



*Cape George Colony Club*

**Board of Trustees Meeting**  
Thursday, June 29, 2023, 3:00 p.m.  
On Zoom

**Cape George Colony Club**  
**Regular Board of Trustees Meeting Agenda**  
Thursday, June 29, 2023, 3:00 p.m.  
Via Zoom

- A. President's Comments and Announcements – Jane Ludwig
- B. Letters from Members
- C. Action on Minutes – Pat Gulick
  - Approve minutes of the regular Board of Trustees meeting held May 25, 2023.
  - Approve minutes of Special Meeting held June 14, 2023.
- D. Manager's Report – Marnie Levy. See attached.
- E. Treasurer's Report – Fayla Schwartz. Summary of May 2023 Financial Report attached.
- F. New Members – Pat Gulick
- G. Information items or documents submitted to the Trustees at Study Session
  - 1. Vice President John Dwyer will be step down from the Board of Trustees, effective July 13, 2023 – Jane Ludwig.
  - 2. Board vacancy – Jane Ludwig.

H. Member Participation:

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

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

**Motion 1** I move to publish the proposal to amend Section 5, Livestock & Pets Rules and Regulations in the July newsletter for member comment in advance of July trustee meeting vote – Betsy Coddington. See attached.

**Motion 2.** I move that the Board approves the Marina Committee proposal to build a floating kayak rack and that members be charged an annual fee of \$200 for a space on that rack. I further move that we initiate funding for that project by offering a discount of \$50/year to

members who pay total fees five years in advance, which is \$750, guaranteeing a spot on the rack when it is completed – Mike Heckinger.

**Motion 3.** I move to accept the building committee's action of no culvert necessary on 91 San Juan due to the lack of a ditch to run the culvert into – John Dwyer.

**Motion 4.** I move to close the Cape George Office on Monday July 3, 2023, because Tuesday is the July 4 National Holiday – Pat Gulick.

**Motion 5.** I move that we accept the 2022 Audit (with revised Internal Control report) submitted by Newman CPA in June 2023 – Fayla Schwartz. If you would like to see the 2022 Audit please contact the office.

**Motion 6.** I move to approve the proposal and bid recommended by the Building Committee for the Village Kiosk – Betsy Coddington

J. Open Board Discussion – Trustee Discussion Only

K. Committee Meeting Notes/Minutes:  
Building and Roads, June 2023.  
Environmental Committee, May 2023.  
Water Advisory Committee, June 2023

L. Announcements

July 4, 2023 – the office will be closed in observance of the National holiday.

5:30 p.m., Tuesday, July 4 – Meet and Greet followed by the Barbecue at the Clubhouse, sponsored by the Social Club.

5:00 p.m., Wednesday, July 12 – Band on the Beach: Badd Dog Blues Band, sponsored by the Social Club.

12:00 p.m., Monday, July 10 – Deadline to submit Trustee and Bylaw change ballots to the office.

2:00 p.m. Saturday, July 15 – 2023 Cape George Colony Club Annual Membership Meeting, via Zoom Meeting.

A Special Meeting of the 2023-2024 Board of Trustees will be held immediately following the Annual Meeting.

2:00 p.m., Sunday, July 23, Salmon Barbecue, sponsored by the Workshop Committee.

M. Adjournment

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
May 25, 2023  
via ZOOM  
**Draft**

**Prior to the May 22, 2023 Study Session a Variance Hearing was called to order by President Jane Ludwig at 2:46 pm**

In Attendance: Jane Ludwig, Fayla Schwartz, Pat Gulick, Betsy Coddington, Bart Mooyman-Beck, Mike Heckinger and John Dwyer

**Motion 1:** Bart Mooyman-Beck moved, and Pat Gulick seconded to approve the request for relief from the 5ft property line setback. Failed -2/4

**The Board Meeting was called to order by President, Jane Ludwig at 3:00 pm**

**In Attendance:** Jane Ludwig, Fayla Schwartz, Pat Gulick, Betsy Coddington, and Bart Mooyman-Beck, and John Dwyer. Absent Mike Heckinger

**Action on Minutes:** Pat Gulick moved, and Bart Mooyman-Beck seconded to approve the minutes of the regular Board Meeting dated April 27, 2023. Passed – 5/0

**Manager's Report:**

**Thank You!**

♥ Thank you to Donnie Weathersby and Terri Brown. When you see them give them both a high five! Donnie is celebrating his **twenty-first Anniversary** working at Cape George Colony Club and Terri is celebrating her **eighth Anniversary!** Thank you, Donnie and Terri for your whole-hearted, consistent dedication to Cape George Colony Club!

♥ Thank you to Jo Blair who is leading the drive to recycle Cape George Styrofoam by collecting and schlepping it to the Fort Worden Styrofoam collection events! The dates and her contact information are in the CG Newsletter when the events are scheduled.

♥ A big thanks to Diona Smith, R.N., who is organizing a free CPR and First Aid Class to Cape George Members and Staff on Tuesday, June 20, from 9 a.m. to noon in the Clubhouse. The class will be taught by Jefferson County Medics and Fire Fighters and sponsored by the Emergency Preparedness Committee. There is a sign-up sheet in the office!

♥ A special thanks Ben Fellows and Mike Thorwick for taking on the task of pulling up worn out dock floats in the Marina and replacing them. This is an ongoing project, one dock float at a time.

♥ Thank you to Dick Bumgarner, who has been patient and consistent in working out a process and system with me to order Marina supplies on an as-needed basis.



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BOARD OF TRUSTEES MEETING MINUTES

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**Ballots will be mailed on June 1! Please vote!** After June 1, you will receive a ballot in the mail. Three Candidates are running for three positions on the Board. The membership will also be voting on the proposed change of Bylaw Article III B 1. Voting is an important way for you to participate in your Homeowners Association!

**Maintenance news**

- It's all about the grass! Donnie and Eric are working diligently to clear the culverts in Cape George Colony and to trim the grass in all of the common areas. This is a large area of property, and the first mow of the season is time consuming. As everyone with a lawn knows: the grass is growing at lightning speed this month. Thank you for your patience!
- Staff and the Tuesday Marina Work Party set up the tent and cleaned up the picnic area and Memorial Park for the Memorial Day events.
- Donnie and Jose, our Water Manager, are doing maintenance on the backwash system for the water system.
- Peninsula Environmental has sprayed for Poisonous Hemlock. Please report common area noxious weeds unchecked to the office.
- The vacant lot mowing is scheduled to begin on May 30, depending on the weather.

**Berm protection:** Thanks to everyone who helped plant Dune Grass seeds on the Berm on May 13. More than twenty volunteers have shown up at each of the Berm Protection work parties, helping tremendously to ensure protection of the Berm! Informational and directional signage will be added to the Berm area.

- The North and South Crossovers are ready to use, thanks to the leadership and hard work of Steve McDevitt, Richard VanDeMark, Mike Heckinger, and many other volunteers.

**Slow Down!**

'Tis the season of bike riders, joggers, groups of humans, and dog walkers at **all hours** in Cape George! Please watch out, share the road, and drive slowly! If you are not in a vehicle, please watch for traffic in front of and behind you. Do not assume drivers will see you.

**Trash cans and dumpsters:** Please do not put your personal trash in the common area trash receptacles and dumpsters. The dumpsters are in place for events at the Clubhouse, and for people working in the Marina and other common areas. It is inconsiderate and rude to dump trash that should be taken to the dump. Work projects in the Marina and Workshop need a dumpster to dispose of refuse from projects they are working hard to complete. **It is also a violation of the Unauthorized Disposal Rule.**

Please let the office know if you see someone bringing trash from home and tossing it in the Clubhouse or workshop dumpsters.

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

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**Violations:** Violation and fine letters have been sent to homeowners for landscape maintenance violations, unshaded and nightlights that are kept on all night without motion sensors, and barking dogs. A violation fine was sent for dumping personal garbage in the Marina dumpster.

We have had several complaints about poisonous hemlock growing on private properties. It is the homeowners' responsibility to remove noxious weeds from their private property!

