than anticipated and additional complications, report requirements arise; labor will need to be agreed upon separately
- ◆ A State Environmental Policy Act (SEPA) permit and Floodplain Permit are not anticipated for this project. If the project should require these permits, this will need to be added or contracted separately.

Cost: \$4,200

Task 4. Assistance During Implementation

This task would consist of limited technical assistance during planning and project implementation. These work areas will only be completed as needed. Potential work areas could include the following under the direction of the owners:

- ◆ Planning and contractor identification to acquire bids
- ◆ Addressing requests for information (RFIs) from contractors
- ◆ Review/approval of materials
- ◆ Construction oversight (recommended for soft shore protection projects like this)

Deliverables

- As listed above and as requested/required

Assumptions

- A lump sum budget is proposed to cover the above work topics. This budget would only be used when requests are received from Jen-Jay or owners to complete the above listed or similar work. Work will be limited to available budget.

Cost: Up to \$3,000

Total Cost

The total cost of the 4 tasks described above is provided in the table below. This includes all labor and expenses to complete the soft shore protection design and other steps as outlined in the work tasks above, and is a not-to-exceed amount, unless conditions change.

Task Name	Cost
Task 1: Field Data Collection and Project Management	\$4,300
Task 2: Soft Shore Protection Design	\$8,300
Task 3. Permitting	\$4,200
Task 4: Assistance During Implementation	\$3,000
<i>Total Not to exceed amount</i>	<i>\$19,800</i>

RULES AND REGULATIONS -- PERSONNEL

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

BENEFITS

1. 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.

Paid Vacation: Paid vacation is made available to regular full time and 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** accrued 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				

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, will be paid at the attained rate of pay.

Sick: Employees may use accrued paid sick leave:

- 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 out to exempt employees at their normal daily compensation. Sick leave must be used in full day increments, per usual time recording policy.
 - At year end, unused paid sick leave will be carried over to the following year. Total accrual of sick leave may shall not exceed 40 days (Maximum of 320 hours).

RULES AND REGULATIONS -- PERSONNEL

- 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.

Non-Exempt/hourly employees sick leave:

- 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 to 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 will be carried over to the following year. Total accrual of sick leave may shall not exceed 40 days (Maximum of 320 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.

Military: A military leave of absence will be granted to employees if required under federal or state rules, statutes, and regulations.

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.

RULES AND REGULATIONS -- PERSONNEL

4. Health Plan. The Club may provide a health and dental plan for its regular full time and exempt employees. The Board of Trustees will set the employer contribution for health plan premiums and manner of payment.

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&R EMP04). 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 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

DRAFT

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

BENEFITS

Attendance

Notice of Absence by Employee: Employees who are unable to report for work or will be late arriving to work or must 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.

Paid Vacation:

Paid vacation is made available to full-time Exempt and Non-Exempt employees, based on the following schedule:

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 accrued hours limit. An exception to this rule may be granted by majority vote of the Board of Trustees.

Accrued vacation time will not be paid out upon termination of employment.

Sick Leave:

Employees may use accrued paid sick leave:

- 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 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 compensated to exempt employees at their normal daily rate 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 sick leave balances shall not exceed 40 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.

Non-Exempt 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 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 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 sick leave balances shall not exceed 40 hours.
- Employees 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.

Military:

A military leave of absence will be granted to employees if required under federal or state rules, statutes, and regulations.

Family and Medical Leave Act (FMLA):

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 and part-time employees will be granted time off with pay for funerals and bereavement leave for a maximum of three working 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 an authorized, unpaid 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.

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.

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. General Manager mileage must be approved by the Treasurer.

Health Benefits: The Club may provide a healthcare plan for its full-time exempt and non-exempt employees. The Board of Trustees will set the employer contribution for health plan premiums on an annual basis.

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 Washington Labor and Industries. 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.

Retirement Plan:

The Club has established a retirement plan (Simple IRA) that all full-time exempt and non-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.

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 and parking (if excess space is available), fitness room and/or pool. 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.

Study Session Agenda

May 23, 2022

3:00 PM via Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from Members - one
- C. Manager's Report
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.

1. Welcome to New Manager Marnie Levy- Ray Graves
2. Consider approval of insurance renewal due in June – Manager
3. Reserve balances roll forward update - Fayla
4. Consider approval of changes to the Sick and Vacation benefits in policy EMP04 – Jane Ludwig
5. Resignation of Steve McDevitt as chair of Environmental Committee - Pat Gulick
6. Certify candidates for Board of Trustees - Pat Gulick
7. Consider updates to the Water Connection and use Permit. - John Dwyer
8. Consider proposed revisions to EMP02 Personnel Policies & Employment Guidelines - Jane Ludwig
9. Update on 2021 Audit - Fayla Schwartz
10. Seasonal employee Aimee Garrett work hour change request/notification – Manager

- E. Member Participation (Compliments, Issues, Concerns)

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, 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.**

- F. Open Board Discussion

1. Update on No Shooting Zone – Kris Easterday
2. Update on Berm ad hoc committee - Pat Gulick
3. Improving security and enforcement - Kris Easterday
4. Long Term leaseholder access to community facilities. - Ray Graves
5. Resident Chef would like to offer fee-based sushi, etc., community cooking classes – Manager

- G. Announcements

Board Meeting - May 26, 2022 - 3PM via Zoom

- H. Adjournment

TO: BOARD OF TRUSTEES, CAPE GEORGE HOMEOWNERS' ASSOCIATION

FROM: Nancy Charpentier
41 Dennis Blvd

Re: Objection to Rule Change

Date: May 16, 2022

I applaud the Board's review of documented rules and procedures, aligning them to what makes sense from both a practical point of view and a posture of fairness. I also appreciate the opportunity to weigh in on the changes being proposed, so thank you for this opportunity to do so. The revision to EMP04 – Benefits is long overdue in correcting some oversights and bringing accrual limits into line with standard employment practices. There is one change, however, to which I object most strenuously.

The removal of the provision that pays out accrued, unused vacation to an employee should they leave is a significant departure from standard practices in US employment policies. I have never encountered that practice, and have asked around and cannot find anyone who has worked for a company that disallows payment of earned vacation time off. I myself have worked over the last 50 years for companies ranging in size from 2 (yes – two) to tens of thousands worldwide, and without exception employees have received their earned vacation on leaving.

There are solid reasons for this policy. First, vacation is not a 'gift', as was characterized in the last meeting. It is a benefit they have earned and is an acceptable cost of staffing. The reality is that employees switching jobs take some time off in between to rejuvenate and prepare for the new position. They used their earned benefit to fund this transition, and having it in place encourages them to give proper notice and allows us to plan their departure in an orderly fashion. If you remove this provision, the likelihood exists for an employee to feel the need to go on vacation so they don't lose what is theirs, and resign at its conclusion, cutting notice short and not allowing for a smooth transition or time to find a replacement.

Having policies that encourage employee practices which are detrimental to us as an employer in order to not lose what is inherently theirs to begin with is simply bad business. It is a harsh deviation from acceptable and standard business practices, and our employees need us to function with greater faith in them, and with an eye towards standardizing our benefits to generally held business practices.

As long as we handle the financial accrual of the benefit consistently so that there are no harsh hits to our income statement we will be well prepared for payouts without being detrimental to our fiscal health.

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.

2022-23

Insurance proposal



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.

Cape George Colony Club 10449

Coverage	Limits	Premiums 06/19/2020-2021	Premiums 06/19/2021-2022	Proposal 06/19/2022-2023	Notes
Total Package Premium		\$27,960	\$28,687	\$30,282	
Property	Guaranteed RC**	included	included	included	
General Liability	\$2,000,000	included	included	included	
Crime	No numerical limit	included	included	included	
Earthquake	Varying by year	included	included	included	
Travelers Directors & Officers Liability	\$2,000,000	\$6,299	\$7,031	\$8,478	
Auto	\$1,000,000	\$2,313	\$2,307	\$2,834	
Excess Liability	\$5,000,000	\$3,127	\$3,274	\$2,615	
Volunteer Accident	see policy	\$300	\$300	\$300	
Flood FLD 1397650	see policy	\$1,334	\$1,456	\$1,456	
Flood FLD 1397651	see policy	\$2,948	\$3,265	\$3,265	
Annual Premium		\$44,281	\$46,320	\$49,230	
Annual Cost Per Owner		\$67	\$70	\$74	

**Estimated Replacement Value \$5,945,000	**Estimated Replacement Value at \$5,945,000	**Estimated Replacement Value at \$5,945,000
\$5,000,000 Greenwich Umbrella extends Liability limits up to \$7,000,000	\$5,000,000 Greenwich Umbrella extends Liability limits up to \$7,000,000	\$5,000,000 Greenwich Umbrella extends Liability limits up to \$7,000,000



General Liability

IMPORTANT: Insurance Information

Name of Insured: Cape George Colony Club
CAU Account #: 10449
Effective Date: 06/19/2022
Quotation Date: 04/18/2022

C14

Please return by mail or fax - NO LATER THAN 06/04/2022
Indicate your selection by checking either "yes" or "no" for each item shown below.

Package Policy Premium Summary

Table with 5 columns: Coverage, Annual Premium, Yes, No. Row: Policy including Earthquake, as per attached quotation. Annual Premium: \$30,282.

Package Policy Options

Table with 5 columns: Coverage, Option, Annual Premium Change, Yes, No. Rows include: Increase Property Deductible, Ordinance or Law Coverage, Additional Claim Expenses, General Liability Limit, Stop Gap - Employers Liability Limit.

Other Insurance Policies

Table with 4 columns: Policy Name, Estimated Annual Premium, Yes, No. Rows include: Directors and Officers Liability, Volunteer Accident Insurance, Commercial Auto, Commercial Excess Liability.

IF NO OPTIONS ARE SELECTED, PACKAGE POLICY WILL BE ISSUED PER THE ATTACHED QUOTATION

Coverage Options

Please confirm additional policy selections, as indicated below:

Difference in Conditions (DIC) / National Flood Insurance Program (NFIP)

A DIC policy is designed to provide property coverage for some of the causes of loss which are excluded from most coverage forms. Flood and excess earthquake are two such causes of loss.

For eligible properties, flood or excess earthquake coverage through a DIC policy is an economical way to strengthen your association's overall insurance program. We recommend that your association consider this important coverage.

For associations that do not qualify for flood coverage on a DIC policy form, coverage is available through the National Flood Insurance Program(NFIP).

Please select "Yes" below if you would like additional information about flood or excess earthquake coverage for your association.

	Yes	No
Excess Earthquake	<input type="checkbox"/>	<input type="checkbox"/>
Flood	<input type="checkbox"/>	<input type="checkbox"/>

It is understood that flood and earthquake present a catastrophic threat. Unless the association chooses to purchase the type of coverage described above, there is no coverage for these perils.

We understand that no new coverage is in effect until we receive confirmation from CAU.

Signed _____ Date _____
(Board Member or other Authorized Representative)

Printed name _____

Title _____ Phone Number _____

IF NO OPTIONS ARE SELECTED, PACKAGE POLICY WILL BE ISSUED PER THE ATTACHED QUOTATION

Reserve Balances Roll Forward

March 18, 2022

At a March 3, 2022 Special meeting devoted to the discussion of reserve balances, the Board moved to revert to the historical approved method of allocating and recognizing reserve balances for General reserves, Water reserves and Marina reserves.

At the time, the comparison of reserve balances between the Approved and readopted Method and an Alternative Method relied upon unaudited reserve balances. The 2020 audit resulted in a reduction of reserve balances of \$47,358. The Alternative Method and rebalancing adjustments needed have been updated accordingly.

Reserve Balance Roll Forward as of December 31, 2020

	General	Water	Marina	Total
12/31/2020 Approved Reserve Method	\$321,127	\$909,612	\$81,217	\$1,311,956*
2020 Audited method with audit value	538,279	441,886	165,109	1,145,274
Rebalancing Needed	(217,152)	467,726	(83,892)	166,682
Redistribute reserves	217,152	(217,152)		0
Redistribute reserves		(83,892)	83,892	0
12/31/2020 after rebalancing	<u>\$321,127</u>	<u>\$742,930</u>	<u>\$81,217</u>	<u>\$1,145,274</u>

After bringing both General and Marina reserves in balance, the Water reserve, at \$742,930 is still under stated by \$166,593. There are a number of reasons for this understatement including about \$88,000 in Water excess cash earnings that was not transferred to reserves and around \$65,000 in a portion of the 2019 reserve assessment that was not treated as reserves.

No funds are missing. Some of the funds were used to cover the \$22,000 in operating losses generated by General Operations and some of the funds were retained in operations checking.

The Finance Committee is recommending that the Water Reserve balance be stated on 12/31/2020 at \$742,930 rather than trying to recoup \$166,593 from transactions some of which occurred three years ago.

The “Balances after Stage 1” for General would be \$321,127, Water would be \$742,930 and Marina would be \$81,217.

**In the original Reserve Balances white paper, there was a typo that showed the total as \$1,321,957. The original Reserve Balance whitepaper included reconciliations between the Approved Method and the Alternative Method and are not included here.*

If the recommended adjustment to the Water Reserve is acceptable, the roll forward of the reserve balances as they are estimated to be at the end of 2021, prior to the completion of the audit, is as shown below.

Estimated Reserve Balance Roll Forward
(These values will change upon completion of the 2021 audit)

Approved Reserve Roll Forward	General	Water	Marina	Total
Beginning Balance-12/31/2020	\$321,127	\$742,930	\$81,217	\$1,145,274
Plus: Unaudited Reserve Assessment	57,845	102,561	29,874	190,280
Plus: Unaudited Interest Income	1,818	3,223	939	5,980
Plus: Unaudited Excess cash (1)&(2)	0	50,310	4,181	54,491
Less: Unaudited Expenditures:	<u>(122,065)</u>	<u>0</u>	<u>(52,290)</u>	<u>(174,355)</u>
ESTIMATED UNAUDITED 12/31/2021	\$258,725	\$848,715	\$59,740	\$1,167,180

- (1) Unaudited General Operations ended the year with a loss of about (\$37,400).
- (2) Excess cash needs to be formally transferred to reserves by Board motion each year.

Using these same adjusted values, a pro-forma cash flow projection can be constructed for each of the three reserves. That projection is included on the next page. It is noted that the projection uncertainty when looking at the individual reserve balances in the future is considerably greater than when viewing the cash flow projection for the reserves in total. One of the major reasons for the increased uncertainty is the basic assumption of the future percentage pro-rata that would be used to allocate future years' reserve assessments.

Finance Committee has recommended that the Board ask RCL to conduct a Level 1 reserve study in 2023 which will presumably result in different pro rata reserve allocations among the 3 accounts.

Despite this limitation, the pro-formas for the individual reserves do provide useful insight for long term planning purposes.

Cape George - Distinct Reserve Pro-Forma Projections

Values are based on a variety of assumptions, changing any one of which will change the projection.

COMBINED RESERVES:	2022 Budget	2023	2024	2025	2026	2027	2028
Beginning Unaudited Reserve Balance 01/01/2021	1,167,180	1,330,559	1,504,315	1,627,389	1,676,350	1,703,910	1,804,610
Plus Reserve Assessments	194,629	199,921	204,919	210,042	215,293	220,676	226,192
Less RCL Primary Reserve Expenditures	(67,843)	(91,973)	(111,150)	(78,799)	(37,118)	(12,298)	(146,346)
Definite Year End Reserve Balance	1,293,966	1,438,507	1,598,084	1,758,632	1,854,525	1,912,287	1,884,457
Less RCL Secondary Reserve Expenditures	(52,374)	(51,888)	(92,691)	(205,035)	(273,541)	(230,565)	(244,825)
Probable Year End Reserve Balance	1,241,592	1,386,619	1,505,393	1,553,597	1,580,984	1,681,722	1,639,632
Plus Interest (PY probable balance. @ 0.75%)	2,250	9,045	10,414	11,306	11,668	11,873	12,630
Plus Excess cash (6 year pro forma)	86,716	108,651	111,582	111,447	111,258	111,015	110,714
Optimal Year End Reserve Balance 12/31/2022	1,330,558	1,504,315	1,627,389	1,676,350	1,703,910	1,804,610	1,762,975

NOTE: 2022 Budget uses the 3/9 budget while the baseline used for the 2023 - 2028 pro-formas used a full year 2022 budget. Operating projections were those used in the Cash Strategy projection. Only RCL expenditures were used.

General Reserves	2022 Budget	2023	2024	2025	2026	2027	2028
Beginning Reserve Balance PY 12/31/2021	258,725	214,216	175,517	180,085	156,374	160,907	244,318
Plus Allocated Reserve Assessments (30.4%)	54,496	60,776	62,295	63,853	65,449	67,085	68,763
Less RCL Primary Reserve Expenditures	(53,290)	(91,973)	(25,454)	(30,695)	(37,118)	(12,298)	(18,226)
Definite Year End Reserve Balance	259,931	183,019	212,358	213,243	184,705	215,695	294,855
Less RCL Secondary Reserve Expenditures	(52,374)	(27,144)	(54,174)	(81,005)	(50,134)	0	(6,882)
Probable Year End Reserve Balance	207,557	155,875	158,184	132,238	134,571	215,695	287,973
Plus Allocated Interest	630	2,750	3,166	3,437	3,547	3,609	3,839
Plus Excess cash (6 year pro forma)	6,029	16,892	18,735	20,699	22,790	25,014	27,379
Optimal Year End Reserve Balance 12/31/20xx	214,216	175,517	180,085	156,374	160,907	244,318	319,191

Water Reserves	2022 Budget	2023	2024	2025	2026	2027	2028
Beginning Optimal Reserve Balance PY 12/31/2021	848,715	985,474	1,161,225	1,255,712	1,393,141	1,591,646	1,792,007
Plus Allocated Reserve Assessments (53.9%)	87,583	107,758	110,451	113,213	116,043	118,944	121,918
Less RCL Primary Reserve Expenditures	(14,553)	0	(85,696)	(48,104)	0	0	(128,120)
Definite Year End Reserve Balance	921,745	1,093,232	1,185,980	1,320,820	1,509,184	1,710,590	1,785,805
Less RCL Secondary Reserve Expenditures	0	(12,854)	(14,034)	(10,989)	0	0	0
Probable Year End Reserve Balance	921,745	1,080,378	1,171,946	1,309,831	1,509,184	1,710,590	1,785,805
Plus Interest Allocated Interest	1,013	4,875	5,613	6,094	6,289	6,400	6,807
Plus Excess cash (6 year pro forma)	62,716	75,972	78,153	77,216	76,173	75,018	73,745
Optimal Year End Reserve Balance 12/31/202x	985,474	1,161,225	1,255,712	1,393,141	1,591,646	1,792,007	1,866,357

Note: Assumes water reserve will be adjusted by \$166,000 recommendation.

Marina Reserves	2022 Budget	2023	2024	2025	2026	2027	2028
Beginning Optimal Reserve Balance PY 12/31/2021	59,740	130,869	167,574	191,592	126,835	(48,643)	(231,715)
Plus Allocated Reserve Assessments (15.7%)	52,550	31,388	32,172	32,977	33,801	34,646	35,512
Less RCL Primary Reserve Expenditures	0	0	0	0	0	0	0
Definite Year End Reserve Balance	112,290	162,257	199,746	224,569	160,636	(13,997)	(196,203)
Less RCL Secondary Reserve Expenditures	0	(11,890)	(24,483)	(113,041)	(223,407)	(230,565)	(237,943)
Probable Year End Reserve Balance	112,290	150,367	175,263	111,528	(62,771)	(244,562)	(434,146)
Plus Allocated Interest	608	1,420	1,635	1,775	1,832	1,864	1,983
Plus Excess cash (6 year pro forma)	17,971	15,787	14,695	13,532	12,296	10,983	9,590
Optimal Year End Reserve Balance 12/31/202x	130,869	167,574	191,592	126,835	(48,643)	(231,715)	(422,572)

RULES AND REGULATIONS -- PERSONNEL

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

BENEFITS

Attendance 1. 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.