**It is dog barking season, again:** Please be aware of what your dog is doing when you leave home, and after you go to bed! There is an uptick in dog barking complaints. Members leave barking dogs unattended during the days, evenings, and sometimes dogs are left outside to bark all night long! Please be considerate!

Thank you for everything you do to help make Cape George Colony Club a great place to live!

*Marnie W. Levy,*

[manager@capegeorge.org](mailto:manager@capegeorge.org)

360-385-2208

**Treasurer's Report:** Fayla Schwartz April 30, 2023

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. Detailed statements as well as additional monthly financial material are also available for review in the office upon request.

**Balance Sheet**

All bank statements have been received, reconciled, and reviewed. There are slight discrepancies between the balance sheet reported balances for AR and Prepays and their accompanying reports. We believe these are the result of how credits are currently booking into the GL and will resolve these in the May financials. The process will be reviewed and redefined, so variances don't recur.

**Income Statement**

A) General Operations:

Careful scrutiny of all expenses continues to be a critical need, as some areas have gone substantially over budget:

(a) Vehicle Repair and Maintenance - We've already overspent the annual budget by \$3,000.

(b) Contracted janitorial work is almost \$5k over budget for the year. There appear to be multiple causes and they're being researched to see if we can rein in the expense.

(c) Our Grounds budget is essentially spent for the year owing to the need to remove numerous trees that were threatening owner properties and power lines.



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These cost overruns are mitigated somewhat by a favorable variance of \$10.7k in Salaries & Benefits so far this year, but that is due to two factors that will not exist the rest of the year: the previously unfilled Assistant Maintenance position is now filled, and part of Donnie's salary was paid by L&I earlier this year.

**B) Water Operations**

Revenue is slightly under budget owing to lower billings in January for excess water usage last year than was predicted.

Some expense items were amortized over the year but have not yet resulted in expense. This doesn't mean the expense won't eventually arrive; it just indicates that we weren't able to pinpoint when it would arrive.

Supply purchases are behind budget but are expected to catch up. This year the intention is to grow our inventory of parts on hand, and we budgeted \$2,500/quarter for a total of \$10,000. This will be spent as supplies become available.

**C) Marina Operations**

A reminder that Marina revenue is booked in the beginning of the year to tie to the annual billings, so while the Net Income will diminish over time as purchases are made.

<i>Balance Sheet as of April 30, 2023 and 2022 - Preliminary Subject to Audit</i>											
<b>Assets</b>	<b>2023</b>		<b>2022</b>			<b>Liabilities and Fund Balances</b>		<b>2023</b>		<b>2022</b>	
Cash and Cash Equivalents:						Current Liabilities:					
Operations Checking & Petty Cash	\$	321,652	\$	178,075	81%	Accounts Payable & Other Liabilities	\$	16,884	\$	146,978	-89%
Operating Savings & ICS		250,470		346,202	-28%	Prepaid Income		33,016		36,101	-9%
Reserves - General, Water & Marina		1,431,186		1,221,200	17%	Unearned Income, Marina Wait List		4,750		1,300	265%
<b>Total Cash &amp; Equivalents</b>		<b>2,003,308</b>		<b>1,745,477</b>	<b>15%</b>	<b>Total Current Liabilities</b>		<b>54,650</b>		<b>184,379</b>	<b>-70%</b>
Net Accounts Receivable	\$	17,323	\$	21,586	-20%	<b>FUND BALANCES:</b>					
<b>Total Net Fixed Assets</b>		<b>1,618,538</b>		<b>1,547,746</b>	<b>5%</b>	Fund Balances & Equity (Combined)		3,376,646		3,030,521	11%
Total Prepaid & Other Assets		12,301		4,049	204%	Modified Cash Basis Income		220,174		103,958	112%
<b>TOTAL ASSETS</b>		<b>\$3,651,470</b>		<b>\$3,318,858</b>	<b>10%</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$3,651,470</b>		<b>\$ 3,318,858</b>	<b>10%</b>

*Summary Revenue and Expense Statements for the periods ended April 30, 2023 and 2022 (Modified cash basis, excludes depreciation)*

<b>2023 Year to Date - Unaudited</b>					<b>Comparative - Unaudited</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>		<b>2023 YTD</b>	<b>2022 YTD**</b>	<b>Variance</b>	<b>%</b>
<b>General</b>					<b>General</b>				
General Assessment	\$ 172,756	\$ 172,760	(4)	0%	General Assessment	\$ 172,756	\$ 107,551	\$ 65,205	61%
Revenue - All Other Sources	4,593	2,109	2,484	118%	Revenue - All Other Sources	4,593	4,897	(304)	-6%
<b>Total General Revenue</b>	<b>177,349</b>	<b>174,869</b>	<b>2,480</b>		<b>Total General Revenue</b>	<b>177,349</b>	<b>112,448</b>	<b>64,901</b>	
<b>Expenses:</b>					<b>Expenses:</b>				
Salaries, Benefits, PR Tax	40,316	51,043	10,727	21%	Salaries, Benefits, PR Tax	40,316	34,323	(5,993)	-17%
Repairs & Maintenance	11,945	4,925	(7,020)	-143%	Repairs & Maintenance	11,945	8,131	(3,814)	-47%
Contracted Services	21,149	18,757	(2,392)	-13%	Contracted Services	21,149	28,221	7,072	25%
Pool Expense & Utilities	8,504	7,833	(671)	-9%	Pool Expense & Utilities	8,504	8,614	110	1%
Utilities & Insurance	12,519	12,852	333	3%	Utilities & Insurance	12,519	11,721	(798)	-7%
Other Expenses (incl taxes)	8,640	11,199	2,559	23%	Other Expenses (incl taxes)	8,640	12,445	3,805	31%
<b>Total General Expenses</b>	<b>103,074</b>	<b>106,609</b>	<b>3,535</b>		<b>Total General Expenses</b>	<b>103,074</b>	<b>103,455</b>	<b>(2,736)</b>	
<b>General Net Income</b>	<b>\$ 74,275</b>	<b>\$ 68,260</b>	<b>\$ 6,015</b>	<b>-9%</b>	<b>General Net Income</b>	<b>\$ 74,275</b>	<b>\$ 8,993</b>	<b>\$ 65,282</b>	<b>&gt;-100%</b>

<b>2023 Year to Date - Unaudited</b>					<b>Comparative - Unaudited</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>		<b>2023 YTD</b>	<b>2022 YTD**</b>	<b>Variance</b>	<b>%</b>

Minutes

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**May 25, 2023**  
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<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 114,682	\$ 115,738	\$ (1,056)	-1%	Revenue - Water Use Fees	\$ 114,682	\$ 69,930	\$ 44,752	64%
Revenue - All Other Sources	2,787	6,000	(3,214)	-54%	Revenue - All Other Sources	2,787	5,440	(2,654)	-49%
<b>Total Water Revenue</b>	<b>117,468</b>	<b>121,738</b>	<b>(4,270)</b>		<b>Total Water Revenue</b>	<b>117,468</b>	<b>75,370</b>	<b>42,098</b>	
<b>Expenses:</b>					<b>Expenses:</b>				
Salaries, Benefits, PR Tax	20,191	25,522	5,331	21%	Salaries, Benefits, PR Tax	20,191	19,393	(798)	-4%
Repairs & Maintenance	520	2,017	1,497	74%	Repairs & Maintenance	520	-	(520)	#DIV/0!
Contracted Services	7,600	10,679	3,078	29%	Contracted Services	7,600	10,454	2,854	27%
Utilities & Insurance	8,712	10,228	1,515	15%	Utilities & Insurance	8,712	6,896	(1,816)	-26%
Other Expenses (incl taxes)	6,222	11,752	5,530	47%	Other Expenses(incl taxes)	6,222	9,824	3,602	37%
<b>Total Water Expenses</b>	<b>43,246</b>	<b>60,197</b>	<b>16,951</b>		<b>Total Water Expenses</b>	<b>43,246</b>	<b>46,567</b>	<b>3,322</b>	
<b>Water Net Income</b>	<b>\$ 74,223</b>	<b>\$ 61,541</b>	<b>\$ 12,681</b>	<b>21%</b>	<b>Water Net Income</b>	<b>\$ 74,223</b>	<b>\$ 28,803</b>	<b>\$ 45,420</b>	<b>158%</b>
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 76,114	\$ 74,489	\$ 1,625	2%	Revenue - Moorage/Parking	\$ 76,114	\$ 73,293	\$ 2,821	4%
Revenue - All Other Sources	15,640	17,467	(1,827)	-10%	Revenue - All Other Sources	15,640	16,026	(386)	-2%
<b>Total Marina Revenue</b>	<b>91,754</b>	<b>91,956</b>	<b>(202)</b>		<b>Total Marina Revenue</b>	<b>91,754</b>	<b>89,319</b>	<b>2,435</b>	
<b>Expenses:</b>					<b>Expenses:</b>				
Salaries, Benefits, PR Tax	6,947	8,507	1,561	18%	Salaries, Benefits, PR Tax	6,947	6,484	(463)	-7%
Repairs & Maintenance	1,880	2,866	986	34%	Repairs & Maintenance	1,880	4,784	2,904	0%
Contracted Services	2,296	3,189	893	28%	Contracted Services	2,296	3,686	1,390	38%
Utilities & Insurance	7,444	6,180	(1,264)	-20%	Utilities & Insurance	7,444	6,906	(538)	-8%
Other Expenses (incl taxes)	1,574	2,301	727	32%	Other Expenses(incl taxes)	1,574	1,224	(350)	-29%
<b>Total Marina Expenses</b>	<b>20,141</b>	<b>23,044</b>	<b>2,902</b>		<b>Total Marina Expenses</b>	<b>20,141</b>	<b>23,084</b>	<b>2,943</b>	
<b>Marina Net Income</b>	<b>\$ 71,613</b>	<b>\$ 68,913</b>	<b>\$ 2,700</b>	<b>4%</b>	<b>Marina Net Income</b>	<b>\$ 71,613</b>	<b>\$ 66,235</b>	<b>\$ 5,378</b>	<b>8%</b>
<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>	<b>\$ 220,110</b>	<b>\$ 198,714</b>	<b>\$ 21,396</b>	<b>11%</b>	<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>	<b>\$ 220,110</b>	<b>\$ 104,031</b>	<b>\$ 116,079</b>	<b>112%</b>
<b>Reserve Activity</b>					<b>**Reserve Activity</b>				
Routine Reserve Assessment	99,962	99,962	-	0%	Routine Reserve Revenue	99,962	63,825	(36,137)	57%
Reserve Interest - all **	-	1,048	(1,048)	-100%	Reserve Interest - all	-	-	-	>100%
Less: Reserve Offset***	(99,962)	(101,010)	1,048		Less: Reserve Offset	(99,962)	(63,825)	36,137	
<b>Net Reserve Activity</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>Gross Reserve Activity</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

**New Members: Welcome**

Fredric Howe purchased 220 Huckleberry Pl from Linda Robertson

Richard & Cynthia Hamman purchased 435 Colman Dr from Walter Burrows Estate

**Information items or documents submitted to the Trustees at Study Session**

1. The Cape George Colony Club Annual meeting will be held on Saturday, July 15, 2p.m., on Zoom.

- The new Board of Trustees will be announced.
- The result of the vote to change the Bylaw Article III B1 will be announced.

2. Committee Chairs, please submit your committee's annual report to the Manager and Office Administrator by July 5 to be included in the Annual Meeting Packet.

Minutes



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
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3. Ad Hoc Berm Protection Committee updates: The north crossover is completed. Please use the North or South crossover to access the beach!

4. Tech Committee:

- Please contact General Manager Marnie Levy, by email at [manager@capegeorge.org](mailto:manager@capegeorge.org), if you would like to join the Ad Hoc Tech Committee. A meeting will be scheduled with existing members and new members in early June to discuss Internet service for security, blended Zoom Meetings at the Clubhouse, and how to move forward with the redesign of the Cape George website.
- We are looking into Starlink for connectivity at the Clubhouse, and possibly at other common areas. Starlink is a satellite internet company operated by SpaceX.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Building and Roads, Environmental, Fitness and Water. The reports are attached and incorporated by reference.

**Member participation:** none

**New Business Action Items:**

**Motion 1.** Fayla Schwartz moved, and Pat Gulick seconded to accept the Board advised change of wording for the Bylaw Article III B1 to be sent to membership for approval in the June 2023 ballot. Passed-5/0

Current Bylaw

*The maximum monthly assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than four per cent (4%) above the maximum assessment for the previous year....*

Board-advised change

*The maximum annual assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than eight per cent (8%) above the actual assessment for the previous year....*

**Motion 2.** Bart Mooyman-Beck moved, and Fayla Schwartz seconded to accept Water Committee Charter updates. Passed- 5/0

**Motion 3.** Bart Mooyman-Beck moved, and Betsy Coddington seconded to add Mark Costanti as a member of the Water Advisory Committee. Passed – 5/0

**Motion 4.** Pat Gulick moved, and John Dwyer seconded to certify Nancy Charpentier, Mike Heckinger and Steve McFarland as candidates for the Board of Trustees. Passed-5/0

**Motion 5.** Motion withdrawn -Fayla Schwartz

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

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**Motion 6.** John Dwyer moved, and Fayla Schwartz seconded to accept the Mayda bid, dated 4-23-2023, to install a Navian 200k BTU wall boiler for our pool at a cost of \$11,769.71 to be funded from Reserves. Passed – 5/0

**Motion 7.** Betsy Coddington moved and Pat Gulick seconded to establish a standing Cape George Colony Club Shoreline Protection Committee. Passed – 5/0

**Motion 8.** Fayla Schwartz moved, and John Dwyer seconded to grant two administrative and late fee waivers requested by members as presented at the May 22<sup>nd</sup> Study Session. Passed – 5/0

**Motion 9.** John Dwyer moved, and Bart Mooyman-Beck seconded to approve the Zoom Meeting protocol documents with a revision to remove “Do not wait to be called upon” from paragraph 4 regarding Trustees. Passed – 5/0

**Open Board Discussion:** none

**Announcements:**

Memorial Day Barbecue, Monday, May 29, 5:30 pm.

Granny’s Attic, Friday, June 9 – Saturday, June 10.

Marina Sale, Friday, June 16 – Saturday, June 17.

CPR and First Aid Class, Tuesday, June 20, 9 am – 12 pm. Clubhouse.

**Adjournment:** Pat Gulick moved, and Fayla Schwartz seconded to adjourn the regular meeting at 3:34 pm. Passed -5/0

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
Pat Gulick, Secretary

\_\_\_\_\_  
Jane Ludwig, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

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via ZOOM

**Draft**

**CG Building and Roads Committee Minutes**

**May 12, 2020**

Members in attendance: George Martin, Jeff Cullum, Rich VanDeMark, David Baker, John Dwyer, Betsy Coddington

Agenda:

1. Maple Drive earthworks permit: Earthworks permit for a new concrete driveway was received. After discussion, there were no objections to the project. Earthworks permit was signed.
2. Huckleberry Drive Building Permit: A building permit was received for a shed on Huckleberry Drive. Setbacks were met. After discussion, there were no objections to the project. Building permit was signed.
3. Maple Drive Building Permit: A building permit was received for a shed on Maple Drive. Setbacks were met. After discussion, there were no objections. Building Permit was signed.
4. S Rhododendron Building Permit: A building permit was received for a greenhouse on S Rhododendron. Setbacks were met. After discussion, there were no objections to the project. Building Permit was signed.
5. Driveway connections were discussed on completed new builds. Two addresses on Hemlock will be sent a letter by the manager informing the owners that it was time to complete the driveway connections per the building codes. It was recommended that the manager send violation notices to property owners on Saddle Drive and Magnolia for failure to complete the driveway connections per Building Regulations.
6. Variance request for a height variance on San Juan. Discussion followed and it was recommended to send the variance back to the owner because all the proper documentation was not provided. In addition, we recommended the owner not proceed with the request because of the location and view issues that it would provoke with neighboring property owners. The committee would not recommend granting such a variance for that location.
7. Discussed was initiated on driveway connections and parking strips with respect to the damage to the roadway edge. It is possible to make regulation changes in the future. Discussions will continue as we want to protect the road asset to the community.
8. Jeff Cullum presented an update on the solar heating project for the pool. A representative will be making a site visit the pool.
9. A committee member mentioned be approached by a new owner about putting in a HAM radio tower on his property. It would not be permitted under current building regulations and it was suggested that they make contact with the local HAM Operators Club that continues to meet at the Fire Station at Cape George.