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** accrued 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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<u>Exempt Employees</u>				<u>Full-Time Non-Exempt Employees</u>		
	<u>Vacation DAYS Accrued Annually</u>	<u>Vacation Hours Accrued Annually</u>	<u>Accrued Hours Each Payroll</u>		<u>Vacation Hours ** Accrued Annually</u>	<u>Accrual Rate Per Regular Hour</u>
<u>0-5 Years of Service</u>	<u>15</u>	<u>120</u>	<u>5.000</u>	<u>0-5 Years of Service</u>	<u>80</u>	<u>0.0400</u>
<u>6-14 Years of Service</u>	<u>20</u>	<u>160</u>	<u>6.667</u>	<u>6-14 Years of Service</u>	<u>120</u>	<u>0.0619</u>
<u>15+ Years of Service</u>	<u>25</u>	<u>200</u>	<u>8.333</u>	<u>15+ Years of Service</u>	<u>160</u>	<u>0.0833</u>

**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, will be paid at the attained rate of pay.~~

Accrued vacation time will not be paid out upon termination of employment.

Sick Leave:

Employees may use accrued paid sick leave:

- 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.

RULES AND REGULATIONS -- PERSONNEL

- 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-out~~ compensated to exempt employees at their normal daily compensation rate 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.

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 ~~ed 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.

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.

Military: A military leave of absence will be granted to employees if required under federal or state rules, statutes, and regulations.

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.

RULES AND REGULATIONS -- PERSONNEL

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&R EMP04).~~ 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 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

RULES AND REGULATIONS -- PERSONNEL

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

Terri Brown

From: Stephen Mcdevitt <geronimo6930@gmail.com>
Sent: Wednesday, May 4, 2022 7:10 AM
To: Ruth Ross; Dunmire Patty; Pat Gulick; kittyjrucker@gmail.com
Cc: Terri Brown
Subject: New Environmental Committee Chairperson Needed

Good morning Folks,

It has been two years since I have been the Chairperson of the EC, and it is time for the selection of a new one. I have tried to do my best during the last two years, but it's time for someone new.

I will continue working on the Rain Garden and other activities.

Patty D. has the materials I received from the previous Chairs. Kitty recently gave me a 3 ring binder archive she found and I will hand it off to the new Chairperson.

Thanks for the opportunity to serve the community. I will continue to serve the community in other capacities into the future.

Thanks,

Steve McDevitt

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

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

WATER CONNECTION AND USE PERMIT APPLICATION

Name:		Date:	
Mailing Street Address:	City:	State & Zip	
Telephone:	Email address:		
Property address or Lot #, street:			

- I hereby apply for permission to connect to the water mains of the Club. I understand that placement of the water meter will be entirely at the discretion of Cape George Colony Club unless a formal arrangement is made through the General Manager.
- I agree that water will be used only on this lot for family needs unless explicitly approved by the Board for any other use.
- I agree and contract to abide by and be bound by the Cape George Rules and Regulations included in CP08, Water System, pertaining to the water system.
- In accordance with CP08 Section 7, all plumbing and plumbed appliances on the residence side of the meter box are my responsibility as Owner.
- I agree that cross-connections on my property must comply with CP08 Section 8, including compliance with all State Department of Health Requirements.
- I agree to use the water efficiently for beneficial purposes only. Beneficial uses are considered human consumption, bathing, cleaning and watering of landscape and lawns.
- I agree to conserve water to the best of my ability and abide by the water conservation program in the Cape George Club Small Water System Plan.
- I will pay to the Club such charges as the Board of Trustees may establish for water service and related facilities. Please refer to the most recent Cape George Fee Schedule for current fees.
- I understand there is a surcharge for water usage above 250 gallons per day per home.
- This signed and approved Application constitutes a contract on the part of the signer and Cape George.

Owner's Signature:	Date:
--------------------	-------

Adopted at Board of Trustees meeting, ~~January 10, 2019~~

~~Katie Habegger~~, President

~~Joel Janetski~~, Secretary

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 ~~may~~ **will** 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 counseling and/or disciplinary action if 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~~

To the Board,

I would like to start working Monday
Thursday Friday only, except emergencies
as of 30th of May. It is a quality of life
issue for my family.

Lovingly

Aimee Garrett

Aimee Garrett

360-643-8563

5/17/2022

MM


CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE PHONE:
PORT TOWNSEND, WA 98368

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

CLASSES IN CLUBHOUSE
Instructor (Member Charging a Fee)

Description of Class: 1 to 3 Sushi class levels with DIFFERENT FEE'S / Sushi / Sashimi / Rolls / Soup		Day/Time of Class UNKNOWN YET.	
Instructor's Name: Chef Wyatt / Wyatt Park			
Street Address: 230 S. Rhododendron Dr.			
City: Port Townsend	State: WA	Zip: 98368	Telephone: 310-465-6007
<p>1. Clubhouse use at No Charge: It is understood that the above class is provided as a convenience for the members of Cape George Colony Club. Cape George allows the use of the Clubhouse for the purpose of this class at no cost to the facilitator or club members, although members may pay a fee to the instructor for the classes.</p>			
<p>2. Liability Insurance: As part of the agreement to be allowed to use the facility for this reason at no cost, the instructor agrees to maintain liability insurance (insuring against property damage and personal injury) if the Manager determines that there is a foreseeable risk of property damage to Cape George premises or personal injury to the instructor or member or guest attending the class. If the Manager determines that liability insurance is required, the instructor shall provide a copy of the insurance policy to the Manager prior to the commencement of the class.</p>			
<p>3. Instructor Hold Harmless: The Instructor, on his/her own behalf and on behalf of the persons ("Guests") using the Cape George clubhouse at or during the class, hereby agrees to indemnify and hold harmless Cape George Colony Club, its members, and Board of Trustees and all of them, from and against any and all liability for any injury, claim, damage, loss, charge, cost and/or expense of any nature or character sustained by the instructor or guests including, without limitation, attorney fees and costs arising out of, caused by, occurring directly or indirectly in connection with or in any way attributable to any act, failure to act when under a legal duty to do so, or omission in connection with the class.</p>			
<p>4. Guest Hold Harmless: The instructor shall have all members of the class sign a general hold harmless agreement (provided by Cape George Colony Club) for the benefit of Cape George Colony Club, its directors, members, employees and agents and shall require that each new member of the class sign one as he/she joins and will deliver the signed agreements to the Cape George Colony Club office immediately.</p>			
<p>5. Care of Premises: The instructor agrees to exercise reasonable care in connection with the use of the clubhouse and to leave it, upon completion of each class, in the same condition as it was at the start of the class. Any damage to the premises or to personal property and any personal injury to the instructor or a guest shall be immediately reported to the Manager. The clubhouse doors are to be closed and locked at the completion of each class. The responsibility for this falls on sponsoring members attending the classes and on member instructors.</p>			

Instructor's Signature 	Date: 5/19/22
Manager's Signature	Date:

Study Session Agenda

June 20, 2022

3:00 PM via Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from Members – Five letters to the Trustees
- C. Manager's Comments and Report
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting.
Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 - 1. Recommendation to accept the resignation of Karen Krug and Georgette Semick from the Finance Committee – Fayla
 - 2. Recommendation to appointment Susan Sanford and Mark Kochendorfer to the Finance Committee – Fayla
 - 3. Recommendation to approve placement of Reserve funds in 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
 - 4. Recommendation to send a member account to SABA for collections – Marnie
 - 5. Approval of proposed change of Rules & Regulations EMP02 as published in the June Newsletter - Jane
 - 6. Discuss changes in CG FIN08 to send to membership for review. The “Sample Documents used to satisfy the annual reporting requirements,” are available in the office for review – Fayla
 - 7. Discussion of reserve item: Village Mailboxes – Ray
 - 8. Discussion of reserve item: new office printer – Marnie
 - 9. Price increase of Whitworth Excavation Jetty Construction Material – Marnie
 - 10. Discussion about formation of a “Technology” Ad Hoc Committee – Jane
 - 11. Open discussion with the Jefferson County fire department about ending our 50-year lease three years earlier than the 2025 ending for the fire station building – John
 - 12. Discussion about improving security in Cape George Colony – Kris
 - 13. Discussion about derelict properties and enforcement of property maintenance governing documents – Kris
 - 14. Discussion of Governing Documents regarding Closed/Executive Session and Procedures for levying fines – Marnie
- E. Member Participation (Compliments, Issues, Concerns)
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, 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.*

F. Open Board Discussion

1. Follow up on No-Shooting hearing. The next hearing will be held on June 21, 2022 at 10:30 a.m. via Zoom. An email blast including the Zoom link was sent to Members on Wednesday, June 15, 2022 at 10:15 a.m. – Marnie

G. Announcements

- The Board Meeting will be held at 3 p.m. on June 23, 2022, via ZOOM Meeting.
- The next Candidates Forum is scheduled for Sunday, June 26 at 2 p.m. at the Clubhouse.
- The deadline to return Ballots is July 8, 2022.

Sent: Monday, June 6, 2022 2:33 PM

Subject: Request regarding light on the flag at the marina

To the Cape George Board

The light on the flag at the marina is very bright and interferes with visibility of stars and nighttime views. It also presents a hazard for migrating birds (see link below). If it were on a member's lot it would be in violation of the building regulations.

While I respect our flag, I do not think in this situation the light is really justified. There is very little public access to the area at night, and the light could be switched on for appropriate events.

<https://www.opb.org/article/2022/06/02/oregonians-asked-to-turn-off-lights-as-millions-of-birds-migrate-north/>

Thanks

Varn Brooks

June 6, 2022

Dear Board of Directors and General Manager,

During the open session, I brought up a few items that I would like to follow up on in this letter.

I would like the board to look at ways to make Cape George inclusive to all long-term renters. Currently they are without access to many of the activities that are available to members such as the pool, pickleball and others. I do not understand the rationale for this exclusion. We have renters who have been living here for many years. They have a lot to offer the community and as a community, I would like to see us more welcoming and give them the rights that owners have to use the facilities.

Our community is very desirable and homes have increased in value. I would like to suggest that when a home sells less than 1% of the sale price be required to be paid to Cape George and that amount would go directly into the reserve funds.

We seem to have issues with compliance. When a home goes on the market, and before closing, the building committee should review the property and make sure that the exterior property is in compliance. This would prevent a new buyer having to deal with hedges and other items which should have been dealt with prior to sale.

I hope that you will give my suggestions some thought.

Linda Schwartz
320 Sunset Blvd

Barbara Barnhart

Sent: Friday, May 20, 2022 5:35 PM

Subject: Tenant access and chef issue

Hi trustees. As I read it (and as this issue has been expeditiously and consistently handled for the 22 years I have lived here) tenants have no independent rights to access cg facilities except the right of ingress/egress on our roads. The covenant makes this clear - cg is not open to the public. A tenant is not a member and therefore is a member of the public. This issue is revisited every 6 years or so when a board or other member has a CG landlord friend who wants to make \$\$\$\$ by charging more for rent because of access to our facilities. Or maybe just wants to be "nice", and "nondiscriminatory" by letting tenants have ready access to our facilities. The answer is simple: the board has no authority to grant tenant access to facilities. The covenant is unambiguous. Cg is not open to the public. Two kinds of people: members and nonmembers. Access is limited to members only and accompanied guests. "Residency" is irrelevant. Tenants are always welcome as guests, accompanied by a member, at all facilities. Cg overstepped its authority, when I was Pres, when we allowed a member to sponsor a a tenant to park at and have access to the beach. This was an overreach . Our thinking at the time was that it was impossible to regulate parking and beach access (no key card needed) so we allowed member landlords to sponsor parking and beach access. ,(This form was just revised). All of our other facilities, except the pb court, require key access, so controls are available. The non discretionary answer for the trustees is "No independent tenant access. Access allowed if accompanied by a member" . If you depart from this standard and allow the fractionalization of member privileges as requested, then I'm "renting" my pool rights to my dentist for \$60/month so I can benefit financially the same way a landlord does if she can lease out marina, shop, pool and pb court right to her tenants. Regarding the chef, as I recall, it's only a cg issue if the chef wants to charge for classes at the clubhouse. If it's a no charge arrangement, then it would be a group activity open to all interested members, like quilting, bridge, book club, etc. We have a rule concerning the mandatory requirement of proof of liability insurance if the teacher wants to charge. They pay to reserve the clubhouse + provide liability insurance. The most common resolution in the past (Tai chi, yoga) is for the class to be offered in someone's home where the teacher may charge. Cheers. Carry on.

(Received 6/3/2022)

Hello. We have two specific questions for candidates for the Cape George board, and indeed for all of the board. They involve issues that we believe other people care about as well, and we hope to see them addressed in the future. If they are not appropriate for the candidates, please pass them on to the board.

1. The delivery of USPS packages has been a contentious issue for the past couple of years, and although the majority of Cape George residents enjoy package delivery and pickup from their houses, a minority of Cape George residents are excluded from this service. It appears as though the mail carriers have a grievance with the behavior of some Cape George residents regarding mailbox placement, and as a result, other residents are paying the price. Near us, about 10 households are considered just outside of the newly-enforced 'delivery radius' of the carriers, and as a result, have to go to the post office to pick up and mail our packages, while just up the street, that is not the case. Is there any interest in solving this problem? If the carriers can't be bothered to deliver to our entire neighborhood, perhaps we can request new carriers? Or maybe we could move our community mailboxes such that everyone in the community is within this 'delivery radius'. The current status quo is unfair, and should not be allowed to continue.

2. We have noticed an increasing incidence of derelict property, sometimes extreme, with furniture from evicted tenants left in the driveway, and abandoned vehicles with busted-out glass left in tall weeds. Other times the properties are just continuous eyesores, with piles of garbage (sometimes allowed to blow around the neighborhood), unkempt yards and roofs with permanent tarps. Although nobody likes to be told what to do with their property, there seems to be a need for a minimum standard for neighborhood tidiness, and indeed for environmental hygiene for nearby residents. Is there a method whereby the Cape George board can effectively address these situations?

Sincerely,

Mike Lapointe & Terri Stafford

Hi Marney,

I wanted to give you a couple illustrations and comments on where this parking and issue of non-members is currently at through a couple examples.

All of what I am expressing took place on Friday of 5/20.

In Exhibit A I saw this truck with a green pass by itself. With these types passes the sponsoring "member" is to accompany their guest. The pass is not issued to allow non-members access to facilities or shoreline unaccompanied but is meant for the vehicle only.

Exhibit B is a photo of a tactic that people use when the passes are old and scribbled out numerous times. By placing these with the backs showing the non-member is essentially being deceitful. This truck (with a boat trailer attached) was parked in our lot for about 3 days. This is a clear violation of our rules and is typical of how these [""[[[[[[[[[[passes get abused.

Later on Friday afternoon 2 men in an old pickup were using the horseshoe pit. These men were in their early 40's and when asked if they were members they hesitated then said they were. This is a common response I get from people trespassing. I indicated that without a permit they were risking involvement with the sheriff department whereupon they decided it would be best not to have law enforcement checking on them. I have personally encountered this scenario at least 6 times.

Next, I would like to clarify a few key points as referenced in our rules (please see hi-lited sections in each one):

1.) CP12 is the basis for all our parking and access to facilities (see hi-lited portions.)

2.) CP13 also makes use of the beaches very clear.

3.) Rule CP07 clearly states that "Family Members" "must **reside** in the members home" in order to qualify for access to facilities without the member being present.

4.) CP06 is very clear that guests must be accompanied by hosting members. This does NOT give guests free access to Cape George facilities unaccompanied. It must be made clear that temporary passes are a

"parking" consideration and NOT "unfettered access to facilities" permission slip. There are many who are NOT clear on this.

An "Adult Family Member Pass" for a family member that is "visiting" needs to be defined by the board so that this privilege is not being abused. I believe in many ways this style of pass (AFMP) is in direct conflict with CP07. It would theoretically be very easy to legally hand out passes to "family members" who do not contribute in any way to the welfare and financial well being of Cape George but use the facilities. I have seen this abuse take place on a part time and ongoing basis in ALL our facilities including the marina. I personally witness people accessing facilities with fobs that clearly have no residence here.

In general:

Temporary pass colors should be changed on a monthly basis to prevent the misuse of these as an open pass for non-members to use the facilities. In many cases lax enforcement of the spirit and word of our rules is leading to complete dis-regard for Cape George properties that members agree to, and non-members are enjoying.

In closing, I would like to point out that the Board of Directors has a responsibility for the safety and welfare of its' members by upholding and enforcing Cape George rules. The very same rules all members agree to by owning property/homes here. That means non-members and members alike who do not display proper parking and pass requirements get towed or booted.....period. These rules are NOT subject to individual whim or personal opinions.

Certainly, a dialog can take place with details of this enforcement but past history has shown an unwillingness on the part of the Board to enforce our rules in this regard. Ultimately, if we keep approaching this issue of trespassing and lax enforcement we will either lose the facilities or wind up in a law suit when non-members get hurt on our jetty, beaches or facilities.

Marney.....please feel free to circulate this letter amongst the board and at the Study Session. This issue, in my opinion, needs addressing and serious steps taken now given recent events in our Clubhouse, Pool and every facility we have.

Sincerely,

Greg Mika

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

Karen C. Krug, FHFMA, CPA

152 Huckleberry Place
Port Townsend, WA 98368
Home Phone: (360) 379-2570
Email: ksld152@gmail.com

May 31, 2022

Fayla Swartz, Treasurer
Cape George Colony Club, Inc.
61 Cape George Drive
Port Townsend, WA 98368

Dear Fayla,

This letter will serve as my resignation/retirement from the Cape George Finance Committee effective July 31, 2022. This long transition will provide ample time to complete the current tasks the Committee has undertaken and finalize the 2021 audit.

It has been a privilege over the past ten years to work with you and so many other dedicated, professional Cape George members, first as Finance Committee Chair, then as Treasurer for six years and now again, as Finance Committee Chair.

My thanks to all those individuals who over the years have freely shared with me their knowledge, insights and opinions. I have gained so much more from the Members who make up Cape George than what I have been able to give back.

As I offered when my Board tenure ended in June 2019 please don't hesitate to contact me should you have questions, I am seldom more than an email away.

With high regards,



Karen C. Krug

Cc: Jane Ludwig, Vice-President, Cape George Colony Club

May 30, 2022

Fayla Schwartz

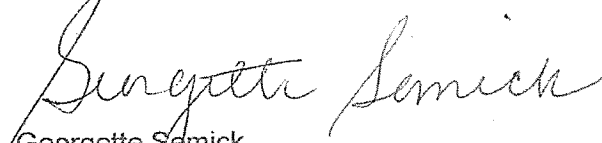
Cc: Jane Ludwig, John Dwyer

It is with regret that I am submitting my resignation from the Finance Committee, effective July 1, 2022. I can no longer continue to devote the time and attention that our work requires.

It has been an intense but rewarding 7 months. I am honored to have worked with such intelligent and professional fellow Members like yourselves.

I have offered this month of transition to hopefully wrap up some of our tasks and to assist with identifying suitable replacements. I also offer the Committee and Board my assistance to help with specific projects, such as the budget and reserves.

Very truly yours,



Georgette Semick

June 13, 2022

To: Cape George Board of Trustees
Cc: CG General Manager, Office Administrator
From: Karen Krug, Chair, Finance Committee
Subject: Board Approval of New Finance Committee Members

The Finance Committee is extremely fortunate to have had 4 qualified members interested in joining the Finance Committee. In the interest in keeping the working group small and to provide adequate coaching time to new members, we are recommending two new members for the Board's approval. We have also asked that the other two remain "on the roster" for future openings.

We ask that the Board approve as members of the Finance Committee Susan Sanford and Mark Kochendorfer. A short description of their qualifications has been provided to the Treasurer to communicate to the Board.

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

CLASSIFICATION OF POSITIONS

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- Charge sick time or vacation time on an hourly basis,
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- 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.

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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 counseling and/or disciplinary action if 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

RULES AND REGULATIONS – FINANCE AND BUDGET

Cape George Colony Club Critical Accounting Policies

This policy provides guidelines for the major accounting practices to be followed on a consistent basis by the Board and Management of Cape George Colony Club (CGCC). It serves as the guidance for the preparation of financial reports and notes thereto. The policy also establishes the framework upon which accounting procedures are based.

REASON FOR THE POLICY

This comprehensive policy seeks to:

- Promote consistent accounting activities for CGCC related to its critical accounting activities in conformity with Generally Accepted Accounting Principles (GAAP);
- Provide a basis upon which internal procedures will be based;
- Establish guidelines for implementation of the procedures; and
- Set forth the bases for financial reporting.
- **Samples of documents used to comply with this policy are available at the office.**

POLICY STATEMENTS

Generally Accepted Accounting Principles – CGCC accounting activities and reporting are, as required by the American Institute of Certified Public Accountants (AICPA), guided by and prepared according to GAAP. Generally accepted accounting principles (GAAP) are uniform minimum standards of and guidelines to financial accounting and reporting. Adherence to GAAP assures that financial activities and reports of contain the same types of financial statements and disclosures, for the same categories and types of funds and account groups, based on the same measurement and classification criteria.