Minutes



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via ZOOM  
**Draft**

**ENVIRONMENTAL COMMITTEE MINUTES Tuesday, April 11, 2023, 9:15 am**

IN ATTENDANCE: Gina Webber, Pat Gulick, Marnie Levy, Lori Vandermark, Richard Vandermark, Jo Blair, Varn Brooks, Steve McDevitt, Bob Sullivan, Sue Dunning, Lori Cameron

- I. CALL TO ORDER: Steve called the meeting to order at 9:20 am
- II. APPROVAL OF MINUTES: Varn moved, and Gina seconded that the minutes of the March 2022 meeting be approved as written, and the motion passed unanimously,
- III. FISCAL REPORT: \$2218.45

IV. OLD BUSINESS:

- A. Article Describing Environmental Committee. An article is being written by Chris Buzzard.
- B. Rain Garden Work Party. Steve McDevitt reported that basic weeding and mulching is still needed. It would be nice to put a bench in a corner for meditation.
- C. Ad Hoc Berm Committee. There has been progress on the fence and spreading of the sand on the berm. Currently, the picnic structure is being rebuilt and the electrical is being updated. When this is completed, the lawn can be seeded. This can be done with a week's notice. The berm will not need to be hydro seeded. After the sand is evenly distributed, the seed can be hand broadcasted. Varn Brooks will coordinate a work party on Saturday at 10:00 to spread the sand and work on the cross-over on the north end of the berm. This area needs to be smoothed out and piles cleaned up. Once some sort of erosion control fabric has been installed, this area can be replanted. Signs have been put up on the bulletin boards and an e-mail blast will go out to solicit volunteers for the work party. There have been reports of poison hemlock on the north end of the berm. Marnie will contact Peninsula Environmental to get us on their schedule.
- D. Plaque for the bell. Richard Vandermark reported that the plaque is being manufactured now and there is no date yet for completion.
- E. Memorial Park plaque restoration. We will move item to next month.
- F. Update to volunteer list. An e-mail blast is being planned to ask for more volunteers.
- G. Clubhouse Work Party. Patty Dunmire has made a request for permission to cut down some of the trees in front of the clubhouse. We normally don't remove trees in common areas. However, these are not natural trees. Nobody on the committee had any objections and Marnie will approve the request. Varn has volunteered to coordinate this project.
- H. Actions by the Board. The Board has approved both the new fines schedule for tree cutting and the amended charter as proposed by the Environmental Committee.
- I. Styrofoam recycling update. Jo Blair has written an article about styrofoam recycling that will appear in the

Minutes



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

May 25, 2023

via ZOOM

**Draft**

May newsletter. This project has exceeded all expectations and they are now accepting all styrofoam, including the flexible type.

V. NEW BUSINESS:

A. Beach cleanup. The beach clean-up partnering with the Marine Science Center has been very successful in the past. This year we will again have one. It is scheduled for April 22 from 9:00-1:00. Steve McDevitt will set up the check-in table and Pat Gulick will man it.

B. Dr. George Kaminsky. Dr. George Kaminsky from the Washington Department of Ecology will give a talk on May 4 at Cape George in the late afternoon. He will address the future of our berm, including new restrictions and possible solutions to preserve our shoreline.

C. Cape George University. Jo Blair has a contact who could speak about the historic Skallam Villages around Discovery Bay. Since there are many conflicts at the clubhouse in June, the end of May could be a good time to do this.

D. Scotch Broom. We need to schedule a work party to remove the Scotch Broom along the road between the Colony and Village.

E. Future plans for the berm. There needs to be a committee created to monitor the berm and consider future plans. There is already evidence of erosion on the north end.

The meeting was adjourned at 10:10.

**Fitness Committee Meeting Minutes**

**5/1/23**

Judith and Allan welcomed the group and thanked everyone's work for the Fitness Center (FC) while they were away. Special thanks to all who made the Fundraiser and Open House a success.

1. **Budget / Finances**

- Current balance: \$9163.88
- Fundraiser brought in \$4452 (compared to \$3255 last year)
- We have not yet been billed for equipment that has been serviced.
- Marnie has offered to work directly with Mark Wiper to urge him to supply us with the replacement costs and life span of our current equipment for use in the Reserve Study.
- Contribution from the Fabric Sale this weekend is pending. (Possibly around \$1,000.)

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

May 25, 2023

via ZOOM

**Draft**

- Discussion about Reserve monies: The group voted to increase our request to the Board for a \$4,000 budget allotment every two years to assist in regard to replacement cost(s) of current equipment.

**2. Equipment**

- Mark Harder completed the repairs to L8 and bench press. We're all happy with the repairs.
- Waiting for a bid for on-going maintenance. Allan will follow up with Mark Harder. The cost would be the responsibility of Cape George and thus we would not have to use the Fitness Center fundraising monies.
- Problem with Recumbent Bicycle #2. "Do not use" is posted. Repair or replace? It was voted to assess if it can be fixed. Allan will follow-up finding someone to assess the recumbent bike issues. If not fixable, then it definitely needs to be replaced in order to maintain two functioning recumbent bikes, in addition to the upright bike.
- Discussion about what should be the next purchase with the fundraising monies: 1) A second rowing machine? Robin will check the cost of a new rowing machine; 2) possibly a replacement recumbent bike? Phyllis will look into the cost of a new recumbent bike, in the event that the current bike is not repairable.
- Discussion about the newly donated bosu ball. Allan has inflated it and no problems with it thus far. The group appreciated the donation.
- *Addendum:* Judith and Allan purchased a poster demonstrating exercises for the bosu ball. Soon to be posted in the FC.

**3. Supplies**

- Phyllis volunteered to replace Mardella, who has provided the Committee with a detailed job description. (Many thanks to Mardella for working tirelessly to keep the FC well supplied during her tenure. And thanks to Phyllis for taking on the task.)
- Marnie offered to have Donnie bring supplies to the FC when requested by Phyllis so that she would not have to transport them.

**4. Signs**

- Thank you to Phyllis and Marnie for the new sign on the right entry door, welcoming visitors to the FC. It does appear to have a surface blemish, that possibly occurred when installed. It was decided to replace it.
- It was discussed whether we need another outdoor sign over the Fitness Center left door that identifies it as Cape George Fitness Center. It was decided to order a new sign. Phyllis to follow-up with sign maker and bring information back to Judith & Allan.
- *Addendum:* Judith and Allan and Marnie have since worked with Phyllis to place

Minutes



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

May 25, 2023

via ZOOM

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the order for a new sign on the left entry door and replace the existing damaged sign on the right entry door.

5. **Telephone**

- Marnie reported that the phone problems (i.e. failure to allow outgoing calls) have been resolved.

6. **Suggestion Box**

The suggestions in the box were reviewed. The following were discussed:

- Positive grateful comments about the FC.
- Lid for the trash can outside the door: Marnie to follow up with Donnie.
- Moisture inside the window glass north of the door; repair needed. Marnie reported that a bid to replace the windows is cost prohibitive. Possibly could be in the budget for next year.
- A request for higher weights (45 lbs.). Decision: No need at this time.
- Cell phone use in the gym. It was decided no rule is needed. Users should be courteously encouraged to use their cells outside, unless it is an emergency.
- Request for window washing, no contract at this time. Marnie to follow-up. Linda let the group know that Patty Dunmire washed the FC and pool windows on her own. A big thank you to Patty.

7. **New Committee members**

- Tom will ask his daughter-in-law if she would like to join the group.
- We are still looking for additional members and the Committee was encouraged to spread the word.

8. **Request**

- Kriss Edwards, Pool Committee Chair, has requested that we support the PC's May fundraiser by allowing them to put a flyer and envelopes in the FC. All agreed. Judith will inform Kriss of the group's decision.