Accrual accounting – As recommended by the AICPA, CGCC uses accrual accounting as its basis for measurement. This is a standard accepted methodology defined as a method of keeping accounts which shows expenses incurred and income earned for a given period, although such expenses and income may not have been actually paid or received in cash. The accrual basis is more preferred as it results in accounting measurements based on the substance of transactions and events, rather than merely when cash is received or disbursed, and thus enhances their relevance, neutrality, timeliness, completeness, and comparability. The accrual basis is more widely used than other methods as it correctly matches the earnings process to the expenditure activity.

Fund Accounting – To ensure observance of limitations and restrictions on the use of certain internally designated financial resources, CGCC maintains its accounts using modified fund accounting. Financial resources are classified for accounting and reporting purposes according to their nature and purpose. CGCC maintains an Operating Fund and one or more Replacement Reserve Funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein. Each fund must be accounted for such that its resources, obligations, revenues and expenditures or expenses and fund equities are segregated from other funds. See also FIN04.

RULES AND REGULATIONS – FINANCE AND BUDGET

Bad debts – CGCC maintains an Allowance for doubtful accounts and annually the Board reviews and approves specific accounts that are expected to be uncollectible. The allowance account is a balance sheet account that reduces the reported amount of accounts receivable. Providing an allowance for doubtful accounts presents a more realistic picture of how much of the accounts receivable will be turned into cash. The Allowance represents the cumulative value of all receivables that are deemed unlikely to be collected, regardless of the year in which the receivable occurred. It should be noted that an Account Receivable at CGCC is very seldom written off as an actual bad debt. Even in the rare instance where an Account is actually written-off, continued efforts may be made to collect any outstanding amounts. The calculation of the Allowance provision and the actual write off procedure for these debts are separate transactions detailed in operational procedures. See also FIN03.

Solicitation of bids – CGCC is committed to a fair and transparent acquisition process for all goods and services to ensure that the Club receives the best overall value for the purchase of goods and services. Competitive bids are required for any single purchase of goods or services that will result in payment of \$15,000 or more to a single vendor within a given fiscal year. Competitive bids are also required for a multi-year agreement that will result in a payment to a single vendor in excess of \$25,000 over a two-year period. Nothing in this policy requires CGCC to accept the lowest dollar value bid but rather enables the Club to accept a bid based on a combination of cost, quality, reputation and other factors. There may be situations where the opportunity to solicit competitive bids does not exist as in the case of a single source or sole supplier or where firms chose not to submit bids. In these instances the requirement for a competitive bid may be waived by agreement of the Board. Management is also free to solicit competitive bids for goods and services that do not meet the dollar threshold if, in Management's judgment a greater benefit to the Club would result.

Required annual reviews – Annually, the Board assisted by CGCC's General Manager and Treasurer and/or Finance Committee, will review and adopt by resolution, the following critical accounting reports;

- Replacement Reserve study;
- Summary of expenditures from the replacement reserve funds;
- Ratification of the results of the approved method for tracking the balances in the three individual reserves;**
- Any statutory requirements imposed by RCWs related to reserve funds;
- Annual report on the rate of return of the replacement reserve investments;
- Additions and deletions of capital assets as presented in the depreciation schedule;
- Annual update on the Allowance(s) for Doubtful accounts including information concerning accounts sent to collection agencies, recoveries and/or accounts otherwise written off;
- Management representations to the external auditor;
- External financial audit;
- Federal tax return;
- Corporate report as required by RCW 24.03; **24.03a**;
- Verification of accounts held by any and all financial institutions;
- Verification of authorized banking signatories on any and all financial accounts;
- Ratification of annual updates to reserves schedules; and
- Reserve disclosure summaries to be included with the annual budget material.

RULES AND REGULATIONS – FINANCE AND BUDGET

This policy replaces all prior critical accounting policies.

Adopted by the Board of Trustees, August 15, 2013

Adopted by the Board of Trustees, December 10, 2015

Richard Hilfer, President

Katie Habegger, Secretary

DRAFT

Printer replacement History:

We leased the current machine from 2012 – 2017. At the end of the lease, Cape George Colony purchased the machine for its estimated residual value. At ten years old Kyocera stops making replacement parts. They have some but they may be more difficult to find.

The office copier is on the Reserve Study Schedule with a replacement cost estimate of \$7,924.

The proposal to lease a new machine is attached.



CURRENT / PROPOSED EXPENSES

Current Expenses / Kyocera 4500i Monochrome Multifunction Printer

• Current Lease	\$ 0.00
• Maintenance Agreement (overages)	<u>\$ 223.96</u>
TOTAL MONTHLY	\$ 223.96

What's Included

- 10,000 B&W Images Per Month
 - Additional Images Billed Monthly @ 0.022396
- 0 Color Images Per Month / NA
 - Additional Images Billed Monthly / NA
- Full service agreement; service technician time, parts, toner

Proposed Expenses / Kyocera 4004i

• Proposed Lease / 60 month / FMV	\$ 363.91
• Maintenance Agreement (monthly)	<u>\$ 0.00</u>
TOTAL MONTHLY	\$ 363.91

What's Included

- 10,000 B&W Images Per Month
 - Additional Images Billed Quarterly @ 0.01500
- 0 Color Images Per Month / NA
 - Additional Images Billed Quarterly / NA
- Full service agreement; service technician time, parts, toner

Transaction Note

- UBM will pick up and dispose of the Kyocera 4500i no charge to Cape George Colony Club.
- The current Kyocera color printer, FS-C5015N can be replaced with a Kyocera P5026cdw for a purchase price of \$519.00. Per image charges would be B - \$0.0250, C - \$0.0800. Full service.

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

www.whitwortheexcavatinginc.com

WHITWEI96JT • Fed ID 91-2107696 • UBI 602-102-755

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	
Estimate Description			Qty	Rate
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: _____				

Whitworth Excavating Inc.
PO Box 194
Hansville, WA, 98340



COMPLETE SITE PREP & LAND DEVELOPMENT
 OFFICE (360) 638-2300 • FAX (360) 638-1028
 WHITWEI96JT • FED ID 91-2107696 • UBI 602-102-755

Cape George Colony Club, Inc.
61 Cape George Drive
Port Townsend, WA 98368

PROPOSAL

Date Estimate #
 6/15/2022 21-814

Office #	Fax #	Job name / Description	Terms	
360-638-2300	360-638-1028	Jetty Construction	Bal Due Upon Completion	
Estimate Description			Qty	Rate
Deliver & place up to 200 Tons 3-4 Man Basalt rock to build up existing Jetty at a rate of \$80.00 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

"We Bury the Competition!"

Customer Signature: _____ Date: _____

RCW 64.38.035

Association meetings—Notice—Board of directors.

(4) Except as provided in this subsection, all meetings of the board of directors shall be open for observation by all owners of record and their authorized agents. The board of directors shall keep minutes of all actions taken by the board, which shall be available to all owners.

Upon the affirmative vote in open meeting to assemble in closed session, the board of directors may convene in closed executive session to consider personnel matters; consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the association, and matters involving the possible liability of an owner to the association.

The motion shall state specifically the purpose for the closed session. Reference to the motion and the stated purpose for the closed session shall be included in the minutes.

The board of directors shall restrict the consideration of matters during the closed portions of meetings only to those purposes specifically exempted and stated in the motion.

No motion, or other action adopted, passed, or agreed to in closed session may become effective unless the board of directors, following the closed session, reconvenes in open meeting and votes in the open meeting on such motion, or other action which is reasonably identified.

The requirements of this subsection shall not require the disclosure of information in violation of law or which is otherwise exempt from disclosure.

B. MEETING OF THE BOARD.

1) Regular meetings of the Board for the purpose of administration of the affairs of the Club shall be held once each month at a time and place determined by a majority of the Board, and announcement of such meetings will be posted on the bulletin boards and printed in the monthly newsletter.

2) Additional meetings may be called at such other times as the interests of the Club require, as determined by the President or a majority of the Board. Announcement of additional meetings of the Board shall be posted on the bulletin boards in the community no less than 48 hours prior to said meeting except that the President may determine that it is in the best interest of the Club that an emergency meeting be convened without such notice.

Meetings may be adjourned to another time and place from time to time in the event that a Quorum of the Board does not appear or business to be conducted is not completed prior to adjournment. Announcement of adjournment to another time and place shall be posted at the door of the place from which a meeting has been adjourned and on the community bulletin boards.

3) Except as provided in this subsection, all meetings of the Board shall be open for observation by all Members and/or their authorized agents. The Board shall keep minutes of all actions taken by the Board; such minutes shall be available to all Members. Upon affirmative vote in open meeting to assemble in closed session, the Board may adjourn to such closed session to consider personnel matters; consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the Governing Documents, and matters involving possible liability of a Member to the Club.

The motion shall state specifically the purpose for the closed session. Reference to the motion and the stated purpose for the closed session shall be included in the minutes. The Board shall restrict the consideration of matters during the closed portions of meetings only to those purposes specifically exempted and stated in the motion.

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. The requirements of this subsection shall not require the disclosure of information in violation of law or information that is otherwise exempt from disclosure.

4) **Quorum of the Board.** A majority of the Board shall constitute a Quorum for the transaction of business, and a majority of such Quorum shall determine any question except as otherwise provided by law, the Governing Documents, or the Nonprofit Corporation Act. If a Quorum is not present, the majority of those Trustees present may adjourn to such future time and place, as they shall determine, and notification of such meeting shall be given to Trustees and Members as herein provided for meetings of the Board; three Trustees shall constitute a Quorum at such deferred meeting.

5) **Vacancies.** All vacancies on the Board by reason of death or otherwise, shall be filled by appointment by the remaining Trustees, even though less than a Quorum be present. A Trustee thus appointed to fill any vacancy shall hold office for the unexpired term of his or her predecessor.

RULES AND REGULATIONS – MISCELLANEOUS

PROCEDURES FOR LEVYING FINES, AND RESPONDING TO A MEMBER WHO FILES A COMPLAINT

I. PROCEDURE FOR LEVYING FINES

1. **Member files complaint with General Manager (*hereinafter* GM).** Member completes **Form MIS04a**, Member Complaint Form.
2. **GM becomes aware of an alleged or apparent violation.** Manager investigates and determines if a violation has occurred. If none, GM informs complainant(s).
3. **GM Sends Notice of Violation and Selects Response:** GM sends Member a Notice of Violation (**Form MIS04b**) by regular that GM has determined a violation has occurred. The Notice allows the GM, in his/her discretion, to select one of three levels of response required of the Member. The three levels of response are: (1) Warning: Penalty to be imposed if violation reoccurs; or (2) Conditional Penalty: Specific penalty to be imposed if Member fails to remedy condition within a set period of time, with appeal rights to the Board; or (3) Unconditional Penalty: Specific penalty imposed with appeal rights to Board.
4. **Factors to be Considered:** In deciding whether to issue a Notice of Violation with a Warning, Conditional Penalty or Unconditional Penalty, the GM shall consider all relevant factors including the nature and seriousness of the violation, whether the violation is capable of being remedied, whether it is an isolated incident or part of a continuing pattern, whether there is a history of past warnings or violations, whether the violation involved a covenant or rule, the degree of cooperation, the promptness of the response and other relevant circumstances. (Example, a Warning might be appropriate for a first loose dog infraction; a Conditional Penalty might be appropriate if an asphalt driveway should have been but was not laid but still could be an Unconditional Penalty might be appropriate where a tree was removed without a permit, an instance where it would not be possible to “undo” or correct the violation, or in an instance of a repeat loose dog violation.)
5. **Member Response:** The Notice shall inform the Member that he/she has a right to meet in-person, by phone, or Internet and discuss the matter with the GM within ten days of the date of the Notice. The GM has the discretion to (but is not required to) upon good cause, reduce or retract a penalty. The Notice shall also advise the Member that, following the meeting with the GM, the Member may appeal to the Board of Trustees for relief from the Penalty. To appeal, the Member shall, within 10 days of the GM meeting, submit a written Request to Appeal (**Form MIS04c**) to the Board stating the basis for the appeal. The Appeal shall be heard at the next regularly scheduled Board Meeting. After the hearing by the Board the member will be notified by the Board of the results of the action on the appeal. (**Form MIS04d**)
6. **Payment of Penalty:** If the GM levies a monetary fine, the Member shall pay the amount in full within 15 days of the date of the Notice. If the matter is appealed to the Board of Trustees, the Member shall pay the penalty in full within 15 days after the Board Hearing if the penalty is affirmed. If a fine is not paid when due the amount shall accrue late charges, penalties and collection and attorney fees the same as any other account receivable. The failure to pay a penalty when due shall also have the effect of making the Member a Member Not in Good Standing with the consequent forfeiture of certain membership rights and privileges.
7. **Second Violation:** The procedure for imposing a penalty or fine for a second violation shall be the same as for a first violation, with the fine or penalty range to be based on the “Failure to Correct and/or Subsequent Violation of the fine Schedule” column of the Fine Schedule below.

RULES AND REGULATIONS – MISCELLANEOUS

A member is not permitted to request an appeal from the GM or Board if they previously received an appeal meeting from the GM and/or hearing from the Board of Trustees for the same violation.

II. FINES

See MIS05 for the current Fine Schedule.

III. PROCEDURES FOR RESPONDING TO A MEMBER WHO FILES A COMPLAINT.

1. Member completes official Member Complaint Form (**Form MIS04a**) and turns it into the office.
2. Within a 10-business day period of time, the GM investigates the complaint and completes Section 2 of Form MIS04a, "The following actions have occurred." The GM consults with the Board President as necessary on the complaint.
3. At the conclusion of the investigation, the GM notifies the complaining member, in writing, of the results of the investigation and a statement of proposed actions on the complaint.
4. If a member is not satisfied with the actions of the GM, he/she will have 10 days to file an official appeal to the Board of Trustees for their consideration. The decision of the Board is final.

IV. MEDIATION.

The Manager shall inform the Members involved in a complaint of the availability of a voluntary mediation procedure to assist them in reaching an agreed resolution of the matter, if applicable.

This policy replaces all prior procedures for complaint policies.

Adopted by the Board of Trustees, July 16, 2009

Adopted by the Board of Trustees, April 14, 2016

Adopted by the Board of Trustees, June 14, 2018

Adopted by the Board of Trustees, March 25, 2021

Jane Ludwig, Secretary

Richard Hilfer, President



Board of County Commissioners
1820 Jefferson Street
PO Box 1220
Port Townsend, WA 98368

Kate Dean, District 1 Heidi Eisenhour, District 2 Greg Brotherton, District 3

June 7, 2022

Kristine Easterday
Board Member Cape George Colony Club
170 Sunset Blvd.
Port Townsend, WA 98368

Dear Kristine Easterday,

RE: Proposed Establishment of Cape George Colony and Gardiner Beach No Shootings Areas in Jefferson County

The Jefferson County Board of County Commissioners (BOCC) held a workshop for three No Shooting Area petitions for the Cape George Colony and Gardiner Beach No Shootings Areas on Monday, May 17, 2022 at 5:00 p.m.

The Commissioners were presented with three options to proceed; hold a hearing, facilitate an amicable solution within the proposed area, or assign a review committee. The Commissioners have set a hearing for **Cape George Colony No Shooting Area – smaller area** for Tuesday, June 21, 2022 at 10:30 a.m. The hearing will listen to all local tribes and interested persons for or against establishing this No Shooting Areas. This hearing will serve to gather input for a possible No Shooting Area. The Commissioners have dismissed the **Cape George Colony – larger area No Shooting Area** petition.

To view documents, go to www.co.jefferson.wa.us.

The Map and DRAFT Ordinance are available for review at this link:

<https://test.co.jefferson.wa.us/WeblinkExternal/DocView.aspx?id=3498722&dbid=0&repo=Jefferson>

You are welcome to participate in this Public Hearing. You will need to join the meeting by

10:30 a.m. using the following methods: **VIRTUALLY:** Via the following Zoom, link:

<https://zoom.us/j/93777841705>, **PHONE:** Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to “raise your hand” to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384.

In addition, written testimony is also invited beginning on June 8, 2022 and ending on June 21, 2022 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us; or by **Mail to:** Jefferson County Commissioners’ Office; PO Box 1220, Port Townsend, WA 98368. Testimony must be received by the Board of County Commissioners by the end of the hearing testimony period

Please contact this office if you have any questions. 360.385.9102

Cordially,

Adiel McKnight
Executive Assistant

Cape George Colony Club
Study Session Agenda

July 25, 2022

3:00 PM via Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
 - 1. Introduction of new Board Members
 - 2. Appointment of Board of Trustee to fill Joel Janetski’s position as Trustee 2.

- B. Letters from members:
 - 1. Request to revisit Cape George pet limit.
 - 2. Recommendation for changing the lighting of the flag on the north jetty, and concern about lighting for the marina entrance.

- C. Manager's Comments and Report

- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 - 1. Announcement of plans for Trustee Onboarding Session – Jane Ludwig
 - 2. Recommendation to accept the four new officers and appoint them and the manager (with legal name Martha Woodward) as signers on accounts at Pacific Premier Bank, Chase Bank and Kitsap Bank; and to remove former officer as signers – Fayla Schwartz
 - 3. Discussion of assignment of Committee Board Liaisons – Jane Ludwig
 - 4. Discussion of open fire at Memorial Park on July 4 – Fayla Schwartz
 - 5. Consider approval of additional insurance costs – Fayla Schwartz
 - 6. Update on Varn Brook’s letter regarding Marina flagpole lighting – Pat Gulick
 - 7. Berm update – Pat Gulick
 - 8. Technology/security Ad Hoc Committee – Jane Ludwig
 - 9. Recommendation to accept Nancy Charpentier’s resignation from Nominating Committee – Jane Ludwig
 - 10. Recommendation to accepts Mardella Rowland’s resignation as chairperson of the Fitness Committee – John Dwyer
 - 11. Recommendation to make following changes to the Annual Board of Trustees Calendar – Fayla Schwartz
 - a. Move the October 14th Budget meeting to October 17th
 - b. Move the November Study Session and Board meeting to November 14^h and 17th
 - c. Move the February Study Session and Board Meeting to Tuesday, February 21 and Friday, February 23, respectively to accommodate the President’s Day Holiday.
 - 12. Consider appointment of Karen Krug to be the Cape George contact for 2021 audit until it is completed – Fayla Schwartz
 - 13. Recommendation to approve request of due date adjustment by member – Marnie Levy

14. Discuss Memorial Plaque for Bob Carter at the Clubhouse Bell – Pat Gulick
15. Recommendation to appoint Environmental Committee Chair – Pat Gulick
16. Recommendation to approve changes to FIN08 Critical Accounting Policies as published in the July newsletter– Fayla Schwartz
17. Recommendation for office printers – Marnie Levy
18. Discussion of Linda Schwartz letter to the Trustees – Marnie Levy

E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

1. Announce Village Mailbox Ad Hoc Committee Members

G. Announcements

- The Board Meeting will be held at 3 p.m. on July 28,2022, via ZOOM Meeting.

RECEIVED JUN 27 2022

Cape George Colony Club
Board of Trustees

6/25/2022

Request to revisit the Cape George pet limit

The Cape George Colony Club Rules and Regulations described under Livestock and Pets states:

“Household pets are defined as dogs and cats. The number of total pets per lot with a home is Five (5). If an owner needs an exception, an owner may make a written request to the Board of Trustees. Pets that have a litter are exempt for a period of 120 days from this requirement.”

It is my understanding that this 5 pet limit was raised from 3 to 5 and approved by the Board of Trustees on July 16, 2020.

I would like to revisit that change and request that it be modified such that no more than 3 dogs be allowed and any exception would require written approval of the Board of Trustees as well as approval of neighbors within that development.

Reasons for this request

Since July 16, 2020 a resident in Cape George Colony was able to use this increased pet limit to keep five large (+100 lb.) dogs on their property that bark loudly and continuously throughout the day, 365 days a year. Despite repeated requests from neighbors to address the barking, including complaints filed with the HOA, the issue has continued and unabated. Since these residents were running a dog breeding business from their home there were times that they had litters of 5-6 puppies that increased the number of dogs on their property and added to the barking.