9. **Additional concerns, suggestions, ideas**

- Discussion about the rule regarding the age of children who can use the FC. Currently children between the ages of 14-18 have to be accompanied by a parent and children under the age of 14 are not allowed to use the FC. A decision was made to stay with the current rule. According to Robin's research it is consistent with the other FCs in the area.
- Thank you for Jeannie Ramsey. The group agreed that we should send a note to Jeannie for all the work she put in organizing the fabric sale. Judith will send the note to Jeannie.

10. **Next meeting:** June 19, 2023, at 11am in the Clubhouse.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
May 25, 2023  
via ZOOM  
**Draft**

**Cape George Water Advisory Committee  
Meeting Report May 9, 2023**

The meeting was held at 4 PM May 9, 2023, in the clubhouse. Present: Cape George Manager Marnie Levy, prospective Committee member Mark Constanti, Carl Berger, Steve King, Stewart Pugh, Water Manager Jose Escalera, and Chair Marty Gilmore

The committee interviewed prospective member Mark Costanti and recommends that the Board approve him for committee membership.

The committee reviewed the Charter for the Water Advisory Committee and recommends one additional duty. (See attached)

We discussed emergency response at the tank farm in case of a major earthquake. The committee recommends that Cape George perform a live test of the emergency response as part of the annual Great Shakeout in October.

The Reserve Study is being drafted by the consultant and is not yet available for review.

Updates:

1. Adding booster pumps to the telemetry system: still waiting for vender submittal and availability of an electrical contractor.
2. Dedicated sample points: vendor has quoted \$800 per point for installation. Material is on order.

Filter backwash control valves need to be rebuilt. Rebuild kits are on order and are expected next month.

The next scheduled meeting is scheduled for June 13, 2023, at 4 PM in the office conference room. (The clubhouse will be in use by Granny's Attic and the Marina)



CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES  
June 14, 2023  
via ZOOM  
**Draft**

**The Board Meeting was called to order by President, Jane Ludwig at 2:31 pm**

**In Attendance:** Jane Ludwig, Fayla Schwartz, Pat Gulick, Bart Mooyman-Beck, Mike Heckinger, and John Dwyer. Absent Betsy Coddington.

**New Business Action Items:**

**Motion 1.** Fayla Schwartz moved, and Bart Mooyman-Beck seconded to approve the CAU Insurance package for 2023-2024 in the amount of \$46,469.00, effective June 19, 2023. Passed-5/0

**Announcements:**

- Meet the Candidates prior to the Study Session June 26<sup>th</sup> at 2:30 pm
- Study Session meeting June 26<sup>th</sup> at 3 pm
- John Dwyer will resign as trustee effective July 16, 2023

**Adjournment:** Mike Heckinger moved, and John Dwyer seconded to adjourn the regular meeting at 2:51 pm. Passed -5/0

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
**Pat Gulick, Secretary**

\_\_\_\_\_  
**Jane Ludwig, President**

**Cape George Colony Club**  
**Manager's Report**  
**June 2023**



**Thank You!**

♥ When Terri took a much-deserved vacation this month, I tried to keep up so her desk wasn't buried when she returned. Thanks to Betsy Coddington, Priscilla Cooper, Anne McFarland, and Marion Clair and their intuitive handling of the phone and walk-in customers we didn't have to call Terri all week! Thank you, ladies for your cheerful presence through the week.

♥ Thank you to the Emergency Preparedness Committee, Diona Smith, and the East Jefferson County Medics and Firemen, for the informative, educational, and potentially life-saving CPR and first aid class on June 20. The room was full, the information was practical, and every question the participants had was answered. It was awesome! Watch for another CPR and First Aid class in the fall!

**Board of Trustee and Bylaw change ballots are due in the office by noon on July 10. Please vote!**

**Granny's Attic and Marina Sale**

Thank you to the volunteers who spent hundreds of hours collecting, staging, selling, and cleaning up after the two fundraising sales. Thanks to every person who purchased items at the sales! Granny's Attic made \$8,300. The Marina Sale made \$8,000. And if you missed out, there are some higher end items from the Social Committee and Marina Committee on eBay!

**Maintenance news**

- Tree removal: Ronan Tree Care removed trees on common property near Palmer and Cape George Road, 61 Hemlock, 111 Alder, removed Douglas fir, removed a failed willow top, and removed a Douglas fir snag. There are two locations where the proximity to electrical equipment will need to be addressed by the PUD before the work can be completed.
- Please note that property owners are responsible for removing and controlling Poison Hemlock (*Conium maculatum*), Giant Hogweed (*Heracleum mantegazzianum*), Scotch Broom (*Cytisus scoparius*), Tansy Ragwort (*Senecio jacobaea*) per Jefferson County Noxious Weed Control Board.
- Empty lots shall have wild grasses and weeds mowed at least three times per year. -Once by Memorial Day, once in the summer, and once near Labor Day. Contact Terri, [office@capegeorge.org](mailto:office@capegeorge.org) if you own a vacant lot and want to have your lot mowed. The fee is \$90 per mowing.

**Committee Members Needed:**

- Ad Hoc Technology Committee: This includes Web design, Internet Connectivity in the common areas and security.
- Waterfront Monitoring and Protection: If you have an interest in the Cape George shoreline protection this committee is looking for additional members to help.

**Violations:** Violation, fine letters, and reminders have been sent to homeowners for hedge and landscape maintenance violations, and junk vehicle violations. Reminders have been sent to homeowners reminding them to install driveway connectors. Barking dog issues are being resolved.

Thank you for everything you do to help make Cape George Colony Club a great place to live!

Marnie W. Levy,  
[manager@capegeorge.org](mailto:manager@capegeorge.org)  
360-385-2208

# COMMENTS ON MAY 2023 FINANCIALS

*A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.*

## **Balance Sheet**

All bank statements have been received, reconciled and reviewed.

We hope to have final adjustments from the audit completed in June, which will align Reserve activities to current balances since the current year Reserves contains 2022 as well. Once made, the balance sheet will reflect the true balances in each fund, adjusting for interest earnings, assessment income and project expenses from 2022.

Balance Sheet reconciliation continues as minor discrepancies resulting from AR activity are corrected.

Processes are being developed to ensure ongoing accuracy. The discrepancies are not material (a few hundred dollars) but the process needs to be fixed so these errors don't recur.

## **Income Statement**

### **A) General Operations:**

We continue to monitor expenses carefully, as we are underfunded for the amount of activity required to maintain normal operations.

We continue to rely on the excess net income acquired by reduced salary costs in 2023 to cover over-expenditures, but that's a limited overage that won't last.

Janitorial will continue to be over budget as we've had to effect an increase in service level to make up for the cleaning that used to be performed by a former employee. This was not anticipated and therefore not budgeted, but is in part made up by the salary shortage.

### **B) Water Operations**

There are some invoices that were not processed in time so will be catching up in June (in Contract Services), but the performance is still ahead of budget owing to the salary savings as well as the elevated expense budget for supplies that has not yet been spent.

### **C) Marina Operations**

Marina is so far performing to budget overall, however Repairs expenses exceed budget and bears watching.

The Marina Committee is examining new boat storage options which may result in additional revenue to support Marina Operations.



**TREASURER'S REPORT**

**As of MAY 31, 2023**

**CAPE GEORGE COLONY CLUB**

*Balance Sheet as of May 31, 2023 and 2022 - Preliminary Subject to Audit*

Assets		2023	2022		Liabilities and Fund Balances		2023	2022	
<b>Cash and Cash Equivalents:</b>					<b>Current Liabilities:</b>				
Operations Checking & Petty Cash	\$	290,783	\$ 296,511	-2%	Accounts Payable & Other Liabilities	\$	9,699	\$ 85,008	-89%
Operating Savings & ICS		250,497	197,409	27%	Prepaid Income		37,106	42,190	-12%
Reserves - General, Water & Marina		1,432,283	1,237,598	16%	Unearned Income, Marina Wait List		4,750	900	428%
<b>Total Cash &amp; Equivalents</b>		<b>1,973,562</b>	<b>1,731,518</b>	<b>14%</b>	<b>Total Current Liabilities</b>		<b>51,555</b>	<b>128,098</b>	<b>-60%</b>
<b>Net Accounts Receivable</b>	\$	<b>5,901</b>	\$ 8,624	-32%	<b>FUND BALANCES:</b>				
<b>Total Net Fixed Assets</b>		<b>1,621,385</b>	1,669,384	-3%	Fund Balances & Equity (Combined)		3,377,742	3,167,716	7%
<b>Total Prepaid &amp; Other Assets</b>		<b>7,533</b>	6,757	11%	Modified Cash Basis Income		179,105	120,469	49%
<b>TOTAL ASSETS</b>		<b>\$3,608,383</b>	<b>\$3,416,283</b>	<b>6%</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$ 3,608,403</b>	<b>\$ 3,416,283</b>	<b>6%</b>

*Summary Revenue and Expense Statements for the periods ended May 31, 2023 and 2022 (Modified cash basis, excludes depreciation)*  
*Preliminary Subject to Audit*

2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%	2023 YTD	2022 YTD**	Variance	%	
<b>General</b>					<b>General</b>				
General Assessment	\$ 172,756	\$ 172,760	(4)	0%	\$ 172,756	\$ 135,237	\$ 37,519	28%	
Revenue - All Other Sources	6,676	5,630	1,045	19%	6,676	8,442	(1,766)	-21%	
<b>Total General Revenue</b>	<b>179,431</b>	<b>178,390</b>	<b>1,041</b>		<b>179,431</b>	<b>143,679</b>	<b>35,752</b>		
<b>Expenses:</b>					<b>Expenses:</b>				
Salaries, Benefits, PR Tax	51,596	63,804	12,208	19%	51,596	42,402	(9,194)	-22%	
Repairs & Maintenance	13,543	6,479	(7,064)	-109%	13,543	8,214	(5,329)	-65%	
Contracted Services	25,004	30,046	5,042	17%	25,004	36,427	11,423	31%	
Pool Expense & Utilities	10,579	13,475	2,896	21%	10,579	10,429	(150)	-1%	
Utilities & Insurance	15,632	16,065	433	3%	15,632	14,142	(1,490)	-11%	
Other Expenses (incl taxes)	9,229	11,965	2,736	23%	9,229	15,216	5,987	39%	
<b>Total General Expenses</b>	<b>125,584</b>	<b>141,834</b>	<b>16,251</b>		<b>125,584</b>	<b>126,830</b>	<b>(3,100)</b>		
<b>General Net Income</b>	<b>\$ 53,848</b>	<b>\$ 36,556</b>	<b>\$ 17,291</b>	<b>-47%</b>	<b>General Net Income</b>	<b>\$ 53,848</b>	<b>\$ 16,849</b>	<b>\$ 36,999</b>	<b>&gt;-100%</b>
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 114,752	\$ 115,738	\$ (986)	-1%	\$ 114,752	\$ 88,538	\$ 26,214	30%	
Revenue - All Other Sources	2,787	6,000	(3,214)	-54%	2,787	6,540	(3,754)	-57%	
<b>Total Water Revenue</b>	<b>117,539</b>	<b>121,738</b>	<b>(4,200)</b>		<b>Total Water Revenue</b>	<b>117,539</b>	<b>95,078</b>	<b>22,461</b>	
<b>Expenses:</b>					<b>Expenses:</b>				
Salaries, Benefits, PR Tax	25,788	31,902	6,114	19%	25,788	23,451	(2,337)	-10%	
Repairs & Maintenance	520	2,521	2,001	79%	520	-	(520)	#DIV/0!	
Contracted Services	10,114	14,973	4,859	32%	10,114	11,159	1,045	9%	
Utilities & Insurance	10,904	12,785	1,880	15%	10,904	9,099	(1,805)	-20%	
Other Expenses (incl taxes)	9,105	13,174	4,069	31%	9,105	10,800	1,695	16%	
<b>Total Water Expenses</b>	<b>56,431</b>	<b>75,355</b>	<b>18,924</b>		<b>Total Water Expenses</b>	<b>56,431</b>	<b>54,509</b>	<b>(1,922)</b>	
<b>Water Net Income</b>	<b>\$ 61,107</b>	<b>\$ 46,383</b>	<b>\$ 14,725</b>	<b>32%</b>	<b>Water Net Income</b>	<b>\$ 61,107</b>	<b>\$ 40,569</b>	<b>\$ 20,538</b>	<b>51%</b>
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 75,264	\$ 74,489	\$ 775	1%	\$ 75,264	\$ 73,293	\$ 1,971	3%	
Revenue - All Other Sources	16,172	17,798	(1,626)	-9%	16,172	16,690	(518)	-3%	
<b>Total Marina Revenue</b>	<b>91,436</b>	<b>92,287</b>	<b>(851)</b>		<b>Total Marina Revenue</b>	<b>91,436</b>	<b>89,983</b>	<b>1,453</b>	
<b>Expenses:</b>					<b>Expenses:</b>				
Salaries, Benefits, PR Tax	8,824	10,634	1,810	17%	8,824	7,844	(980)	-12%	
Repairs & Maintenance	4,001	2,958	(1,042)	-35%	4,001	4,973	972	0%	
Contracted Services	2,977	4,636	1,659	36%	2,977	4,322	1,345	31%	
Utilities & Insurance	9,190	9,190	-	0%	9,190	8,344	(846)	-10%	
Other Expenses (incl taxes)	2,228	1,330	(897)	-67%	2,228	1,275	(953)	-75%	
<b>Total Marina Expenses</b>	<b>27,219</b>	<b>28,748</b>	<b>1,529</b>		<b>Total Marina Expenses</b>	<b>27,219</b>	<b>26,758</b>	<b>(461)</b>	
<b>Marina Net Income</b>	<b>\$ 64,217</b>	<b>\$ 63,539</b>	<b>\$ 678</b>	<b>1%</b>	<b>Marina Net Income</b>	<b>\$ 64,217</b>	<b>\$ 63,225</b>	<b>\$ 992</b>	<b>2%</b>
<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>					<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>				
	\$ 179,172	\$ 146,478	\$ 32,694	22%	\$ 179,172	\$ 120,643	\$ 58,529	49%	
<b>Reserve Activity</b>					<b>**Reserve Activity</b>				
Routine Reserve Assessment	99,962	99,962	-	0%	99,962	80,079	(19,883)	25%	
Reserve Interest - all **	-	1,048	(1,048)	-100%	-	-	-	>100%	
Less: Reserve Offset***	(99,962)	(99,962)	-		(99,962)	(80,079)	19,883		
<b>Net Reserve Activity</b>	<b>\$ -</b>	<b>\$ 1,048</b>	<b>\$ (1,048)</b>	<b>-100%</b>	<b>Gross Reserve Activity</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>





## **CAPE GEORGE COLONY CLUB**

61 CAPE GEORGE DRIVE  
PORT TOWNSEND, WA 98368

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[office@capegeorge.org](mailto:office@capegeorge.org)

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PHONE: (360) 385-1177  
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### **New Members for June Meeting**

Matthew Anderson & Maria McGuire purchased 341 Colman from Robert & Kim Foster

Mark Fuller inherited 381 Sunset Blvd from Laurel Fuller

Paul & Annie Bezilla purchased 70 Quinault from Carol Wood and Judy Dahl

## PROPOSAL TO THE CAPE GEORGE BOARD

### **Situation:**

Currently, Section 5/Livestock & Pets/Rules and Regulations states:

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.

During the rebuilding of the Berm and restoring of the area referred to above, the off leash area for dogs was permitted to temporarily move to Memorial Park. The Berm job is nearly finished but soon construction will begin on the new picnic shelter. This affects the ability to use this as an off leash gathering spot for dogs and their owners.

The grassy area at Memorial Park has proven to be a good area for a variety of dogs and kinds of play. Many users have expressed their preference for the greater safety provided by the distance from the roadway. However, elderly and small dogs can become overwhelmed and/or injured by the energetic play of younger and bigger dogs. These dogs and their owners have continued to use a small area near the Gazebo in the Marina.