The way the regulation is currently written it allows a resident that is resistant to responding to the complaints of neighbors, or the HOA, to continue with limited ability to force them to change. Below are some issues with the 5 pet limit that I would like the Board to consider:

1. Allowing 5 pets therefore allows up to 5 dogs and dramatically increases the potential for excessive barking. Especially under conditions where the dogs are within a few hundred feet and direct line of site of neighboring homes.
2. Allowing up to 5 dogs is pretty much a de facto authorization to have a dog breeding operation. Since dogs can have up to 3 litters a year with an average of 5-6 dogs per litter you have the potential for 5 adult dogs plus 25 puppies at a single time. This has the potential to occur multiple times during a year.
3. Large numbers of dogs at a home creates a large amount of fecal waste that if not properly disposed of can create sanitation and health issues. Five 100 pound dogs alone would be a challenge to clean up after. If you add a litter or two of puppies it could be overwhelming for most home owners. The sanitation issues surrounding that, such as

breeding of large numbers of black flies, can pose health risks to neighboring homes. I experienced hundreds of black flies around my home last winter at the same time my neighbors had a litter of 5 puppies they had bred (along with three existing 100 lb. adult dogs).

Other Considerations

The ordinances as written may work well as guidelines for most homeowners willing to comply and work with neighbors and the HOA. But it has very little teeth for enforcement when dealing with owner's intent on gaming the rules and who have little or no regard for the impact of their dog's behavior on neighbors.

In a development of homes such as Cape George, which is comprised of a large number of retirees and summer homes, I don't believe it serves the interest of the majority of home owners to have a regulation allow 5 dogs. The potential of one bad actor to have five +100lb dogs that bark throughout the day, every day, is a recipe for trouble. Preventing it from occurring to begin with by limiting the number of dogs to 3 and adding more impactful enforcement language to the HOA rules to address noise issues better serves the interests of the majority of members.

Possible changes for consideration:

- Limit total number of dogs to a max of 3 adult dogs (or maybe 2 for large breeds over 50 or 60 pounds).
- Alternatively, limit number of dogs to 4 with no more than 2 over 50 lbs.
- It's the owner's responsibility to make sure no more than 1 litter of puppies total per year. Following a new litter the owner has 120 days to bring the total number of dogs back within the allowed limit.
- Monetary fines for more than 1 litter of puppies per year. Fines need to be significant enough to make selling of puppies unprofitable for the home owner.
- Exceptions to these rules could be considered on a case by case basis and would need to be unanimously approved in advance by all immediate neighbors (homes within, say, 200 yards). The exceptions can be revoked if complaints are received by neighbors that are not resolved to the complainant's satisfaction.

It also may be beneficial to periodically remind owners (via the monthly newsletter) what the dog limit is and that it is the dog owner's responsibility to control their dogs barking and to properly dispose of waste on their property to avoid attracting and breeding black flies.

Encourage owners that if their dogs are outside and barking more than 30 minutes total per day then the owner should consider that as a sign that they need to intervene and take steps to mitigate the barking.

Failure to show demonstrable efforts and improvements to dog barking complaints within 14 days of notification will lead to fines. Failure to address the issue to the satisfaction of

complainants and the HOA board will result in increasing fines which can be levied every 14 days until resolved.

Finally, I would suggest that it is much easier to maintain a lower, more manageable limit on the number of dogs up front than try to deal with the likely negative impacts caused by allowing a larger number of dogs.

Thank you for your consideration.

Keith Knol

52 San Juan Drive

June 29th

2022

To: Cape George Board of Directors and the Marina and Environmental Committees.

Re: Lighting for the flag on the north jetty.

From: Varn Brooks

For many years we had a smaller light that was unobtrusive and worked fine for illuminating the flag. It was virtually invisible from most of the uplands. The current 150W LED floodlight has a 90+ degree spread and puts out something like 15,000 lumens. The flag only occupies a tiny fraction of that diffuse beam. A 5w exterior LED spotlight at about 500 lumens would be more than adequate to replace the existing light. The narrower beam would concentrate light closer to the flag and produce less distracting background light making the flag more visible. Choosing a bulb with a warmer color temperature would further reduce impact as the intensity would fall off faster with distance. Color temperature of the existing light is 5000K, a bulb of 3000K or less would be much better.

I also wish to voice my concern about adding lighting for the marina entrance. I do not think we should have large lights there, especially if they shine into the water. If we need navigation lights, small red and green navigation lights to mark the channel should be adequate. Those could easily have their own solar panels to eliminate running more wiring.

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 Colony Club
Committee Chairs for 2022 and Board Liaisons**

Name of Committee	Chairperson	Telephone #	E-mail address	Board Liaison
Building	George Martin	509-336-9914	george.w.martin@gmail.com	2 liaisons
	Dave Baker	301-215-6776	davewbaker@hotmail.com	
Emergency Preparedness	Thad Bickling	360-531-2421	trbickling@msn.com	Pat Gulick
Election	Joyce Skoien	360-379-9749	rjskoien@gmail.com	Pat Gulick
Environmental				Pat Gulick
Fitness				John Dwyer
Finance				Fayla Schwartz
Harbormaster	Mark Thayer	360-302-6873	capegeorgeharbormaster@gmail.com	
Marina	Jim Bodkin	646-957-4719	jldbodkin@gmail.com	
Nominating	Ross Anderson	360-302-1154	ross_inkstainedwretch@hotmail.com	Jane Ludwig
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	

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

Clubhouse Rentals – TBD

Art Wall – Sandi Gulin

Open Fires are not allowed in most Cape George areas

Some of our neighbors thought an open fire at Memorial Park would be a great way to celebrate the Fourth of July. They brought a portable fire pit, but as you can see in this photo, their fire burned a 12" wide spot in the grass. (Pink ruler is there to show the size.) A neighbor called the fire department and the celebrants were asked to put out the fire and leave.



Cape George Common Property Rule CP13 explicitly states "No open fires without Board authorization" in the Beach common area. This rule protects us all from fires going out of control and burning more than just the intended area. Furthermore, in this case the community-owned lawn area was damaged and neighbors were alarmed when they saw flames and smoke arising from Memorial Park late at night.

Cape George Colony Club Critical Accounting Policies

This policy provides guidelines for the major accounting practices to be followed on a consistent basis by the Board and Management of Cape George Colony Club (CGCC). It serves as the guidance for the preparation of financial reports and notes thereto. The policy also establishes the framework upon which accounting procedures are based.

REASON FOR THE POLICY

This comprehensive policy seeks to:

- Promote consistent accounting activities for CGCC related to its critical accounting activities in conformity with Generally Accepted Accounting Principles (GAAP);
- Provide a basis upon which internal procedures will be based;
- Establish guidelines for implementation of the procedures; and
- Set forth the bases for financial reporting.
- Samples of documents used to comply with this policy are available at the office.

POLICY STATEMENTS

Generally Accepted Accounting Principles – CGCC accounting activities and reporting are, as required by the American Institute of Certified Public Accountants (AICPA), guided by and prepared according to GAAP. Generally accepted accounting principles (GAAP) are uniform minimum standards of and guidelines to financial accounting and reporting. Adherence to GAAP assures that financial activities and reports of contain the same types of financial statements and disclosures, for the same categories and types of funds and account groups, based on the same measurement and classification criteria.

Accrual accounting – As recommended by the AICPA, CGCC uses accrual accounting as its basis for measurement. This is a standard accepted methodology defined as a method of keeping accounts which shows expenses incurred and income earned for a given period, although such expenses and income may not have been actually paid or received in cash. The accrual basis is more preferred as it results in accounting measurements based on the substance of transactions and events, rather than merely when cash is received or disbursed, and thus enhances their relevance, neutrality, timeliness, completeness, and comparability. The accrual basis is more widely used than other methods as it correctly matches the earnings process to the expenditure activity.

Fund Accounting – To ensure observance of limitations and restrictions on the use of certain internally designated financial resources, CGCC maintains its accounts using modified fund accounting. Financial resources are classified for accounting and reporting purposes according to their nature and purpose. CGCC maintains an Operating Fund and one or more Replacement Reserve Funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein. Each fund must be accounted for such that its resources, obligations, revenues and expenditures or expenses and fund equities are segregated from other funds. See also FIN04.

RULES AND REGULATIONS – FINANCE AND BUDGET

Bad debts – CGCC maintains an Allowance for doubtful accounts and annually the Board reviews and approves specific accounts that are expected to be uncollectible. The allowance account is a balance sheet account that reduces the reported amount of accounts receivable. Providing an allowance for doubtful accounts presents a more realistic picture of how much of the accounts receivable will be turned into cash. The Allowance represents the cumulative value of all receivables that are deemed unlikely to be collected, regardless of the year in which the receivable occurred. It should be noted that an Account Receivable at CGCC is very seldom written off as an actual bad debt. Even in the rare instance where an Account is actually written-off, continued efforts may be made to collect any outstanding amounts. The calculation of the Allowance provision and the actual write off procedure for these debts are separate transactions detailed in operational procedures. See also FIN03.

Solicitation of bids – CGCC is committed to a fair and transparent acquisition process for all goods and services to ensure that the Club receives the best overall value for the purchase of goods and services. Competitive bids are required for any single purchase of goods or services that will result in payment of \$15,000 or more to a single vendor within a given fiscal year. Competitive bids are also required for a multi-year agreement that will result in a payment to a single vendor in excess of \$25,000 over a two-year period. Nothing in this policy requires CGCC to accept the lowest dollar value bid but rather enables the Club to accept a bid based on a combination of cost, quality, reputation and other factors. There may be situations where the opportunity to solicit competitive bids does not exist as in the case of a single source or sole supplier or where firms chose not to submit bids. In these instances the requirement for a competitive bid may be waived by agreement of the Board. Management is also free to solicit competitive bids for goods and services that do not meet the dollar threshold if, in Management’s judgment a greater benefit to the Club would result.

Required annual reviews – Annually, the Board assisted by CGCC’s General Manager and Treasurer and/or Finance Committee, will review and adopt by resolution, the following critical accounting reports;

- Replacement Reserve study;
- Summary of expenditures from the replacement reserve funds;
- Ratification of the results of the approved method for tracking the balances in the three individual reserves;
- Any statutory requirements imposed by RCWs related to reserve funds;
- Annual report on the rate of return of the replacement reserve investments;
- Additions and deletions of capital assets as presented in the depreciation schedule;
- Annual update on the Allowance(s) for Doubtful accounts including information concerning accounts sent to collection agencies, recoveries and/or accounts otherwise written off;
- Management representations to the external auditor;
- External financial audit;
- Federal tax return;
- Corporate report as required by RCW 24.03; 24.03a
- Verification of accounts held by any and all financial institutions;
- Verification of authorized banking signatories on any and all financial accounts;
- Ratification of annual updates to reserves schedules; and
- Reserve disclosure summaries to be included with the annual budget material.

RULES AND REGULATIONS – FINANCE AND BUDGET

This policy replaces all prior critical accounting policies.

Adopted by the Board of Trustees, August 15, 2013

Adopted by the Board of Trustees, December 10, 2015

Richard Hilfer, President

Katie Habegger, Secretary

DRAFT

June 6, 2022

Dear Board of Directors and General Manager,

During the open session, I brought up a few items that I would like to follow up on in this letter.

I would like the board to look at ways to make Cape George inclusive to all long-term renters. Currently they are without access to many of the activities that are available to members such as the pool, pickleball and others. I do not understand the rational for this exclusion. We have renters who have been living here for many years. They have a lot to offer the community and as a community, I would like to see us more welcoming and give them the rights that owners have to use the facilities.

Our community is very desirable and homes have increased in value. I would like to suggest that when a home sells less than 1% of the sale price be required to be paid to Cape George and that amount would go directly into the reserve funds.

We seem to have issues with compliance. When a home goes on the market, and before closing, the building committee should review the property and make sure that the exterior property is in compliance. This would prevent a new buyer having to deal with hedges and other items which should have been dealt with prior to sale.

I hope that you will give my suggestions some thought.

Linda Schwartz
320 Sunset Blvd

Study Session 7.25.2022

The Village Mailbox Committee from George Martin:

Here are the committee members:

George Martin: 101 Maple Dr.

Ray Pierson: 134 Marine View Pl.

Nancy Charpentier: 41 Dennis Blvd.

Donna Curley: 38 Fir Dr.

Evan Pate: 30 Dennis Blvd.

Cape George Colony Club
Study Session Agenda

August 22, 2022

3:00 PM via Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members
- C. Manager's Comments and Report
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
1. Update – 2023 Budget Process – Fayla Schwartz
 2. Update – 2021 Audit – Fayla Schwartz
 3. Discussion about reducing the pet limit from five (5) pets to three (3) pets – Jane Ludwig
 4. Proposed revision of building and property regulations relating to hedges – Jane Ludwig
 5. Update - Technology & Security Committee – Jane Ludwig
 6. Discussion of emergency berm repair proposals – Pat Gulick
 7. Consider approval of an additional Building and Road Committee Member – John Dwyer
 8. Recommendation to appoint Fitness Committee co-chairs – Betsy Coddington
- E. Member Participation (Compliments, Issues, Concerns)
NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*
- F. Open Board Discussion
- G. Announcements
- The Board Meeting will be held at 3 p.m. on August 25, 2022, via ZOOM Meeting.

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

RULES AND REGULATIONS -- USE OF PRIVATE PROPERTY

LIVESTOCK AND PETS

The covenants and restrictions for Cape George Colony Club include the provision: "Keeping of livestock, pets and poultry shall be subject to the approval of the corporation in writing."

1. Livestock including poultry are permitted in the Highlands only. Livestock is defined pursuant to Washington State Revised Code (RCW16.36.05 (15)). Keeping livestock for any business purpose is not permitted.
2. Household pets are defined as dogs and cats. The number of total pets per lot with a home is Five (5). If an owner needs as exception, an owner may make a written request to the Board of Trustees. Pets that have a litter are exempt for a period of 120 days from this requirement.
3. Indoor only pets are not subject to the household pet limit.
4. Household pets are allowed in all areas of Cape George Colony Club without a formal written permit, EXCEPT THAT livestock or household pets or poultry creating a nuisance for neighbors or other residents may have approval revoked at any time, upon evidence to the Board that a nuisance situation exists.
5. When dogs are off the owner's property, they shall be on a leash at all times, EXCEPT FOR THAT area at the bottom of Marine Drive (north of the clubhouse to the south end of the marina) where they can be exercised off leash and under voice control. Owner must always be within strict line-of-sight of dog. When other members are in the specific area north of the clubhouse for different activities, (such as picnics or to use the playground) then dog owners must ask them first if it is alright to have the dog(s) off-leash.
6. Any person owning or in charge of any pet which defecates anywhere on Cape George Colony Club common property shall immediately remove the feces and deposit it in a sanitary manner. Any feces disposed in a Club trash can must be in a sealed, nonabsorbent, leak proof container.
7. Pet owners must comply with all applicable State and Jefferson County statutes and regulations dealing with pet ownership. (Please carefully read the rules and regulations published by Jefferson County Animal Services which are available form the County by contacting them at 385-3292.)

Any violation of this regulation will result in a fine levied against the member involved in accordance with Cape George Colony Club Schedule of Fines.

Approved by Board of Trustees on April 15, 2009

Approved by Board of Trustees on July 16, 2020

Katie Habegger, President

Joel Janetski, Secretary

Proposed Revision of Building & Property Regulations Relating to Hedges

The following document was presented, and member comments were received, at a special Board Meeting on October 6, 2021. No action was taken by the Board at that time.

These proposed revisions are re-submitted to the Board of Trustee for action prior to submitting to the Cape George Community for vote during the 2022 Fall Budget Ratification Vote.

Rationale and Proposed Changes to the Cape George Colony Building & Property Regulations Relating to Hedges

In recent years, one of the most challenging issues to come before the Cape George Colony Board of Trustees has been the enforcement of the “Hedge Regulation”. This regulation has caused considerable confusion and hard feelings in the community. In addition, hedge disputes have been the source of substantial legal fees for both the Association and individual members. If these fees are non-recoverable, they come out of community dues. As Board membership has changed over the years (and vegetation has grown), it has been difficult to be consistent in the interpretation of these regulations. Out of concern regarding these and other issues related to hedges, the Board of Trustees formed an ad hoc committee in November of 2020 to review, clarify and revise, if necessary, all related hedge regulations as identified in the Building and Property Regulations.

The Hedge Ad Hoc committee is composed of a non-voting facilitator, two board members and five community members with diverse views on the issue. One of these community members is from the Roads and Building Committee, and one is from the Environmental Committee. This committee has been meeting since January to examine the issue. They have studied previous Hedge Regulations as well as the current Hedge Regulations and worked to find a solution that would clarify the role of the Board in addressing hedge disputes going forward.

Before recounting the results of the committee’s work, the ad hoc committee felt it was important to explain the governing documents of the community and the history of the hedge issue in Cape George.

Governing Documents & History

The Governing Documents of the Cape George Colony Club include, among other items, the Covenants, Articles of Incorporation, Bylaws that include the Building and Property Regulations per Article 1 of the Bylaws and rules or policies approved by the Board of Trustees. The

Covenants were established in July of 1961 & 1963. The only way a Covenant may be changed is to have 100% of all owners (members) vote to approve the change.

The governing documents of our community are the governing laws which the Board of Trustees has the obligation to enforce. As long as the Bylaws or regulations don't conflict with the Covenants or Articles of Incorporation, they can cover any issue that needs addressing. The Building and Property Regulations include the regulations related to hedges, to which this committee is proposing changes. Any change to the Building and Property Regulations requires a simple majority vote of the Members at an annual meeting or special meeting at which a Quorum of Members is present in person or by proxy.

When this community was formed in 1961 this land was a dairy farm with very few trees. Prior to 2001, the Building and Property Regulations, Section II. Definitions, did not contain a definition for "Hedge". The current definition for "Hedge" first appeared in the 2001 Building and Property Regulations: Section II. Definitions. The Covenants, written in 1961, state "No trees or natural shrubbery shall be removed unless approved in writing by the undersigned CAPE GEORGE LAND CO., INC., it being the intention to preserve all natural growth of any kind...".

The original hedge regulations have been changed once in 2001. Trees, by then, had grown and view had become an issue. The Board, at the time (2001), proposed adding a definition for a hedge. As a result, a definition for the term "Hedge" was added to Section 2 along with other revisions. Since that change went into effect, there has been an increase in the number of complaints coming before the Board of Trustees for resolution.
(See below for historical, current and proposed regulations.)

Current Recommendations

Therefore, after many hours of deliberation and debate, the ad hoc committee is proposing several wording clarifications, a revision of the definition of Hedge, adding a new definition of Tree, making disputes related to trees on private property the responsibility of individual homeowners and encouraging the use of a formal conflict resolution/mediation process to resolve disputes.

The Board of Trustees presents these recommendations for community review and comment prior to placement on the ballot of our Fall Budget Ratification Vote. Please direct any questions or comments to: HedgeCommittee@capegeorge.org. Deadline for feedback is July 16, 2021.

Historical, Current and Proposed Hedge Regulations

HISTORICAL HEDGE REGULATIONS PRIOR TO 2012

FENCES, HEDGES AND WALLS: A permit is not required to plant a hedge or to build a fence, including an electrical fence, or a retaining wall unless such a wall requires excavation on or adjacent to the Club's right of way. The maximum permissible height for fences and hedges is 8 feet. (Prior to 2001, the maximum height was 6 feet.)

MAXIMUM VEGETATION HEIGHT: Members are encouraged to trim all planted vegetation so as to promote wildlife habitat, prevent landslides and erosion, maintain natural beauty, and prevent neighboring views from being blocked. To prevent unsightly disfigurement and/or weakening of tree structure, trees should be pruned by windowing and thinning rather than topping or other forms of tree mutilation. However, the height of all trees and shrubbery is solely the responsibility of the homeowner. Therefore, any and all disputes pertaining to height of trees or shrubbery on private property are to be handled between the concerned homeowners. The Board of Trustees will not undertake to resolve such disputes.

TREES/NATURAL SHRUBBERY: Club covenants require written approval from the Board to remove natural trees and natural shrubs. Applications are available at the Club's office.

CURRENT HEDGE REGULATIONS WITH PROPOSED CHANGES

The **bold** text indicates the current (2021) wording of the Building and Property Regulations under consideration. The proposed revision is indicated in red text.

SECTION 1. AUTHORITY AND PURPOSE

Current wording:

It is intended that by the enforcement of these Regulations the orderly development of the community will be facilitated with due regard for the health and safety of all Club members as well as the preservation and enhancement of community esthetic values.