The resulting and upcoming changes do affect its use for the recreation of dogs and their owners. Primarily, the size of the grassy area has been greatly reduced. In addition, the wear and tear that is inevitable from many active dogs may be too much for the now narrow area to sustain. Even years ago, with fewer dogs, wear was obvious.

There are now simply more dogs at Cape George. The group has always varied, of course, as to numbers, breeds, sizes and ages of participating dogs, but this has worked remarkably well for over at least 15 years of daily use - thanks to courtesy, realistic expectations, and the countless small adjustments people make when living in community. The existence of the Dog Group has provided hundreds of hours of healthy activity, every year, not only for the dogs but, importantly, for the people. It is a social center and the heart of one of the many sub-communities in dear old Cape George.

The grassy area at Memorial Park has proven to be a good area for a variety of dogs and kinds of play. Many users have expressed their preference for the greater safety provided by the distance from the roadway. Additionally, dog owners have proven to be responsible and have kept the area clean.

### **Potential Obstacle:**

Non dog-owning residents being unaware of off-leash locations and times.

If the Board grants our request, the off-leash times and locations can be printed in each newsletter, allowing residents who wish to avoid contact with dogs the opportunity to avoid those times and locations. We may also print and post signs indicating times and rules for off-leash play.



**Proposed Solution:**

We propose changing Section 5/Livestock & Pets/Rules and Regulations to state the following:

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) AND between 2:00 p.m. and 4:00 p.m. at Memorial Park, 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 these areas for specific activities, (such as a memorial service, picnics or to use the playground) then dog owners must ask them first if it is alright to have the dog(s) off-leash.

To: Board of Trustees

From: Betsy Coddington, Liaison

Re: Proposal Acceptance for Village Kiosk Rebuild

We have succeeded in receiving one bid from a reputable construction company to rebuild the Village Kiosk. Two other contractors have refused to bid owing to the relatively small scope of the project and the work schedule they are currently trying to maintain. Given the Colony's experience last year in failing to obtain multiple bids, and the experience we are running up against, we are asking that the multiple bid requirement for this project be waved. We have two proposals before the Board:

1. Wave the multiple bid requirement for the rebuild of the Village Kiosk
2. Accept the Bid received by Michael Rosenthal Construction, which follows on Page 2. The Budget for the project is \$21,175. A 25% increase allowed by our Bylaws brings this amount to \$26,469, and the bid is for \$24,178. This leaves \$2,291 for Electrical and miscellaneous expenses.

Michael Rosenthal Construction 2568 Arcadia Terrace  
Port Townsend, WA 98368 (808) 561-1800  
mrosenthalconstruction@gmail.com June 12, 2023

Cape George Colony Club 61 Cape George Dr  
Port Townsend WA 98368

Subject: Bid for Construction of CBU Mailbox Shelter Dear Cape George Homeowners ,

Thank you for considering Michael Rosenthal Construction for the construction of a shelter for CBU mailboxes as per the plans provided by Richard Vandemark. We appreciate the opportunity to provide you with our services. Based on the information provided, we have prepared a bid outlining the estimated costs for the construction project.

Description of Work:

- Construction of CBU Mailbox Shelter: The shelter will be approximately 54 ft in length and 8 ft in height, as per the plans provided by Richard Vandemark. The shelter will include a concrete curb approximately 34 ft in length, level with the adjacent asphalt. The shelter will be constructed over a 34 ft concrete slab, adjacent to, level and stepped to match the curb height at several areas.

The structure will be built using #2 Doug Fir or hemlock lumber, painted green or another color as specified by the client. The roofing material will be 29 gauge steel with an upper color of green and an under color of white, or as specified by the client.

Client's Responsibilities:

- Prior to beginning the construction, the client will be responsible for the removal of vegetation at least 6 ft behind the existing mailbox unit and 12 ft up.
- The client shall also arrange for call dig services prior to the start of the build.
- The client shall make arrangements for electrical permits, trenching and installation.

Construction Schedule:

- The construction will be performed during normal working hours, Monday through Friday, no earlier than 8:00 a.m. and no later than 5:00 p.m. each day.
- Construction can begin within 2 weeks of receipt of deposit funds and is expected to be completed within 3 weeks of the start date.

Cost:

- The cost for this project is \$22,000 plus 9.9% Washington state sales tax. Total amount \$24,178.
- A deposit of 40% (\$9621.20) of the total amount is due upon acceptance of the bid.

A final payment of the balance (\$14,557) expected on the date of completion or within 5 days thereafter.

Please note that the above prices are estimates and subject to change based on any modifications or unforeseen circumstances that may arise during the construction process.

If you have any questions or require further clarification, please do not hesitate to contact us. We would be happy to discuss the details of the project and address any concerns you may have.



We look forward to the opportunity to serve you and construct the CBU mailbox shelter according to your specifications. Thank you for considering [Your Company Name] for this project.

Sincerely,

Michael Rosenthal

Michael Rosenthal Construction MICHARC794ML

Accepted by:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

## CG Building and Roads Committee Minutes

June 09, 2023

Members in attendance: George Martin, Mike Hinojos, Jeff Cullum, Rich VanDeMark, David Baker, John Dwyer, Betsy Coddington, Bob Holtz

Also Attending: Marnie Levy, Cape George Manager

Marnie reported to the committee that there were two violation notices going out to members that failed to install driveway pads withing the time limits specified in the regulations. In addition, two letters will be going out to members on completed build that it is time to install the driveway pads per the regulations.

1. Discussed a letter from a member concerning a possible new build on San Juan. The member was wanting relief from the culvert drain pipe typically installed under the driveway pad. The member pointed out the lack of a culvert on a section of flat lots on San Juan. George Martin made a site visit and presented picture to the committee of the lot and adjacent properties which lacked a culvert pipe under the driveway pad. It was agreed that the language of the regulations (5.2 B&P Regulations) provided for relief from the culvert pipe in situations where there is no culvert. The committee will correspond with the member and the Board Liaisons will present the request to the board for approval.
2. Discussed the lack of expiration dates on permits. In effect, permits can go on in perpetuity. The Board Liaisons will present to the board our recommendation that all permits expire one (1) year from the date of issue. When permits expire, members may request a new permit or extension of the current permit. There is not cost to members for Cape George Building Permits.
3. George Martin reported that all properties that were purchased from January 1, 2023 thru March 18, 2023 had driveway connections on all of the developed lots. The next report will be at the August meeting.
4. Bob Holtz brought to the committee's attention the condition of sever culverts in Cape George. There is debris and growth that is preventing the free flow that the culverts need. Discussion ensued as to who has the responsibility for cleaning and maintaining. It was the general consensus that Cape George was responsible and future budgets should reflect the need and possibly putting the culverts in the Reserve Study. The committee will do a visual inspection of the culverts to be completed in September, with a spreadsheet developed showing areas of concern.
5. The committee approved NOT meeting in July, communicating via email for routine permit applications, and meeting in person only if necessary.

## ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, May 9, 2023, 9:15 am

Online on Zoom

**IN ATTENDANCE:** Varn Brooks, Diane Boushek, Chris Buzzard, Pat Gulick, Anne Jimenez, Marnie Levy, Steve McDevitt, Ruth Ross, Bob Sullivan, Lori VanDeMark

**I. CALL TO ORDER:** Chris Buzzard called the meeting to order at 9:15

**II. APPROVAL OF APRIL MINUTES:** Varn Brooks moved and Ruth seconded that the minutes from the April meeting be approved as submitted, and the motion passed unanimously. Ruth thanked Pat Gulick for taking the minutes in her absence.