Proposed revision:

It is intended that by the enforcement of these Regulations the orderly development of the community will be facilitated with due regard for the health and safety of all Club members as well as the preservation and enhancement of community esthetics.

SECTION 2. DEFINITIONS

Current wording:

2.8 HEDGE: A row of vegetation, commonly having commingled foliage, which has been planted or permitted to flourish so that it has the effect of demarking part or all of a boundary or creating a visual screen.

Proposed revision:

2.8 **HEDGE:** A landscape barrier which prevents access or serves to bar passage and consists of a continuous, dense planting of woody plants which are generally multi-stemmed. It may be classified as deciduous or evergreen.

Proposed addition:

2.17 **TREE:** A large, woody plant having one (1) or several self-supporting stems or trunks and numerous branches and a potential minimum height of twenty (20) feet. It may be classified as deciduous or evergreen.

SECTION 3. MAINTENANCE OBLIGATIONS

Current wording:

3.2 PLANT MAINTENANCE: Members are encouraged to trim all planted vegetation so as to promote wildlife habitat, prevent landslides and erosion, maintain natural beauty, and prevent neighboring views from being blocked. To prevent unsightly disfigurement and/or weakening of tree structure, trees should be pruned by windowing or thinning rather than topping or other forms of tree mutilation.

Proposed revision:

3.2 **PLANT MAINTENANCE:** Club members are expected to maintain their landscaping so as to promote wildlife habitat, prevent landslides and erosion, and preserve natural beauty. When necessary, to prevent unsightly disfigurement and/or weakening of tree structure, trees should be pruned by windowing or thinning rather than topping or inflicting otherwise unnecessary damage to the tree.

SECTION 7. PROPERTY RESTRICTIONS

Current wording:

7.1 FENCES, HEDGES, RETAINING WALLS: A permit is required to plant a hedge or to build a fence, including an electrical fence, or a retaining wall if such hedge, fence or wall requires excavation on or adjacent to the Club's right of way. The maximum permissible height for fences and hedges is 8 feet.

Proposed revision: (removed the word Retaining and reordered sequence of words)

7.1 **FENCES, HEDGES, WALLS:** A permit is required to build a fence, including an electrical fence, plant a hedge or build a wall if such hedge, fence or wall requires excavation on or adjacent to the Club's right of way. The maximum permissible height for fences, hedges and walls is 8 feet.

7.5 **TREES/NATURAL SHRUBBERY:** Club covenants require written approval from the Board to remove trees and natural shrubs. **NO CHANGE**

Proposed addition:

7.6 **TREES:**

The height and placement of all trees are solely the responsibility of individual homeowners. Therefore, all disputes pertaining to these issues on private property will be handled by the

concerned homeowners. The Board of Trustees will not undertake to resolve such disputes. Members are encouraged to adhere to the following guidelines in resolving their differences.

1. Engaging in positive and constructive dialogue to resolve the issues.
2. Seeking assistance via a formal conflict resolution/mediation process.
3. Pursuing private legal action to resolve the issues.

If requested, the management can provide information regarding community-based conflict resolution services in the area.

The only tree-related issues that the Colony Club Management and/or Trustees will address will be those related to trees on Colony Club property or right of ways or trees that are endangering property and safety.

SECTION 10. ABATEMENT

Except as expressly provided below, it shall be the obligation of the Board of Trustees to enforce the above Building and Property Regulations. After proper notice of violation is given, the Board shall take remedial action which may include the imposition of fines. Any costs incurred in the enforcement of these regulations shall be paid by the owners violating same and Cape George Colony Club may have an enforceable right to collect such costs from the property owner.

While management of vegetation on one lot may affect the availability of a scenic view from another lot(s), view creation or preservation is not a purpose that the vegetation maintenance obligations described in these Rules is intended to serve. The Cape George Colony Covenants do not identify the right to a view. The Association's enforcement responsibilities therefore do not extend to enforcing the landscaping maintenance rules above so as to create or restore a lot(s) scenic view. As each owner's vegetation management decisions may, inadvertently and unintentionally, impact other lots, owners are encouraged under 7.6 above to consult with their potentially impacted neighbors when making potentially consequential vegetation management decisions.



JEFFERSON COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
UNIFIED DEVELOPMENT CODE
TYPE I LAND USE PERMIT
SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT EXEMPTION
WASHINGTON STATE SHORELINE MANAGEMENT ACT (RCW 90.58)

PROPONENT: CAPE GEORGE COLONY CLUB
ATTN DEPT 526
PO BOX 4579
HOUSTON TX 77210-4579

DATE ISSUED: June 23, 2022
DATE EXPIRES: June 23, 2027

MLA NUMBER: MLA22-00046 **CASE NUMBER:**SDP2022-00013

PROJECT PLANNER: David Wayne Johnson

PROJECT DESCRIPTION:

SHORELINE EXEMPTION for repair and maintenance to an existing storm berm, permitting under SDP2014-00003, of an area of approximately 400-feet in length and 2,500 SF in area. Material to repair the berm will be identical to existing 2-inch and larger rounded rock (locally known as "bull rock"). In no case shall the replaced fill exceed 3-feet of depth.

WATERBODY AND/OR ASSOCIATED WETLANDS: DISCOVERY BAY

PROJECT LOCATION:

CONDITIONS:

- 1.) Material to repair the berm will be identical to existing 2-inch and larger rounded rock (locally known as "bull rock"). In no case shall the replaced fill exceed 3-feet of depth.
- 2.) 18.25.700 Expiration of permits and permit exemptions.
The following time requirements shall apply to all permit exemptions:
 - (1) Construction shall be commenced or, where no construction is involved, the use or activity shall be commenced within two years of the effective date of the permit exemption; provided, that the administrator may authorize a single extension based on reasonable factors, if a request for extension has been filed before the expiration date and notice of the proposed extension is given to parties of record and the Department of Ecology.
 - (2) Authorization to conduct development activities shall terminate five years after the effective date of a permit or permit exemption; provided, that the shoreline administrator may authorize a single extension for a period not to exceed one year based on reasonable factors, if a request for extension has been filed before the expiration date and notice of the proposed extension is given to parties of record and the Department of Ecology.
- 3.) All material and work shall be landward of the Ordinary High Water Mark as indicated on the approved site plan dated approved June 22, 2022.

FINDINGS:

- 1.) The Administrator finds that this application complies with applicable provisions of the Unified Development Code, all other applicable ordinances and regulations, and is consistent with the Jefferson County Comprehensive Plan and Land Use map.
- 2.) The subject storm berm was previously permitted and approved under SDP2014-00003, including a Flood Development Permit. No additional Flood Development Permit is required.

Whitworth Excavating Inc.
 PO Box 194
 Hansville, WA, 98340



COMPLETE SITE PREP & LAND DEVELOPMENT
 OFFICE (360) 638-2300 • FAX (360) 638-1028
 WHITWEI96JT • FED ID 91-2107696 • UBI 602-102-755

Cape George Colony Club, Inc.
 61 Cape George Drive
 Port Townsend, WA 98368

PROPOSAL

Date Estimate #
 8/1/2022 21-1032

Office #	Fax #	Job name / Description	Terms	
360-638-2300	360-638-1028	Shoreline Repair	Net 10th stmt 25th	
Estimate Description			Qty	Rate
Deliver & place an estimated 600 Tons of stream bed material to consist of 75% 3/4"-8" cobbles and 25% pit run on areas of berm that has been washed away by high tides.				33,700.00
Deliver & place 20-30 Fir logs up to 40 ft in length on water side of berm. (Securing of logs by others)				6,100.00
Deliver & place up to 24yds. stumps along existing berm				4,300.00
Thank You! Emailed 8/01/2022				
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	\$44,100.00
			Sales Tax (9.1%)	\$4,013.10
			Total	\$48,113.10

"We Bury the Competition!"

Customer Signature: _____ Date: _____



Leavitt Trucking, Inc.

AUGUST 8, 2022

CAPE GEORGE CLUB

C/O

RICHARD VANDEMARK

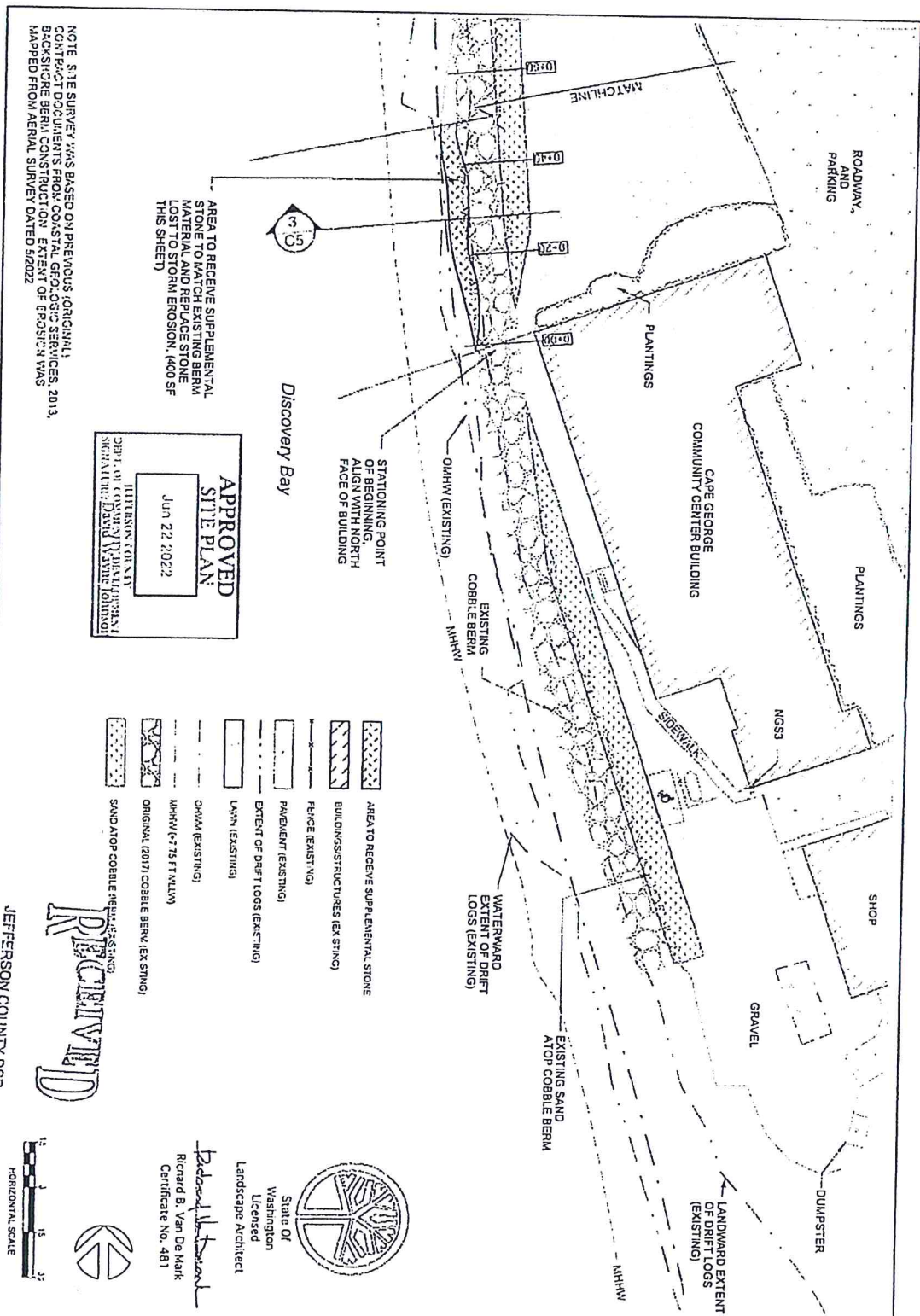
66 N PALMER DRIVE

PORT TOWNSEND, WA 98368

PRICE QUOTE FOR REPAIR & MAINTENANCE OF STORMWATER BERM

(1)	MOBILIZATION - EQUIPMENT	\$ 750.00
(2)	PROVIDE & HAUL TO JOBSITE APPROX. 15 LOGS & 20 STUMPS	8,850.00
(3)	REARRANGE EXISTING LOGS TO CREATE ROOM TO TOE INSTUMPS & LOGS	6,800.00
(4)	PROVIDE & HAUL & PLACE BULLROCK OVER STUMPS AND LOGS TO RECREATE BERM APPROX. 400 YDS @ \$46.00yd	18,400.00
(5)	EXCAVATORS & LOADERS & LABOR TO PLACE BULLROCK	11,900.00
(6)	FINAL CLEANUP	<u>2,500.00</u>
	SALES TAX 9.1%	\$ 49,200.00
		<u>4,477.20</u>
		\$ 53,677.20

THANK YOU



NOTE: THIS SURVEY WAS BASED ON PREVIOUS ORIGINAL CONTRACT DOCUMENTS FROM COASTAL GEOLOGIC SERVICES, 2013. BACKSHORE BERM CONSTRUCTION EXTENT OF EROSION WAS MAPPED FROM AERIAL SURVEY DATED 5/2022

AREA TO RECEIVE SUPPLEMENTAL STONE TO MATCH EXISTING BERM MATERIAL AND REPLACE STONE LOST TO STORM EROSION, (400 SF THIS SHEET)

APPROVED SITE PLAN
 JUN 22 2022
 JEFFERSON COUNTY DDD
 DEPT. OF COMMUNITY DEVELOPMENT
 PERMITTING DIVISION

- AREA TO RECEIVE SUPPLEMENTAL STONE
- BUILDING STRUCTURES (EXISTING)
- FENCE (EXISTING)
- PAVEMENT (EXISTING)
- EXTENT OF DRIFT LOSS (EXISTING)
- LAWN (EXISTING)
- OHM (EXISTING)
- MHHW (+7.15 FT MLLW)
- ORIGINAL (2017) COBBLE BERM (EXISTING)
- SAND ATOP COBBLE BERM (EXISTING)

RICHARD VANDEMARK

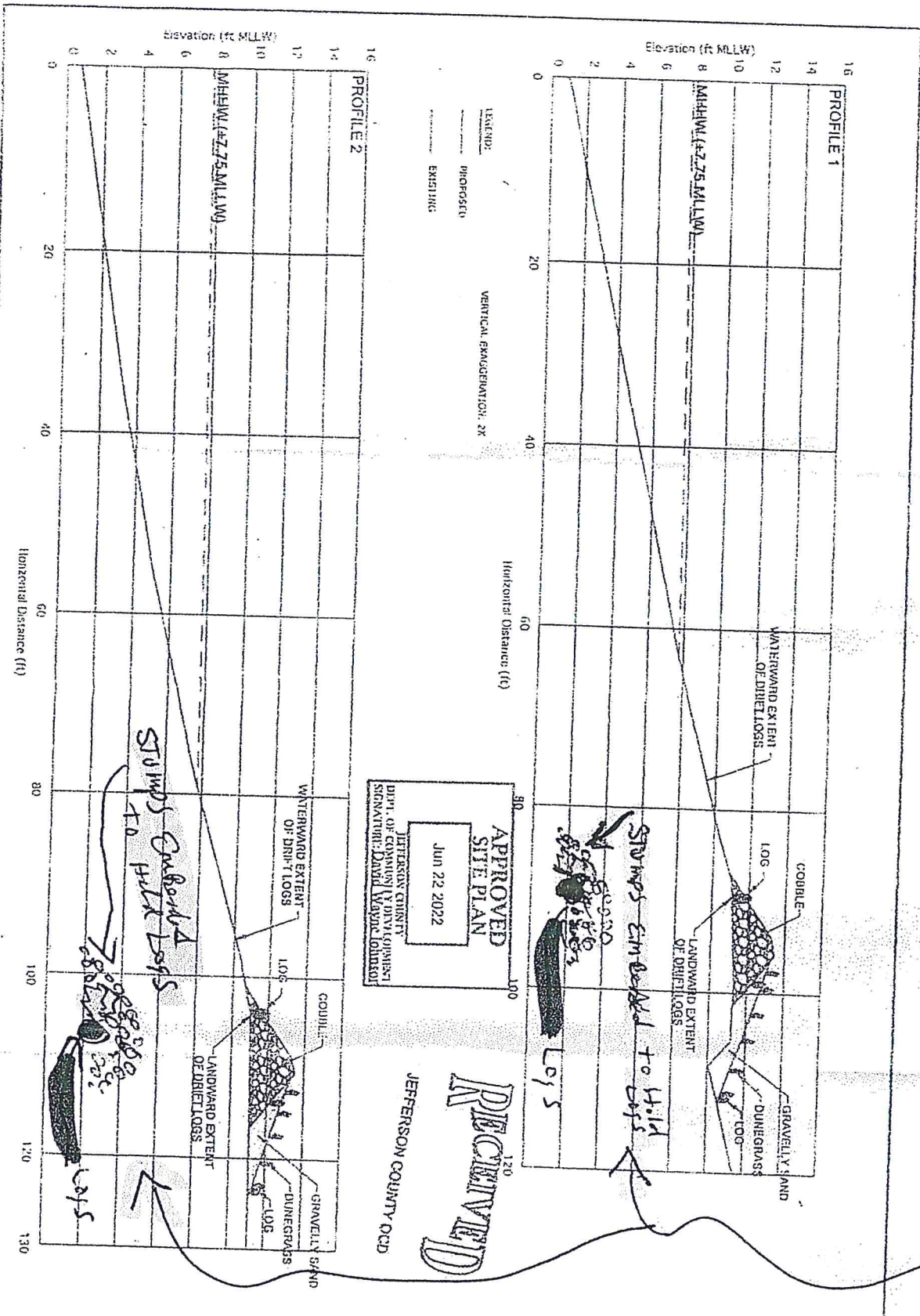
JEFFERSON COUNTY DDD

State of Washington
 Licensed
 Landscape Architect
 Richard B. Van De Mark
 Certificate No. 481

<p>ENHANCED BACKSHORE BERM BERM RESTORATION PLAN EXISTING CONDITIONS - NORTHERN CAPE GEORGE COLONY, PORT TOWNSEND, WA</p>	<p>DATE: 06/22/2022</p>	<p>PROJECT: CAPE GEORGE COLONY</p>	<p>RICHARD VANDEMARK Landscape Architect, inc., p.s. 66 North Palmer Drive Port Townsend, WA 98168 phone - 425-425-2050 n mail - rvl@astound.net</p>
	<p>SCALE: 1" = 10'</p>	<p>DATE: 06/28/2022</p>	

2015 food protection berm
to protect against tide changes.

Proposed Repair



	ENHANCED BACKSHORE BERM BERM RESTORATION PLAN EXISTING CONDITIONS - NORTHERN CAPE GEORGE COLONY, PORT TOWNSEND, WA		DRAWN BY CHECKED BY DATE	REVIEWED DATE	RICHARD VANDEMARK Landscape Architect, Inc., ps 66 North Palmer Drive, Port Townsend, WA 98144 phone: 425 423 2850 email: rva@vandemark.net
	DATE 10/01/21 SCALE 1/8" = 1'-0"	SHEET C4.0 SECTION 1 & 2			

Cape George Colony Club

Study Session Agenda

September 26, 2022

3:00 PM via Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members
- C. Manager's Comments and Report
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.

- 1. Update on the progress of the 2023 Budget – Fayla Schwartz
- 2. Update on the 2021 Audit – Fayla Schwartz
- 3. Discuss Reserve Study Items for 2023 – Fayla Schwartz
- 4. Update on the donation of the Watershed Bell to Cape George Colony – Marnie Levy
- 5. Discuss changing Study Sessions to evening meetings – Marnie Levy
- 6. Update on the Village mailboxes – Betsy Coddington
- 7. Update on the berm repair – Marnie Levy
- 8. Discuss Technology & Security Committee goals – Marnie Levy
- 9. Update on the monthly newsletter production – Jane Ludwig
- 10. Discuss variance request to add traffic bollards in right of way at 330 S. Palmer – Marnie Levy
- 11. Discuss approval of Dianne Tamblyn as co-chair of Election Committee – Pat Gulick
- 12. Discussion about establishing Collette Carpenter as a human resources consultant to Cape George Colony – Fayla Schwartz
 - a. 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 business for the President, Treasurer, General Manager, and chair of the Finance Committee on an ad hoc basis. This new position will require her to re-sign a confidentiality agreement.

- E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

- F. Open Board Discussion

- G. Announcements

- Thurs., Sept. 29, 3 p.m. – Board Meeting, via ZOOM meeting
- 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

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 2023 PROPOSED RESERVE PROJECTS

Roll forward from 2022 - Approved during the 2022 Budget Vote and planned for 2023:

Maintenance Shop Roof - \$6,053 - General Reserve. Replaces asphalt-based composition roofing

Workshop Roof - \$10,973 - General Reserve. Replaces and repairs roof on the Workshop

Mailbox Kiosk at the Village - \$21,175 - General Reserve. Replaces the current kiosk.

Clubhouse Kitchen Sanitizer - \$4,212 - General Reserve: Replaces the current sanitizer in the clubhouse kitchen

Clubhouse Electrical Panel Upgrades - \$8,996 - General Reserves. The current panels are maxed out and need servicing and upgrading.

Contingency - Office Septic System - \$31,762 - General Reserve. Replace failing system

Contingency - Office Copier Machine - \$7,935 - General Reserve. Contingent upon failure. 11-year old copier still working well but has exceeded it's expected service life.

Contingency - Tank Farm Building Roofs - \$6,053 - Water Reserve. Replacement needed.

Projects Proposed for 2023:

Replace Pool Heat Pump #1 - \$12,300 - General Reserve. Pump has failed and is putting pressure on other parts of the system, leading to costly repairs.

Wood Pile - Jacketing, Phase 1 - \$11,100 - Marina Reserve. Phase 1 of 3 to be performed this year to install wood pile jacketing over existing 5 posts to extend their useful lives

Replace Barrier Arm Operator - \$16,000 - General Reserves.

Replace Entrance Access Keypad - \$10,690 - General Reserves.

Contingency - Resurface Pool & Wading Pool - \$70,000 - General Reserves. Plastering 1,852 sq ft of pool surface and rapair 220 linear feet of trim tile; plaster 248 sq ft of wading pool and repair 63 linear feet of trim tile.

Contingency - Recoat Pool Deck - \$4,330 - General Reserves. To be done in conjunction with the resurface project above. Apply epoxy coting to protects the deck from chipping or cracking.

2022 Approved Projects Postponed to 2024:

Clubhouse Restroom Partions - \$5,294 Replace

Clubhouse Women's Restroom Upgrade - \$4,763

Listed on 2021 Reserve Study for 2023 but Proposal Postponed to 2024:

Replace Memorial Park Gazebo - \$3,560

RE: Traffic Bollards in Right of Way

Dear Board of Trustees,

We are writing to you regarding an important safety consideration. We are preparing to build a home at 330 S. Palmer Drive. The lot is directly downslope of the south intersection of Quinault Loop and South Palmer Drive. We are aware that there are restrictions as to what can be placed in the right of way by residents. During a drive around the Colony we noticed that an excess of 40 homes have large rocks placed in the right of way. Several home have parts of retaining walls in the right of way and others have extensive landscaping. In some instances, the large rocks and landscaping come up to the edge of the road. A couple of these installations seem to help protect homes at intersections, some seem to facilitate parking at the street, but most appear to be decorative.

We are requesting permission from the Board of Directors to place traffic safety bollards in the right of way to protect our new home. The bollards would be placed as far west in the right of way as possible, but they will still be within the 15 foot right of way. Quinault Loop is extremely steep at that intersection, and we are concerned that in winter driving conditions, someone may slide down the hill and end up hitting our home. This would endanger not only property, but our lives. It is important to note, this is not a hypothetical concern. Several years ago, this very thing DID occur. A vehicle failed to negotiate the turn during icy conditions and ended up over 120 feet onto our property. Had our home existed at the time, they would have crashed directly into it.

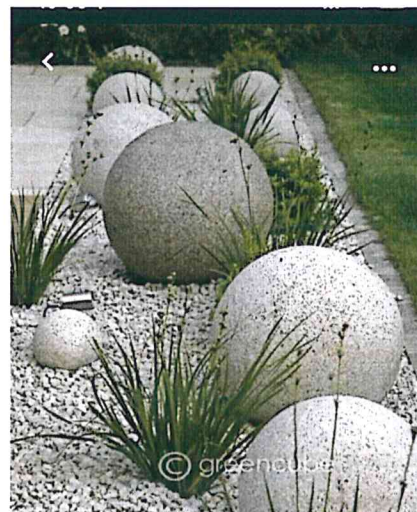
An engineer has looked at the road and has recommended that due to the slope, we use traffic safety bollards instead of rocks or plant material. Traffic safety bollards are designed to dissipate the energy of a crash with less damage to vehicles and can be secured to prevent them from being dislodged in an accident. We found a design that would allow us to use spherical bollards between 12-18 inches in diameter with just a couple of 24-inch bollards. These bollards can be installed in a way that will be attractive and will look much more like an art installation than a safety device. I have attached a photo that is similar to what we are thinking. They would not be set in multiple rows as shown in the photo and we would be using as few as possible that would still be adequate to protect the house.

We have shown the design to our next-door neighbors, and they liked it very much. We feel that this solution is an excellent way to protect the home while also providing a pleasing aesthetic for the neighborhood.

Thank you in advance for considering the importance of protecting our property and our lives. We look forward to being members of the community. Please feel free to call me if you have any questions.

Best regards,

Lyn and Bruce Zoellick
330 S. Palmer Dr.
208-870-2869



6.3 RIGHTS -OF-WAY: Club common property includes rights-of-way 60 feet wide along roads. Turnarounds at the terminus of roads may have rights-of-way with up to a 40-foot radius. Paved roadways cover a portion of these rights-of-way; the remainder is reserved for the purpose of providing drainage and space to install and maintain utilities. This area may be landscaped by members with the understanding the Club reserves the right to remove or alter (at owner's expense) any installation, coverings, or plantings that interfere with the safety or the installation and maintenance of these facilities, including the roadway. No member shall install any hardscape that rises above ground level within three feet of the road edge.

7.1 FENCES, HEDGES, RETAINING WALLS: A permit is required to plant a hedge or to build a fence, including an electrical fence, or a retaining wall if such hedge, fence or wall requires excavation on or adjacent to the Club's right of way. The maximum permissible height for fences and hedges is 8 feet.

Cape George Colony Club

Study Session Agenda

October 24, 2022, 3:00 PM

Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members
- C. Manager's Comments and Report
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 1. Gary Nelson; PUD Fiber Optic presentation – Marnie Levy
 2. Update on 2021 Audit – Fayla Schwartz
 3. Update on 2023 Budget Packet and Ballot Mailing – Fayla Schwartz
 4. Discuss 2023 Budget Ratification Meeting Change – Marnie Levy
 5. Discuss increasing the fee schedule – Marnie Levy
 6. Discuss the Water Advisory Committee recommendation that the charge for new water meter hookups be increased to \$5000. – Bart Mooyman-Beck
 7. Discuss security camera proposal from the Ad Hoc Tech Committee – Marnie Levy
 8. Discuss changes being considered to the Cape George Colony Website – Marnie Levy
 9. Resignation of Marina Committee Chair James Bodkin, and Harbormaster Mark Thayer – Mike Heckinger
 10. Discuss approval of Craig Muma as new Marina Committee Chair, and Penny Jensen as Harbormaster – Mike Heckinger
 11. Proposed Marina rule change – Mike Heckinger
 12. Update Village Mailbox Committee to add Margot Desannoy as a Committee member – Betsy Coddington
 13. Rain Garden Fence Replacement Project by the Environmental Committee – Pat Gulick
 14. Discuss closing office on Veteran’s Day for office organization – Marnie Levy
 15. Follow up discussion of Wheat, Lot 15-4 Quinault Loop, Variance – Betsy Coddington
 16. Discussion of October 27, 2022, 2:45 p.m., variance hearing: Vermilion, 56 Huckleberry – Marnie Levy
 17. Discuss Flood Insurance Renewal – Marnie Levy
- E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*
- F. Open Board Discussion
- G. Announcements and Adjournment
 - Thurs., October 27, 2022, 2:45 p.m. – Vermilion variance hearing via ZOOM meeting
 - Thurs., October 27, 2022, 3 p.m. Board of Trustees Meeting

Cape George Colony Club

Manager's Report

October 2022

It's orange out there!

Boo! We have been surrounded by fall colors of orange and red this month. The leaves are sailing from the trees in their last shivering dance. We have been regaled with moody red sunrises from the fires throughout the state, and sunsets with swirling smoke, tinted an unreal orange like cheap sunglasses. Enough already! Bring on the rain.

Thank You

Thank you so much to Ernie and Toni, who deliver mail to Cape George, 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!

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” focused 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. As of October 21, there are more materials to deliver before the assembling of the berm commences. 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 continual bright lighting.

Sincerely,

Marnie Levy

General Manager

Cape George Colony Club

manager@capegeorge.org

360-385-2208

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 Ad Hoc Technology Committee

10.20.2022

Recommendation: Arlo Pro4 Security Cameras

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

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

Snaps into place and keeps the camera continuously charged.

Availability

Customers normally receive orders within 1-3 business days. Ground shipping is free of charge for qualifying orders over \$35

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/>

Cape George Colony Club Ad Hoc Technology Committee

10.20.2022

To the Board of Trustees:

After reviewing the features of the current Cape George Colony Club Website and other sample websites presented by members of the committee, we are making a wish list of website features we believe will be useful and beneficial to members and more secure for Cape George Colony Club proprietary information.

Please send suggestions of additional features me and/or Terri.

Terri's Website Wish List

1. Easy to maintain
2. Showcase the community, tell our story, image gallery
3. Live Community Calendar showing the full year with a focus on the current month.
Office maintained only.
4. Member phone/email directory
5. Events page with monthly events, meetings and announcements with links to volunteer or RSVP and contact information for questions.
6. Amenity Reservations. Page for each facility, clubhouse, pool, pickleball and marina highlighting each facility and give instructions for submitting reservations. (Link to pickleball reservation calendar.)
7. Member Classifieds ads bulletin board.
8. Members subscribe for emailed announcements. (we have now with MailChimp)

Marnie's Website Wish List:

Member only portal:

1. Financials
2. Member phone/email directory

Thank you,
Marnie Levy
General Manager

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

MARINA USAGE

Members in good standing of Cape George Colony Club may use the marina facility as space permits, subject to the rules and regulations as established. The Harbormaster shall administer the day to day operations of the marina for the Board of Trustees. In this capacity, the Club extends authority to the Harbormaster, through the Club General Manager, to make decisions regarding Marina operations that are in the best interests of the Club.

Marina Tenants/Applicants for moorage or rampage shall be provided a copy of these Rules and Regulations and shall indicate their agreement to abide thereby by means of a signature to an appropriate statement on the application form at the time of application. A copy of the Rules and Regulations is available at the Office during regular business hours, and online.

Commented [JB1]: Provide link

1. General

1. Boats moving within the marina basin shall proceed at SLOW speed and at speeds insufficient to leave a wake. It is the responsibility of each boat operator to be familiar with and use the Rules of the Road, U. S. Coast Guard regulations 80.5 and 86.10-1.
2. Members and guests shall deposit all trash and litter in containers provided; if such containers are absent or full, trash and litter shall be carried from the marina area. Cleaning of fish and shellfish shall be restricted to the provided fish cleaning stations. The user shall insure that the area is cleaned after each use.
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.
4. Members using the Cape George Marina will provide the Harbormaster/Cape George Office with current email addresses, an emergency contact phone number and address whereby the member may be contacted at any time in case of an emergency or other issues pertinent to the Marina.
5. Any member who provides a ramp key, moorage space, or any other marina amenity to another member or non-member without authorization shall be subject to revocation of Marina privileges, such revocation to be at the direction of the Board of Trustees upon recommendation of the Harbormaster. A process of appeal to the Board of Trustees is provided to the member who, for cause deemed sufficient, has had marina privileges revoked.
6. Nothing in these Rules and Regulations shall be construed as to prevent the Harbormaster or the members from acting in the interests of preservation of life or property, or from granting assistance to vessels or persons in distress.

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

7. The marina and adjacent areas, according to the covenants of Cape George Colony Club, shall be considered private property, and as such shall not be open to non-members or their vessels, except as provided herein or in times of distress as prescribed by Maritime Law.
8. Anyone using or visiting the Marina, or its facilities does so at his/ her own risk. Cape George Colony Club does not assume any responsibility for loss or damage to property or personal injury.
9. Cape George Colony Club shall not be liable or responsible in any manner for a vessel's safekeeping or condition of its' tackle, apparel, fixtures, equipment and/or furnishings.
10. Any hired Contractors doing repair or maintenance on boats in the marina shall register with the office and obtain a guest parking pass, unless accompanied by the owner. Guest parking passes are required.
11. The Harbormaster will refer Marina rule violations to the General Manager, The General Manager may issue a Notice of Violation as a Warning, as a Conditional Penalty requiring remedial action or as an Unconditional Penalty including but not limited to notice of non-renewal of the slip rental (MISO4b). Penalties may be appealed to the Board of Trustees. The General Manager will notify the Member(s) of a rule(s) violation(s). The member will have 45 days to correct. Failure to comply with Marina rules could result in non-renewal of the assigned slip and/or loss of use of Cape George Marina. (Refer to MIS04 rules regarding violations and penalties.)

2. Moorage

1. Unless space is available, there shall be one moorage space allowed to each membership. Subject to availability a member may rent a second slip on a month by month basis. Rates will be prorated monthly with a 10% surcharge. If a waiting list develops, the member shall relinquish the additional space within 30 days of notification.
2. Moorage is intended for members' boats that are currently registered and titled in full or in part by a Club member as evidenced by appropriate title documents. Boats shall be maintained in a safe operable condition, and periodically used. The following criteria must be met:
 - a. A moorage holder's boat must occupy the assigned moorage space at least 2 months of the year.
 - b. "Safe" means equipped and maintained so as to not represent an undue risk to marina infrastructure and adjacent boats. Display of a current US Coast Guard Auxiliary "Vessel Safety Check" sticker is encouraged and will be accepted as conformance with this requirement.

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

- c. "Operable" means capable of entering and leaving the marina under individual effort, sail or power without outside assistance and shall be demonstrated at the Harbormaster's request. If inoperable, the member shall demonstrate operability within 45 days.
3. Members who moor a vessel in the Cape George Marina, even on a temporary basis, shall maintain insurance in force and in good standing on the vessel. Proof of insurance ([declarations page](#)) must be provided at time of registration. [Insurance cards are not accepted as proof of insurance.](#) The insurance shall provide Protection and Indemnity (Watercraft Liability) with a \$300,000 per occurrence minimum liability limit [for all motorized boat.](#)
[Cape George Colony Club must be listed as an Additional Insured on the policy.](#)
[Listed as: Cape George Colony Club](#)
[61 Cape George Dr](#)
[Port Townsend, WA 98368](#)
- As a condition of using the Cape George Marina, members and guests shall have documentation available (or on file at the Office) for the Harbormaster upon request, and at time of moorage and slip renewal. Failure to have such documentation may be grounds for termination of berthage privileges. Proof of insurance is not required for non-motorized crafts.
4. Boat size limitations are required due to the limited size and configuration of the marina. Boat width shall not exceed twelve (12) feet at the widest point unless authorized by the Harbormaster and approved by the Board of Trustees. Moorage fees will be based on boat length plus outdrives and/or extensions. Tonnage and draft are considerations for slip assignment. Owners may at their expense be required to provide an Engineer's report discussing the effects of tonnage, etc., on our piling/dock system.
5. Those assigned moorage space in any year shall have the right to equal space the following year.
6. All moorage locations shall be assigned by the Harbormaster.
7. Members shall attach a copy of current boat registration, title documents and insurance with Cape George Colony Club named as additional insured, to their annual renewal form.
8. Sale of a boat by a member shall not encumber the Harbormaster to provide moorage for the new owner. If the member purchases a similar new boat in size, etc., then the member can utilize the slip originally assigned to him/her.
9. The Harbormaster is authorized to assign/reassign moorage and to move boats for reasons such as (but not limited to) safety and improving boat traffic flow. Except in extreme emergency, the Harbormaster shall attempt to contact the owner regarding movement of

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

his/her vessel within the marina. NOTE: Slip assignments are not to be regarded as permanent. The Harbormaster may reassign slips at any time to achieve the most efficient use of the limited available space. Movement of a vessel by the Harbormaster shall in no way hold the Harbormaster responsible for the safety of the vessel.

10. Tying alongside another boat (rafting) is not permitted at any time.
11. When in a moorage space, boats shall be secured with adequate mooring lines in a manner consistent with good boat-handling practice.
12. Failure of a member to remove a boat from a space on which moorage fees have fallen delinquent may result in reassignment of that space, and further shall be declared delinquent in the same sense as other assessments of the club, in accordance with those procedures as established in FIN03.
13. Boat owners are responsible for disposing of their own oils/fuels or other pollutants at an appropriate recycling facility. The Marina is not a storage facility for such materials.
14. Waste discharge: Members moored in the marina are required to comply with all applicable local, state and federal regulations regarding waste discharge. Any member who fails to comply shall be subject to fines and or revocation of Marina privileges.

3. ELECTRICAL USE

1. Electrical connections are available throughout much of the marina. Shore power is defined as: electrical connection that powers the boats ~~120-volt~~120-volt system or boats using power for 24 continuous hours or more. Annual Shore power fee will apply where any electrical connection is other than temporary intermittent daytime use for tools, etc. The Shore power annual fee will be paid in advance for the calendar year as part of the yearly dock fee or within 30 days of assignment to a slip with intended use of Shore power. It is the sole discretion of the Harbormaster or Association General Manager to determine whether electrical connection is being used for temporary intermittent daytime use or is being used for Shore power.
2. It is the boat owner's responsibility to provide an adequate and safe connection from the dockside power supply to the boat. Any connecting cable deemed inadequate by the Harbormaster must be replaced. It will be the owner's responsibility for any mishap and damage to boats and docks, etc. resulting from the electrical connections and electrical equipment used.
All shore power cords connected at any Marina electrical pedestal must be an exterior grade cord designated by the NEC as SO, ST, or STO rated, and must have an AMP capacity rating which matches or exceeds the rating of the pedestals. Pedestals are rated at 30 amps. Also, these cords must have marine grade ~~weather~~weatherproof boots on both ends of the cord, per OSHA/NEC.

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

3. Routing of electrical hookups along the dock surface must be done in a manner which will not present a hazard to those using the dock.
4. Use of this service for continuous operation of onboard appliances should be kept to a minimum where possible. When it becomes necessary to use a cabin heater it must be UL approved, thermostatically controlled, a permanently sealed radiator type heater of 1500 watts or less.
5. ***The Harbormaster is authorized to randomly check electrical connection and electrical consumption of boats.***
6. Refusal to comply with these regulations will be a violation of the agreement, which will result in a discontinuation of service.

4. SUBLEASING MOORAGE

1. Subleasing of moorage is encouraged subject to the following:
 - a. Members may contact the Harbormaster to determine if a temporary moorage vacancy is available.
 - b. The Harbormaster will assign temporary moorage with agreement of the moorage holder on a month to month basis.
 - c. Members subleasing shall pay the current lease fee for the moorage plus electricity fees, if desired. These sublease fees shall be prorated on a monthly basis. Two checks for payment shall be submitted to the Office by the sub leaser, one to Cape George for a \$25 admin fee, and one to the original leaser. The Office shall forward the check to the original leaser.
 - d. Sub-leasers shall provide the Office with a copy of current boat registration and insurance and if applicable, trailer registration and trailer license number upon completion of a sublease agreement.
 - e. Members subleasing moorage will be required, at the direction of the Harbormaster, to move their boats to another space or remove their boats when the moorage holder returns.

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

5. TEMPORARY MOORAGE

- ~~1.~~ 4. Guests of members shall be assigned temporary spaces as available. Reservation must be made in advance with the Harbormaster. The Harbormaster shall reserve at least one moorage space of 16 feet or greater. Guests shall possess a valid Guest PassCard while in the marina area. Guest Cards-Passes are available at the Office.

6. WAITING LIST

- ~~1.~~ 4. A waiting list shall be maintained by the Office. A member's position on the list shall be in order of application, specific to their chosen slip size. A change in chosen slip size will be treated as a new waiting list application. Members who lose or relinquish assigned moorage shall, upon application, be placed on the bottom of the waiting list.
2. Waiting list applicants shall pay an annual non-refundable fee to be included on the waiting list.
3. ~~Prior to 2023 any monies waitlist fees collected from the applicant will be credited to his/her slip fees when an offered slip is paid for. All waitlist fees paid, beginning in 2023, will be non-refundable.~~ If the applicant declines the offer of a slip, he/she will be moved to the next position on the same waiting list and the slip will be assigned to the next member on the list. If the applicant declines the offer of a slip a second time, he/she will be moved to the bottom of the list without forfeiting the waiting list fees.
If applicants remove themselves or do not renew annually from the waiting list they will forfeit their fees.
Note: Prior to 2023 waitlist fees were intended as credit to slip fees when an applicant was offered a slip. Those funds were taxed at 30%/year resulting in the loss of the funds within several years. Effective December 31, 2022 all prior wait list fees are forfeited and are not grandfathered.
4. A member has 30 days from the date of the offering letter to accept the offered slip by paying in full the moorage fees OR the offer of the slip will automatically expire.