**III. FISCAL REPORT** \$2218.45

### IV. NEW BUSINESS

- A. Kaminsky Presentation:** Steve reported that the slide lecture was well attended and very informative. Ruth noted that she has a recording available to share. A thank you needs to be sent to Dr. Kaminsky. The Berm Committee will follow-up re opportunities for grants etc per email correspondence between Maureen Gustafson and Dr. Kaminsky.
- B. Environmental Shelf for Clubhouse Library:** Dianne Tamblyn and Tom Ramsay need to know how much space will be needed at the clubhouse library. Steve and Varn will send recommendations to Ruth, who will add her own ideas and prepare a list to go to Fayla Schwartz for suggestions.
- C. New steps down to Marina Drive:** Chuck Hommel submitted the attached report concerning their progress. They hope to finish the project next spring. Ruth moved and Steve seconded that the committee again pay for pizza for the team when they have a gathering at the Pour House in the summer. The motion passed unanimously.
- D. Steve King:** the committee would like to invite our new CG member Steve King, who is the Public Works Director for Port Townsend, to speak on the PT sea level rise project. As Steve is currently working on his house, it was decided to wait until he has finished before approaching him to set a date.
- E. Intertidal Monitoring:** Ruth reminded everyone that the annual Cape George Intertidal Survey will take place on June 7. She will handle getting the parking passes for the volunteers from the Port Townsend Marine Science Center. She noted that anyone who is interested in helping should contact her and she will put them in touch with the coordinator.
- F. Pool Fundraiser:** the committee was reminded about the ongoing fundraiser for the Cape George pool.



## V. OLD BUSINESS

- A. **Newsletter Article.** An article on the environmental committee is scheduled to appear in the June CG newsletter. It will describe what the committee does and encourage community members to attend a meeting to find out more about the committee and also to consider volunteering to help with the maintenance of common areas.
- B. **Rain Garden:** Steve McDevitt asked for volunteers for a work party later in the week to weed and mulch. Several members volunteered to help.
- C. **Berm Committee:** A work party is scheduled for May 13 to reseed the berm with dune grass seed.
- D. **Styrofoam Recycling:** A report from Jo Blair about the successful styrofoam recycling program is attached.
- E. **Plaque for the bell:** Richard VanDeMark reported that the plaque has still not been finished.
- F. **Memorial Park plaque/restoration:** The committee discussed possible options for restoring the plaque. Chris will call Jack Scherting and Richard VanDeMark to discuss.
- G. **Volunteer list:** Ruth Ross will send the volunteer list to Lori Cameron so that she can reach out to see if those listed are still performing the tasks. Once we have an updated list, we will have it posted in the newsletter so people can see the openings.
- H. **April 22 Beach Clean-up:** Steve reported that 22 people participated and 186 lbs of trash were collected, plus some additional larger items. He thanked Pat Gulick for serving as the coordinator in the morning when he was not available.

The meeting was adjourned at 10:20 am

Respectfully submitted,  
Ruth Ross  
Secretary  
Cape George Environmental Committee

**Report on Marina Drive Trail Work - 4/28/23**  
**Chuck Hommel**

Here is a summary of work done on the Marina Drive trail, spring 2023. We have finished work for this spring and will resume next spring. (It is possible we will work some more over the spring and summer, but no promises.)

We have finished about half the project. We have a great crew of volunteers, who are:

Tom Cawrse  
Patty Dunmire  
Bernt Ericson  
Brian Etscheid  
Chuck Hommel  
Rick Kelley  
Peter Niles

Others who have helped with support and materials are Steve King, Penny Jensen, and Donnie Weathersby.

We have put in more than 135 volunteer hours. Materials have cost \$1107. We have some materials left over that we will use when we resume the project.

We will not be installing more steps this spring, but Peter Niles will probably be working more on the handrails. He will have some expenses that should be reimbursed.

If you have any questions, please let me know. And take a walk on the trail.

**Styrofoam Recycling**  
**Report from Jo Blair May 7, 2023**  
[Barbarajoblair@gmail.com](mailto:Barbarajoblair@gmail.com)  
425-417-2164

Cape George contributed a completely full giant yellow bag of EPS (foam food containers) and miscellaneous food trays, peanuts and other items to the load that left PT last week. Keep it coming! If you are remodeling, contact me right away for a drop off so you won't have piles of styrofoam underfoot. For more details, see Paulette Lyle's email below.

Alexandra Peck Phd's talk on Native villages on Discovery Bay has not been confirmed for the Chautauqua Congress at Fort Worden on May 21 yet, so in my opinion, we don't have time to schedule a talk at Cape George. If she talks about Cape George and it seems of interest to the general public, perhaps we can host a presentation next fall. TBD.

Warmest Regards, Jo

**From:** Paulette Lyle  
**Subject:** Styro transfer last Friday and next collection (May 20)  
**Date:** May 7, 2023 at 11:27:03 AM PDT

It was a smooth (albeit rainy) transfer on Friday! Thanks to Carol Brannan, Kurt Guth, Polly Lyle, Terry Lyle, Vicki Mansfield, OlyCAP employees Bob and Yuri, and Northwest Harvest driver Chuck. Thanks to Michael for the graphics below.

In addition to 31 bags of EPS and 4 outboard motor cases, we sent a giant bag of packing peanuts, 2 bags of LDPE, and 3 bags of EPS food containers. All of this material will be recycled, meaning that less virgin plastic/less oil/fracked gas will be used to make polystyrene and polyethylene products. PLUS less EPS and LDPE in landfills, on roadsides, and in waterways. Whoo hoo!!!

Our next collection event is at the Fort on Saturday, May 20. We only have 3-4 worker bees signed up (Carol Brannan, Vicki Mansfield, Hugh Musser, and maybe Jude Minzel), so please let me know if you can help out. We'll need you! Saturday, May 20, 9:45-12:15, Fort Worden Battery Putnam.

THANKS!  
Polly



**Cape George Water Advisory Committee  
Meeting Report June 13, 2023**

The meeting was held at 4 PM June 13, 2023, in the office. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Board Liaison Bart Mooyman-Beck, Thad Bickling, Mark Costanti, and Chair Marty Gilmore

A draft of the Reserve study has been received and comments have been sent back to Reserve Consultants Ltd. The Reserve Study draft is not yet ready for release and review by the Water Committee.

New employee Eric needs to be trained to perform some of the activities at the tank farm. Training and Eric's work activities must be overseen by Jose as the licensed Water Manager. Jose and Marnie will develop a proposal for the cost of Jose's extra time for supervising Eric's training and work.

Jose is developing options for the anticipated replacement of all water meters in 2024. Funds for meter replacement are included in the Reserve Study plan for 2024 but there are a few options for how the work will be performed.

Jose will complete the annual Consumer Confidence Report this month.

The Washington State Department of Ecology has a new requirement that water piping to every home be surveyed to ensure there is no lead or galvanized piping in the Cape George water system. This will require that piping be surveyed on both the Cape George side of the water meter and on the homeowner's side of the meter. Preliminary discussions are underway regarding timing and methods for this survey.

Several cost items are coming up and money is not included in the operating budget for these items. New costs described above include training for a new employee and the required survey of each home for lead and galvanized water piping. These unbudgeted costs cannot be avoided and should be covered by increasing the Cape George water rates. A proposal will be developed for a water rate increase and the proposal will be discussed at the July committee meeting.

Updates:

1. Adding booster pumps to the telemetry system. DD Electrical will be on site this month to run conduit and wiring to tie in the booster pumps.
2. Dedicated sample points: vendor has quoted \$800 per point for installation. Material is on order but has been delayed.

3. Filter backwash control valves need to be rebuilt. Rebuild kits are on order and have also been delayed.

Water report for May 2023: The number of leaks is increasing; many repeats and many homeowners are difficult to contact.

39 leaks, some quite serious, one user 4752 gpd. over 2 meters.  
18 of them had leaks previous month (April)  
Most seem to be turning on summer irrigation.

82 connections less than 30 gpd. about 5% households are vacant or part time.

Average usage is 161 gallons / day. last year 97 gpd  
total daily average is 89584 gallons. last year 53329 gallons daily.

There is an ongoing issue of an inability to contact some homeowners in case of water leaks. This inability seems to be caused by wrong or out-of-date contact information that is not corrected by the homeowner. Because of the inability to contact homeowners, water is wasted and in some cases property can be at risk. **The committee recommends** that the Board take action to ensure that Cape George has accurate contact information for every homeowner to allow them to be contacted in case of water leaks or other trouble.

The next scheduled meeting is scheduled for July 11, 2023, at 4 PM in the clubhouse.