In addition, the member has up to 60 days from the date of acceptance to supply to the office proof of ownership, boat registration, and insurance documentation. Until these documents have been supplied, no boat may be placed in the slip. If either the moorage fees are not paid within 30 days, or the required documentation is not provided within the 60-day time period, the member shall forfeit his/her assigned slip and prorated moorage fees accumulated during the waiting period. He/she may reapply and start at the bottom of the waiting list and the slip will be assigned to the next member on the waiting list.

5. Applicants shall designate slip size desired from three choices:

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

*20' or under

*Greater than 20' but less than 29'

*Over 29'

6. Measurements should be of overall length of vessel including outrives, bowsprit, dinghy, davits, etc.
7. Keeping contact information current is the responsibility of the applicant and reasonable effort will be made by Cape George Colony to contact applicants when slips become available. Moorage fees will be paid in full within 30 business days of a new slip assignment or offer of a slip will be forfeited.

7. LAUNCH AND RAMPAGE

- ~~1.~~ 4. Rampage shall be charged for a full year regardless of the date of application.
2. Rampage fees shall be collected for each boat registered by the owner.
3. Members are not permitted to launch a personal watercraft (jet ski) on Cape George properties without prior Board authorization.

8. PARKING AND STORAGE

1. Boat trailers may be parked in the area south of the marina as designated by signs, subject to payment of the applicable parking fee and a Cape George trailer decal to the following conditions:
 - a. Rampage or moorage is required with all trailer parking.
 - b. Member's name and phone number must be displayed on boat trailers tongue. -and License number of the trailer must be provided to the office on the moorage registration form. Boats stored in the South parking lot must be insured. Cape George must be added as an "Additional Insured" on the member's insurance policy.
 - cb. Those assigned trailer parking space in any year shall have the right to a space the following year. NOTE: Parking assignments are not to be regarded as permanent. The Harbormaster may reassign spaces at any time to achieve the most efficient use of the limited available space. If there is a waiting list for parking spaces, each member may store only one boat trailer.
 - de. All boats and trailers parked must be in operable condition. Inoperable condition is defined as stripped, wrecked or otherwise not operable due to mechanical failure or inability to maintain flotation. Once a boat/trailer is determined to be inoperable due to

RULES AND REGULATIONS -- USE OF CLUB PROPERTY

mechanical failure or inability to maintain flotation, it must be removed from the Marina within forty (45) days unless other arrangements have been made with the Harbormaster.

~~ed.~~ Members with rampage who do not pay for boat and/or trailer storage and guests of members may store their boat and/or trailer for no more than twenty-four (24) hours in designated 24 hr. parking lot without the approval of the Harbormaster.

~~e.-Rampage or moorage is required with all trailer parking.~~

9. KAYAKS, DINGHYS, ROWING SHELLS, OTHER NON-MOTORIZED VESSELS

- a. No vessel will be placed in storage or put on racks at the Marina without the approval of the Harbormaster and payment of fees.
- b. All vessels will be assigned a sticker by the Office to affix to their vessel identifying owner and owner contact information.
- c. Dinghy's and Tenders must be stored in a way that does not interfere with neighboring boat trailer ingress/egress and Marina grounds maintenance.

This policy replaces all prior Marina policies.

Adopted by the Board of Trustees, November 16, 2017

Adopted by the Board of Trustees, August 16, 2018

Adopted by the Board of Trustees, March 12, 2020

Adopted by the Board of Trustees.

Katie Habegger, President

Joel Janetski, Secretary

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 built 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> 8/23/2022	Date: 8/23/2022
<small>083A3AFAAC44E</small>	<small>201C4230277E41F..</small>

----- 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

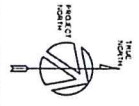
Cape George Colony Club's Building and Property Regulations regulate all properties in the community identically regardless of individual site characteristics. Therefore, there may be situations where the strict application of the regulations could be unreasonable. A variance, which is granted by the 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	




NOTES:
 1. CONTOUR DRAWING IS BASED ON INTERVALS BASED ON A 10' ELEVATION
 2. COUNTY OBTAINED FROM THE LATEST OFFICIAL RECORDS
 3. 400' RESTRICTION SET



SITE PLAN

SCALE: 1" = 100'

COMPANIES
 ESTES BUILDERS
 ALL RIGHTS RESERVED
 2022 ©

A C101	In the event of any dispute arising out of this contract, the parties agree to submit the same to the arbitration of the American Arbitration Association. The arbitration shall be held in the County of King, State of Washington. The arbitration shall be governed by the rules of the American Arbitration Association. The arbitration shall be confidential. The arbitration shall be final and binding.	NOT FOR CONSTRUCTION	WHEAT RESIDENCE QUINALT LOOP PORT TOWNSEND, WASHINGTON PARCEL # 938708014	 ESTES BUILDERS	PRELIMINARY DESIGN DATE: 11/14/2022 PREPARED BY: LADONISSEY
			SITE PLAN		

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: _____

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

Information about your policy

Risk Rating 2.0 and Your Bill

Your policy is now being rated under FEMA's Risk Rating 2.0 (RR 2.0) methodology. FEMA developed RR 2.0 to help ensure that NFIP Flood policy pricing reflects a property's true flooding risk. If you have any questions about changes to the cost of your NFIP Flood insurance policy, visit Selectiveflood.com.

Bill Payment Information

- Payment is due before the expiration date noted on this bill.
- If Selective receives payment 30 or more days after the expiration date noted on your bill, a lapse in coverage will occur, and a 30-day waiting period will be applied.
- A lapse in coverage could result in the loss of premium discounts currently applied to your policy, resulting in higher premiums.

Coverage/Policy Information

- Please take 5 minutes to review your policy information for accuracy. Please also, at least once per year, verify your name/address, mortgage company information, and coverages with your insurance agent to help prevent delays following a loss.

Claims Information

Experience a loss? You can conveniently report and track the status of your claim 24/7 at Customer.myselectiveflood.com. You can also report your claim by calling 877-348-0552.

Visit Selectiveflood.com for more information.

Proper Flood Preparation

According to Ready America, 90% of all natural disasters in the US involve flooding. So no matter where you live, it's important to be prepared and retain this valuable coverage. To learn more about how flood insurance from Selective helps protect you, visit selective.com/for-individuals/flood.

OUR SELF-SERVICE SITE HAS GOTTEN AN UPGRADE!

Visit customer.myselectiveflood.com
at any time to:

- Pay your bill
- Report a claim
- Sign up for paperless documents
- See policy information
- Take advantage of our perks program discounts and more.



This policy is not subject to cancellation for reasons other than those set forth in the National Flood Insurance Program rules and regulations.

PAGE 2 OF 2

Ways to pay



customer.myselectiveflood.com



877-348-0552 (credit card or echeck only)



To pay by check, complete the reverse side and return this portion with your payment in the enclosed envelope. Please make your check payable to Selective and include your policy number on your check.

Note: The use of Certified Mail may reduce mailing time and expedite the issuance of your policy.

SELECTIVE
INSURANCE®

SELECTIVE INSURANCE
PO Box 782747
Philadelphia, PA 19178-2747



Cape George Colony Club
Study Session Agenda
 November 14, 2022, 3:00 PM
 Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members
- C. Manager's Comments and Report
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting.
 Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.

1. 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.	(2,077.56)

	\$ 0.00

- 2. Discuss EMP03 – Payroll Periods – Fayla Schwartz – EMP-03 attached
- 3. Discuss Cape George Colony fine schedule – Marnie Levy – 2022 Fine Schedule Attached
- 4. Discuss the Water Advisory Committee recommendation that the charge for new water meter hookups be increased to \$5000 – Bart Mooyman-Beck
- 5. Update on PUD Fiber Optic petition – Marnie Levy
- 6. Discuss Marina Rule Change – Mike Heckinger – Homeowner comment attached.
- 7. Discuss nomination of Kriss Edwards as new Pool Committee Chair, following the resignation of Penny Jensen – Jane Ludwig
- 8. Discuss Nomination of Diane Tamblyn to the Election Committee – Pat Gulick
- 9. Berm Update – Marnie Levy
- 10. Ad Hoc Berm Committee – Pat Gulick
- 11. Update on Village Mailboxes – Betsy Coddington

12. Pool Deck Repair update – Marnie Levy
13. Information and discussion of establishing a Cape George Colony Club Wine Club – Marnie Levy
14. Discuss 2023 Peninsula Environmental Contract – Marnie Levy – Peninsula Environmental Proposal attached
15. Discuss Flood Insurance Renewal – Marnie Levy – Insurance renewal attached
16. Discuss security camera status – Marnie Levy
17. Discuss pending changes to the Cape George Colony Website – Marnie Levy

E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- Tues., Nov. 28, 2022, 2:00 p.m. – Ballots are due in the office, by mail, or hand delivered
- Weds., Nov. 29, 2022 – Ballots will be counted
- Thurs., Nov. 30, 2022, 3:00 p.m. – Budget ratification meeting, via Zoom meeting
- Mon., Dec. 12, 2022, 3:00 p.m. – Study Session, via Zoom meeting
- Thurs., Dec.,15, 2022, 3:00 p.m. – Board Meeting, via Zoom meeting

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! ❤️*

Marmie Levy

General Manager

Cape George Colony Club

manager@capegeorge.org

360-385-2208

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 Club 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 required to sign their time sheet each pay period. Meal breaks are not paid time, unless the Manager informs employees otherwise, such as a performance review lunch meeting.

3. Attendance/Punctuality. The Club 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 Club 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 Day.....July 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 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 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 Club 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 in order 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 will be paid semi-monthly. 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.

Approved at Board of Trustees Meeting dated: July 12, 2018.

Katie Habegger, President

Joel Janetski, Secretary

CAPE GEORGE 2023 BUDGET PRESENTATION

EXHIBIT J - FINES

CAPE GEORGE FINE SCHEDULE - 2022

	PRIVATE PROPERTY DEVELOPMENT AND MAINTENANCE	1ST VIOLATION	FAILURE TO CORRECT AND/OR SUBSEQUENT VIOLATION	RESOLUTION TIME
1	Building in violation of 25 foot front setback	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 BGIII	\$100 - \$500	\$500 - \$1,000	5 Days
3	Failure to obtain an earthworks permit before starting work BJIII	\$100	\$200	5 Days
4	Failure to obtain a permit to remove trees and natural shrubbery BJII	\$150 per tree/shrub	\$300 per tree/shrub	N/A
5	Building in violation of 5 foot sideback yard setback BG III	Up to \$5,000	Up to \$10,000	45 Days
6	Building in violation of 17 foot height restriction BJ III	Up to \$5,000	Up to \$10,000	45 Days
7	Failure to complete building exterior within 6 mo. Or starting date BJ 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 BJ III	\$25 - \$100	\$25 - \$100	14 Days
10	Exceeding 8 foot height regulation for hedges, fences, screens BJ III	\$250 per month	\$500 per month	14 Days
11	Failure to complete hookups for water, septic and power prior to occupancy	\$500	\$500	5 Days
12	Failure to install asphalt driveway apron PP09	\$100	\$200 per month	30 Days
13	Minimum house size	Up to \$1,000	Up to \$2,000	45 Days
14	Discharging of firearms/hunting	\$500	\$1,000	N/A
15	Outdoor burning without a permit PP03	\$50	\$100	N/A
16	Operation of a home business in violation of policy PP07	\$100	\$200	14 days \$200 per month
17	Parking Violations: (1) unauthorized parking of heavy equipment (PP04) (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	\$100	3 Days
18	Violation of Junk Vehicle Rule BJIII, PP08	\$50	\$100	5 Days
19	Violation of Fireworks Rule CP10	\$100	\$200	N/A
20	Violation of Livestock/Pet Rule 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 \$1000	\$50 to \$3,000	Discretionary
25	Violation of Traffic Regulations CP19	\$50	\$100	N/A
26	Late Fees FIN03	\$20	\$20	30 Days

Sent: Tuesday, November 1, 2022 5:43 PM
To: Terri Brown <office@capegeorge.org>
Subject: comment re: proposed marina rules

Hi —

I would like to express my hope that the board/ marina committee would take either this opportunity (or the next time the rules get revised, to replace the word “rampage” with the phrase “ramp use” or “ramp usage.”

While “moorage” does refer to the

The word “rampage” has nothing to do with boat ramps, just as “pillage” has nothing to do with taking medication.

I would hope that our community would be *against* rampage (reckless, violent, riotous behavior that often leads to destruction of property).

Definition of *rampage*

intransitive verb

: to rush wildly about

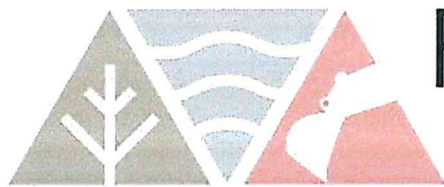
rampage

noun

ram·page | \ 'ram-,pāj \

Definition of *rampage*

: a course of violent, riotous, or reckless action or behavior



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.

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

Scope:	Budget:	Timeframe:
Site preparation, flagging and herbicide application of poison hemlock	\$1,000 per application (One licensed applicator, 10 hour work day). Up to five times per year. Total budget of \$5,000 per year, as needed.	April – August

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

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of September 27, 2022

RECEIVED OCT - 6 2022

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

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

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT
 877-348-0552 OR COMMUNITY ASSOC UNDERWRITERS OF
 AMERICA AT (267) 757-7100



**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

Information about your policy

Risk Rating 2.0 and Your Bill

Your policy is now being rated under FEMA's Risk Rating 2.0 (RR 2.0) methodology. FEMA developed RR 2.0 to help ensure that NFIP Flood policy pricing reflects a property's true flooding risk. If you have any questions about changes to the cost of your NFIP Flood insurance policy, visit Selectiveflood.com.

Bill Payment Information

- Payment is due before the expiration date noted on this bill.
- If Selective receives payment 30 or more days after the expiration date noted on your bill, a lapse in coverage will occur, and a 30-day waiting period will be applied.
- A lapse in coverage could result in the loss of premium discounts currently applied to your policy, resulting in higher premiums.

Coverage/Policy Information

- Please take 5 minutes to review your policy information for accuracy. Please also, at least once per year, verify your name/address, mortgage company information, and coverages with your insurance agent to help prevent delays following a loss.

Claims Information

Experience a loss? You can conveniently report and track the status of your claim 24/7 at Customer.myselectiveflood.com. You can also report your claim by calling 877-348-0552.

Visit Selectiveflood.com for more information.

Proper Flood Preparation

According to Ready America, 90% of all natural disasters in the US involve flooding. So no matter where you live, it's important to be prepared and retain this valuable coverage. To learn more about how flood insurance from Selective helps protect you, visit selective.com/for-individuals/flood.

OUR SELF-SERVICE SITE HAS GOTTEN AN UPGRADE!

Visit customer.myselectiveflood.com
at any time to:

- Pay your bill
- Report a claim
- Sign up for paperless documents
- See policy information
- Take advantage of our perks program discounts and more.



This policy is not subject to cancellation for reasons other than those set forth in the National Flood Insurance Program rules and regulations.

PAGE 2 OF 2

Ways to pay



customer.myselectiveflood.com



877-348-0552 (credit card or echeck only)



To pay by check, complete the reverse side and return this portion with your payment in the enclosed envelope. Please make your check payable to Selective and include your policy number on your check.

Note: The use of Certified Mail may reduce mailing time and expedite the issuance of your policy.

SELECTIVE
INSURANCE®

SELECTIVE INSURANCE
PO Box 782747
Philadelphia, PA 19178-2747



Cape George Colony Club

Study Session Agenda

December 12, 2022, 3:00 PM

Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members
- C. Manager's Comments and Report
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 - 1. Information item: \$100,000 was transferred from the Chase operations account to the PPB operations account in November – Fayla Schwartz
 - 2. Review proposed changes to EMP03, pages attached – Payroll periods – Fayla Schwartz
 - 3. Berm update – Marnie Levy
 - 4. Discuss establishing a standing Berm Committee – Pat Gulick
 - 5. Discuss Berm Crossing Guidelines, Fencing, and Revegetation Schedule, pages attached – Pat Gulick
 - 6. Discuss updates to the Cape George fine schedule – Marnie Levy
 - a. 2022 Fine Schedule, page attached
 - b. Recommendation for fines for cutting down trees without approved permit, pages attached – Pat Gulick
 - c. Recommendation for fines from the Building and Roads Committee, page attached – John Dwyer
 - 7. Discuss need for all community driveways to have CGC approved driveway connections to reduce depreciation of the roads, pages attached – John Dwyer
 - 8. Update on PUD Fiber Optic petition, page attached – Marnie Levy
 - 9. Discuss proposed Marina wait list rule change, pages attached – Mike Heckinger
 - 10. Discuss proposed Marina Service Program, pages attached – Mike Heckinger
 - 11. Discuss the Marina Memorial Funded fish/crab cleaning station on the south end of the Marina – Mike Heckinger
 - 12. Discuss proposed Peter Wilding Memorial Bench for Memorial Park, picture attached – Pat Gulick
 - 13. Update on Village Mailboxes – Betsy Coddington
 - 14. Update on the Technology Committee – Marnie Levy
 - 15. Discuss holding the January Study Session at 5 p.m. – Marnie Levy
 - 16. Information on the Cape George University held on December 6, 2022 – Jane Ludwig
 - 17. Variance review – Thayer – Betsy Coddington
- E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- Thurs., Dec. 15, 2022, 2:45 p.m. – Variance Hearing, via Zoom meeting
- Thurs., Dec. 15, 2022, 3:00 p.m. – Board Meeting, via Zoom meeting
- Sat., Dec. 17, 2022, 3 to 5 p.m.: Christmas Café Holiday Open House – RSVP at C.G Office
- Mon., Dec. 26, 2022: The Cape George Office will be closed in observance of Christmas.
- Mon., Jan. 2, 2023: The Cape George Office will be closed in observance of New Year’s Day
- Mon., Jan. 23, 2023 - Study Session- Time to be determined.
- Thurs., Jan. 26, 2023, 3:00 p.m. – Board Meeting, via Zoom meeting

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

I have heard that fiber optics are the be all and end all of internet connectivity. I don't know much about fiber optics, but I would like to learn more.

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

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 Day.....July 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

Motions made at the December 6, 2022 Cape George Environmental Committee meeting

Motion 1

Ruth made a motion that the Environmental Committee recommend to the Board that they charge the Ad Hoc Berm committee to begin meeting regularly to oversee the completion of the work on the Berm.

Seconded by Gina Webber

Motion 2

Ruth made a motion that the Environmental Committee submit the 3 attached proposals (Berm Crossing Guidelines, Fencing, Revegetation Schedule) developed by Varn Brooks for completing the berm project with our recommendation that they be adopted and funds allocated for them. (The Environmental Committee will help organize volunteers to assist with these tasks.)

Seconded by Gina Webber

Berm Crossing Guidelines:

Most of the crossings would be designed and built by volunteer crews. The path up the landward slope would be topped with a few inches of 3/8 minus crushed basalt packed to a smooth solid surface over the cobble bed. All other materials would be collected locally on the berm and beach. All work except delivery of the crushed rock will be done by hand, no excavation or moving of materials larger than a one man rock.

The intent will be to provide a path to the beach that would make it accessible to most people who are capable of walking on the beach in average conditions. The idea being to not encourage crossing by people who then cannot walk on the beach. These are going to sustain occasional damage at the beach interface which will require repair. To get an idea what this might be like look at the existing crossing behind the workshop.

Materials required:

- Two yards of 3/8 minus crushed basalt per crossing.
- Post, signage and fencing TBD.

Fencing

This is the fencing and signage the Native Plant Society installed at Fort Worden. It has been very effective.



My thinking is we could use rope or cable and combine it with the black fence posts we already have. Mybe we could fit them with a black PVC cap? Pt 4/4 with signs at the crossings. It should be a low single strand so it is easy to step over to pick up dog doo etc.

Revegetation Schedule:

The landward slope of the berm should have 4 or so inches of sand or very sandy soil. It would be good to get this delivered to the site before re-grading of the lawn area is complete. We may also want to consider adding this to the area along the clubhouse so we could get some vegetation going where there are bare cobbles now. I don't have a specific material recommendation here, and I think Richard should have some input on this.

As a general guideline the berm should be revegetated with suitable natives. We should avoid woody plants as they have not done well in the past and would likely need to be removed in future repairs. Recommended planting list:

- American dunegrass (*Leymus mollis*) is the most important single species. We will need about 1,200 plugs to cover the main portion of the repair and could use 300 more to fill in a bare patch along the clubhouse. These should be acquired and planted as soon as possible. They are fast, easy and fun to plant, and ideal volunteer project.

- The following natives are already growing on the berm and will come back somewhat on their own in the repair. After the original construction we collected and seeded these, and they filled in well within a year. I could supervise that process. In approximate order of importance they are: Silver bursage - *Ambrosia chamissonis*, Suksdorf's sagewort - *Artemesia suksdorfii*, Coastal gumweed - *Grindelia integrifolia*, Searocket - *Cakile sp.*

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

Draft proposal for suggested tree cutting fines submitted by Varn Brooks and approved by the Environmental Committee

1 - For cutting trees on a member's own property without obtaining a permit. First offense per tree:

For a tree from 12" up to 40" in circumference* (C) - 400.00

For trees over 40" in C - \$10 X C.

Circumference measured at top of cut stump, or 4' above ground (breast height), whichever is lower.

Second offense double dollar amount.

2 - For cutting a tree (no minimum size) on community property or property of another member without permission:

First offense:

For cutting trees up to 40" in C* - \$1000.

For trees over 40" in C - \$25 X C.

Circumference measured at top of cut stump, or 4' (breast height**), whichever is lower.

Second offense double dollar amount.

Any member in violation of this rule is also subject to legal complaints and may be required to pay restitution, and or face legal charges at the discretion of the injured party.

* A tree 40" in circumference is just over 12" in diameter.

** Breast height measurement is the standard measurement for trees. If a tree has been cut below 4 feet, then the measurement is taken off the stump at the cut.

Resources concerning tree cutting and pruning:

Bellevue Municipal Codes: Monetary penalty– Trees and vegetation on city or private property–
Illegal clearing, cutting, damaging or removal –
<https://bellevue.municipal.codes/BCC/1.18.045>

DNR, Tree Link https://www.dnr.wa.gov/Publications/rp_urban_treelink_bulletin_2011.pdf

Washington State Department of Ecology Vegetation Management: A Guide for Puget Sound
Bluff Property Owners
<https://apps.ecology.wa.gov/publications/publications/9331.pdf>

Tree protection on construction and development sites : a best management practices guidebook
for the Pacific Northwest
https://ir.library.oregonstate.edu/concern/open_educational_resources/mp48sd11g

Jefferson County Department of Community Development: Vegetation Regulations
[https://www.co.jefferson.wa.us/DocumentCenter/View/7090/Vegetation-Regulations-
Handout?bidId=](https://www.co.jefferson.wa.us/DocumentCenter/View/7090/Vegetation-Regulations-Handout?bidId=)

Jefferson County Department of Community Development, Tree/Vegetation Removal
Application
[https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-
PDF?bidId=](https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-PDF?bidId=)

12.12.2022 Building & Roads suggested changes to 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 established setbacks setback (C)	Up to \$5,000	Up to \$10,000 per month	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 working days
3.	Failure to obtain an earthworks permit before starting work (C) BG III	\$100	\$200	5 working 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-(delete - roll into # 1)	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 per month	30 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 Cape George Colony approved asphalt driveway apron. PP09	\$100 \$200	\$200 \$500 per month	30 days
13.	Minimum house size	Up to \$1000	Up to \$2,000	45 days

* Environmental

BUILDING AND PROPERTY REGULATIONS

5.2 DRIVEWAY CONNECTIONS: All driveway connections to the Club roadway shall comply with the specifications provided in "Typical Driveway Connection" where applicable. These specifications include the installation of a 12 in. culvert under the driveway, and a 6 ft. apron of asphalt, four inch reinforced concrete, or other material which has been approved by the Roads Committee prior to installation. Driveway connections must be completed within 90 days of occupancy, including the occupancy by new owners of recently purchased existing homes. Allowances will be made for adverse weather conditions.

5.3 EARTHWORK/GRADING/FILL/HARDSCAPING: No member shall make any pre-construction fill or perform earthwork modification, **including perc test holes** to any property without first obtaining a permit for such construction; applications are available at the Club's office. Upon completion of the work, the Building or Road Committee, as appropriate, shall inspect the project for compliance with the approved plan. If non-compliance is found to exist, the owner shall immediately correct the condition or the Club will perform the work at owner's expense.

SECTION 6. UTILITIES

6.1 LIGHTING: The light from indoor or outdoor light sources shall be shielded or directed in a way that minimizes the illumination of houses and property of other landowners and avoids significantly impairing the night vision of neighbors.

6.2 PERC HOLES: A Cape George Earthworks Permit must be obtained before septic soil evaluation may be conducted upon any property. Within ten (10) days after the completion of the evaluation, all evaluation holes are to be filled in properly and the Building Committee Chair notified of the completion. If such holes are not filled, the Club Manager will order them filled at owner's expense.

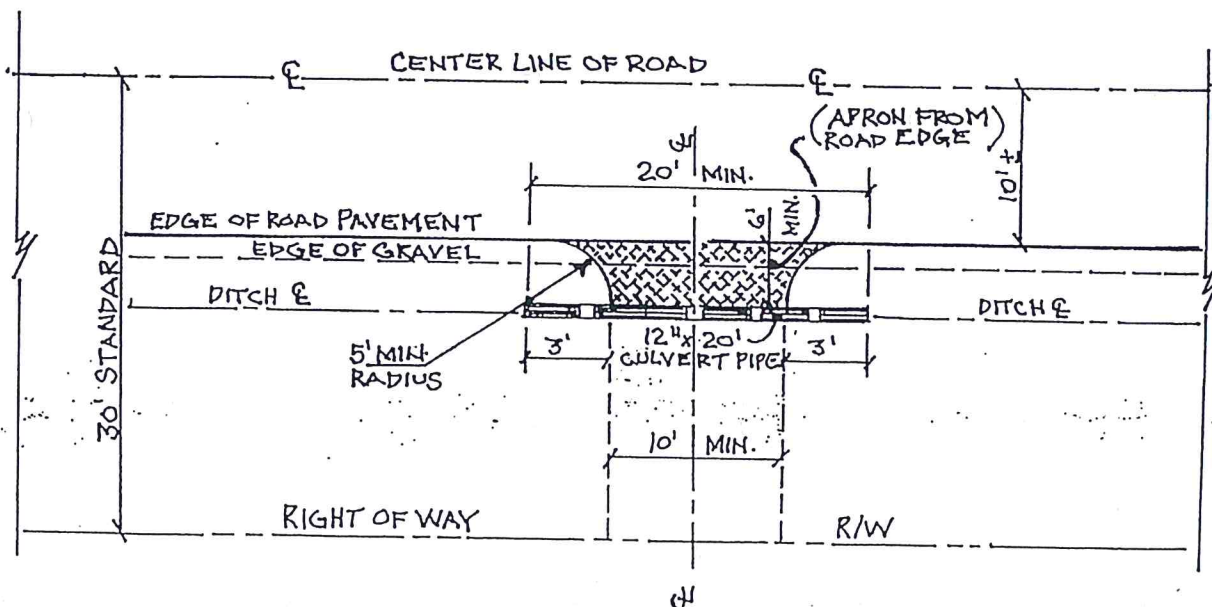
6.3 RIGHTS -OF-WAY: Club common property includes rights-of-way 60 feet wide along roads. Turnarounds at the terminus of roads may have rights-of-way with up to a 40-foot radius. Paved roadways cover a portion of these rights-of-way; the remainder is reserved for the purpose of providing drainage and space to install and maintain utilities. This area may be landscaped by members with the understanding the Club reserves the right to remove or alter (at owner's expense) any installation, coverings, or plantings that interfere with the safety or the installation and maintenance of these facilities, including the roadway. No member shall install any hardscape that rises above ground level within three feet of the road edge.

6.4 UNDERGROUND UTILITIES: Residential water service and all utility service lines, including television cables, shall be installed underground and placed into one road cut whenever possible to minimize surface disturbances of the roadway. Only Club personnel or contractors approved by the Club are authorized to make road cuts. Regulation conduits for the various utilities are to be installed so that service lines may be pulled through at a later date. All conduit locations will be clearly marked. Any trenching, setting of power poles, vaults or similar devices on Club property require a minimum advance notice of two working days from the office of whatever utilities may be involved. Club personnel or contractors will restore the roadway to proper condition after backfill at the lot owner's expense.

6.5 WATER CONNECTIONS: No water connection shall be commenced on any Lot until a Water Connection Application has been executed by the owner and approved by the Club

TYPICAL DRIVEWAY CONNECTION

1. A six foot minimum apron from the road edge is required for all driveways.
2. Diagram of typical driveway over culvert is pictured below – disregard culvert specification for non-ditch driveways.
3. Driveway Ditch Culvert Specification:
 - a. Minimum cover – 12", with the top layers consisting of 2" of crushed rock surfacing and 2" of asphalt wearing course or 4" concrete reinforced wearing course.
 - b. Minimum culvert diameter – 12"
 - c. Culvert to match ditch center line and grade to match the original ditch bottom.
 - d. Materials – CMP-16 gauge corrugated steel storm sewer pipe with treatment #1 protective coating or ABS corrugated culvert pipe.
4. Non-Driveway Ditch Culvert Specifications:
 - a. Minimum cover – 12"
 - b. Minimum culvert diameter – 12"
 - c. Filter rock to 6" above pipe
 - d. Filter fabric over filter rock
 - e. Gravel base and/or CSTV top 6 inches
 - f. A 2' by 2' catch basin with grate must be installed for each 70' of culvert or as required by Road Committee.
 - g. Materials – perforated ABS culvert pipe (for roadway ditch only, not under driveway)



LET'S BRING FIBER OPTICS TO CAPE GEORGE

*Gary Nelson, PhD
Retired Optical Communications Engineer
360-531-2395 cell
gnelson.zynrqy@gmail.com
October 25, 2022*

Situation

Since 2013, our electricity in east Jefferson County has been delivered by a community owned non-profit Public Utility District. The quality of our electrical service has continuously improved, mainly because our Jefferson PUD is committed to delivering the best possible service.

After several years of careful business planning, Jefferson PUD successfully applied for government grants to install a fiber optic internet in *underserved* areas. Underserved is a term more political than technical. Underserved homes get internet service either not at all, or at less than 25Mbps downstream and 3 Mbps upstream. Various government agencies have now granted Jefferson PUD over \$25 million to install a fiber internet.

Cape George does not qualify as underserved. Accordingly, we will not be part of the grant-enabled fiber installation process. However, there is an available procedure by which we can take advantage of the economies inherent in the large scale of this fiber rollout. We can petition the PUD to become a Local Utility District. To make this happen, at least 50% of our member homes will need to agree to accept the new service and pay for the cost of installation.

The Process to Qualify for LUD Status

We do not need to commit to anything or spend any money until we have a proposal from the PUD, and that proposal will be developed after we submit our application with signatures of 10% of our members. Our Cape George Board has approved that we apply for LUD status.

A petition is now available in the Cape George Office for your signature. If you cannot come to the office, you may send us an email approving that your virtual signature be added to the petition.

Once we have the proposal with a committed installation cost, we need to get over 50% of our members to agree to participate.

Let's take the first painless step and find out the actual cost and schedule.

6. WAITING LIST

1. A waiting list shall be maintained by the Office. A member's position on the list shall be in order of application, specific to their chosen slip size. A change in chosen slip size will be treated as a new waiting list application. Members who lose or relinquish assigned moorage shall, upon application, be placed on the bottom of the waiting list.
2. Waiting list applicants shall pay an annual **non-refundable** fee to be included on the waiting list. **Waitlist fees paid before 2023, per our agreement with Members, shall be grandfathered in and applied toward any future marina moorage fees owed by that member.**
3. ~~All monies collected from the applicant will be credited to his/her slip fees when an offered slip is paid for.~~ If the applicant declines the offer of a slip, he/she will be moved to the next position on the same waiting list and the slip will be assigned to the next member on the list. If the applicant declines the offer of a slip a second time, he/she will be moved to the bottom of the list **without forfeiting the waiting list fees, and the waitlist fee already paid will be applied to the new position on the list.**
~~If applicants remove themselves from the waiting list they will forfeit their fees.~~
4. ~~A member has 30 days from the date of the offering letter to accept the offered slip by paying in full the moorage fees OR the offer of the slip will automatically expire.~~ If a slip is offered and not declined, slip fees will begin immediately prorated to a monthly basis for the largest size boat the slip assignment will hold, and must be paid within 30 days. The slip will be held for that member for ninety days as long as the member continues to pay the monthly moorage fee. At the end of ninety days the slip must be occupied by the member's boat.

In addition, ~~the member has up to 60 days from the date of acceptance to~~ **before the slip can be occupied the member must** supply to the office proof of ownership, boat registration, and insurance documentation. Until these documents have been supplied, no boat may be placed in the slip. If either the moorage fees are not paid within 30 days, or the required documentation is not provided within the ~~60~~ **90-day** time period, the member shall forfeit his/her assigned slip and prorated moorage fees accumulated during the waiting period. He/she may reapply and start at the bottom of the waiting list and the slip will be assigned to the next member on the waiting list.
5. Applicants shall designate slip size desired from three choices:
 - *20' or under
 - *Greater than 20' but less than 29'
 - *Over 29'
6. Measurements should be of overall length of vessel including outdrives, bowsprit, dinghy, davits, etc.

7. Keeping contact information current is the responsibility of the applicant and reasonable effort will be made by Cape George Colony to contact applicants when slips become available. Moorage fees will be paid in full within 30 business days of a new slip assignment or offer of a slip will be forfeited.

Marina Service Program Introduction

- Our Cape George Marina is an incredibly valuable asset for the community.
- Our usage fees for the marina are the lowest in all of Puget Sound.
- Our fees are low because most of the work to keep it running is done by volunteers.
- Managing marinas has become more expensive, labor intensive and sophisticated.
- A small cadre of dedicated volunteers, about 20% of the total potential, currently does all the work while the remaining 80% enjoy the benefits with little or no participation.
- This system is no longer sustainable, we need to balance the scales.
- Our marina is aging and needs more and more labor inputs to keep it healthy and safe.
- Our volunteer Harbormaster position is massively time consuming and difficult, inevitably leading to burnout in a short time. At one point we had five HM's in 3.5 years.
- Marina goals change with every leadership change thwarting long term commitment to important projects.
- We have identified 9 areas of responsibility and are recruiting team leaders for them.

WE NEED MORE VOLUNTEERS

- Cape George is in the minority of member owned marinas that don't have what is commonly termed a Club Service Program (CSP) with required work hours from members.
- We have interviewed and studied some of the clubs that have CSP to learn how it works.
- Bottom Line, members have to perform service hours or pay for the hours they do not fill.
- A set number of required hours is established, and a dollar value per hour is assigned.
- Reconciliation for hours not worked is done annually and some allow quarterly payments.
- The Marina Committee has calculated 1000 hours of additional volunteer work, on top of the 2000 hours we are currently performing. 1000 hours is conservative.
- We initially propose to set our annual requirement at a maximum of 20 hours and minimum of 3 with an hourly rate of \$30
- Everyone who uses the marina will be required to contribute. Ramp only or kayak storage or the like will be assessed a 3 hour the minimum For moored boats under 20 ft, 15 hours will be required, for boats over 20 ft, 20 hours will be required.
- Many administrative and limited physical capability tasks have been identified.

BENEFITS

- Improved conditions at the marina while keeping costs in check.
- Ease the tremendous burden the Harbormaster has to carry and will help us stay focused on long term goals.
- Help improve security through volunteer efforts
- Relieve the burden of other tasks such as administrative
- Revenue increases from those who do not provide labor could be significant.
- Getting more people involved in our community and learn to appreciate it

Boat Size	Req Hours	\$ rate/hr	Boat count	Potential Rev\$
20 ft Plus	20	30	64	38400
Less than 20'	15	30	10	4500
Kayak or Ramp Only	3	30	43	3870
Boats on trailers	10	30	15	4500
				51270

Based on the experience of marinas with a Service Program, approximately 40 – 50% of the potential revenue could be realized.

Marina Service Program Investigation

Executive Summary: To help establish a program of required labor hours from all marina users at Cape George Marina, a search was undertaken for member owned marinas or clubs that require service time from their members. Several were identified and interviewed.

- Of the fifteen entities contacted, six interviews were conducted, four of which have Club Service Programs.
- Another four, not interviewed directly, acknowledged having a CSP program.
- Two do not have such a program, one of which is planning to implement one soon.
- Each program differed in subtle ways, but the bottom line was consistent; each member is required to put in a certain number of hours per year helping maintain the assets of the club, or pay an hourly rate for unfulfilled hours. It is legal, effective, and is more common than not in such clubs.

It has been a long-standing desire at Cape George Marina to get more marina users to volunteer time for the privilege of having access to a low-cost volunteer run facility.

- To that end the Cape George Marina Committee has researched what is commonly done in other member owned facilities to require members to participate.
- The most common methodology used by other member owned facilities is to charge an hourly fee for the unfulfilled commitment. Some bill once per year, some spread the charge monthly the following year.
- All of the clubs we investigated have the common practice of allowing members to pay for hours not served rather than put in the time.*

Member Owned Clubs Investigation

We narrowed our research to the Grand 14 that represent the 14 largest ([not verified](#)) member owned marinas around the Sound. The leadership team from all the Grand 14 members hold a meeting every quarter to share information. Most of them have a Club Service Program (CSP) in place. We reached out to all 14, two of which are represented here.

The G14 includes:

Bremerton Yacht Club, Day Island Yacht Club, Edmonds Yacht Club, Everett Yacht Club, Gig Harbor Yacht Club, Meydenbauer Bay Yacht Club, Olympia Yacht Club, Port Orchard Yacht Club, Poulsbo Yacht Club, Queen City Yacht Club, Seattle Yacht Club,

Tacoma Yacht Club, most of whom have a CSP program. Rainier Yacht Club does not have a CSP, considering it TYEE Yacht Club does not have a CSP, no marina

Olympia Yacht Club, Olympia, WA –
Bill Wilmovsky, Club Service Program (CSP) Chair
360-786-1829 Hm wrwj35@msn.com

By far Olympia Yacht Club has the most thoroughly spelled out program of the six clubs we interviewed. We have several pages of the specific structure of their program.

- OYC requires that members provide 24 hours of service per year and value that time at \$30/hour but going to \$35 in 2023.
- 45% of their members choose to pay the \$720 assessment (going to \$840 in 2023) rather than serve their time.
- 20% choose to pay for a percentage of their time, and
- 35% serve the entire 24 hours (and similar to Cape George, many in this group typically serve far more than the 24 hour requirement)
- OYC bills the members for the previous years shortfall in monthly installments.
- OYC also requires that new members join one of their committees.

Bremerton Yacht Club
Jim Mills, Work Party Chair

- BYC requires all member to put in 16 hours/year or pay \$40/hour for time not served. Reconciled once a year in July.
- They announce work party days that people can sign up for -on those days the work party chair logs people in that show up to work.
- They use a point system. So many points for the 16 hours required, more points for putting in more than 16 hours. If two people are vying for a slip, all other things being equal, the one with the most points gets the slip.

The marina committee is not comfortable with the conflicts that could arise with this point system.

Several other marinas that have a CSP program were interviewed with no additional gems of wisdom different from those clubs outlined above.

*Per IRS rules: Volunteers can buy goods or receive services from the nonprofit (not for profit) at a lower price than the price offered to the general public. For services, the amount of the discount is not taxable if it is no more than 20% of the price charged to the general public for the service. Amounts above 20% would count as taxable income.

This more or less rules out the idea of providing a discount the following year for hours served. Someone would have to calculate and track where the 20% line is crossed and then prepare 1099's for the overage,....WAY too much work. Instead, we are recommending an assessment equal to the unfulfilled hour requirement like every other club we interviewed.

Proposed Peter Wilding
Memorial Bench for
Memorial Park, 12.2022



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.